



STATE BANK OF INDIA
THIRUVANANTHAPURAM CIRCLE
TENDER NOTICE

NIT No.		THI/2025/AOTVM/02
BIDDING SYSTEM		TWO BID SYSTEM
WEBSITE FOR DOWNLOADING TENDER DOCUMENTS		https://sbi.co.in under the link “SBI in the News--Procurement News “
METHOD OF SUBMISSION	TECHNICAL BID	OFFLINE/ PHYSICAL FORM
	FINANCIAL BID	OFFLINE/ PHYSICAL FORM
DESCRIPTION:		SBI OFFICERS' TRANSIT HOUSE UNDER AO THIRUVANANTHAPURAM
LOCATION:		IN AND AROUND THIRUVANANTHAPURAM CITY - WITHIN 7 KM RADIUS OF THAMPANOOR
AVAILABILITY IN WEBSITE		From 16.05.2025 to 03.06.2025
LAST DATE FOR SUBMISSION OF TENDER (Cover –I: TECHNICAL BID & Supporting Documents and Cover II: FINANCIAL BID)		UPTO 03.00 PM (IST) ON 03.06.2025
PRE BID MEETING		02:30 PM (IST) ON 23.05.2025 at SBI Administrative Office , Palayam Thiruvananthapuram
OPENING OF TECHNICAL BIDS		03:30 PM (IST) ON 03.06.2025 at SBI Administrative Office Thiruvananthapuram
AO CONCERNED		AO, THIRUVANANTHAPURAM
LOCATION OF AO		THIRUVANANTHAPURAM

For any clarification please contact	Shri.Abhimanue K B Mob: 9447778706 Email- cmhr.aotri@sbi.co.in
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S/d

Deputy General Manger (B&O)
State Bank of India Administrative Office,
Sangamam Building , Palayam, Thiruvananthapuram
e-mail: dgmbo.aotri@sbi.co.in.

CONTENTS OF THE ENVELOPES FOR SUBMISSION OF TENDER

ENVELOPE/ COVER - I

General Instructions, Terms & Conditions, Technical Bid (Pages 1 to 10), Other documents as specified in the tender documents

ENVELOPE/ COVER – II

Financial Bid (Page 11)

DRAFT ADVERTISEMENT IN NEWSPAPERS

STATE BANK OF INDIA
Administrative Office, Sangamam Building
Palayam, Thiruvananthapuram
E-mail: cmhr.aotri@sbi.co.in,
Ph: 9447778706

PREMISES REQUIRED ON LEASE

Sealed offers are invited from the Owners/ Power of Attorney holders for hiring of an Independent Villa/House with ample parking space, on lease/ rental basis for SBI, as per details given below:-

Sr. No	Proposed use	Proposed location	Carpet Area in Sqft (Approx)	Built up Area in Sqft (Approx)
1	SBI OFFICERS' TRANSIT HOUSE under AO Thiruvananthapuram	Within the 7 km radius of Thampanoor	2500 to 3500	3000 to 4000

Further details, other requirements, terms and conditions, Technical Bid & Financial bid proforma are published in Bank's web sites- <https://sbi.co.in> and <https://bank.sbi> under "SBI in the News → Procurement News". The last date for receipt of offers in the office of the undersigned is up to 3.00 P.M on 03.06.2025.

Place: Thiruvananthapuram

Date: 16.05.2025

Chief Manager (HR & Admin)

TENDER FOR HIRING OF PREMISES
TECHNICAL BID

PART A : NOTICE INVITING TENDER (NIT)

State Bank of India, Administrative Office, Thiruvananthapuram invites tender in two bid form (Technical and Price Bid) from the owners/authorized persons of Independent House (with amenities as per Bank's requirement) having excellent ambience in prime area within a distance of about 7 km in and around Thampanoor on long lease. The said house/flat should preferably have

- a) Proper access and proximity to NH/MC Road
- b) Property with small elevation from natural Ground level(to avoid flooding)
- c) Minimum 5 bedrooms with attached toilets/bathrooms
- d) Kitchen and dining hall
- e) Servant quarter with attached toilet
- f) The premises shall have space for 4 to 6 cars for the use of Bank's staff.
- g) Generator/Inverter connection
- h) Required electricity load- about 40 KW (approx.)
- i) 24 hours water supply with storage

The initial period will be 5 years, with an option in the Bank's favour to renew the lease for further of 5 years each with reasonable enhancement in rent after every 5 years. Hence, total period of lease will be 10 years, if renewed by the Bank.

A pre-bid meeting of all the intending tenders desirous of attending shall be held at SBI Administrative Office , Palayam, Thiruvananthapuram

The Bank reserves the right to reject any or all the tenders without assigning any reason therefore, at any stage /at any point of time. No correspondence in this regard will be entertained. Canvassing in any form will disqualify the tenderer.

Brokers are not allowed/ entertained.

Proposals from outside the desired limits will be outrightly rejected.

Chief Manager(HR & Admin)
SBI AO Thiruvananthapuram

GENERAL INSTRUCTIONS:-

This tender document contains the following: -

1. **Terms and Conditions** which has to be accepted by the owner/s and submitted along with the Technical Bid.
2. **Technical Bid** proforma for leasing of premises which is to be duly filled and signed and submitted along with Terms & Conditions, Site Plan, Floor Plan of premises offered, Photocopy of title deed and photograph of the Building offered in a separate envelope superscribed as ***“Technical Bid for Leasing of Independent House for SBI OFFICERS’ TRANSIT HOUSE, under AO THIRUVANANTHAPURAM ”.***
3. **Financial Bid** proforma for leasing of premises which is to be duly filled and submitted in a separate envelope superscribed as ***“Price Bid for Leasing of Independent House for SBI OFFICERS’ TRANSIT HOUSE, under AO THIRUVANANTHAPURAM.”***

Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed as ***“Offer for Leasing of Independent House premises for SBI OFFICERS’ TRANSIT HOUSE, under AO THIRUVANANTHAPURAM.”*** Also mention **Name and contact number of the owner on the envelope.** This envelope containing both the bids shall be submitted to the **Chief Manager (HR & Admin)** whose address is as given below on or before the last date and time for submission of offer as mentioned in the news paper advertisement:-

**The Chief Manager(HR & Admin)
State Bank of India, Administrative Office
2nd Floor, Sangamam Building
Thiruvananthapuram-695001**

Separate Technical and Price bids are to be submitted for each proposal in case of multiple offers by the same owner/ landlord. Offers submitted in any other format other than the specified proforma of technical and price bids shall be rejected. The technical bids will be opened on the last date & time as stated above.

Any amendments/ corrigendum shall be published in Bank's website only. Therefore, Owners/ Landlords are requested to visit Bank's website regarding modifications/ corrigendum issued in regard to extension of date of submission/ opening of bids etc.

The Technical Bids will be opened in the presence of owners/ landlords who choose to be present at the above said office. All owners/ landlords are advised to be present, at their own interest, on the said date, time and venue for opening of the Technical bids.

The offer shall be evaluated by the Premises Selection Committee of the Bank based on various parameters such as location/assessibility, frontage, floors offered, parking facility, availability of natural light and ventilation, Independent houses's plan and its suitability for efficient utilization of space by the Bank, Building/premises specifications and quality of construction, Ambience and convenience suitability for usage as Guest House etc., as per Bank's requirements and marks offered for various parameters. **70% weightage shall be given for technical bid and 30% weightage shall be given for price bid (i.e. 70:30).** The decision of the Premises Selection Committee in this regard shall be final and binding.

After screening of the technical bids and site inspection of the offers, the price bids of the offers considered to be suitable for the Bank shall only be opened. The date, time and venue of opening of price bids will be intimated to the eligible bidders separately.

Bidder(s)/ owner(s) is/are advised to be present, at their own interest, at the time of opening of the Technical and Financial Bids.

The premises shall be ready built or ready for occupation with definite time frame ,acceptable to the Bank, once the offer is accepted by the Bank and related formalities have been executed.

The Bidder should not have been blacklisted by any of the Government /PSU/ Trusts and no case should be pending or filed or pending in any courts for any illegal activities.

The House offered should be in good and ready to occupy condition. The rooms should be ready for occupation within 30 days after the acceptance of their offer by SBI.

It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory to the rooms throughout the lease period.

The interest free rental deposit, if any paid to the successful bidder, will be adjusted during the last months of occupation.

Rate quoted should be rent per month inclusive of all taxes and other charges if any, however GST will be paid by the Bank extra on production of GST Bills. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of each month.

Bank will pay the consolidated rent amount on monthly basis. Bank shall pay the eligible rent after deducting TDS at applicable rates. The owner of the premises should have valid PAN and GST No (if applicable).

