



**STATE BANK OF INDIA**

**REGIONAL BUSINESS OFFICE -I, MOHALI**

**1st FLOOR, ADMIN OFFICE, A.O. MOHALI, SEC-68 MOHALI-160062**

**NOTICE INVITING TENDER FOR PREMISES**

**REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR SBI BRANCH AT  
AUJLA DIST SAS NAGAR MOHALI.**

**PREMISES REQUIRED ON RENT/LEASE**

State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises on Ground floor in well established commercial area on lease rental basis for opening of branch at Aujla Dist Mohali- **Approx carpet area including strong room 2500-3000Sq.ft** with minimum parking for 10 to 15 two wheelers and 3 to 4 four wheelers. The bidder shall provide space of 80 sq. ft to 100 sq. ft for installation and running of 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 be on ground floor.

1. The premises should be preferably in the prime locality preferably on a main road with adequate dedicating parking space (rental free) and predominantly in the cluster of commercial establishment on the ground floor ready or to be modify or constructed within 2-3 month for possession.
2. Premises should be ready for possession / occupation which need to be modify/ construct within 2-3 months from the last date of submission of proposal. Preference will be given to ready to move premises. Preference will also be given to premises owned by Gov/Semi Govt Department/Public Sector unit/Public Sector Banks.
3. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from SBI website [www.sbi.co.in](http://www.sbi.co.in) under link "Procurement news" from **09/05/2024 to 09/06/2024.**
4. The offer in a sealed cover to be submitted duly filled along with One Demand draft as a security amount of Rs.20,000/- (Rs. Twenty Thousand Only) in favour of State Bank of India, payable at **MOHALI** (refundable) during office hours at the following address :

**REGIONAL MANAGER  
STATE BANK OF INDIA**

**REGIONAL BUSINESS OFFICE –I MOHALI,**

**1<sup>st</sup> FLOOR, ADMIN OFFICE, SECTOR -68, Mohali – 160062**

5. The offers in sealed covers, complete in all respects, should be submitted to above office on or before **09.06.2024** upto 1.00 pm. Any corrigendum shall be informed through bank website. The SBI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokerage shall be paid. In case of bank's holiday, bid will be submitted to next working days.



**TECHNICAL BID**

**OFFER /LEASING OF COMMERCIAL/OFFICE PREMISES**

**GUIDELINES FOR BIDDERS**

1.1 This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. Duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using xerox copies in case of multiple offers. One Demand drafts of Rs.20,000/- (Rs. Twenty thousand Only) in favour of State Bank of India payable at **MOHALI** (refundable) should be enclosed with Technical Bid as a security amount. Bid without accompanying the security amount will not be considered. The signed technical bid along with requisite DD as a security amount, application form (page1 to 16), copy of proof of power of attorney, registry, site layout plan, photograph of offered premises be kept in **envelope-A (Technical bid envelope)** and Price Bid (Page 17-18) be kept in **envelope-B (Price bid envelope)** in separate sealed envelopes and these two envelopes be placed in a single sealed envelope super scribing “**Tender for leasing of Office/Branch premises for SBI Aujla Branch Mohali,**” and submitted to

**REGIONAL MANAGER  
STATE BANK OF INDIA  
REGIONAL BUSINESS OFFICE –I MOHALI,  
1<sup>st</sup> FLOOR, ADMIN OFFICE, A.O. MOHALI,  
SECTOR -68, Mohali – 160062**

