

ANNEXURE - B

**STATE BANK OF INDIA,
ZONAL OFFICE, ZONE-I, PUNE
386/2 SHARDA CHAMBERS, 3RD FLOOR,
SHANKAR SHETH ROAD, PUNE- 411 037.**

**CALLING OFFERS FOR ACQUISITION OF
PREMISES ON LONG LEASE FOR DAC (DOCUMENTS)**

State Bank of India, Zonal Office, Zone-I, Pune, invites applications/ offers from the Owner(s)/ Power of Attorney Holder(s) of the premises for acquisition of premises on long lease basis for Document Archival Center, Pune. The required area is approx. 20000 sq. ft. carpet area (+/- 10%) on ground/ ground and first floors. The premises should have constructed in 9" RCC M 20 Mix concrete wall inside the 12 mm dia bars reinforcement with 6"x 6" center to center, both the way Or land-lord should ready to construct the same in 3 to 4 months at his own cost. The flooring should be in Kota stone inside strong room. Space should be available for loading/ unloading of documents on side and front side of premises.

The minimum criteria for pre qualification will be as under:

- i) The Applicant(s) should be the confide Owner(s) or Power of Attorney Holder(s) of the premises;
- ii) The Applicant(s) should be an Income Tax assesses(s) with PAN No. and its Tax returns must be up-to-date.
- iii) The building should be constructed as per the sanctioned/approved Plan of the Competent Development Authority **for commercial purpose**. The building should be well maintained.
- iv) The premises should be situated on main road with proper accessibility and provision for adequate dedicated parking for two & four wheelers.
- v) The building should be free from special Hazards like fire, water logging, flood, etc.
- vi) Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities.
- vii) The landlord should arrange to provide adequate electrical supply, for fully air conditioned premises from Electricity Board with all necessary approvals.
- viii) The landlord shall provide standby supply from his/their own D.G. Set or provide sufficient space for installation for D.G. Set.
- ix) The landlord should clear all the dues and other statutory obligations of Municipality/ Corporation as well as revenue authorities.

x) The occupancy certificate of the premises from the local authorities should be available for leasing the premises or should be made available.

xi) The landlord should be in a position to give vacant possession of the premises immediately or within 3/4 months after carrying out necessary changes/alterations as required by the Bank, **including construction of Strong Room (of approx. 18000 sq.ft. carpet area as per above specifications), ATM Room, System & Record Room, Ladies & Gents Toilets, Pantry etc..**

2. Rentable Area:

Rentable area of the premises should be clearly mentioned as floor area which could be always measured jointly by the Bank and the landlord. The floor area shall be defined as the area which is covered but excluding the following portions:

- a. Walls and columns
- b. Portico/canopy
- c. Sanitary shafts
- d. Staircase
- e. Box Louvers
- f. Lift wells
- g. Air conditioning ducts
- h. Balcony
- i. Portion below window sill
- j. Lofts

3. Other terms and conditions:

a. Rent:

The Bank shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to the bank's satisfaction. Joint measurement of the premises will be taken based on floor area.

b. Execution of the lease Documents:

Once the premises is taken on lease by the Bank, the lease deed as per the Bank's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty, registration & other charges relating to the registration shall be borne by the landlord and Bank on 50:50 basis. **All other statutory taxes has to be borne by landlord (except GST, which will be borne by the Bank).**

4. Separate tender documents are to be submitted in the prescribed format, duly signed by the competent Authority with seal, which can be downloaded from the Bank's website (www.sbi.co.in 'Procurement News') (Annexure C & D). The Technical bid (cover "A") should contain the completed application form along with other details like certified true copies of land documents/credentials like clear title, B.D.A. approved building layout plan, NOC, up-

to-date Income Tax Returns submitted, Occupation/completion certificates if available etc. and the Price Bid (Cover "B") should contain only the offered rate. Both the covers are to be placed in third cover (cover "C") super scribed with the legend "**OFFER FOR PREMISES ON LEASE FOR DAC (DOCUMENTS), PUNE**" should be submitted, during working hours excluding Sundays & Holidays, on or before **07.11.2017 by 5.00** p.m. at the address mentioned below. Applications received after **07.11.2017** will not be entertained. Offer without prescribed format will be rejected. Separate offer should be submitted for each premises. **Offers from brokers will not be entertained.** After evaluation of the technical bids, the price bids will be opened in respect of those applicants who are found qualified for the purpose, in their presence. The date of opening price bids will be intimated to the tenderor in due course.

