



TENDER ID	DEL/CAO/2023-24/03
START DATE	26.07.2023 ; 10:00 HRS
LAST DATE	16.08.2023 ; 16:00 HRS

**STATE BANK OF INDIA
CIRCLE AUDIT OFFICE, NOIDA
3RD FLOOR, B-16, SECTOR-62, NOIDA, U.P. 201307**

PREMISES REQUIRED ON LEASE RENTAL BASIS FOR “BANK GUEST HOUSE” AT SECTOR – NOIDA, GREATER NOIDA AND GHAZIABAD U.P.

TENDERS TO BE SUBMITTED TO:

**THE GENERAL MANAGER
STATE BANK OF INDIA
CIRCLE AUDIT OFFICE, NOIDA
3RD FLOOR, B-16, SECTOR-62, NOIDA, U.P. 201307
Mob. – Mr. SHYAM BIHARI SAH 0120-4329601**

TENDERS SUBMITTED BY:

NAME	
ADDRESS	
MOBILE	
E-MAIL	



तीसरी मंजिल, बी-16, सैक्टर-62, नोएडा, यू 0 पी 0 201307

निविदा आमंत्रण सूचना (एनआइटी) – लीज पर गेस्ट हाउस हेतु परिसर की अवशकता

भारतीय स्टेट बैंक मंडल लेखा परीक्षा, नोएडा "बैंक गेस्ट हाउस" हेतु स्वतंत्र भवन को लीज / किराये पर लेने के लिए भवन स्वामियों / भवन के अटॉर्नी धारको से मुहरबंद लिफाफे में प्रस्ताव आमंत्रित करता है। **मकान नोएडा, ग्रेटर नोएडा एवं गाज़ियाबाद यू0 पी0** में स्थित होना चाहिए। मकान में वॉश रूम एवं शौचालय के साथ 5 बेडरूम, एक डारिंग रूम, एक किचन, स्टोर रूम होना चाहिए। मकान कम से कम 278.70 – 325.16 sqm (3000-3500 sqft), 24 घंटे पवार बैकप एवं पानी की सुविधा उपलब्ध हो। मकान में शौचालय के साथ नौकर का कमरा एवं कम से कम 3 कार का पार्किंग होना चाहिए। मकान उपयोग के लिए तैयार स्थिति में हो। सरकारी विभाग / सार्वजनिक क्षेत्र की इकाइयों के स्वामित्वों को प्राथमिकता दी जाएगी। तकनीकी प्रस्ताव तथा बित्तीय प्रस्ताव के प्रारूप बैंक के वेबसाइट sbi.co.in (Under Important Links- Procurement News) शीर्ष से दिनांक 26.07.2023 से 16.08.2023 तक प्राप्त कर सकते हैं। आवेदक अपनी तकनीकी तथा बित्तीय प्रस्ताव अनुमोदित मानचित्र तथा स्वामित्व दस्तावेज़ के साथ उपरोक्त पते पर दिनांक 16.08.2023 को साय 4:00 बजे तक भेज दें। बैंक को बिना कोई कारण बताए किसी या सभी प्रस्तावों को अस्वीकार करने का अधिकार है। कृपया ब्रोकर संपर्क न करें।

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महाप्रबंधक (आंतरिक लेखा)

**STATE BANK OF INDIA
CIRCLE AUDIT OFFICE, NOIDA
3RD FLOOR, B-16, SECTOR-62, NOIDA, U.P. 201307
NOTICE INVITING TENDER (NIT)
PREMISES REQUIRED ON LEASE**

