

**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****STATE BANK OF INDIA, MADGHARIA BRANCH, GUWAHATI**

SBI Infra Management Solutions Pvt. Ltd. invites offers in two bid system on behalf of State Bank of India, LHO Guwahati from owners / Power of Attorney holders/PSU/Govt. agencies for premises on lease rental basis for Commercial / Office use having Floor area of **approx. 3000 Sqft**, located within **Mother Teresa Road, Madgharia Narangi Tiniali** with adequate open / covered parking space situated preferably on main road or on outer road/be lane with good connectivity. The entire space should preferably be on Ground floor. Premises should preferably be ready for immediate possession / occupation. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be obtained from the **"The Regional Manager, State Bank of India, Regional Business office, Region -I, Administrative Unit, GS Road, Swagota Square, 6th Floor, Bhangagarh, ABC point, Guwahati-781005"** or can be downloaded from website **www.sbi.co.in** under procurement news. The offers should be submitted along with non-refundable tender fees of **Rs. 3,000/- (Rs. Three Thousand Only)** in the form of DD/Bankers Cheque 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 complete in all respects should be submitted to "The Regional Manager, State Bank of India, Regional Business office, Region -I, Administrative Unit, G S Road, Swagota Square, 6th Floor, Bhangagarh, ABC point, Guwahati-781005" on or before **07.02.2020**. **"The SBIIMS/SBI reserves the right to cancel or postpone or modify the tenders at any time without assigning any reasons thereof"**. No Brokers please.

**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 demand draft/ Banker's cheque of Rs. 3,000/- (Non-refundable) favoring **"SBI infra Management Solutions Pvt Ltd"**, payable at **Guwahati** should be enclosed with each technical bid as cost of tender. 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 super scribing **"Tender for leasing of Office premises to State Bank of India, MADGHARIA Branch"** and should be submitted to the "The Regional Manager, State Bank of India, Regional Business office, Region -I, Administrative Unit, GS Road, Swagota Square, 6thFloor , Bhangagarh, ABCpoint, Guwahati-781005" on or before 07.02.2020

Important points of Parameters -

1	Floor Area (BUA)	3000sq ft. preferably on single floor preferably on Ground floor with sufficient space for lobby for ATM/CDM/kiosk etc.
2	Designated staff Parking Space	04 four wheelers and 08 two wheelers for staff.
3	Open parking area	Sufficient open parking area for customers.
4	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
5	Possession	Ready possession / occupation.
6	Premises under construction	May be considered if to be completed within 3 months from final date of submission of tender.
7	Desired location	Within Mother Teresa Road, Madgharia Narangi Tiniali .The premises shall be preferably on main road with sufficient frontage from road. In case the premise is away from main road, the approach road shall be well developed with sufficient width.
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	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.

10	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent @ 15-25% after expiry of first term of 5 years, at the time of renewal.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids. (Refer annexure-I)
12	Validity of offer	6 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 vendor should have clear and absolute title to the premises and furnish legal title report from the SBIIMSPL/SBI empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the SBIIMSPL/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 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 **15-25% 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 + 5 years.

1.2 **Tender document received after** due date and time i.e. **07.02.2020 after 3:00 pm shall be rejected.**

1.3 The lessors are requested to submit the **tender documents in separate envelope** super scribed on top of the envelope as **TECHNICAL BID AND PRICE BID** respectively, duly filled in with relevant documents/information at the following address:

**The Regional Manager, State Bank of India,
Regional Business office, Region-I, Administrative Office
G S Road, Swagota Square,
6th Floor, Bhangagarh, ABC point,
Guwahati-781005**

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 tendered. Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBIIMSPL/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 **6 (six) months** to be **reckoned from** the last date of submission of offer.

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 & Price Bid** will be **opened** in the presence of tenderers who wish to be present at the office "The Regional Manager, State Bank of India, Regional Business office, Region -I, Administrative Unit, GS Road, Swagota Square, 6thFloor, Bhangagarh, ABCpoint, Guwahati-781005". **The date and time for the same will be informed later.** All tenderers are advised in their own interest to be present on that date.

1.9 **The SBIIMSPL/SBI reserve the right to cancel or postpone or modify the tenders at any time without assigning any reasons 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 SBIIMSPL/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 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. In case the premise is away from main road, the approach road shall be well developed with sufficient width.