5. The Bank will have the right to relax the minimum pre-qualification criterion in exceptional circumstances.

6. The Bank reserves the right to accept any or reject any or all the tender without assigning any reason there for. Canvassing in any form will disqualify the offer received. No brokerage will be payable.

Deputy General Manager,
State Bank of India,
Zonal Office, Zone-I,
386/2, 3rd Floor, Sharda Chambers,
Shankar Sheth Road
Pune - 411 037.
Phone No- 020/ 26404355/356/359.

ANNEXURE - C

APPLICATION FOR OFFER OF PREMISES ON LEASE RENTAL BASIS

With reference to your advertisement in newspaper/website dated I/We hereby offer the premises owned by me/us for housing your DAC (Documents) office on long lease basis.

TECHNICAL BID

General Information

1.	Location	
	a) Name of the building	
	b) Shop No.	
	c) Name of the Street	
	d) Name of the city	
	e) Pin Code No.	
	f) Nearest land-mark	
2.	a) Name of the owner/s	
	b) Address of the owner/s	
	c) Contact (Phone) No. Land line No/s. & Mobile No/s.)	
	d) E-mail address	
	Technical information	
	1.(a) Age/Condition of the Construction/ Building :	
	i) Newly constructed within 2 years (Completion & Occupation Certificate With date to be enclosed).	
	ii) Old Construction - Mention year of Construction (as given in Completion/ Occupation certificate) and condition of building	

	b)Area of the Plot/premises	
	Covered Area for	
	i) Parking	
	ii) Generator	
	iii)Uncovered/Open area for future expansion	
	iv) Availability of strong room area for documents safe keeping/ Ready or will be constructed	
	c)Type of Building Residential/ Commercial Institutional/Industrial	
	i) Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please mention) Details of Strong Room construction (should be minimum as per specification)	
	ii) Whether the building is moisture and pesticide free building	
	i) Moisture Free Yes/No	
	ii) Pesticide free Yes/No	
	d) Type of Flooring	
	Other details of floor	
	e) Available space i.e. Floor Area	
	i) Floor No./Nos.	
	ii) No. of Toilets/(1/2)	
	iii) Floor wise area which will be offered	
	iv) Of which Strong Room as per specifications	
	f) Whether proper sanitary/sewage system is available.	

	g) Whether Power/Electric Supply - Yes/No (Adequate power supply) is available – Yes/No.	
	h) Whether anti-lightening devices is provided – Yes/No	
	i) Whether captive power supply (generator) is available – Yes/No.	
	j) Whether adequate water supply is available – Yes/No.	
	k) Whether plans are approved by the local authorities (attach copy of sanctioned Bldg. Plan) – Yes/No.	
	l) Whether required NOC from the various departments obtained – Yes/No.	
	m) Whether occupation certificate has been received (attach copy) – Yes/No.	
	n) Whether direct access is available from the main road – Yes/No	
	o) Whether lift facility is available – Yes/No.	
	p) Title Deed (attach copy of title deed)	
	q) Whether all statutory obligations are cleared (Please enclose IT Return. Municipality Tax Receipt – Current and other supporting documents) – Yes/No.	
	r) Whether the locality of the premises is free from Special Hazards like fire, flood, water logging etc. – Yes/No.	
	s) Any other relative information	

I/We have read the terms and conditions what are stated above in Expression of interest and undertake to abide by them.

SIGNATURE OF THE LANDLORD/OWNER/ SEAL:

NAME:

ADDRESS:

CONTACT NUMBER

PRICE BID

With reference to your advertisement in local dailies, I / We offer the premises owned by us for housing your branch on lease basis on the following terms & conditions.

General Information:

1. Location:

- (a) Name of the Building
 - (b) Shop No.
 - (c) Name of the street/ nearest land-mark
 - (d) Name of the city
 - (e) Pin code
2. Name of the Owner/s:

3. Rent: Rent per sq. ft. of carpet area /or lump sum

4. Any other charge (Please specify).

Please note municipal taxes / cess, service charges to be borne by the landlord. Service charges like society charges, maintenance charges (if any) are to be borne by the Bank. GST to be borne by the Bank. TDS will be deducted from rent, as applicable.

Note:

The carpet area is the covered area excluding the following:

- (a) Walls
- (b) Columns
- (c) Balconies
- (d) Portico/ canopy
- (e) Staircase
- (f) Lofts
- (g) Sanitary shaft
- (h) Lift wells
- (i) Space below the window sill
- (j) Box louver
- (k) A.C. duct

Signature of the owners & Seal

Name :

Contact No:

