



TENDER ID: AHMVAO5145

STATE BANK OF INDIA

INVITES OFFERS

FOR HIRING OF PREMISES

FOR

SBI CAMBAY BRANCH, DISTRICT ANAND

TECHNICAL BID (ENVELOPE-A)

Last date for submission of Tenders: 15:00 hours on 11-03-2024

Opening of Tenders: 16:00 hours on 11-03-2024 in the presence of bidders who wish to remain present and for that no separate intimation will be send.

Offers To Be Submitted To:-

**THE ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA,
REGIONAL BUSINESS OFFICE - 5,
ANAND-SOJITRA ROAD, JANTA CHOKDI
VITHAL UDYOGNAGAR
ANAND - 388121**

OFFER SUBMITTED BY:

Name : _____

Address : _____

Mobile No. : _____



NOTICE INVITING TENDER (NIT)
COMMERCIAL BRANCH / OFFICE SPACE REQUIRED ON LEASE

SBI invites offers from **owners / Power of Attorney holders** for premises on lease rental basis for branch use having **floor area of 350 sq.mt. to 360 sq.mt.** located preferably **within 2 KM distance from existing Branch**, in Cambay area on main road with **minimum allotted parking for 20-25 two wheelers, 04 four wheelers**. The bidder shall provide space of **80 sq.ft to 100 sq.ft. for installation and running of the generator (NEED BASE)** within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities.

The entire space should preferably be on ground floor only. Premises should preferably be ready for possession / occupation. In case a suitable ready premises is not found, Bank may consider Open plot, provided the premises should be ready for possession within six to eight months, including obtaining all necessary approvals from the local authority.

The format for submission of the technical offer containing detailed parameters, terms and conditions and price offer can be downloaded from website www.sbi.co.in under procurement news Link <https://www.sbi.co.in/web/sbi-in-the-news/procurement-news>.

This offer consists of two parts viz. the Technical Offer having terms and conditions, details of offer and the Price Offer. Duly signed and completed separate Technical and Price Offers are to be submitted for each proposal using Xerox copies in case of multiple offers.

The Envelope (A) contains Technical Bid and **Envelope (B)** contains Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed **in a single cover super-scribing "Tender for leasing of PREMISES FOR SBI CAMBAY BRANCH DISTT.- ANAND"** and should be submitted to

THE ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA,
REGIONAL BUSINESS OFFICE - 5,
ANAND-SOJITRA ROAD, JANTA CHOKDI
VITHAL UDYOGNAGAR
ANAND - 388121

The Technical bids will be opened on **11-03-2024 at 04:00 Pm** in the presence of bidders who choose to remain present. All bidders are advised in their own interest to be present on that day at the specified time. As regards opening of Financial Bids, it will be opened of only short -listed offers and date of opening will be intimated to short listed offerers only.

Preference will be given to the premises owned by the Govt. Departments / Public Sector Units. The SBI reserves the right to accept or reject any offer at any stage without assigning any reasons thereof.

Only authorized representative on behalf of bidder, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening. No bidder/ representative shall be allowed to attend the meeting/ bid opening with mobile phones.

IMPORTANT POINTS OF PARAMETERS -

1	Type Of Building	Commercial
2	Floor Area	Floor area of 350 sq.mt. to 360 sq.mt. located preferably <u>within 2 KM distance from existing Branch,</u> in Cambay area on main road with minimum allotted parking for 20-25 two wheelers, 04 four wheelers.
3	Covered Parking Space	04 four wheelers and 20-25 two wheelers for staff
4	Open parking area	Sufficient open parking area for customers/visitors
5	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
6	Possession	Ready possession / occupation. In case of open plot building should be ready for possession within 6 to 8 months.
7	Premises under construction/open plots	In case a suitable ready premises is not found, Bank may consider Open plot provided the premises should be ready for possession within six to eight months, including obtaining all necessary approvals from the local authority.
8	Desired location	Located preferably within 2 KiloMeters distance from existing Branch, in Cambay area on main road with good visibility.
9	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Ground floor (iii) Govt. Departments / PSU / Banks
10	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.
11	Initial period of lease	Initial 5 years with an option to renew after every block of 5 years at predetermined increase in rent @ 15-25%, keeping total lease period as 20 years.
12	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
13	Validity of offer	6 (six) months from the date of submission of the offer
14	Stamp duty / registration charges	To be shared in the ratio of 50:50.



