



**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.  
(WHOLLY OWNED SUBSIDIARY OF SBI)**

INVITES TENDERS ON BEHALF OF

**STATE BANK OF INDIA**

**FOR HIRING OF PREMISES**

**FOR**

**CCGRO (COMMERCIAL CLIENTS GROUP REGIONAL OFFICE)  
AT AHMEDABAD**

Last date for submission of Tenders: 3.00PM (IST) on 15.12.2018

Opening of Tenders: 3.30 PM (IST) on 15.12.2018.

Tenders to be submitted to:-

**The Assistant General Manager,  
SBI Infra Management Solutions Pvt. Ltd.,  
Circle Office, Third floor, SBI LHO Building,  
Bhadra, Ahmedabad-380001**

**NOTICE INVITING TENDER (NIT)**  
**SBI Infra Management Solutions Pvt. Ltd.**  
**Circle Office,**  
**Third floor, SBI LHO Building,**  
**Bhadra, Ahmedabad-380001**  
**079-25507187**

**COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE**

SBI Infra Management Solutions Pvt. Ltd. invites offers on behalf of the SBI CCGRO, Ahmedabad from **owners / Power of Attorney holders** for premises on lease rental basis for Commercial / Office use having built up area of **600 Sq.mtr. ( ± 10%)** located preferably in **Navrangpura between Sabarmati River and Gujarat University Road area of Ahmedabad** on a main road OR within the 300 mtrs. on roads leading to CG Road or Ashram Road with minimum parking for 8 - 10 cars and 20-25 two wheelers on allotted basis. The **entire space** should preferably be **on one single floor** may be on **Upper Floors. Premises should be ready for possession / occupation.** The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from website [www.sbi.co.in](http://www.sbi.co.in) under procurement news.

A Bank Demand Draft/ Banker's cheque of ₹ 5000/- (Non-refundable) favoring SBI infra Management Solutions Pvt Ltd, payable at Ahmedabad should be enclosed with each Technical Bid as cost of tender. Bidders shall deposit an Earnest Money of 10,000/- (Rupees Ten Thousand Only) in the form of Bank Demand Draft (Valid for a period of 90 Days from the last date of submission of the Technical Bid) from any scheduled Nationalized Bank drawn in favour of State Bank of India and payable at Ahmedabad along with the Technical bid. No interest on Earnest Money deposited by the tenderer shall be paid. **Tenders submitted without Earnest Money Deposit and Cost Of Tender shall not be considered.** The EMD of unsuccessful offerers will be refunded within a reasonable period of time after the decision of selection of premises is taken. The EMD shall stand absolutely forfeited if the bidder revokes his offer at any time during the period.

**The Envelope (A)** contains Technical Bid, cost of tender and EMD. **Envelope (B)** contains Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a **single cover superscribing "Tender for leasing of Office premises to CCGRO(Commercial Clients Group Regional Office), Ahmedabad and should be submitted to the SBI Infra Management Solutions Pvt. Ltd, Circle Office, Third Floor, SBI LHO Building, Bhadra, Ahmedabad-380001 on or before 15.12.2018 at 3:00 PM.**

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 Circle Head and Vice President (Civil) - SBI Infra Management Solutions Pvt Ltd, Circle office, Third floor, SBI LHO Building, Bhadra, Ahmedabad-380001 on or before **3:00 pm on 15.12.2018.** The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please

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

## **TECHNICAL BID (ENVELOPE-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 ` 5000/- (Non-refundable) favoring SBI infra Management Solutions Pvt Ltd, payable at Ahmedabad should be enclosed with each Technical Bid as cost of tender. Further, Bidders shall deposit an Earnest Money of ` 10,000/- (Rupees Ten Thousand Only) in the form of Bank Demand Draft (Valid for a period of 90 Days from the last date of submission of the Technical Bid) from any scheduled Nationalized Bank drawn in favour of State Bank of India and payable at Ahmedabad along with the Technical bid. No interest on Earnest Money deposited by the tenderer shall be paid. **Tenders submitted without Earnest Money Deposit and Cost Of Tender shall not be considered.** The EMD of unsuccessful offerers will be refunded within a reasonable period of time after the decision of selection of premises is taken. The EMD shall stand absolutely forfeited if the bidder revokes his offer at any time during the period.