on or before **09.06.2024 upto 1:00 PM.**

# SBI

## Important points of Parameters -

|   |  |  |
|---|--|--|
| 1 | Carpet area <b>including strong room</b> | 2500-3000 Sq.ft on ground floor (+/- 10%)  |
| 2 | Covered parking space                    | Preferably a dedicated parking space. It is desirable to have parking space for <b>3-4 cars</b> and <b>10-15</b> two wheelers for staff of parking area approx <b>500-600 Sq.ft.</b>   |
| 3 | Amenities                                | 24 hours water supply, preferably generator power back up and approx. <b>40-50 KW</b> electrical power supply connection.  |
| 4 | Open parking area                        | Sufficient parking area for customers (around <b>500-600 Sq.ft</b> )   |
| 5 | Possession                               | Ready possession / occupation within 2-3 months. If case of open Plot, Premises shall be constructed as per Bank's requirement with all statutory permissions / approvals, ready for possession / occupation within 3 to 4 months from the date of acceptance of offer by the successful bidder. However, in case of any bonafide administrative reasons construction period may be extend within sole discretion of Bank.                             |
| 6 | Premises under construction              | Will be considered in case the building is completed and handed over within next <b>3-4 months</b> in all respect.   |
| 7 | Desired location                         | Preferably in the commercial area of Aujla market Dist SAS Nagar Mohali.   |
| 8 | Preference                               | <ol style="list-style-type: none"> <li>1. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority.</li> <li>2. Single floor (preference shall be given to ground floor).</li> <li>3. Govt. Departments / PSU / Banks.</li> <li>4. Ready to occupy premises/expected to be ready within <b>2-3 months</b> from the last date of submission of proposal.</li> </ol> |
| 9 | Unfurnished premises                     | May be considered and Bank will get the interior and furnishing work as per requirement. However Civil works as mentioned in Tender or as directed by Bank to be carried out by the owner at his own cost. However, all the mandatory Municipal licensees/NOC/approval of layout plan/internal additions/alterations etc. as necessary from the local Civic  |

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|    |                                   |  |
|----|-----------------------------------|--|
|    |                                   | Authority/Collector/Town planning etc. for carrying out interior furnishing /interior addition/alterations in the premises by the bank will be arrange by the owner.   |
| 10 | Initial period of lease           | Total minimum 10 years, Initial for 5 years with one option to renew after 5 years at predetermined increase in rent @ 15-25 % after expiry of term of 5 years, at the time of renewal.  |
| 11 | Selection procedure               | Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.   |
| 12 | Validity of offer                 | 6 months from the date of submission of the offer.   |
| 13 | Stamp duty / registration charges | To be shared in the ratio of 50:50 between the lessor(s) and Bank.   |
| 14 | Fit out period                    | 3 months (90 days) after completing of civil work and other mandatory approval by Land lord. 90 days rent free fitment period after entire construction of Civil works by Landlord and handing over of the premises to Bank for completion of interior furnishing work by Bank. It is clarified that Bank shall not be liable for any rent / premium etc. to the successful bidder during the aforesaid period of 90 days. |

Please note that any addendum/corrigendum will be published up to one (1) day before the date submission on Bank's website only i.e. [www.sbi.co.in](http://www.sbi.co.in) under SBI in the news under procurement News. Hence, bidders are advised to visit Bank's website regularly till the date of submission



## TERMS AND CONDITIONS

- 1.2 The successful bidder should have clear and absolute title to the premises and furnish legal title investigation report from the SBI's empanelled advocates, 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 lessor (s) and the Bank. The initial period of lease will be 5 years with two options to renew after 5 years at predetermined increase in rent @ 15-25 % after expiry of first term of 5 years, at the time of renewal with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the pendency of the lease. However, such exit clause shall not be available to the Landlords. As regards increase in rents payable, increase or decreased in rent payable if any shall be subject to market conditions & subject to a maximum ceiling of 25% after initial term of 5 years is completed. After 15 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 -15 years.
- 1.3 Tender document received by the **RBO-I, MOHALI** after due date and time i.e. **09.06.2024 after 1:00 pm** shall be rejected.
- 1.4 All columns of the tender documents must duly filled in and no column should be left blank or filled with vague/ambiguous information. **All pages of the tender documents (Technical and Price Bid) are to be signed by the bidder/authorized signatory.** Any over-writing or use of white ink is to be duly authenticated under full signature of the bidder/authorized signatory. The SBI reserves the right to reject the incomplete tenders or defective tenders. The SBI also reserves 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 / waiting period loss etc to any bidder upon such rejection or cancellation of tender process. Bank's decision in this regard shall be final and binding on all the bidders and no representation in this regard shall be entertained. In case of any dispute, jurisdiction of Court in all cases shall be in **Mohali** only till finalization of the successful bidder. Bid shall be rejected without furnishing of application form (**page1 to 21**), copy of proof of power of attorney, registry, site layout plan, photograph without signed by the Landlord/Power of attorney holders/authorized persons. Such type of tender are called incomplete tenders..
- 1.5 The bidders/lessor (s) are requested to submit the **tender documents in separate envelope** super-scribed on top of the envelope as Technical Bid (**envelope-A**) or Price Bid ( **envelope-B**) with the name of bidder & contact number as the case may be duly filled in with relevant supporting documents/information at the following address:

**REGIONAL MANAGER  
STATE BANK OF INDIA  
REGIONAL BUSINESS OFFICE –I MOHALI,  
1<sup>st</sup> FLOOR, ADMIN OFFICE, SECTOR -68, Mohali – 160062**

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1.6 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.

