

**ACQUISITION OF PREMISES ON LEASE**  
**STATE BANK OF INDIA, REGIONAL BUSINESS OFFICE -IV,**  
**D.NO:11-4-7, 2<sup>ND</sup> FLOOR, NOOKALAMMA TEMPLE STREET,**  
**KAKINADA-533003, PH NO:2347197**

State Bank of India, Regional Business Office-IV, Kakinada invites offers for Premises on lease from interested landlords for opening branches at KOVVADA.

Premises offered should have an area of about 185 Sq.Mts (Preferably on Ground floor) with all amenities such as 3-Phase 20kW electric power, adequate parking facility for customers and staff, good frontage and should have all necessary permissions from Government authorities to establish Bank in the Premises. Interested Owners of Premises may download the tender form from Bank's web-site <https://bank.sbi/portal/web/home/procurement-news> and submit the filled in applications at above mentioned address. Applications can also be obtained from the above mentioned address. Last date for submission of bids is 26.09.2019 up to 03:00 p.m.

Sd/-  
**Regional Manager**  
**RBO-4, Kakinada**



5	<p><b><u>Details of proposed building offered:</u></b></p> <p>A) i) Foundation Type: ii) Structure: (framed/load bearing)</p> <p>    iii) Super Structure: (Thickness of Wall etc.)</p> <p>B) Plot Area: i) Total Area:     ii) Consumed Area:</p> <p>C) <u>FSI details</u>: FSI Available:     FSI consumed:</p> <p>D) Whether plot is on lease or owned?      If leased one, balance period of lease, right for further/sub lease, date of renewal of lease along with lease rental be mentioned:</p> <p>E) Floor/s on which the premises offered is located:</p> <p>F) Whether inside &amp; outside plasters done?</p> <p>G) Whether inside &amp; outside paintings done?</p> <p>H) If multi storied complex, furnish details of total no. of floors in the building &amp; whether lift is available? If yes, No. of lifts &amp; its capacity be specified.</p> <p>I) Whether plan approved by Municipal/ Local Authority?</p> <p>J) i) What is the arrangement for water supply? ii) Please state whether separate connection for bank will be available?</p> <p>K) Sanitary arrangement( no.s of W.C./ toilets block)</p> <p>L) Electricity: Please state (i) Nos of points, types of wiring, meter etc. (ii) whether separate meter for bank will be available? (iii) Whether additional / 3 phase connection OF 35kW if required by the bank for computer system will be provided at your cost?</p>	
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	<p>M) Mention area in Sq.Mts (Floor) of free of cost parking facility that will be provided to the bank for exclusive use of the bank with No. of Cars and Two wheelers which can be parked.</p> <p>If no exclusive parking is available to the bank, please mention general parking area available to the bank.</p> <p>N) i) Doors (No.s &amp; specifications):</p> <p>ii) Windows (No.s&amp; specifications)</p> <p>O) Flooring (please mention room wise flooring as also in toilet with skirting /dado etc.)</p> <p>P) Year of Construction &amp; age of the building:</p> <p>Q) Floor wise super built up area and carpet area for the premises offered:</p> <p>R) Please advice whether willing to construct Locker Room (strong room) as per the bank's requirement?</p>	
6.	<p>Whether willing to execute a lease for a minimum period of 10 years with a range of increase in rent at 15-25% at every 5 years' block in terms of Bank's terms &amp; conditions on the prevailing market condition.</p>	
7.	<p>Whether willing to carryout additions/alterations/repairs as per plan/specifications given by the bank?</p>	

8.	Whether building wise permission is received. (Please attach copy of the same with relevant records).	
9.	A copy of Structural Stability Certificate issued by a Structural Engineer registered with the regulating authority must be enclosed with the technical bid.	
10.	Whether title of the offered premises is clear and without any encumbrance from Tax Authority / Local Authority / Bank & Financial Institutions etc.	
11.	Any other information the bidder wants to furnish:	

12.	List of enclosures (attached) such as copy of approved plan last sale deed, municipal tax receipt, duly signed Terms & Conditions in Annexure I, etc.:  (a)  (b)  (c)  (d)	
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I/We hereby state that the above information is true and we have gone through the Tender Document and we undertake that we have understood all the terms and conditions. I/We offer our own premises, as mentioned above.