TERMS AND CONDITIONS

1.1 The bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBI for the purpose, and the stamp duty and **registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank**. The initial period of lease will be 5 years and will be further renewed for each block of 5 years (viz. **total lease period 10 years**) with requisite **exit clause** to facilitate full / part de-hiring of space by the Bank during the pendency of the lease. As regards **increase or decrease in rents** payable, increase in rent if any shall be **subject to market conditions** & to a maximum ceiling of **25% after initial term of 5 years is completed**.

1.2 **Tender** document **received** by the SBI **after** due date and time i.e. 11-03-2024 **after 03:00 Pm shall not be considered in any case**.

1.3 The bidders are requested to submit the **tender documents in separate envelope** super scribed on top of the envelope as Technical or Commercial as the case may be (**TECHNICAL BID (Envelope -"A") AND PRICE BID (Envelope -"B")**) duly filled in with relevant documents/information at the following address:

**THE ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA,
REGIONAL BUSINESS OFFICE - 5,
ANAND-SOJITRA ROAD, JANTA CHOKDI
VITHAL UDYOGNAGAR
ANAND - 388121**

1.4 All columns of the tender documents must duly filled and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tendered. Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBI reserves the right to reject the incomplete tenders. The SBI also reserves the right to reject any or all the tenders at any stage or to cancel the entire tender process without assigning any reasons to any bidder. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc., to the bidder upon such rejection or cancellation of tender process. Bank's decision in this regard shall be final and binding on all the bidders. In case of any dispute, jurisdiction of Court in all cases shall be in Anand only till finalization of the successful bidder.

1.5 In case the space in the tender document is found insufficient, the lessors may attach separate sheets. duly signed by the bidder/authorized representative, after putting remark to this effect in the provided place.



1.6 The **offer should remain valid** at least for a period of 6 **(Six) months** to be **reckoned from** the last date of submission of offer i.e. **11-03-2024**. The Bank shall not be liable for any payment/ compensation/ rent/ opportunity loss etc to the bidder upon such rejection or cancellation of tender process.

1.7 The Technical bids will be opened on 11-03-2024 at 04:00 Pm in the presence of bidders who choose to be present. All bidders are advised in their own interest to be present on that day at the specified time. As regards opening of Financial Bids, it will be opened of only short-listed offers and date of opening will be intimated to short listed offerers only.

1.8 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet "list of deviations", if any. In such cases, Bank will be at liberty to reject such offers and Bank's decision will be final and binding on the bidders.

1.9 **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof.** In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

1.10 Canvassing in any form will disqualify the tenderer. **No brokerage will be paid to any broker.** Only authorized representative on behalf of bidder, shall be allowed to attend any meeting/ bid opening.

1.11 The short listed bidders will be informed by the SBI on the contact details given by them over the envelope, for arranging site inspection of the offered premises.

1.12 **Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required. **All payments** to the successful vendor shall be made **by Account Payee Cheque or RTGS/NEFT**.

1.13 **Preference** will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.**

1.14 Preference will be given to the buildings/ offered premises on the main road. Premises to be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high tension electrical wires etc. Premises should not be located on low lying area, water logging area.



1.14a The details of parameters and its weightage for technical score has been incorporated in Annexure I. The selection of premises will be done on the basis of **techno commercial evaluation**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant. The SBI may negotiate the rent with L1 bidder to reduce the offered rent. The bidder who is declared successful in the combined result of technical and financial bids shall be required to execute lease deed in the bank's prescribed lease deed format. No request for any deviation in the terms and conditions stipulated in the draft lease deed shall be entertained.