1.7 No bidder/ representative shall be allowed to attend the meeting/ bid opening with mobile phones.

1.8 All bidders are advised in their own interest to be present on that day at the specified time for opening of Technical bid and no separate communication shall be made. As regards opening of Financial Bids, it will be opened of only short – listed offers and date of opening will be intimated. SBI shall not be responsible in any other technical fault.

1.9 The bidder/s shall clearly mention their contact number and active e-mail ID on the envelope.



### **GENERAL TERMS & CONDITIONS**

1. All columns of the tender documents must duly fill in and no column should be left blank. All pages of the tender documents (Technical Bid and Price Bid) are to be signed by the authorized signatory of the bidder. Any over-writing or use of white ink is to be duly initialed by the bidder. The SBI reserves the right to reject the incomplete tenders.
2. In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
3. 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. **09.06.2024**
4. 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(s) is required to attach a separate sheet "list of deviations", if any.
5. Technical bid will be opened on **09.06.2024 at 03.00 PM** or as notified in presence of bidders who choose to be present at the office of:-

**REGIONAL MANAGER  
STATE BANK OF INDIA  
REGIONAL BUSINESS OFFICE –I MOHALI,  
1<sup>st</sup> FLOOR, ADMIN OFFICE, A.O. MOHALI,  
SECTOR -68, Mohali – 160062**

6. All the bidders are advised in there won interest to be present on that date at specified time.
7. The 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.
8. Canvassing in any form will disqualify the bidder. No brokerage will be paid to any broker.
9. The short listed bidders will be informed by the SBI for arranging site inspection of the offered premises. After site inspection by the premises selection committee (PSC), price bid will be opened to only those bidder who have technically qualified & fulfill the bank's required parameters. Technically disqualify bidders will not be considered for further process of premises selection and after completing tendering/premises selection process, their security amount/DD will be returned to their postal address. Security amount/DD of finally selected bidder by PSC who have achieved maximum score based on techno-commercial percentile (as per the parameters given in scoring chart) among the bidders will be retained by the Bank till final handing over of the premises.

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10. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments of rent/service tax/ GST, if applicable to the Lessor(s) shall be made by the Bank through Account Payee Cheque or RTGS/NEFT.
11. Landlord to provide rent free space for parking and placing of generator. **NO RENT SHALL BE PAID FOR PARKING/GENERATOR AREA.** Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.
12. Preference will be given to the buildings on the main road of location specified in NIT.
13. 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 PSC of the SBI in respect of technical parameters will be final and binding to the applicant and no representation in this regard shall be entertained. The SBI may negotiate the rent with L1 bidder to reduce the offered rent if the rate is felt to be on higher side. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the SBI and no communication shall be entertained with Landlord.
14. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All other taxes and service charges except service tax/ GST, if applicable, shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges/ GST shall be taken into account for the purpose of fixing the rent.
15. However, the landlord will be required to bill the concerned Branch Manager, SBI 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/ 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 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.
16. The interest free rental deposit equivalent to maximum six 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.
17. Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Carpet area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch.



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Hence Landlord should quote the rates of carpet area by considering below mentioned points. A. Rentable Carpet area shall be area at any floor excluding the following area

1. Walls i.e. All brick walls, RCC locker room walls
2. Columns
3. Balconies
4. Portico/Canopy /projection/terrace
5. Staircase
6. Lofts
7. Sanitary shafts
8. Lift /Lift walls
9. Space below window sill
- 10.Box louver
- 11.AC duct any other duct, service shaft
12. Parking space, space for DG set

B. The following shall be including in wall area and shall not be measured.

1. Door and door opening in the walls
2. Build in cupboards

Landlord is advised to quote the rates as per carpet area mentioned above while filling the price bid and no any other extra quote will be payable apart from monthly rent. The bidder shall submit carpet area measurement sheet along with the application/ bid. The proposals without carpet area calculations may be rejected. Approved Building Plan and Clear location sketch plan to identify the building with land mark should be enclosed.