The **Envelope A** contains Technical Bid, cost of tender and EMD and **Envelope B** contains Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a **single cover superscribing “Tender for leasing of Office premises to CCGRO(Commercial Clients Group Regional Office), Ahmedabad and should be submitted to the SBI Infra Management Solutions Pvt. Ltd, Circle Office, Third Floor, SBI LHO Building, Bhadra, Ahmedabad-380001 on or before 15.12.2018 at 3:00 pm.**

### **IMPORTANT POINTS OF PARAMETERS -**

1	Type Of Building	<b>Commercial</b>
2	Built up Area (BUA)	Built up area of <b>600</b> Sq.mtr. ( $\pm$ 10%) located preferably in <b>Navrangpura between Sabarmati River and Gujarat University Road area of Ahmedabad</b> , and on a main road OR within the 300 mtrs. on roads leading to CG Road or Ashram Road with minimum parking for 8-10 cars and 20-25 two wheelers on allotted basis. The <b>entire space</b> should preferably be <b>on one single floor</b> may be on Upper floors.
3	Covered Parking Space	8-10 four wheelers and 20 -25 two wheelers for staff
4	Open parking area	Sufficient open parking area for customers/visitors
5	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
6	Possession	Ready possession / occupation
7	Premises under construction	Will not be considered
8	Desired location	located preferably in <b>Navrangpura between Sabarmati River and Gujarat University Road area of Ahmedabad</b>
9	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
10	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.
11	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent @ 15-25% after expiry of first term of 5 years, at the time of renewal.
12	Selection procedure	Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids
13	Validity of offer	6 (six) months from the date of submission of the offer
14	Stamp duty / registration charges	To be shared in the ratio of 50:50.

## **TERMS AND CONDITIONS**

1.1 The 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 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** by the SBIIMSPL **after** due date and time i.e. **15.12.2018 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 or Commercial as the case may be (**TECHNICAL BID (Envelope -"A") AND PRICE BID (Envelope -"B")**) duly filled in with relevant documents/information at the following address:

The Circle Head and Vice President (Civil)  
SBIIMSPL Circle office,  
Third floor, SBI LHO Building,  
Bhadra, Ahmedabad-380001

1.4 All columns of the tender documents must 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 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 i.e. **15.12.2018.**

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** will be **opened on 15.12.2018 at 15:30 Hrs** in the presence of tenderers who wish to be present at SBIIMSPL Circle office, Third floor, SBI LHO Building, Bhadra, Ahmedabad-380001 All tenderers are advised in their own interest to be present on that date at the specified time.

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.

1.14a The details of parameters and its weightage for technical score has been incorporated in Annexure I. The selection of premises will be done on the basis of **techno commercial evaluation.** **50%** weightage will be given for **technical** parameters and **50%** for **price bid.** The score finalized by Committee of the SBIIMSPL/SBI in respect of technical parameters will be final and binding to the applicant. The SBIIMSPL/SBI may negotiate the rent with L1 bidder.

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 CCGRO, Ahmedabad every month for the rent due to them indicating the GST component also in the bill separately.** The bill also should contain the GSTIN number of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the CCGRO, Ahmedabad 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.

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

1.19 **The successful lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank.** Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work.** The required **additional electrical power load of approximately 50 to 60 KW will also have to be arranged by the lessor at his/her cost** from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and

running of the generator will also have to be provided within the compound by the lessors at no extra cost to the Bank and will not be considered in rent area.

**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 civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories and doors etc. as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, RCC Locker Room as per Bank's specifications (locker room door and ventilator shall be provided by the Bank), Front facade including glass glazing external ACP paneling as per Bank's design, Rolling shutter with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, collapsible grill door at entry, ramp with S.S(grade 304) railing for disabled/old people, vitrified tile flooring, inside and outside painting with acrylic emulsion paint/synthetic enamel paint etc., 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 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.

