



NIT No. SBIIMS/GHY/19-20/69

Dated : 08.08.2019

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 FOR
STATE BANK OF INDIA, KUMARGHAT BRANCH,TRIPURA

SBI Infra Management Solutions Pvt. Ltd. Invites offers on behalf of the SBI from owners/Power of Attorney holders for premises on lease rental basis for accommodating Branch building having carpet area of about **280 to 298 Sq.mt, i.e. 3000 to 3200 sq.ft**, preferably in a single floor located in **Kumarghat town on the main road** within a radius of 1 Km from the existing Branch with adequate open / covered parking space including space for on-site ATM. The entire space should preferably be on one single floor may be on **Ground or 1st floor**. Premises should be **ready for possession / occupation or to be made ready within 2 months** if building is under construction. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be collected either from **State Bank of India, Regional Bussiness Office Agartala(North), Jagannath Bari Road 799001** and also can be downloaded from website **www.sbi.co.in** under **procurement news** from **08.08.2019 to 29.08.2019** and to be submitted duly filled along with **application fees of Rs. 1000/- (Rs.One Thousand Only) non-refundable in the form of DD/Bankers Cheque only** 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 **The Regional Manager, SBI Regional Business Office Agartala(North), Jagannath Bari Road 799001 on or before 5.00 pm on 29.08.2019.**

The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokers please. For further clarifications you may please contact us at **7005015914**.

Sd/-

**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 Draft/ Banker Cheque of Rs. 3,000/- (Non-refundable) favouring SBI Infra Management Solutions Pvt Ltd, payable at Guwahati should be enclosed with each Technical Bid as cost of tender. Bid without accompanying the tender cost bid will not be considered. 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 superscribing **“Tender for leasing of Office/Branch premises, Kumarghat Branch” to The Regional Manager, SBI Regional Business Office Agartala(North), Jagannath Bari Road 799001 on or before 5:00 PM on 29.08.2019.**

Important points of Parameters -

1	Built up Area	Approximately 280-298 Sq.mts (3000-3200Sq.ft.) preferably at Ground Floor on the main road. No extra rent will be provided for on-site ATM .The rent will be inclusive of ATM.
2	Covered Parking Space	Dedicated parking space minimum for 2 four wheelers and 4 two wheelers for staff.
3	Open parking area	Sufficient open parking area for customers
4	Amenities	24 hours water facility, Generator power back up, Electricity etc.
5	Possession	Ready for possession / occupation or to be made ready within 2 months if under construction
6	Premises under construction	May be considered if the same can be handed over to the Bank within 2 months
7	Desired location	On the main road within a radius of 1 Km from the existing Branch.
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	May be considered and Bank will get the interior and

		furnishing work as per requirement.
10	Initial period of lease	5 + 5 years with an option to renew for a further period of 5 years.
11	Selection procedure	Techno-commercial evaluation by scrutinizing the technical bid and price bid.
12	Validity of offer	4 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 bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBIIMS/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 only 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 years.

1.2 Tender document received by the SBIIMS after due date and time i.e. **29.08.2019 after 5:00 pm** shall be rejected.

1.3 The bidders/lessors are requested to submit the tender documents in separate envelope superscribed on top of the envelope as Technical or commercial as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address:

**The Regional Manager,
State Bank of India
Regional Business Office, Agartala North,
Jagannath Bari Road, Agartala 799001.**

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 tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBIIMS/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 4 (four) months to be reckoned from the last date of submission of offer i.e. **29.08.2019**

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 **30.08.2019 at 11.00AM** in the presence of tenderers who choose to be present at **SBI Regional Business Office, Agartala North, Jagannath Bari Road, Agartala 799001**. All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 The SBIIMS/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 SBIIMS/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.

1.15 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 concerned Branch Manager, SBI every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the service tax registration number/ GST 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.

1.16 Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as built up area as per IS code 3861-1975 which could be always measured jointly by the Bank and the landlord.

1.17 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. The number of car parking spaces offered should be indicated separately.

1.18 **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**.

1.19 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.20 The bidder/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, in case of unfurnished premises.

1.21 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.

1.22 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However GST shall be paid extra at applicable rate and manner.

1.23 Electricity charges will be borne by the Bank but water supply should be maintained by the Landlord/owner within the rent.

1.24 All civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories and doors etc. as per Bank's requirements, cashroom with cashroom 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 panelling 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 before possession by the Bank.

1.25 Interior works like loose furniture, drywall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signages, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

Place and Date:

Name & Signature of bidder/ lessor with seal if any.

DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

(If anybody willing to offer for more than one Premise, separate application to be submitted for each site).

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your branch / office on lease basis at Kumarghat, Tripura.

General Information:

Location as name of the nearest local railway/ Metro 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 as per IS code 3861-1975
Ground Floor	
First Floor	

Signature and Seal of applicant

Second Floor	
And so on	
Total Built Area	

Note- The rentable area shall be in accordance with the one mentioned under clause / **para 1.16** 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 : Yes / No

Offered in KVA (Mentioned)

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 or partly air conditioned : Yes / No

Whether lift facilities are available : Yes / No

No. of car parking/scooter parking which can be offered : Yes / No

exclusively to the Bank.

Details of Bankers Cheque / DD:

Drawer Bank.....

Cheque/ DD no.....

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

Place:

Date:

Name and signature of lessor with seal if any

Signature and Seal of applicant