The rent will be paid on the basis of carpet area of the premises which could be measured jointly by the Bank and the landlord. The Carpet area shall be measured only after addition and alteration work carried out by the Landlord as per the bank's approved layout plan for the branch.

18. The floor wise area viz. Ground, First, Basement floors, 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.
19. The successful bidder/ lessor(s) should arrange to obtain the Municipal License/ NOC for a) Banking activities in the subject premises along and Approval of maps of the building/ premises from Concerned Authority and b) Layouts/ maps/ drawings etc. from Concerned Authority/ Collector/ Town Planning etc. for carrying out the civil addition/ alteration, interior furnishing of the premises by the Bank. Bidder/Lessor (s) should also obtain the completion certificate from Concerned Authorities after the

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completion of civil addition/ alteration and interior furnishing works. The required additional electrical power load of approximately 40-50 KW will also have to be arranged by the bidder/ lessor(s) at his/her cost from the State Electricity Board or any other Private Electricity Supply 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. within the compound will also have to be provided by the bidders/ lessor(s) at no extra cost to the Bank.

20. Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed Structural Consultant, at his/ her cost.
21. The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/ Collector/ Town Planning Deptt. 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.
22. After the completion of the interior works etc. by the Bank, 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.
23. Lease Deed shall be executed between the Lessor (s) and the Bank on the standard format of the Bank.
24. 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, Store room / record room with minimum 2 hour fire rated door, 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 room as per Bank's guidelines) as per Bank's design and specifications (however the door and ventilator for RCC locker room shall be provided by the Bank), staircase as applicable, 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 at entry, front façade including glass glazing, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill, 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, Landlords 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. All basic light /fan/general circuit wiring should be done as per the requirements of bank with suitable MCBs wherever required as per the layout provided by Bank.
25. For construction of RCC Locker Room, Lessor (s) will be constructed as per the RBI (Reserve Bank of India) guidelines required to engage the Architect, as approved by

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the Bank for supervision of the entire activities of construction, at their own cost. Bank shall only take the possession of the demised premises after completion of all the construction works, submission of desired certificates from licensed structural consultant and Architect, as approved by the Bank and fulfillment of all other terms and conditions as mentioned above.

26. Note- Owner shall engage qualified Architect/ Structural Engineer / Engineer for complete planning/supervision of construction etc. Owner of the Building is sole responsible for the construction and stability of entire Premises/Building. All Structural related parameters shall be complete by Landlord under supervision of Structural Engineer. Premises should be capable enough to take load of FRFC, Compactor, lockers, R.C.C. room self weight & other loading factor etc. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost. If any Structural Strengthening required as per loading factor which has to carry out by Landlord in consultation with their Structural Engineer with no extra cost.
27. 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..
28. Necessary arrangements for continuous water supply, and independent underground and overhead water tanks of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply.
29. Proper sewerage connection shall be arranged by me for the Bank.
30. All external doors and windows shall be provided with steel grills & shutters by me.
31. Bank can make additions and alterations/dismantling if necessary without involvement of basic design at any stage during currency of lease.
32. The bidder/lessor shall provide & fix vitrified tiles flooring double charge (Johnson & Johnson/NITCO/RAK/KAJARIA) (salt & pepper/MARBLE shade) in the Bank Hall and marble/ceramic tiles in toilet area and 1st class bathroom fittings including wall tiles.
33. The bidder/lessor shall arrange to provide all sanitary fittings as per requirements of the Bank.
34. The bidder/lessor shall carry out major structural civil, sanitary, and electrical, repair/maintenance works, if required at my cost and bidder will also ensure the roof remains water-tight. In case the above repairs are required and fail to attend to the same, the Bank will carry out necessary repairs at my risk and cost.
35. Main door and Safe room door will be provided with Collapsible grill gate and rolling shutter both.