**Signature Authorized person(s) for Premises offered**

Place:

Date:

## TERMS & CONDITIONS

### (TO BE SUBMITTED WITH TECHNICAL BID IN ENVELOPE I)

***Important: The tender consists of two parts viz. Technical Bid and the Price bid. The technical bid and price bid shall be kept separate in sealed envelopes super scribed with “Technical Bid for Premises for “Kovvada Branch ”, (Envelope I) and “Kovvada Branch”, (Envelope II) and both of them to be placed in a single envelope super scribing with the legend “OFFER OF PREMISES FOR “KOVVADA BRANCH.”***

1	The terms and conditions shall form part of the tender to be submitted by the bidders along with Technical Bid
2	<b>Tender documents received by the Bank after due date and time i.e., after 3.00 p. m. on 26.09.2019 shall not be considered and rejected.</b>
3	All tenderers are requested to submit the tender document (TECHNICAL BID and PRICE BID) duly filled in with complete and correct information along with relevant documents at the following address:  REGIONAL MANAGER. STATE BANK OF INDIA REGIONAL BUSINESS OFFICE –IV, D.No:11-4-7, 2 <sup>nd</sup> FLOOR NOOKALAMMA TEMPLE STREET KAKINADA – 533 003  CONTACTING OFFICIAL : Chief Manager(CM&CS) – 8374447748
4	All columns of the tender documents must be suitably filled in and no column should be left blank .All the pages of the tender documents are to be signed by the authorized signatory of the premises. The Bank reserves the right to reject the incomplete tender.
5	In case the space in the tender document is found insufficient, the bidders may attach separate sheets duly signed.
6	The offer shall remain valid at least for a period of 6 months to be reckoned from the last date of submission of offer.
7	The technical bid will be opened at 16.00 HRS. on 26.09.2019 in the presence of tender opening committee constituted for the purpose and the bidders who choose to be present at the above office. All bidders are advised in their own interest to be present on that date at the specified time at own cost.
8	The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.

9	Canvassing in any form will disqualify the bidders. No brokerage will be paid to any broker.
10	The short-listed bidders will be informed by the Bank for arranging site-inspection of the offered premises.
11	Income Tax and other statutory clearances shall be obtained by the bidders at their own cost as and when required.
12	<p>The bids will be evaluated on techno commercial basis (70% weightage on technical and 30% weightage on commercial), giving weightage to the qualitative aspects in various parameters like location, distance, amenities available, exclusivity, nearby surroundings, proneness to water logging/flood etc. quality of construction, efficacy of internal/ external layout of building, availability of parking space etc.</p> <p>The Bank reserves its right to open price bids of only those offers, depending upon the response to the offer, who qualifies in Technical Bids and rank top in scoring the marks in Technical Evaluation <b>as per Annexure –A.</b></p>
13	The lease rent shall commence only after execution and registration of lease deed in Bank's favour of the demised premises on delivery of full possession of the offered premises to the Bank upon completion of civil and other work as per Bank's requirement.
14	Measurement of area: The built up area will be measured as per relevant IS code.
15	<p><b>B. Requirements related to the Premises :</b></p> <p>(i) The offered premises must be located in Kovvada Village and located on ground floor (preferably on the main road). Floor area required is approximately 185 sq.mtrs</p> <p>(ii) It should have exclusive entry and rights.</p> <p>(iii) In case the premise is on the Ground Floor, the height of the plinth of the building should be minimum 450 to 600 mm above the maximum flood level of the locality. The premises should have permission for commercial use.</p> <p>(iv) The water proofing of the slab of the building should be with a guarantee of entire lease period or if it is for lesser period, it will have to be renewed from time to time up to lease period at the cost of bidder.</p> <p>(v) The flooring should be of double charged vitrified flooring as per Bank's requirement.</p> <p>(vi) A locker room of around 20 -30sq.m. will have to be constructed with 12" thick RCC(1:11/2 :3) walls as per bank's requirements &amp; bank's specifications and the premises should have adequate load bearing capacity for installation of locker cabinets in the locker room. A copy of Structural Stability Certificate issued by a Structural Engineer registered with the local regulating authority i.e. by KMC/concerned authorities must be enclosed stating that the floor offered has been designed to withstand the extra load resulting from locker with cabinet. The cost of construction to be borne by the bidder.</p> <p>(vii) The door and ventilator for locker room shall be supplied by the bank and expenses for erection to be borne by the bidder.</p> <p>(viii) A cash room of around 10sq.m. with 9" thick walls will have to be</p>