1.15 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service charges** shall be **borne by the landlord**. However, the **GST, if applicable, shall be borne by the Bank**. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

However, **the landlord will be required to bill the BRANCH every month for the rent due to them indicating the GST component also in the bill separately**. The bill also should contain the GSTIN number of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the **SBI** to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.

1.16 **The interest free rental deposit equivalent to maximum three month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

1.17 Mode of measurement for premises is as follows:

Rental will be paid on the basis of floor area which will be measured as per relevant IS code after completion of premises civil work as per Bank's layout.

Components/ Areas like Lift, Lift wall, Ducts, Staircase, Service shafts, Balcony, Projection, Terrace, external and internal walls, parking space, space for DG set, etc. will not be counted in floor Area. Landlord is advised to quote the rates as per floor area while filling the price bid. In case, the area measured at site during joint measurement differs with the area approved by the Municipal Corporation, the smaller area will be considered for rent purpose.

1.18 The floor wise area viz. Ground, First, if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The **number of car parking spaces and two wheelers offered should be indicated separately**.



1.19 The successful lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work**. The required **additional electrical power load of approximately 45 to 50 KW or more will also have to be arranged by the lessor at his/her cost** from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator will also have to be provided within the compound by the lessors at no extra cost to the Bank and will not be considered in rent area. The Lessor shall provide space for installation of V-SAT device on the terrace of the selected/ finalized premises and direct/suitable access for reaching the place for repair and maintenance. This area will not be considered in rent area and No separate payment shall be made to the landlord for this purpose.

1.20 Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost.

1.21 The lessor shall obtain/submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work can commence.

1.22 After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.23 Rent should be inclusive of all present and future taxes what so ever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid extra.

1.24 Electricity Charges will be borne by the Bank but water supply should be maintained by Landlord/ owner.

1.25 All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank such as ATM Room, Toilets & sanitary works, Store room / record room, Stationary Room, Pantry with all accessories and doors etc. (additional / alteration) as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, server room & UPS room made up of brick work, locker room (RCC locker room as per Bank's guidelines) as per Bank's design and specifications however the door and ventilator shall be provided by the Bank, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, collapsible grill door & ramp with hand rail at entry, front façade including glass glazing, external ACP paneling as per Bank's design, double charged vitrified tile flooring, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill on all openings, anti termite treatment etc as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their



own cost before handing over possession to the Bank, Landlord will submit approved plan, Competent Authority permission, structural stability and soundness certificate, fire fighting work before possession by the Bank. Rent should be inclusive of all civil works. **The Office will use fire proof Cabinets and Compactors for storage of records. The offered premises should be structurally sound enough to take the additional load of such storage units etc. In case of any structural damage to the premises/ building, Bank will not be responsible.**

The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof/ walls remains water-tight during the lease period. In case the above repairs are required and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner(s).

Note- Owner of the Building is sole responsible for the construction and stability of Premises. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost.

1.26 Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring for interior works etc., will be done by the Bank as per requirement.

Plastic paint of walls, ceilings, enamel painting of doors and windows etc. as per the Bank's instructions shall be done by the owner/s after every two/ three years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner/s and deduct all such relative expenses from the rent payable to the owner/s.

1.27 Obtaining NOC from local authority regarding fire safety and execution of fire safety work in the premises shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor any amount/ Bill shall be paid by the Bank for this purpose.

1.28 The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.

Date:

Name & Signature of lessor with seal if any



DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the _____ dated _____ I / We hereby offer the premises owned by us for housing your branch / office on lease basis: (A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information is given as under:

General Information:

Location as name of the nearest local railway station and its distance from the site:

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the Street	
a.3	Name of the City	
a.4	Pin Code	
b.	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Technical Information (Please✓ at the appropriate option)

- a. Building - Load bearing ----- Frame Structure
- b. Building - Residential ----- Institutional -----Industrial -----Commercial
- c. No. of floors
- d. Year of construction and age of the building
- e. Floor of the offered premises

Level of Floor	Floor area (Sq.Mt)
Ground floor	
First floor	
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.17 of Technical Bid.