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36. Plastic paint, oil bound distemper and painting etc. as per the Bank's instructions shall be done after every two years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.
37. The owner will at his cost, arrange for separate electricity meter/sub meter having three phase electric connection up to 40-50 KW of load depending on actual requirement of the Bank and electric points including power/AC points required for the branch as per Bank's requirements. Actual electricity charges and water charges or as per mutual agreement shall be borne by the Bank.
38. Bank shall take possession of the demised premises only after completion of all the civil construction works as per Bank's requirement & 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



**GENERAL & TECHNICAL INFORMATION ABOUT THE OFFERED PREMISES**  
**ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)**

**(If anybody willing to offer for more than one premises, separate application to be submitted for each premises)**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_

We hereby offer the premises owned by us for housing your branch / office on lease basis:  
For **SBI, AUJLA BRANCH DIST. SAS NAGAR MOHALI .**

**General Information:**

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

|     |   |  |
|-----|---|--|
| A.  | <b>Location</b>                               |  |
| A.1 | Distance in Km from existing branch premises. |  |
| A.2 | Distance in Km from the nearest bus stop.     |  |
| B.  | <b>Address of offered premises</b>            |  |
| B.1 | Name of the Building                          |  |
| B.2 | Plot no and Door No.                          |  |
| B.3 | Name of the street                            |  |
| B.4 | Name of the city                              |  |
| B.5 | Pin No  |  |
| C   | <b>Name of the owner</b>                      |  |
| C.1 | Address                                       |  |
| C.2 | Name of the contact person                    |  |
| C.3 | Mobile no                                     |  |
| C.4 | Email address                                 |  |

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## Technical Information (Please at the appropriate option)

- a. Building - Load bearing \_\_\_\_\_ RCC Framed Structure \_\_\_\_\_
- b. Building – Residential \_\_\_\_\_ Institutional \_\_\_\_\_ Industrial \_\_\_\_\_  
Commercial \_\_\_\_\_
- c. No. of floors \_\_\_\_\_
- d. Year of construction and age of the building \_\_\_\_\_  
If building to be constructed, how much time will be required for occupation \_\_\_\_\_
- e. Floor of the offered premises

| Level of Floor          | Carpet area (Sq. Mt) |
|-------------------------|----------------------|
| Ground Floor            |                      |
| First Floor             |                      |
| Basement Floor          |                      |
| <b>Total Floor Area</b> |                      |

**Note:** The final rentable area shall be in accordance with the one mentioned under clause/para 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 KVA \_\_\_\_\_

Running Municipal Water Supply Yes/No

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

Whether NOC from the department has been received Yes/No

Whether occupation certificate has been received Yes/No  
(Enclose copies)

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

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Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

Whether car parking/scooter parking which can be offered exclusively to the Bank. Yes/No

If yes, no. of four wheelers\_\_\_\_\_ & no. two wheelers\_\_\_\_\_

## **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.

I/ We also agreed to construct/ addition/ alteration i.e. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement.

I will handover the possession of the building after getting it constructed/renovated as per Bank's requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

Place:

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



**ANNEXURE – I**  
**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBI

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

|   | <b>Parameters</b>   | <b>Total Marks</b> |
|---|---|--------------------|
| 1 | <b>Carpet area</b><br>1. 2500- 3000 sq.Fts.(±10%): 10<br>2. Beyond range : 0  | 10                 |
| 2 | <b>Ready for occupation:-</b><br>(a) Ready built: (05 marks)<br>(b) Partially constructed: (03 marks)<br>(c) Plot: (0 marks)  | 5                  |
| 3 | <b>Premises on:-</b><br>(a) On ground floor : (10 marks)<br>(b) GF + 1 <sup>st</sup> floor with internal lift + stair : (5 marks)<br>(c) GF + 1 <sup>st</sup> Floor with internal stair : (0 marks)   | 10                 |
| 4 | <b>Nearby surrounding, approach road, location:-</b><br>(a) Commercial market place with wide approach (10 marks)<br>(b) Partly commercial/Residential locality with wide approach (5 marks)<br>(c) Commercial market place with narrow approach (3 marks)<br>(d) Partly commercial/Residential locality with narrow approach (0 marks) | 10                 |
| 5 | <b>Frontage:-</b><br>> 40 feets (15 marks)<br>Less than 40 feet and up to 25 feets (10 marks)<br>Less than 25 feets (0 marks)   | 15                 |
| 6 | (a) Availability of parking as specified (10 marks)<br>(b) Availability of parking less than as specified (05 marks)<br>(c) No parking (0 marks)  | 10                 |
| 7 | <b>Quality of construction, Load bearing/RCC frame structure, Ambiance and suitability of premises:-</b><br>(a) Excellent (10 marks)<br>(b) Good (5 marks)<br>(c) Satisfactory (2 marks)<br>(d) Unsatisfactory (0 marks)  | 10                 |
| 8 | Ambience, convenience and suitability of premises as assessed by Premises Selection Committee   | 30                 |
|   | <b>TOTAL</b>  | <b>100</b>         |