	<p>constructed with iron door as per Bank's design and specification.</p> <p><b>B. Other Facilities/Accommodations available/to be made available in the premises:</b></p> <p>The premises should have following infrastructural facilities:</p> <p>i) Separate toilets for ladies and urinal&amp; toilet for gents.</p> <p>ii) Small pantry with platform &amp; sink and dining counter of Granite.</p> <p>iii) Two small rooms with brick walls for UPS Room/System Room and Stationery/Record Room with nearly 10sq.m. and 19sq.m.respectively.</p> <p>iv) A ramp ( as per Bank's specification) to be provided for differently abeled persons/senior citizens.</p> <p>v) The premises should have sufficient and qualitative water supply, three phase electricity connection 35 kW and drainage systems.</p>
16	The bidders must enclose with the Technical Bid, a fair & legible copy of plans duly approved by the local Municipal/Panchayat authorities in case of offers of ready-built premises. The offers/Bids not accompanying such plans shall not be considered and shall be rejected outright.
17	If the premises being offered are situated in an area where Building Use (BU) Permission is applicable, the bidder must enclose with the Technical Bid, a copy of BU-Permission issued by the regulating authorities.
18	A copy of Structural Stability Certificate issued by a Structural Engineer registered with the regulating authority must be enclosed with the technical bid.
19	The Premises being offered must be free from Termite infestation & Rodents. It will be binding on the bidder/ bidder to keep the premises free from the Termites & Rodents at all times for the entire period of lease without any extra cost to the Bank over & above the accepted rent. In case of failure to do so the Bank will be at liberty to carry out such treatments as & when required and expenditure incurred on this account shall be recovered from rent. Decision of the bank on need of such treatment & amount incurred on it shall be final & binding & will not be open to arbitration etc.
20	Required modifications/construction will have to be done as per Bank's plans, designs & specifications and cost to be borne by bidder.
21	The Total Lease period will be for <b>10 years</b> (two blocks each of five years) and lease deed will be renewed at the end of each five year block with a maximum increase of 15% to 25% in the rent amount subject to prevailing market scenario. Rent will be inclusive of all taxes (of whatever name and nature) existing as well as future to be borne by bidder. However, GST, if applicable, will be borne by the bank on the basis of reimbursement every month.
22	The stamp duty charges relating to the Lease Deed registration shall be shared equally between the landlords and the Bank.

23	The other detailed terms-conditions will be as per Bank's standard format of lease agreement, a draft copy of which is provided with the tender documents.
24	The premises should have adequate power supply of approved load separately & independently as per Bank's requirements as and when needed.
25	Water supply should be with underground and over head tanks having adequate storage capacity with water pumps as per the Bank's requirements.
26	Domestic electrical wirings for fans, lights, computers, air conditioners & plugs etc. will be provided by the landlords. V-SAT of 1.2 meter diameter will have to be installed in the terrace for which necessary clearance have to be obtained from society/owner of the building. Rights of use of stare case/lift for access to V-SAT/Dish antenna should be given.
27	Painting of premises from inside as well as outside will be done by the landlords at every three years with paints of approved quality i.e. i) Acrylic Emulsion paint to interior walls ii) Apex exterior paint on exterior walls iii) Enamel paint to doors and windows.
28	Reserved parking for 4 car and 15 two-wheelers is provided as a part and partial of premises with no additional rent or charges.
29	Landlords should provide free adequate water and three phase electrical power supply for furnishing the premises after selection of premises but before taking possession of the premises.
30	Landlords will provide suitable space for putting adequate signage's as per Bank's requirements at places having visibility right from entrance from the main road.
31	Collapsible gate & grills on windows will be provided as required.
32	Title deed/sale deed/ownership documents in the name of bidder to be produced.
33	Notwithstanding anything contained herein in these documents, the terms & conditions contained in the Standard Lease agreement of the bank (copy enclosed) shall be binding on the bidder. However in case of any discrepancy between the two, these documents will prevail. The successful offerer/bidder shall be required to enter into the duly stamped and registered lease deed with the Bank failing which the bank will not be in position to release the rent.
34	Any other requirement deemed suitable for the Bank shall be advised as and when required.
35	Certificate: We have carefully perused the aforesaid terms and conditions and agree to abide the same in the event of our offer if accepted by SBI.