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 SBI, MADGHARIA Branch every month for the rent due to them indicating the GST component (if applicable) also in the bill separately.** The bill also should contain the GSTIN number of the landlord (if applicable), apart from name, address etc. of the landlord



and the serial number of the bill, for the bank to bear the burden of GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the **SBI, MADGHARIA Branch** to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.

1.16 **The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

1.17 **Mode of measurement for premises is as follows:**

Rental will be paid on the basis of Floor area which will be measured as per relevant IS code. Components/ Areas like Lift, Lift wall, Ducts, Staircase, Service shafts, Balcony, Projection, Terrace, parking space, space for DG set, etc. will not be counted in Floor Area. Landlord is advised to quote the rates as per Floor area while filling the price bid.

1.18 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. If anyone quote lump sum rate of total area instead of per Sqft Floor area rate then, it will be converted to per Sqft Floor area rate for finalization of L-1 offer. The number of rent free car parking spaces and two wheelers offered should be indicated separately.

1.19 **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 35KW with a dedicated transformer and substation along with dedicated energy meter (in the name of the SBI) and required Security Deposit for Power connection ,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 in case the lessor is not able to provide the generator set(20 KVA) on hiring basis, 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.**

1.20 Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost.

1.21 The 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.

1.22 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.



1.23 Rent should be inclusive of all present and future taxes what so ever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid extra.

1.24 Electricity Charges will be borne by the Bank but water supply should be maintained by Landlord/owner at his own cost.

1.25 All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank which will include:

All civil works such as ATM Room, Toilets, Store room, Pantry with all accessories and doors etc. (additional / alteration) as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, server room & UPS room made up of brick work. Rolling shutter, collapsible grill door at entry, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, inside and outside painting with acrylic emulsion paint / synthetic enamel paint, water proofing, anti termite treatment, record room, 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 and rent should be inclusive of all such civil works. 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.

1.26 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/ three 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.

1.26 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.

1.27 Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.

Place:

Date:

Name & Signature of 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 residential area on lease basis at.....

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 tick 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	Floor area as per IS code 3861-1975
Ground Floor	
First Floor	
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

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 lift facilities are available : Yes / No

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 in the rooms, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement at no extra cost.

Place:

Date:

Name and signature of lessor with seal if any

ANNEXURE – I

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Floor area as per requirement	(2000 - 2500 sqft) \pm 5% : 5 (2500 - 3000 sqft) \pm 10% : 10	10	
2	Premises on ground floor	On ground floor : 20 GF + immediate Upper floor with internal lift + staircase : 5 Second Floor and above with internal lift facility : 5	20	
3	Age of Building	Less than 5 years old: 10 Between 5 to 10 years old: 7 Between 10 to 15 years old: 5 More than 15 years old: 0	10	
4	Parking Area	Adequate parking area for 4cars or more: 10 Parking Area less than 4 cars : 5 No parking Area : 0	10	
5	Fire Hazard	No nearby fire hazard object: 10 Adjacent Building/plot Fire hazard area: 0	10	
6	Surrounding of building	Adequate natural light and ventilation : 10	10	

		In-adequate natural light and ventilation : 05		
7	Quality of construction, finishing etc.	1. Excellent : 10 2. Good: 07 3. Average : 05 4. Poor : 03	10	
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee.	20	
	Total		100	

Date:

Signature and Seal if any of applicant

Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

A: $(78/78) \times 100 = 100 = 100$

B: $(70/78) \times 100 = 89.74$

C: $(54/78) \times 100 = 69.23$



Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. As desired on is lowest, to work out percentile score, we will get

$$C: (210/210)*100 = 100$$

$$B: (210/250)*100 = 89.74$$

$$A: (210/300)*100 = 70$$

4. Technical score (percentile form)

$$A: (78/78)*100=100 =100$$

$$B: (70/78)*100=100 =89.74$$

$$C: (54/78)*100=100 =69.23$$

5. Financial score (percentile form)

$$A: (210/300)*100 = 70$$

$$B: (210/250)*100 = 89.74$$

$$C: (210/210)*100 = 100$$

6. If proportion of technical to financial score is specified to be 70:30, then final score will work out as follows:

$$A: (100*0.70) + (70*0.30) = 91.00$$

$$B: (89.74 * 0.70) + (84*0.30) = 88.02$$

$$C: (69.23*0.70) + (100*0.30) = 78.46$$

Date:

Name and signature of lessor with seal