

NOTICE INVITING TENDER (NIT)

PREMISES REQUIRED FOR SHIFTING OF SBI SBSC BRANCH (31446), UDAIPUR

State Bank of India invites offer from owners/power of attorney holders for the commercial/office premises having carpet area of approximately 232 sq.mt. / 2500 sq. ft. (+/- 20%) on Lease Rental basis for shifting of its SBSC branch, Udaipur.

2. The premises should be preferably in prime locality on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishments **within the radius of 02 (two) KMs of the existing premises of SBI SBSC branch, Udaipur** preferably on the **Ground floor** ready/likely to be ready for immediate possession. If no suitable premises are found on Ground Floor, the Bank may consider premises on first floor which must have lift facility (for premises on first floor lift facility is mandatory).

3. Premises should be ready for possession / occupation or expected to be ready within 1 (one) month from the last date of submission of proposal. Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt./Semi-Govt. departments / Public Sector Units / Public Sector Banks.

4. The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from the Bank's website <https://www.sbi.co.in> > **SBI in the news > Procurement News from 29.06.2023 to 19.07.2023.**

OR

The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be taken from the following address:

क्षेत्रीय प्रबंधक, भारतीय स्टेट बैंक,
आर.बी.ओ.-1, प्र.का.-4,
द्वितीय तल, 1-ई, माछला मगरा,
पटेल सर्कल, उदयपुर-313001 (राज.)

The Regional Manager, State Bank of India,
RBO-1, AO-4,
Second Floor, 1-E, Machhala Magra,
Patel Circle, Udaipur-313001 (Raj.)

The offers in a sealed cover complete in all respects should be submitted on or before **3.30pm on 19.07.2023** during working hours at the following address:

क्षेत्रीय प्रबंधक, भारतीय स्टेट बैंक,
आर.बी.ओ.-1, प्र.का.-4,
द्वितीय तल, 1-ई, माछला मगरा,
पटेल सर्कल, उदयपुर-313001 (राज.)

The Regional Manager, State Bank of India,
RBO-1, AO-4,
Second Floor, 1-E, Machhala Magra,
Patel Circle, Udaipur-313001 (Raj.)

The SBI reserves the right to accept or reject any offer at any stage without assigning any reason thereof. No correspondence in this regard will be entertained. **No Brokers please.**

**Regional Manager
RBO-1, Udaipur**

**TERMS AND CONDITIONS
OFFER/LEASING OF COMMERCIAL/OFFICE PREMISES**

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photo copies maybe used in case of multiple offers). The “Technical Bid” and “Price Bid” for **each proposal/offer** should be enclosed in separate sealed envelopes duly super-scribed on top of the envelope as “**TECHNICAL BID**” or “**PRICE BID**” as the case may be and these envelopes are to be placed in a single cover superscribing “**TENDER FOR LEASING OF COMMERCIAL/OFFICE PREMISES FOR SHIFTING OF SBSC BRANCH, UDAIPUR**” and should be submitted at the following address **on or before 3:30 pm on 19.07.2023**.

क्षेत्रीय प्रबंधक, भारतीय स्टेट बैंक,
आर.बी.ओ.-1, प्र.का.-4,
द्वितीय तल, 1-ई, माछला मगरा,
पटेल सर्कल, उदयपुर-313001 (राज.)

The Regional Manager, State Bank of India,
RBO-1, AO-4,
Second Floor, 1-E, Machhala Magra,
Patel Circle, Udaipur-313001 (Raj.)

IMPORTANT POINTS OF PARAMETERS:

1.	Type of Building	Commercial
2.	Carpet Area	As specified in NIT
3.	Parking Space	Two dedicated car parking per 92.90 Sq.m (1000 Sq.ft) area & 20-25 dedicated Two wheelers parking for staff.
4.	Open parking area	Sufficient open parking area for customers
5.	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.
6.	Possession	Ready for possession / occupation/ expected to be ready within 1 (one) month from the last date of submission of proposal.
7.	Premises under construction / open plots	Will not be considered
8.	Location	The premises should be preferably in prime locality on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishments within the radius of 02 (two) KMs of the existing premises of SBI SBSC branch, Udaipur preferably on the Ground floor ready/likely to be ready for immediate possession. If no suitable premises are found on Ground Floor, the Bank may consider premises on first floor which must have lift facility (for premises on first floor lift facility is mandatory)
9.	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single Floor (Preference shall be given to GF) (iii) Offer from Govt./Semi Govt. Departments / PSU /Banks (iv) Ready to occupy premises/ expected to be