TERMS AND CONDITIONS:-

A copy of Terms & Conditions duly signed by the owner/ Power of Attorney holder in token of acceptance of the terms and conditions to be enclosed with the Technical Bid. Bids not accompanied by duly signed Terms & Conditions are liable to be rejected.

Bids received with changes/amendments in the Terms & Conditions and conditional bids are liable to be rejected.

Bids received by the Bank after due date and time for submission as stated in the advertisement, shall be rejected.

Preference will be given to offers owned by Public Sector/ Government Departments.

The Bids/offer shall be valid at least for a minimum period of 6 months from the last date for submission.

If the Bids are submitted by an authorized agent, they should submit authority letter specifying clearly the powers & responsibilities of the agent, otherwise the bids are liable to be rejected.

The premises should be ready for occupation within a specified period as mentioned above and on the specified floors, having adequate parking and frontage, direct access from main road. It shall be a pucca building constructed with modern fittings and fixtures, with less number of columns and with natural light and ventilation will be considered and offers not satisfying the aforesaid requirements are liable to be rejected.

The rent for the initial lease period and the escalation in rent after every five years is to be mentioned in the Financial Bid only. The rent and escalation in rent should not be mentioned in the Technical Bid. The escalation in rent will also be considered for deriving the lowest bid. Incomplete financial bids are liable to be rejected.

The owner(s) shall construct/ renovate/ modify the building as per the Bank's requirements and as per plan approved by the Bank at his/ their own cost. The general requirement of the Bank is as given below:-

Sl.no	Location	Required Builtup area (Sft)	Preferences
1	Thiruvananthapuram (In and around Thampanoor(Within the 7km radius of Thampanoor)	3000 to 4000 Sq.Ft Residential House)	5 - 6 Bedroom Independent Villa/House in a residential area with ample space for parking.

- Five or more Bed-roomed individual house with attached toilet in each bedroom, Drawing room, Dining Room with kitchen.
- Flats / Apartments in Multistoried building/Group Housing Complex will not be considered.

i. Vitrified tiles flooring in the Living/Dining/Bedrooms and marble/ ceramic tiles flooring and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided.

ii. Electrical wiring with concealed conduits including light/fan points, switches, DB, panels, provision for AC points, Geyser points in Toilets etc. to be provided as per Bank's requirements.

iii. 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).

iv. Plastic paint on walls, ceilings, enamel painting on doors and windows etc. as per the Bank's instructions shall be done by the owner(s) at the time of handing over to the Bank and thereafter once in every two 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.

v. The owner/s shall provide separate electricity meter having three phase electric connection – COMMERCIAL of required capacity as directed by the Bank.

vi. Necessary arrangements for continuous water supply and independent underground and overhead water tanks of sufficient capacity along with electric pump for lifting of water shall be provided by the owner.

vii. Proper sewerage connection shall be arranged by the owner.

viii. The owner shall hand over the possession of the building after getting it constructed/ renovated as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g. conversion to Commercial Electric connection, Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

ix. The owner shall obtain a sanctioned load of 40KW to 50 KW from KSEB at his own cost, including conversion to commercial connection.

x. The premises shall have space for parking 4 to 6 cars for use of Bank's staff .

SBI shall deduct Rs.1,000/- per day as penalty in case the complaints of guests / SBI regarding any issues/ faults/ damages in the building/ its amenities which are not addressed within one week of complaint being recorded in the register.

Bank can make additions and alterations, install, erect, fix and set up such internal wooden/aluminium partitions and electrical and sanitary and other fixtures and fittings, air-conditioners in the demised premises and every part thereof as the Bank may require without causing any material damage or affecting the safety of the structure.

xi. 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.

xii. The building should be free from hazards like fire, water logging, flood, termites, rodents etc.

xiii. Supply of adequate potable water round the clock should be available at the premises.

xiv. The landlord should clear all the dues and other statutory obligations of municipality /corporation as well revenue authority at their risk and cost.

xv. The landlord should clear all the dues and other statutory obligations of municipality/corporation as well revenue authority at their risk and cost.

xvi. The landlord should be in a position to give vacant possession of the premises within 30 days of our approval and after carrying out necessary changes /

alterations as required by the bank.

xvii. The adequate power / connected load/ transformer if required should be arranged by the land lord before occupation.

xviii. Approved Building Plan and Clear location sketch plan to identify the building with land mark should be enclosed.

