

TENDER FOR HIRING OF PREMISES

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 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 Branch/Office premises at*”**
3. **Financial Bid** proforma for leasing of premise which is to be duly filled and submitted in a separate envelope superscribed as ***“Price Bid for Leasing of Branch/Office premises at*”**

Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed as ***“Offer for Leasing of Branch/Office premises at*”** Also mention **Name and contact number of the owner on the envelope**. This envelope containing both the bids shall be submitted to the Assistant General Manager 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 Asstt.General Manager
State Bank of India
Regional Business Office
Centre Point Building,
Civil Lines, Dharamshala
Distt. Kangra, (H.P.)-176215**

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 at 2.30 P.M. on the last date for submission of offers as stated in the advertisement.

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 in their own interest to be present on the said date, time and venue for opening of the Technical bids.

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 be opened. The date, time and venue of opening of price bids will be intimated separately.

Bidders/ owner/s is/are advised to be present at the time of opening of the Technical and Financial Bids.

The premises shall be ready built or ready for occupation within months from the date of advertisement shall be considered.

TERMS AND CONDITIONS:-

A copy of Terms & Conditions duly signed by the owner 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 3 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 or likely to be ready for occupation within a specified period and on the specified floors, have adequate parking and frontage, have 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 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:-

- i. Record/stationery room, Safe Room, ATM Room will be constructed with Brick walls. Strong room and Locker room shall be constructed with RCC for Walls, Floor and Roof as per RBI specification as required by the Bank.
- ii. Anodised aluminium paneled/glazed main door, collapsible grill gate and steel rolling shutter shall be provided at the main entrance. Safe room door will be provided with Collapsible grill gate and steel/wooden door.
- iii. All external doors, windows, ventilators and cut outs will be provided with strong steel grills and shutters as directed by the Bank.

- iv. Vitrified tiles flooring in the Branch/Office and marble/ceramic tiles flooring and dados in toilet, pantry areas and 1st class sanitary fixtures, C.P bathroom fittings as approved by the Bank shall be provided.
- v. False ceiling and electrical work as directed by the Bank.
- vi. 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.
- vii. Plastic paint of walls, ceilings, enamel painting of doors and windows etc. as per the Bank's instructions shall be done by the owner/s after 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.
- viii. The owner/s shall provide separate electricity meter having three phase electric connection of required capacity as directed by the Bank.
- ix. 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.
- x. Proper sewerage connection shall be arranged by the owner.
- xi. The owner shall handover 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. 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.

Bank can make additions and alterations/dismantling, install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants 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.

The owner shall not have any objection for installation of ATM, V-Sat, D.G Set, glow signages by the Bank at suitable location in the building.

Measurement of built up area or plinth area shall be as per definition of IS 3861-2002. It shall be measured at floor level including area of walls, staircase, shafts for sanitary, water supply, electric, fire fighting, air conditioning and lifts and excluding the area of loft, band, cornice, open platform, terrace, service staircase, area of mummy, machine rooms and domes.

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 five years with an enhancement in rent on the same terms and conditions. After 10 years, rent can be negotiated and finalized by the Bank so that new lease can be executed for further term of 5+5 years. 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 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)	Building for Branch/office ready for occupation	Yes/No
	If No, how much time will be required for occupation	_____
d)	Area of premises offered	
	<u>i). Ground floor</u>	_____ Sq.Ft (built up area)
	<u>ii). First Floor</u>	_____ Sq.Ft (built up area)
	<u>iii). Second Floor</u>	_____ Sq.Ft (built up area)
	<u>iv). Other floors if any</u>	_____ Sq.Ft (built up area)

D). Amenities Available

a)	Electrical power supply (3 Phase) with separate meter	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 air-conditioned 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/Generator is available	Yes/No
j)	Whether parking space for customers/staff available	Yes/No
k)	Do you require loan, if yes, please specify amount	
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	

FINANCIAL BID

With reference to your advertisement in the local dailies, I/We offer the premises owned by us for housing your branch/office 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. Rent

Rent per Sq.Ft. of the built up area (plinth area) or lump sum

	<u>Floor</u>	<u>Built up Area (Sq.Ft)</u>	<u>Rent per Sq.Ft</u>	<u>Amount</u>
a)	<u>Basement</u>			
b)	<u>Ground floor</u>			
c)	<u>1st floor</u>			
d)	<u>2nd floor</u>			
e)	<u>Any other floor</u>			
<u>Total Rent</u>				

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)
-----	--	---

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.

Signature of Owner/s	
Contact Address of Owners/s	
Contact Number of Owner/s	