**Name and Signature Authorized person(s) for Premises offered.**

Place:

Date:

# **STATE BANK OF INDIA**

Regional Business Office -4, D.No: 11-4-7, 2<sup>nd</sup> Floor  
Nokkamma Temple Street , Kakinada

## **ACQUISITION OF PREMISES ON LEASE FOR “KOVVADA BRANCH,EAST GODAVARI DISTRICT”**

### **PRICE BID FORM** **(TO BE FILLED UP BY THE BIDDER)** **(To be kept in Envelope II)**

1(i)	Name & Address of Bidder	
(ii)	Constitution of the Bidder (i.e. Individual, Firm (Proprietorship / partnership, Trust, Association, Company etc.)	
2.	Name & Contact Number of Bidder/ Authorized Person.	
3.	Full Address of the Premises offered	
4.	Offered Rate of monthly Rent per Square Meter of built-up area as defined in technical bid of the premises offered under this tender.	Rs._____For the area of _____sq.Mtr offered under this tender, inclusive of all taxes, excluding Service Tax s applicable.

I/We hereby state that the above information is true and we have gone through the Tender Document and we undertake that we have understood all the terms and conditions as mentioned.

I/We offer our own premises, as mentioned above.

Place:

Date

Signature Authorized person(s) for Premises offered.

**DRAFT LEASE DEED FOR BRANCH PREMISES (Tentative)**

**(To be kept in Envelope – I)**

This agreement to lease made on this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between \_\_\_\_\_ hereinafter referred to as "the LESSORS" / through their Power of Attorney Holder Shri/M/s. \_\_\_\_\_ (which expression wherever the context so admits shall include his/her heirs, legal representatives, executors and assigns) of the ONE PART and,

STATE BANK OF INDIA, a corporation constituted under State Bank of India Act, 1955 and carrying on business among other places at \_\_\_\_\_ (hereinafter called "the LESSEE" which expression wherever the context so admits shall include its successors, administrators and assigns) of the OTHER PART.

1 WHERE AS the LESSORS are the absolute owners of the land and building bearing No. \_\_\_\_\_ and, whereas the LESSEE being in need of accommodation for its use and occupation, requested the LESSORS, to grant lease of a building / part of building as per description given herein below.

2 WITNESSETH that in consideration of the rent hereinafter reserved and the covenants and Agreements herein after contained and on the part of the Bank to be observed and performed, the LESSORS doth hereby demise and lease unto the Bank, Shop/Tenement No. \_\_\_\_\_, on Floor/Cellar, OR all that a portion of OR passage OR tenement OR the premises known as bearing Municipal or City Survey No. \_\_\_\_\_ and, bounded north by \_\_\_\_\_ east by \_\_\_\_\_ South by \_\_\_\_\_ and west by \_\_\_\_\_ situated in \_\_\_\_\_ and, belonging to the LESSORS, containing an area of \_\_\_\_\_ sq.mtrs., with all rights easements, liberties, appendages and appurtenances there unto belonging TO HAVE AND TO HOLD THE said premises (hereinafter referred to as the demised premises) unto the Bank for the term of \_\_\_\_\_ Years to be computed from the day of \_\_\_\_\_ Year with a option of renewing the lease for a further terms not exceeding \_\_\_\_\_ years on the same terms and conditions/ with increase in the rent @ \_\_\_\_\_% of the rent payable for first Years, YIELDING AND PAYING therefore unto the LESSORS, after deduction of Income Tax by way of TDS as per Income Tax Act, the Monthly Rent of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) on or before the 5<sup>th</sup> of every following month.