State Bank of India, Circle Audit Office, Noida invite offers from owners/Power of Attorney holders in a sealed envelope for premises on lease rental basis for residential use for independent Premises for "Bank Guest House" at **Noida, Greater Noida and Ghaziabad U.P.** The House should have minimum five Bedrooms with attached Wash Room & Toilet, one Drawing Room, one Kitchen, Store Room. The House should have approx. 278.70 – 325.16 sqm (3000-3500 sqft), 24 hours Power Backup facility & Water facility. The house should have the provision for separate servant quarter with toilet facilities and parking for at least three cars. The building should be ready for use. Preference will be given to the premises owned by the Govt. departments / Public Sector Units. The format for submission of the "Technical Bid" and "Price bid" can be downloaded from SBI website www.sbi.co.in "under Important Links - procurement news" from 26.07.2023 to 16.08.2023. The applicant should submit their technical & financial bids along with approved map & ownership paper to the above mentioned address by 04:00 PM on 16.08.2023. The Bank reserves the right to reject any or all the offers without assigning any reasons thereof. No Brokers please.

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General Manager (IA)



TECHNICAL BID (COVER-A)
TERMS AND CONDITIONS

OFFER / LEASING OF OFFICE PREMISES

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal using photocopy in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes should be placed in a single envelope and applicants should mention their Name, Address, Phone No. and **“OFFER FOR BANK GUEST HOUSE”** over the sealed envelope to **CIRCLE AUDIT OFFICE, NOIDA, 3RD FLOOR, B-16, SECTOR-62, NOIDA, U.P. 201307.**

Important points of Parameters -

1	Built up Area	Independent Premises 278.70 – 325.16 sqm (3000-3500 sqft)
2	Dedicated parking area (Free of Cost)	Space for at least three cars
3	Amenities	24 hours water facility & Electricity
4	Possession	Preference will be given to ready for possession / occupation in all respects
5	Premises under construction / Plot	Will not be considered.
6	Desired location	Noida, Greater Noida and Ghaziabad U.P.
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Govt. Departments / PSU (iii) As specified in NIT
8	Initial period of lease	10 years
9	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
10	Validity of offer (Minimum)	4 months from the date of submission of the offer
11	Stamp duty / registration charges	To be shared in the ratio of 50:50.



TERMS AND CONDITIONS

1.1 The successful 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 lease period will be for 10 years with increment in rent after 5 years (viz. total lease period will be of 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only 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 15% - 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 / 10 years.

1.2 Tender document received by the SBI after due date and time shall be rejected.

1.3 All columns of the tender documents must duly fill in 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 tenderer. Any over-writing or use of white ink is to be duly initialled by the tenderer. SBI reserves the right to reject the incomplete tenders.

1.4 In case the space in the tender document is found insufficient, the lessors may attach separate sheets.

1.5 The **offer should remain valid** at least for a period of **4 (four) months** to be **reckoned from** the last date of submission of offer.

1.6 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.

1.7 The **Technical Bid** will be **opened on 17.08.2023 at 11:00 AM** in the presence of tenderers who choose to be present. All tenderers are advised in their own interest to be present on that date at the specified time and address.



1.8 **SBI reserves 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.

1.9 Canvassing in any form will disqualify the tenderer. **No brokerage will be paid to any broker.**

1.10 The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.11 **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.**

1.12 **Preference** will be given to the independent 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.**

1.13 The details of parameters and its weightage for technical score have 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 SBIIMS/SBI in respect of technical parameters will be final and binding to the applicant.

1.14 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**. 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 concerned Branch/Office every month for the rent due to them indicating the service tax/GST component also in the bill separately.** The bill also should contain the service tax registration number/ GST 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 service tax/GST otherwise, the service tax/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 service tax/GST registration number of the landlord.



1.15 Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as carpet area as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord.

1.16 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately. Bank as per exigencies, may take more or less area of the advertised area.

1.17 The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Bidder/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 25 KW will also have to be arranged by the bidder/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, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.

1.18 Bidder / Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.19 The bidder/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, in case of unfurnished premises.

1.20 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.

1.21 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However GST shall be paid extra at applicable rate and manner.

1.22 Electricity & Water charges will be borne by the Bank provided the requisite connection is arranged by the landlord in the name of Bank..