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

1.27 NOC from local authority regarding fire safety.

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

#### **General Information:**

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

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

#### **Technical Information (Please✓ at the appropriate option)**

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

Level of Floor	Built up area
Basement floor	
Ground Floor	
First Floor	
Second Floor	
And so on	
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  
Enclose copy Yes/No

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

Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

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

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

**ANNEXURE – I****SBI Infra Management Solutions Pvt. Ltd.****Circle Office,****Third floor, SBI LHO Building,****Bhadra, Ahmedabad-380001****PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBIIMS/SBI. **(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

Hiring of Commercial Building with Built up area of **600** Sq.mtr. (  $\pm 10\%$ ) located preferably in **Navrangpura between Sabarmati River and Gujarat University Road area of Ahmedabad**, and on a main road OR within the 300 mtrs. on roads leading to CG Road or Ashram Road with minimum parking for 10 cars and 20-25 two wheelers on allotted basis. The **entire space** should preferably be **on one single floor** may be on upper floors.

Name of firm:

	Parameters	Actual situation	Total Marks	Marks obtained
1	Built up area as per requirement	600 sq.mtr. $\pm 10\%$ : 10 600 sq.mtr. $\pm 15\%$ : 05	10	
2	Premises location	On Main road : 10 Inner side from Main road : 5	10	
3	Premises on upper floors	2nd Floor and above : 10 On 1st floor : 05 Ground Floor and below:0	10	
5	Frontage	$\geq 50$ feet = 05 $\geq 40$ feet = 04 $\geq 30$ feet = 03 < 30 feet = 00	5	
6	Ceiling Height	$\geq 11$ fts from the bottom of beam: 10 $\geq 10$ fts from the bottom of beam: 08 $\geq 8.5$ fts from the bottom of beam: 05 < 8.5 fts from the bottom of beam: 03	10	
7	Building structure	Frame structure : 10 Load Bearing : 05	10	
8	Parking space	1. Having cellar parking+front/ back/side : 10 2. Having cellar parking only : 08 3. Having front/ back/side parking : 05. 4. No parking : 00	10	
9	Availability of water	Available : 05	5	

Signature and Seal of applicant

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	supply, electricity, drainage etc.	Not available : 00		
10	Building use Permission	Available : 05 Not available : 00	5	
11	Age of building	1. Construction within 2 years : 05 2. Construction within 02-5 years : 03 3. Construction within 05-8 years : 02 4. Construction above 8 years : 00	5	
12	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00	5	
13	Quality of construction, finishing etc.	1. Excellent : 05 2. Good: 04 3. Average : 03 4. Poor : 02	5	
14	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	10	
	<b>Total</b>		100	

### **Example For Evaluation of Proposals:**

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

Total marks 100.

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

They get following marks

A-78; B-70; C-54

2. Convert them to percentiles

- A :  $(78/78)*100= 100$
- B :  $(70/78)*100 =89.74$
- C :  $(54/78)*100=69.23$

3) 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 carpet area
- B : Rs 250 per sqm for carpet area
- C: Rs210 per sqm for carpet area

4) 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) Technical score ( percentile form)

- A :  $(78/78)*100= 100$
- B :  $(70/78)*100 =89.74$
- C :  $(54/78)*100=69.23$

6) Financial score (percentile form)

- A:( $210/300)*100=70$
- B:(  $210/250)*100 =84$
- C :  $(210/210)*100 = 100$

7) Now if we have specified equal weightage to financial and technical score, then we add two scores as below:

- A: $100+70= 170$
- B: $89.74+84= 173.74$
- C: $69.23+100 = 169.23$

8) Desired premises would be one with highest percentile score i.e. B with score of 173.74.

10) Proportion of technical to financial score is specified as 50:50, then final scores will work out as follows:

- A:( $100 \times 0.50$ ) + ( $70 \times 0.50$ ) = 85
- B:( $89.74 \times 0.50$ ) + ( $84 \times 0.50$ ) = 86.87
- C:( $69.23 \times 0.50$ ) + ( $100 \times 0.50$ ) = 84.61

Desired premises would be one with highest percentile score viz. B with score of 86.87

**4. Negotiations will be held with offerer who has got the highest percentile score.**