

**NOTICE INVITING TENDER (NIT)****SBI Infra Management Solutions Pvt. Ltd.****Circle Office,****Third floor, SBI LHO Building,****Dispur, Guwahati-781006****COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE****STATE BANK OF INDIA, ZERIKINDING BRANCH, KARBI ANGLONG, ASSAM**

SBI Infra Management Solutions Pvt. Ltd. invites offers on behalf of the SBI ZERIKINDING Branch, from **owners / Power of Attorney holders** for premises on lease rental basis for Commercial / Office use having built up area of **approx. 2000 Sq ft**, located preferably in **Kheroni , Karbi Anglong ,Assam** with adequate open / covered parking space. The **entire space** should preferably be **on one single floor** may be on Ground or 1st floor. Premises should preferably be ready for possession / occupation. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be obtained from the office of “ **Regional Manager, State Bank of India, Regional Business office, Nagoan, 1ST FLOOR, A T ROAD, NEAR CIRCUIT HOUSE, P.O: Nagaon, District : Nagoan ,PIN: 782001**” and also can be downloaded from website www.sbi.co.in under procurement news. The captioned application should be submitted along with non-refundable tender fees of Rs.5000/- (Rs. Five Thousand Only) in the form of DD/Bankers Cheque issued by any Nationalized/Scheduled Bank drawn in favour of “**SBI Infra Management Solutions Pvt. Ltd.**”, **Payable at Guwahati**. Preference will be given to the premises owned by the **Govt.** departments / Public Sector Units / Banks. The offers in a sealed cover complete in all respects should be submitted to “ **Regional Manager, State Bank of India, Regional Business office, Nagoan, 1ST FLOOR STATE BANK BHAWAN, A T ROAD, P.O.- Nagaon, District : Nagoan ,PIN: 782001** on or before 3:00 pm on 03.01.2019. The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

**Circle Head and Assistant Vice President
(Civil)**

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. Duly signed and completed **separate Technical and Price Bids** are to be submitted for each proposal using Xerox copies in case of multiple offers. A bank demand draft/ Banker's cheque of Rs. 5000/- (Non-refundable) favoring **"SBI infra Management Solutions Pvt Ltd", payable at Guwahati** should be enclosed with each technical bid as cost of tender. The Technical Bid and 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 Office premises to State Bank of India, Zerikinding Branch"** and should be submitted to the " Regional Manager, State Bank of India, Regional Business office, Nagoan, 1ST FLOOR STATE BANK BHAWAN, A T ROAD, P.O.- Nagaon, District : Nagaon ,PIN: 782001 **on or before 3:00 pm on 03.01.2019**

Important points of Parameters -

1	Built up Area (BUA)	2000 sq ft. preferably on single floor may be on Ground or 1 st floor in Kheroni area.
2	Designated staff Parking Space	02 four wheelers and 05 two wheelers for staff.
3	Open parking area	Sufficient open parking area for customers.
4	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
5	Possession	Ready possession / occupation.
6	Premises under construction	May be considered if to be completed within 3 months from final date of submission of tender.
7	Desired location	Kheroni, Karbi Anglong, Assam. The premises shall be preferably on main road with sufficient frontage from road. In case the premise is away from main road, the approach road shall be well developed with sufficient width.
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single floor. (iii) Govt. Departments / PSU / Banks.
9	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.
10	Initial period of lease	Initial 5 years with an option 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.
11	Selection procedure	Short listing of offers on the basis of technical bid criteria. Price bid of only the shortlisted tenderer will open and selection will be on L-1 basis.
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.

TERMS AND CONDITIONS

1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBIIMSPL/SBI empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the SBIIMSPL/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 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 **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 + 5 years.

1.2 **Tender** document **received after** due date and time i.e. **03.01.2019 after 3:00 pm shall be rejected.**

1.3 The lessors are requested to submit the **tender documents in separate envelope** super scribed on top of the envelope as **TECHNICAL BID AND PRICE BID** respectively, duly filled in with relevant documents/information at the following address:

**Regional Manager, State Bank of India,
Regional Business office, Nagoan,
1ST FLOOR STATE BANK BHAWAN,
A T ROAD, P.O.- Nagaon,
District : Nagoan ,PIN: 782001**

1.4 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 tendered. Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBIIMSPL/SBI reserves the right to reject the incomplete tenders.

1.5 In case the space in the tender document is found insufficient, the lessors 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 **Technical Bid & Price Bid** will be **opened** in the presence of tenderers who wish to be present at the office of "Regional Manager, State Bank of India, Regional Business office, Nagoan, 1ST FLOOR STATE BANK BHAWAN, A T ROAD, P.O.- Nagaon, District : Nagoan ,PIN: 782001". **The date and time for the same will be informed later.** All tenderers are advised in their own interest to be present on that date.

1.9 **The SBIIMSPL/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.**

1.11 The short listed lessors will be informed by the SBIIMSPL/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** 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 on the main road. In case the premise is away from main road, the approach road shall be well developed with sufficient width.

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.** 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 SBI, ZEriskinding Branch every month for the rent due to them indicating the GST component (if applicable) also in the bill separately.** The bill also should contain the GSTIN number of the landlord (if applicable), 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, ZEriskinding Branch** 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 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.

1.17 **Mode of measurement for premises is as follows:**

Rental will be paid on the basis of built up area which will be measured as per relevant IS code. Components/ Areas like Lift, Lift wall, Ducts, Staircase, Service shafts, Balcony, Projection, Terrace, parking space, space for DG set, etc. will not be counted in Built up Area. Landlord is advised to quote the rates as per Built up area while filling the price bid.

1.18 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. If anyone quote lump sum rate of total area instead of per Sqft built up area rate then, it will be converted to per Sqft built up area rate for finalization of L-1 offer. The number of rent free 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 40KW with a dedicated 63 KVA transformer and substation along with dedicated energy meter will also have to be provided by the lessor at his/her own cost** through the State Electricity Board/ State Power department etc. NOC and the space required for installation and running of the generator set, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, VSAT, etc will also have to be provided within the compound by the bidders/ lessor **at no extra cost to the Bank.**

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 which will include:

All civil works such as ATM Room, Toilets, Store 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. Rolling shutter, collapsible grill door at entry, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, inside and outside painting with acrylic emulsion paint / synthetic enamel paint, water proofing, anti termite treatment, record room, windows, safety grill etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost and rent should be inclusive of all such civil works. Before handing over possession to the Bank, Landlords will

submit approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.

1.26 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.

1.26 The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof 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.

1.27 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.

Place:

Date:

Name & Signature of lessor with seal if any

DETAILS OF OFFER
OFFER SUBMITTED FOR LEASING 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:

General Information:

Location of 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	Built up area
Basement floor	
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 : Yes/No

(Enclose copies)

Whether NOC from the department has been received : Yes/No

Whether occupation certificate has been received : Yes/No

(Enclose copy)

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.



Details of Bankers Cheque / DD:

Drawer Bank.....

Cheque/ DD 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