3 It has further agreed by the LESSEE as follows:

a) That the Bank will pay or cause to be paid to the LESSORS the monthly rent hereby reserved at the times herein before appointed for payment thereof.

b) That the Bank will pay all charges for electricity and water actually consumed by the Bank during the occupation of the leased premises.

c) That the Bank will at the expiration of the said term or any extension thereof peacefully and quietly yield and deliver up possession of the demised premises to the LESSORS in the same condition as they now are, wear and tear and damage by fire, earth quake, cyclone, tempest, flood, violence of any army or mob or other irresistible

force or act of God excepted but this condition shall not be construed to render the Bank liable to do any repairs of any kind to the demised premises.

d) Bank shall not make any permanent structural alterations to the demised premises without the consent in writing of the LESSORS.

4 And the LESSORS doth covenant with the LESSEE as follows:-

a) To permit the LESSEE to peacefully and quietly hold and enjoy the said premises during the said term hereby granted without eviction or interruption or disturbances by the LESSORS or any other person lawfully or otherwise claiming by through or under him.

b) That the LESSORS will not during the continuance of the lease period do or permit to be done upon such portion of the said premises or any part thereof anything which may cause any inconvenience or annoyance to the LESSEE.

c) The LESSORS shall grant all rights of way, water, air, light, parking, Lift facilities etc. and other easements appertaining to the premises.

d) To keep during the said lease period at LESSORS's own expense and cost the said premises, wind and watertight and all fixtures additions and also electric fittings, water mains and taps, septic tanks, etc. in good and tenantable condition and execute thorough repairs during the said term of lease or any extension thereof and also to wash, whitewash, colour wash, paint and or varnish all such parts thereof once in years and to repair or update and fit all the connections of electric installations and carry out other essential repairs and in default the LESSEE, shall be at liberty to execute such repairs, colour or white washing, painting varnishing etc. after giving 15 days notice to the LESSORS and recover the costs from the rent to be paid to LESSORS. The LESSEE shall do at their cost the repairs which are in the nature of day to day maintenance.

e) The LESSEE shall be at liberty to fix and/or remove at any time strong room doors steel fittings, iron doors fixed to the safe room, electric fittings, expanded metal compartments, fixing wooden partitions, electrical fittings, air conditioners, exhaust fans, counters, temporary structures, other fittings etc., as per the needs and requirement of the LESSEE and/or make such other conditions and alterations on the premises which will not affect the permanent structure in the said premises, during the continuance of the said term of lease or within a reasonable time of the expiration thereof.

f) The LESSORS shall permit the LESSEE in putting up VSAT in the terrace, ATM in the premises and to install core banking servers and other accessories, Generator Sets (any fuel), Air conditioners without any additional charges. The LESSORS agree to cooperate with the LESSEE for applying for necessary power load from the Electricity Board/Electricity Dept. Consent sought by LESSORS, if any, shall not be unreasonably withheld in the case of above such alterations as shall be necessary or required by the Bank for the purposes of carrying on its business.

g) The LESSORS will allow the Bank the right to sublet or re-let or part with possession of the premises during the currency of the lease to its Subsidiaries, Associates, Undertakings or its group concerns etc.

h) That the LESSEE shall have the option of renewing the lease of the said premises for a further terms of years each at not exceeding % increase in rent for each block of every years as per the same terms and conditions as the lease, except an increase in rent. In the event of extension of lease, the LESSORS will at the written request of the LESSEE forthwith execute the lease deed of the said premises and register the same.

i) The LESSEE shall have the further option of terminating the lease hereby granted at any time during the tenancy thereof on giving the LESSORS One calendar month's previous notice in writing. This option will not be available to the LESSORS

j) That in the event of the LESSORS deciding to sell the demised premises, during the tenancy or at the expiration of the same, LESSORS shall in the first instance offer them to the Bank at the lowest price which LESSORS is prepared to accept for them and the Bank shall within one calendar month from the date of receipt of such offer accept or reject such offer. If Bank rejects such offer the Lessors may sell the premises but Bank will continue to occupy as per lease agreement.

k) The payment of existing taxes, rates, cess and other levy including penalties, if any charged thereon in respect of the said premises, such as Corporation/Municipal/Panchayat Tax/Property Tax etc. due to the State Government, Central Government or other local or other Civil Authorities, shall be paid by the LESSORS. Enhancement of any tax and new taxes introduced, if any, will also be paid by the LESSORS. The LESSEE shall be at liberty to pay the above (though not obliged to do so) the above tax, rate or cess or other levy including the penalties, if any, charged therein in case of default or delay by the LESSORS and consequential demand or distress being raised on the LESSEE by the Municipal/ Local Authorities/State