		ready within 1 (One) month from the last date of submission of proposal.
10.	Unfurnished premises	May be considered and Bank will get the interior and furnishing work done as per requirement. However, all mandatory Municipal license/ NOC / approval of layouts, internal additions/alterations etc. as necessary from Local Civic Authority/ collector/ town planning etc. for carrying out the interior furnishing/ internal additions/alterations etc. in the premises by the Bank will be arranged by the owner.
11.	Period of lease	The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI during the pendency of the lease. As regards increase or decrease in rents payable, increase/decrease in rent if any shall be subject to market conditions 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 + 5 years.
12.	Selection procedure	Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids. The Price Bids of only those bidders will be opened, whose Technical Bids are selected / short-listed.
13.	Validity of offer	6 months from the last date of submission of the offer
14.	Stamp duty /registration charges	To be shared in the ratio of 50:50
15.	Rental Advance	No advance payable.
16.	Fit out period	3 Months after completion of civil work and other mandatory approvals by Land lord.

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/her 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 SBI. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI during the pendency of the lease. As regards increase or decrease in rents payable, increase/decrease in rent if any shall be subject to market conditions 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 + 5 years.

1.2 Tender document received after due date and time i.e. **19.07.2023 after 3.30 pm shall be rejected.**

1.3 The lessors are requested to submit the **tender documents in separate envelopes** superscribed on top of the envelope as **“Technical Bid”** or **“Price Bid”** as the case may be duly filled in (as stated earlier) with relevant documents / information at the **following address:**

भारतीय स्टेट बैंक,
आर.बी.ओ.-1, प्र.का.-4,
द्वितीय तल, 1-ई, माछला मगरा,
पटेल सर्कल, उदयपुर-313001 (राज.)

State Bank of India,
RBO-1, AO-4,
Second Floor, 1-E, Machhala Magra,
Patel Circle, Udaipur-313001 (Raj.)

1.4 All columns of the tender documents must be duly filled 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 initialed by the tenderer. The SBI reserves the right to reject the incomplete tenders.

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

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.

1.7 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.

1.8 The date and time of opening of Technical Bids will be intimated to bidders 24 hours prior to the date of opening of the bids. All tenderers are advised in their own interest to be present on that date at the specified time. SBI Reserves the right to reschedule the opening time of tender. 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. **As regards, opening of Price Bids, it will be opened of only selcted / short-listed bidders and date of opening will be intimated to the short-listed bidders only.**

1.9 **The SBI reserves the right to accept or reject any or all the tenders at any stage without assigning any reason thereof.**

1.10 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

1.11 The shortlisted lessors will be informed by the SBI 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 (Rent + GST) to the successful tenderer 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 as stated earlier.**
- 1.14 Preference will be given to the buildings on the main road.
- 1.15 The details of parameters and the technical score has been incorporated in **Annexure I**. The selection of premises will be done on the basis of **techno commercial valuation** **50%** weightage will be given for **technical** parameters and **50%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.
- 1.16 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 after expiry of initial lease period of (5+5) years, 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 SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST registration 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 tax registration number of the landlord.**

- 1.17 The Lessor(s) shall permit the LESSEE in putting up V-SAT, Solar panels or any other equipments, materials, antenna, poles, mast, glow signs etc. as may be decided by the Bank on the terrace of the demised premises. The Lessor(s) for this purpose agree(s) to provide free space of about 10 meters x 10 meters at the terrace without any cost, with a safe and permanent access to the terrace by means of a staircase.
- 1.18 Mode of measurement for premises is as follows:**
Rental will be paid on the basis of "Built-up area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch.

A. Rentable area shall include the following area:

- **Wall Thickness**
- **Columns**
- **Staircase**
- **Sanitary shafts**
- **Carpet Area**
- **Space below window sill**
- **Box louver**
- **AC duct**

B. Measurement of Mezzanine floor area (if any) shall be considered as under:

Floor to ceiling Height

- Above 2.6m : 100% of carpet area.
- Above 2.1m upto 2.6m : 50% of carpet area.
- Below 2.1m : Not to be considered

- 1.19 The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The **number of car parking spaces/slots offered should be indicated separately.**
- 1.20 **The successful lessor should arrange to obtain the municipal NOC / approval of layouts, internal addition / alteration works etc. from Local Civic Authority / collector / own 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 the above works.** The required **additional electrical power load** of approximately 30 to 35 KW **and Civil work as required 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 (in case Generator is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Bank.
- 1.21 Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.
- 1.22 The lessor shall also 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.
- 1.23 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.
- 1.24 **All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room, Locker room, ATM / e-lobby, Record & Stationary room, System and UPS room, Ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows, Rolling shutters and collapsible door to Main and Exit doors will be carried out by the lessor at his/her cost. Flooring of the banking hall, Record/Stationary Room of the premises shall be of doubled charged vitrified tiles and flooring of Locker, Cash room shall be of Polished Kota stone. Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.**
- 1.25 Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

Place:
Date:

Name & Signature of bidder/lessor(s)
with seal (if any)