xix. Space should be given for placing Bank's name board at entrance/ front side

xx. **Preference will be given as per merits based on**

- Location
- Exclusive buildings
- Main Road approach
- Provision for Captive Power (Generator Back up)
- Car Parking / Two Wheeler parking
- Age/Structural condition of Building/RCC buildings
- Security and Maintenance
- Immediate occupation
- Required EB power
- Proximity to Railway Station, Bus stand, Airport, shopping area, Hospitals etc.

xxi. **Permissions required, if any, from the Corporation for using independent house for Bank's Guest House, has to be obtained by the landlord, including all expenses/taxes in this regard, within the quoted rent. No additional charges in this regard would be borne by the Bank.**

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank. While renewing the lease, the effect of subsequent increase/decrease in the aforesaid taxes and service charges shall be taken into account for the purpose of fixing the rent.

The initial period shall be at least for **five years** with an option in favour of Bank to renew it for **one more term of 5 years** after expiry of initial five years with an enhancement in rent on the same terms and conditions . However, the Bank shall have the right to de-hire the premises by giving three months notice.

The lease deed shall be executed as per Bank's standard format. The expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the owner/s and Bank in ratio of 50:50.

The Bank reserves the right to accept or reject any offer without assigning any reason.

Place:

Signature of the owner/s

(In token of acceptance of all terms and conditions)

Date:

2. TECHNICAL BID

With reference to your advertisement in the local dailies, I/We hereby offer the premises owned by me/us for housing your branch/office/transit house on lease basis.

A). General information:-

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

B). Technical information:-

a)	Building	Load bearing/ RCC Framed Structure
b)	Type of building	Residential/ Commercial/ Institutional/ Industrial/ Mixed Land use
c)	No. of floors in the building	
d)	Year of construction	

C). Built up area (plinth area) of the premises

a)	Size of the plot (Please enclose a sketch plan)	_____Sq.Ft	
b)	Total built up area	_____Sq.Ft	
c)	Whether the premises is ready for occupation	Yes/No	
	If No, how much time will be required to make it ready for occupation	_____	
d)	Area of premises offered	Built-up area	Carpet area
	i). <u>Ground floor</u>	_____ Sq.Ft	_____ Sq.Ft
	ii). <u>First Floor</u>	_____ Sq.Ft	_____ Sq.Ft
	iii). <u>Second Floor</u>	_____ Sq.Ft	_____ Sq.Ft
	iv). <u>Other floors if any</u>	_____ Sq.Ft	_____ Sq.Ft

e)	Number of Bedrooms with attached toilet	_____ Nos
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D). Amenities Available

a)	Electrical power supply (3 Phase) with separate meter with a sanctioned load of 40 to 50 KW	Yes/No *
b)	Running Water Supply/Sanitary facility	Yes/No *
c)	Whether plans are approved by the local authorities	Yes/No *
d)	Whether NOC from concerned authorities obtained	Yes/No *
e)	Whether Occupation certificate has been received	Yes/No *
f)	Whether direct access is available from the main road	Yes/No
g)	Whether fully or partly air-conditioned	Yes/No
h)	Whether lift facility available	Yes/No
i)	Whether space at the rooftop for provision of V-Sat Antenna is available	Yes/No
j)	Whether space for Generator is available	Yes/No
k)	Whether parking space for customers/ staff available (as specified above)	Yes/No
l)	Do you require advance rent, if yes, please specify (Number of months)	

* In case No, please specify whether you are in a position to arrange the same within a short period.

Signature of Owner/s

Contact Address

Contact Number of Owner/s

HIRING OF PREMISES FOR SBI OFFICER'S TRANSIT HOUSE UNDER AO
THIRUVANANTHAPURAM - FINANCIAL BID
(TO BE SUBMITTED IN SEPARATE COVER)

With reference to your advertisement in the local dailies, I/ We offer the premises owned by us for housing your Guest House on lease basis on the following terms and conditions:-

1. General Information

a)	Location	
b)	Name of the building	
b)	Door No and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

2. Monthly Rent

<u>Sl No</u>	<u>Floor</u>	<u>Built up Area offered (in Sq.Ft)</u>	<u>Monthly Rent excl. GST (in Rs)</u>
a)	Ground floor/ 1 st floor/2 nd floor or any other floor as applicable		

3. Escalation in Rent

a).	Escalation in rent after expiry of initial lease period of 5 years	_____ % increase from the initial lease rent (at the time of renewal)
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The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges, etc. to be borne by the Landlord.. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank.

Signature of Owner/s

Contact Address:

Contact Number of Owner/s