

## **NOTICE INVITING TENDER (NIT)**

**STATE BANK OF INDIA**  
**Premises & Estate Department**  
5<sup>th</sup> Floor, D-Block, State Bank of India, Local Head Office,  
11, Parliament Street, New Delhi -110001.

### **PREMISES FOR TRANSIT HOUSE REQUIRED ON LEASE**

The state Bank of India invites sealed offers from the **owners of Property / Hotels / Guest Houses for “ TRANSIT HOUSE” of SBI at RANIKHET** within the radius of 11 Km from SBI, RANIKHET BRANCH preferably having HIMALYAN RANGE VIEW and on the ground floor or on the first floor and the Property should be fully constructed and ready for occupancy having accommodation of 3 to 5/6 Double Bedded rooms with attached toilets, facility of Kitchen, dinning hall etc. The building should be spacious and well ventilated having round the clock facility of electricity and drinking water with independent and adequate parking facility. The interested parties / person should obtain Bank's prescribed format of “ Technical Bids” & “Financial Bids” from our Chief Manager, SBI, RANIKHET Main Branch, RANIKHET up to **05.00 P.M. on 07.06.2019.**

**For details please refer Bank's website [www.sbi.co.in](http://www.sbi.co.in) under procurement news.**

**The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from SBI website [www.sbi.co.in](http://www.sbi.co.in) from 18.05.2019 to 09.06.2019** 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 issued by any Nationalized/ Scheduled Bank drawn in favour of State Bank of India, Payable at RANIKHET during office hours of SBI, Main Branch, RANIKHET. Bid without accompanying the tender cost bid will not be considered.

The **“Technical Bids”** with sketch duly marked dimensions with facilities & **“Financial Bids”** with proposed rent **should be submitted in separate sealed envelopes** super scribing on envelop **“Technical Bids” / “Financial Bids”** (as the case may be) **for “TRANSIT HOUSE of SBI at RANIKHET”** mentioning Name, Address, Contact No. etc of the applicant and should be addressed & **submitted to the Chief Manager, SBI, RANIKHET Main Branch, RANIKHET up to 10.30 A.M. on 10.06.2019**

The Bank reserves the right to reject any / all bids without assigning any reasons. Offers from property dealers will not be entertained.

**Assistant General Manager (P&E)**

## 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. 1,000/- (Non-refundable) favouring SBI, payable at RANIKHET should be enclosed with each Technical Bid as cost of tender. Bid without accompanying the tender cost bid will not be considered.

The “**Technical Bids**” with sketch duly marked dimensions with facilities & “**Financial Bids**” with proposed rent **should be submitted in separate sealed envelops** super scribing on envelop “Technical Bids” / “Financial Bids” (as the case may be) for “**TRANSIT HOUSE of SBI, RANIKHET**” mentioning Name, Address, Contact No. etc of the applicant and should be addressed & **submitted to the Chief Manager, SBI, RANIKHET Main Branch, RANIKHET up to 10.30 A.M. on 10.06.2019.**

#### Important points of Parameters -

1	Number of Rooms	<b>3 to 5 numbers Double Bedded Rooms</b>
2	Covered Parking Space	Spacious independent and adequate space
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 possession / occupation
6	Premises under construction	Will not be considered
7	Desired location	<u>within the radius of 11 Km from SBI, RANIKHET BRANCH</u> <b>preferably having HIMALYAN RANGE VIEW</b> and on the ground floor or on the first floor.

8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Single floor
9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
1 0	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 assigning 70% weightage for technical parameters and 30% weightage for price bids
1 2	Validity of offer	4 months from the date of submission of the offer
1 3	Stamp duty / registration charges	To be shared in the ratio of 50:50.

**A) GENERAL INFORMATION**

**( Please cross out the amenities which have not been provided )**

1-	<b>TRANSIT HOUSE :</b>		
i.	Name of the Hotel / premises with address & Tele. No.	:	
ii.	<b>Location</b>	:	
(a)	Whether easily accessible (Yes / No )	:	
(b)	Whether signboards / indicators displayed en-route to facilitate location.	:	
iii.	<b>No. of Rooms offered.</b>	:	
iv.	List out the amenities agreed to be provided by the Landlord / Hotel :		
a.	Double bed with Mattresses & Blankets	:	
b.	Dressing Table	:	
c.	Easy chair with centre table	:	

	d.	Curtains	:	
	e.	Fans	:	
	f.	Heater/ Heat Convector	:	
	g.	Gyser	:	
	h.	Study table	:	
	i.	Wooden Almirah	:	
	j.	24 hrs Water supply	:	
	k.	Wash Basin with mirror	:	
	l.	Carpet / vinayle flooring	:	
	m	Water jug with glasses	:	
	n	Dustbin	:	
	v	List of other facilities provided in the TRANSIT HOUSE & whether in use or not working:		
		<ul style="list-style-type: none"> <li>- T V</li> <li>- Newspapers / Magazines</li> <li>- Indoor games</li> <li>- Utensils</li> <li>- Hot plates etc.</li> </ul>		
	<b>vi</b>	<b>Period of lease</b>	:	
<b>Care Taker</b>				
	i.	Name of the Caretaker ( Employees of Landlord)	:	
	ii	Whether caretaker stays in the TRANSIT HOUSE or outside.	:	
	iii	If not, whether his address &Tele.No. available at the TRANSIT HOUSE.	:	
	iv	If stays outside, hours of visit to TRANSIT HOUSE.	:	
	v	Details of other staff: - Guards: - Sweepers: - others: (please specify)	: : : :	
<b><u>MAINTENANCE</u></b>				
	vi.	Frequency with which bedding is changed  Bed sheets :  Pillows : Pillow cover :  Blankets : Quilts :		
	vii.	Facilities in the toilets  a) Flush system b) Taps	:	

		c) Buckets & Mugs d) Cleaning of Bath rooms. e) Whether adequate supply of water is available.		
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### **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 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 SBI **after** due date and time i.e. **after 10.30 A.M. shall be rejected.**

1.3 The bidders/lessors are requested to submit the **tender documents in separate envelope** super-scribed 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 Chief Manager,  
State Bank of India,  
Main Branch, RANIKHET,  
RANIKHET, U.K.**

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 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. **10.06.2019**

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 10.06.2019 at 11.00 AM** in the presence of tenderer who choose to be present at SBI, Main Branch, RANIKHET. All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 **The SBI reserves 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 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 and viewing the RANIKHET Lake.

1.14a The details of parameters and its weightage for technical score has been incorporated in Annexure I. The selection of premises will be done on the basis of **techno commercial evaluation**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.

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 service tax/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 bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank.** Bidder/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 10-15 KW/KVA will also have to be arranged by the bidder/lessor at his/her cost** from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, 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.

Place and Date:

Name & Signature of bidder/ lesser  
With seal if any Seal and Seal of applicant



**DETAILS OF OFFER**

**OFFER SUBMITTED FOR LEASING PREMISES**

**(If anybody willing to offer for both the Premises, 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 TRANSIT HOUSE at RANIKHET on lease basis:

**General Information:**

**(Please tick  which is applicable)**

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	Number of Double Bedded Rooms	Average Built up Area of one Room (sq.ft)
Ground Floor		

First Floor		
And so on		
Total		

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  
Offered in KVA (Mentioned) Yes/No

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 air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

No. of car parking/scooter parking which can be offered  
exclusively to the Bank. Yes/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