Government/Central Government etc. and adjust the amounts so paid together with costs and other incidental expenses from out of rents in respect of the premises payable by the LESSEE. The LESSEE will be at liberty to recover the entire amount of tax so paid in one lump sum from the LESSORS.

l) The LESSORS agree to pay 50% of Stamp Duty and Registration charges payable for executing and registering this lease deed.

## 5. SCHEDULE OF PROPERTY

(Description of property with boundaries, measurements etc. to be

incorporated) Premises situated at \_\_\_\_\_

Comprising an area of Approx. \_\_\_\_\_ (Built up) with

all right East by \_\_\_\_\_

Westby \_\_\_\_\_

North by \_\_\_\_\_

South by \_\_\_\_\_

IN WITNESS where of the parties hereto have executed this lease the day and year first above written.

SIGNED AND DELIVERED BY

the said in the  
presence of  
(LESSORS)

SIGNED AND DELIVERED BY

for and on behalf of STATE BANK  
OF INDIA in the presence of  
(LESSEE)

**ANNEXURE - A****STATE BANK OF INDIA, RBO-IV, KAKINADA****NAME OF BIDDER:****Evaluation of proposals for premises for “Kovvada Branch” on lease basis.****Total Marks: 100****Requirements spelled out as under:****( For Office Use only)**

Sr No	Parameters	Actual situation	Total Marks	Marks obtained
1	Area 235 Sq.m.	1. 185sq.m. : 10 : 08 2. Plus/Minus : 05 up to 5%   : 00 3. Plus/Minus up to 10% 4. Plus/Minus > 10%	10	
2	Ready Usable building	1                   : 15 .                   :10 R e a d y :5 u s a b l e 2 . A d d i t i o	15	



		<p>n / a l t e r a t i o n  r e q u i r e d  3 . P l o t</p>			
3	Distance Branch	<p>from existing</p>	<p>Distance as required from the point &lt; 250mtrs. 2. Distanc e from mention ed points &gt; 250 mtrs. to &lt; 500mtrs 3. Distanc e from mentio ned point &gt; 500 mtrs. to</p>	:10 :08 :05 :00	10

			<p>&lt;1000 mtrs.</p> <p>4. Distance from mentioned point &gt;1000mtrs.</p>		
4	Age	Construction of building	<p>1. Less than 5years :05</p> <p>2. Between 5 to 10years :04</p> <p>3. Between 10 to 20years :02</p> <p>4. More than 20years :00</p>	5	
5	On main road or within 300 mtrs from leading road.	<p>1. On main Road : 10</p> <p>2. Inner side from main road- 100Mtrs : 08</p> <p>3. Inner side from main road- 200Mtrs : 05</p> <p>4. Inner side from main road- 300Mtrs : 03</p>	10		
6	Frontage 12Mts.	<p>1. . :10</p> <p>&gt; :08</p> <p>1 :03</p> <p>2 :00</p> <p>M</p> <p>t</p> <p>s</p> <p>2</p> <p>.</p>	10		

		<p>1 0</p> <p>t o</p> <p>1 2 M t s</p> <p>3 .</p> <p>8</p> <p>t o</p> <p>1 0</p> <p>M t s</p> <p>3 .</p> <p>L e s s</p> <p>t h a n</p> <p>8 M t s</p>		
7	Ceiling height	1. > = 3.35Mts :10 from the :08 bottom of beam	5	

		2. > = 3.00 Mts from the bottom of beam :05 :03		
		3. > = 2.7 Mts from the bottom of beam		
		4. < 2.7Mts from the bottom of beam		
8	Parking space	1. Having parking on front and cellar :10 :08 :03 :00 2. Having cellar or front parking only 4. Common parking 5. No Parking	10	
9	Ambiance, Convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	15	
10	Business Potential	As assessed by Premises Selection Committee	10	
	<b>Total</b>		<b>100</b>	

Premises which score less than 50 Marks will not be considered.