## EXAMPLE FOR EVALUATION OF PROPOSALS

### 1.0 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

Convert them to percentiles

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

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

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

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

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

As desired one is lowest, to work out percentile score,we will get

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

$$B: ( 210/250)*100 = 84$$

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

### 5.1 If proportion of technical to final score is specified to be 70:30, then final score will work out as follows:-

$$A: (100*0.70)+(70*0.30) = 91 \text{ Rank-1}$$

$$B: (89.74*0.70)+(84*0.30) = 88.018 \text{ Rank-2}$$

$$C: (69.23*0.70)+(100*0.30) =78.46 \text{ Rank-3}$$

Successful Rank-1 bidder as shown above will be called for further negotiation by the Bank.

## ANNEXURE-II (Part of Technical Bid)

### Premises required on lease

#### GENERAL SPECIFICATIONS FOR CONSTRUCTION, ADDITIONS, ALTERATIONS OF A BRANCH/OUTFIT BUILDING TO BE CARRIED BY OWNER ON HIS/HER OWN EXPENSES AND OTHER TERMS & CONDITIONS

##### SPECIFICATIONS:-

- Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. thick. The building should have been constructed as per the sanction/ approved plan of the competent development authority / town planning authority. The building should be well maintained. Property tax shall be assessed for the building as commercial category.
- Building should have High strength floor by taking loading factor like compactor, locker room and any other loading factor. If any strengthening required as per loading factor which has to carry out by Landlord in consultation with their Structural Engineer with no extra cost.
- All partition walls will be 11.5 cm. thick and will have 8 mm steel @ third course
- All Branch area shall have double charged vitrified tiles/granite of approved shade, duly covered with POP & polythene to avoid damage from interior works. Bathroom shall have wall dado as per details
  - **Floor Finish:**
    - Inside other rooms-double charged vitrified tiles
    - Toilet shall have ceramic anti-skid flooring Kota flooring in locker room, compactor room as specified by Bank
    - Customer lounge area with blue pearl granite in flooring
    - Open area-Granite/kota stone/cement concrete pavers
  - **Wall finish**
    - Internal-plastic emulsion /enamel paint of approved shade / make.
    - External-waterproof cement paint-apex or stonecladding or front structural glazing as per case. M.S.grill for windows-12mmsquarebars@7.62cm.c/c embedded both ways in frame, with openable window for air-conditioners/desert coolers.
    - All windows, doors, ventilator and other opening shall have black jet granite.
    - Main entry & exit to have rolling shutter with central locking arrangement & collapsible gate.
      - In toilets, pantry & drinking water area wall tiles of approved make/shade up to full height will be fixed.
      - All sanitary & C.P. fittings will be of approved make as per Bank's approval.
      - In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7') as per drawing.
      - In case of other doors, it shall have wooden choukhats with 38mm block board shutter doors with SBI approved laminated both side.

# SBI

- Only in case of RCC locker room, door & ventilator will be supplied by Bank suitable exhaust shall be provided as per Bank's design. For cash room it will be constructed with 9 inches thick brick walls, duly plastered and embedding of safes as per Bank's design.
- Pantry will have granite top platform 2 feet wide with steel sink.
- Electrical wiring and fixtures to be provided as per bank's electrical engineer direction.