Building ready for occupation - Yes/No

If no, how much time will be required for occupation ----- with end date.

Amenities available

Electric power supply and sanctioned load for the floors
Offered in KW (Mentioned) Yes/No

Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities
Enclose copies Yes/No

Whether NOC from the department has been received Yes/No

Whether occupation certificate has been received
Enclose copy Yes/No

Whether direct access is available, if yes give details Yes/No

Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

No. of car parking/scooter parking which can be offered
Exclusively to the Bank. Yes/No

*** Please enclose plans/ layouts of the building.**

Declaration

We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

Place:

Date:

Name and signature of lessor with seal

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

Hiring of Commercial Building with Floor area of **350 sq.mt. to 360 sq.mt.** located preferably **within 2 KM distance from existing Branch**, in Cambay area on main road with **minimum allotted parking for 20-25 two wheelers, 04 four wheelers**. The entire space should preferably be on Ground floor.

Name of firm:

	Parameters	Actual situation	Total Marks	Marks obtained
1	Floor area as per requirement	350 sq.mt. to 360 sq.mt. : 10 Others : 0	10	
2	Premises location	On Main road : 5 Inner side from Main road : 0	5	
3	Distance from existing BRANCH	Within 02 km: 05 >02 km : 00	5	
4	Premises on Ground floor / Part FF	On ground floor : 10 On GF + FF : 05	10	
5	Frontage	>= 40 feet = 10 >= 30 feet = 05 < 30 feet = 00	10	
6	Ceiling Height	>= 11 fts from the bottom of beam:05 >= 10 fts from the bottom of beam: 03 Others: 00	05	
7	Building structure	Frame structure : 05 Load Bearing : 00	05	
8	Allotted Covered Parking space	1. Having cellar parking+front/ back/side : 10 2. Having cellar parking only : 08 3. Having front/ back/side parking : 06 4. Others : 0	10	

9	Age of building	1. Newly constructed within 01 year : 05 2. Constructed within 01-05 years : 03 3. Building older than 05 years : 00	5	
10	Quality of construction, finishing etc.	1. Excellent : 05 2. Good: 03 3. Average : 02 4. Poor : 0	5	
11	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	30	
	Total		100	

In case of open plot, bidder is required to submit its detailed construction plan and marking will be done accordingly.

Example for evaluation of proposals:

The example to calculate most successful bidder based on marks given on each of the above parameters is as follows:

Total marks 100.

Three premises short listed- A, B, & C.

They get following marks

A-78; B-70; C-54

Convert them to percentiles

$$A : (78/78) * 100 = 100$$

$$B : (70/78) * 100 = 89.74$$

$$C : (54/78) * 100 = 69.23$$

Now that technical bids are evaluated, financial bids can be opened.

Financial quotes for three premises are as follows:

A : Rs 70 per sqm for Floor area

B : Rs 60 per sqm for Floor area

C: Rs 50 per sqm for Floor area

As C is lowest, to work out percentile score, following will be the calculation:

$$C : (50/50) * 100 = 100$$

$$B : (50/60) * 100 = 83.33$$

$$A : (50/70) * 100 = 71.43$$

Since proportion of technical to financial score is specified to be 70:30, then final scores will work out as follows:

$$A : (100 \times 0.70) + (71.43 \times 0.30) = 91.43$$

$$B : (89.74 \times 0.70) + (83.33 \times 0.30) = 87.817$$

$$C : (69.23 \times 0.70) + (100 \times 0.30) = 78.46$$

Therefore Most successful bidder shall be 'A' and Bank may invite 'A' for further negotiation.