1.23 Price Bid of only the selected bidders will be opened after short-listing based on the parameters of the advertisement and only the short-listed bidders will be informed to remain present on the date and time of opening of the Price Bids

Place:
Date:

Name & Signature of bidder / lessor



ANNEXURE – I

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned

S. No	Parameters	Actual Situation	Total Marks
1	Built up area as per requirement	<ul style="list-style-type: none">• Required area in sqmt \pm 5% : 10• Required area in sqmt \pm 10% : 5• Required area in sqmt \pm 25% : 2	10
2	Floor Level of Rooms	<ul style="list-style-type: none">• All rooms offered in single floor : 10• Rooms offered in two immediate floors : 5• Rooms offered in more than two floors : 0	10
3	Floor Details	<ul style="list-style-type: none">• Ground Floor or First Floor : 15• Upper Floor with Lift Facility : 10• Upper Floor with staircase & without Lift : 0	15
5	Dedicated Parking (Free of Cost)	<ul style="list-style-type: none">• Parking area for 3 cars : 10• Parking area for 2 cars : 7• Parking area for 1 car : 4• No car : 0	10
6	Location of the Premises	<ul style="list-style-type: none">• Park Facing Premises : 10• Road Facing Premises : 5• Others : 0	10
7	Light and ventilation	<ul style="list-style-type: none">• Adequate natural light and ventilation : 5• In-adequate natural light and ventilation : 0	5
8	Quality of Finishing, Amenities, Fittings and Fixtures	<ul style="list-style-type: none">• Excellent : 15• Good: 10• Satisfactory : 5• Unsatisfactory : 0	15
9	Ambience, convenience and suitability of premises	As assessed by Premises Selection Committee	25
	Total		100



Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

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

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

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

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

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

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. As desired on is lowest, to work out percentile score, we will get

C: $(210/210)*100 = 100$

B: $(210/250)*100 = 89.74$

A: $(210/300)*100 = 70$

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

A: $(100*0.70) + (70*0.30) = 91$

B: $(89.74 * 0.70) + (84*0.30) = 88.02$

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



DETAILS OF OFFER (COVER-A)

OFFER SUBMITTED FOR LEASING OF PREMISES

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your Bank Guest House on lease basis:

General Information:

1	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	

Technical Information (Please ✓ at the appropriate option)

- a. Building - Load bearing _____ Framed Structure _____
- b. Building – Residential _____ Institutional _____ Industrial _____ Commercial _____
- c. No. of floors _____
- d. Year of construction and age of the building _____
- e. Details of Floor / Plot of the offered premises

Level of Floor	Built up area (as per IS code 3861-2002)
Ground Floor	
First Floor	
Second Floor	
And so on	
Total Built Up Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.15 of Technical Bid.



Description	Yes	No
Building ready for occupation If no, how much time will be required for occupation _____ with end date		
Electric power supply and sanctioned load for the floors (.....KVA)		
Running Municipal Water Supply		
Whether plans are approved by the local authorities (Enclose copies)		
Whether NOC from the department has been received		
Whether occupation certificate has been received (Enclose copy)		
Whether direct access is available, if yes give details		
Whether exclusive parking facility has been provided		

Declaration

I/ 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



PRICE BID (COVER-B)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____ dated ___ / ___ /2022 and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I/We offer the premises owned by us for housing your Bank Guest House at _____ on lease basis on the following terms and conditions.

General Information:

1.	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	

Rent:

Level of Floor	Built up Area (sqft) As per IS code 3861-2002	Rent per sqft. per month (Rs.)	Total rent per month of built up area (Rs.)
Ground Floor			
First Floor			
Maintenance charge per month (if any)			
Total Rent			

The GST if levied on rent paid by us shall be reimbursed by the SBI to the landlord on production of receipt of such payment of tax to the Govt.

Declaration

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

Place:

Date:

Name & Signature of bidder / lessor