## **Locker room specifications are as follow-**

- All Walls & Roof : 304.8 mm thick R.C.C. (1:2:4).
- Reinforcement-12 mm dia. tor steel @ 152.4 mm c/c placed both ways in two layers (staggered way), side covers-40mm,duly finished with cement plaster, painted.
- Openings to be left for security type ventilators/doors.
- Floor: 152.4 mm thick reinforced with 12 mm dia bars @ 152.4 mm C/C both ways over the existing plain cement concrete flooring for vaults in ground floor & over existing R.C.C. slabs in vaults in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead & super imposed load).
- Floor- R.C.C.1:1.5:3 [M20] 15 cm (6") thick reinforced with 12mm dia bars @15cm, c/c both ways, over the existing plain cement concrete flooring for vaults in ground floor & over existing R.C.C. slabs in vaults in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead & super imposed load).
- If upper or lower floor is not with Bank or where it is not feasible to provide RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm iron rods spaced 75 mm centre to centre in angle iron frame work.
- Above specifications are subject to vary as per actual site condition & as per recommendation of SBI

## **Other Terms &Conditions:**

- Owner shall engage qualified Architect / Engineer for complete planning/supervision of construction etc. Structural Engineer as per requirements.
- ATM room, stationary, record room, pantry, toilets (Gents & Ladies), strong room or cash room, locker room, ramp for physically challenged etc. to be constructed as per layout plan approved by Bank and expenditure in this regard will be borne by owner.
- Floors are to be structurally strengthened to sustain additional live load of approx. 15-20 ton on account of lockers /cash safes.
- In case of Loading factor is more as per requirement then Structural strengthening shall be carried out by Landlord under guidance of their Structural Engineer with no extra cost.
- Stamp Duty & registration expenses to be shared equally @ 50:50 basis by Bank & Owner.

# SBI

- Title / Owner ship proof should be clear. In case Title is not clear or defective, the bid will be rejected out rightly. In case of clear title property, Lease deed will be executed as per Bank's standard format.
- Possession of premises will be taken after completion of all works as per layout plan/as per specifications enumerated, after production of "NOC" from Competent Authority, all certificates from architects etc. as mentioned below.
- All taxes & service charges except GST to be borne by owner.
- GST if applicable will be reimbursed by Bank.
- Owner will arrange required electrical load from electricity authority at his own cost. Periodical maintenance of building to be done by owner.

Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by Bank-

1. Structural Suitability Certificate of premises.
  2. Carpet Area Statement / Certificate.
  3. Completion Certificate as per plans/specifications provided by Bank.
  4. "NOC" from Civic Authority for commercial use of premises
- Suitable space to be provided for staff parking with demarcation, public parking & generator set (no rent will be given by Bank for this area).
    - Generator set will not be placed on branch front.
  - Suitable place to be provided for display of Bank's sign boards, hanging of out door unit of air conditioners and V-Sat with monkey cage on roof top (no rent for this facility).
  - Twenty-four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for Bank.
  - Building plans to be got cleared from Local Civic Authority for Bank's commercial use.
    - Bank will have separate & exclusive access to Branch from main road
- Signature of owner of Building (In Token of Acceptance of Above



**PRICE BID (COVER-B) FOR SBI AUJLA BRANCH DIST. SAS NAGAR MOHALI**  
**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**  
**ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_/\_\_/2024 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 branch/office for **SBI Aujla Branch Dist. MOHALI** on lease basis on the following rent:

**(If anybody willing to offer for more than one premises, separate application to be submitted for each premises)**

**General Information:**

**Location:**

|     |  |  |
|-----|--|--|
| 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 (s)<br>(ii) Address<br>(iii) Name of the contact person<br>(iv) Mobile No.<br>(v) E-mail address |  |

# SBI

## Rent:

| Level of Floor    | Floor (Carpet) Area (Sq.Mt.) | Rent per Sq. Mt. per month (Rs.) | Total rent per month of floor (Rs.) |
|-------------------|------------------------------|----------------------------------|-------------------------------------|
| Ground Floor      |                              |                                  |                                     |
| First Floor       |                              |                                  |                                     |
| Basement Floor    |                              |                                  |                                     |
| <b>Total Rent</b> |                              |                                  |                                     |

The service tax/GST, if levied, on rent paid by us shall be reimbursed by the Bank, to us on production of such proof/ challan of 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 (s) with seal, if any