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 FOR
STATE BANK OF INDIA, HAILAKANDI TOWN BRANCH, ASSAM

SBI Infra Management Solutions Pvt. Ltd. invites offers on behalf of the SBI from owners/Power of Attorney holders for premises on lease rental basis for accommodating Branch building having carpet area of about 260 to 280 Sq.mt, i.e. 2800 to 3000 sq.ft, preferably in a single floor located in Hailakandi town on LALA road with adequate open / covered parking space. The entire space should preferably be on one single floor may be on Ground or 1st floor. Premises should be ready for possession / occupation or to be made ready within 2 months if building is under construction. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be collected either from SBI Infra Management Solutions Pvt. Ltd. (SBIIMS), State Bank of India, Administrative Office, Silchar, Ambar Building, Ukilpatty, Silchar - 788001 or State Bank of India, Regional Business Office, Park Road, Silchar - 788001 from 20.06.2019 to 08.07.2019 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 only issued by any Nationalized/ Scheduled Bank drawn in favour of SBI Infra Management Solutions Pvt. Ltd., Payable at Guwahati during office hours of SBI Infra Management Solutions Pvt. Ltd., State Bank of India, Administrative Office, Silchar, Ambar Building, Ukilpatty, Silchar 788001. Preference will be given to the premises owned by the Govt. departments/ public Sector Units/banks. The offers in a sealed cover complete in all respects should be submitted to The Regional Manager, SBI Regional Business Office Silchar, Park Road, Silchar 788001 on or before 5.00 pm on 08.07.2019.

The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokers please. For further clarifications you may please contact us at 03842-231011.

Sd/-
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 Draft/ Banker Cheque of Rs. 1,000/- (Non-refundable) favouring SBI Infra Management Solutions Pvt Ltd, payable at Guwahati should be enclosed with each Technical Bid as cost of tender. Bid without accompanying the tender cost bid will not be considered. 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 superscribing “Tender for leasing of Office/Branch premises, of Hailakandi Town Branch” to The Regional Manager, SBI Regional Business Office Silchar, Park Road, Silchar 788001 on or before 5:00 PM on 08.07.2019.

Important points of Parameters -

<table>
<thead>
<tr>
<th>No.</th>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Built up Area</td>
<td>Approximately 260-280 Sq.mts (2800-3000Sq.ft.) preferably at Ground Floor on the main road within the main town.</td>
</tr>
<tr>
<td>2</td>
<td>Covered Parking Space</td>
<td>Dedicated parking space minimum for 2 four wheelers and 4 two wheelers for staff.</td>
</tr>
<tr>
<td>3</td>
<td>Open parking area</td>
<td>Sufficient open parking area for customers</td>
</tr>
<tr>
<td>4</td>
<td>Amenities</td>
<td>24 hours water facility, Generator power back up, Electricity etc.</td>
</tr>
<tr>
<td>5</td>
<td>Possession</td>
<td>Ready for possession / occupation or to be made ready within 2 months if under construction</td>
</tr>
<tr>
<td>6</td>
<td>Premises under construction</td>
<td>May be considered if the same can be handed over to the Bank within 2 months</td>
</tr>
<tr>
<td>7</td>
<td>Desired location</td>
<td>Within the heart of the town.</td>
</tr>
</tbody>
</table>
| 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                           | May be considered and Bank will get the interior and furnishing work as per requirement.    |
| 10  | Initial period of lease                        | 5 + 5 years with an option to renew for a further period of 5 years.                       |

Signature and Seal of applicant
<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Selection procedure</td>
</tr>
<tr>
<td>12</td>
<td>Validity of offer</td>
</tr>
<tr>
<td>13</td>
<td>Stamp duty / registration charges</td>
</tr>
</tbody>
</table>

**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 SBIIMS/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 SBIIMS after due date and time i.e. **08.07.2019 after 5:00 pm** 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 Regional Manager,**

**State Bank of India**

**Regional Business Office, Silchar,**

**Silchar - 788001**

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 SBIIMS/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. **08.07.2019**

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 **09.07.2019 at 11.00AM** in the presence of tenderers who choose to be present at SBI Regional Business Office, Park Road, Silchar 788001. All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 The SBIIMS/SBI reserve 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 SBIIMS/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.

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 SBIIMS/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 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 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 40KW with a dedicated 63 KVA transformer and substation along with dedicated energy meter 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, 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.

1.19 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 borned 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.

1.25 Interior works like loose furniture, drywall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signages, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

Place and Date: Name & Signature of bidder/ 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 branch / office on lease basis at Hailakandi town, Assam.

General Information:
Location as name of the nearest local railway/ Metro station and its distance from the site:

<table>
<thead>
<tr>
<th>a.</th>
<th>Name of the Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.1</td>
<td>Door No.</td>
</tr>
<tr>
<td>a.2</td>
<td>Name of the Street</td>
</tr>
<tr>
<td>a.3</td>
<td>Name of the City</td>
</tr>
<tr>
<td>a.4</td>
<td>Pin Code</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Level of Floor</th>
<th>Built up area as per IS code 3861-1975</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td>First Floor</td>
<td></td>
</tr>
</tbody>
</table>

Signature and Seal of applicant
Second Floor
And so on
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
If no, how much time will be required for occupation ...................................... with end date

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 fully 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

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 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 if any

Signature and Seal of applicant
## ANNEXURE – I

### PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned

*(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)*

<table>
<thead>
<tr>
<th>S. No</th>
<th>Parameters</th>
<th>Actual Situation</th>
<th>Total Marks</th>
<th>Marks Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Built up area as per requirement</td>
<td>…………sqmt ± 5% : 10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>…………sqmt ± 10% : 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Premises location</td>
<td>On main road junction : 20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>On main road : 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inner side from Main road : 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Premises on ground floor / 1st floor</td>
<td>On ground floor : 20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GF + immediate Upper floor with internal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>lift + stair : 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GF + Immediate Upper Floor with internal stair : 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Frontage</td>
<td>&gt;= 40 feet = 10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;= 30 feet = 07</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;= 20 feet = 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Covered / Built up exclusive parking for SBI (Allotted Parking)</td>
<td>1. 2 four wheeler + 08 two wheeler : 10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. 2 four wheeler + 3 two wheeler : 07</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. 1 four wheeler + 5 two wheeler : 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. 0 four wheeler + 5 two wheeler : 02</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. No parking : 00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature and Seal of applicant
<table>
<thead>
<tr>
<th></th>
<th>Surrounding of building</th>
<th>Adequate natural light and ventilation : 10</th>
<th>In-adequate natural light and ventilation : 00</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Quality of construction, finishing etc.</td>
<td>1. Excellent : 10</td>
<td>2. Good: 07</td>
<td>3. Average : 05</td>
</tr>
<tr>
<td>8</td>
<td>Ambience, convenience and suitability of premises as assessed by Premises Selection Committee</td>
<td>As assessed by Premises Selection Committee.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Signature and Seal 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: \( \frac{78}{78} \times 100 = 100 \)

B: \( \frac{70}{78} \times 100 = 89.74 \)

C: \( \frac{54}{78} \times 100 = 69.23 \)

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: \(\frac{210}{210} \times 100 = 100\)
   B: \(\frac{210}{250} \times 100 = 89.74\)
   A: \(\frac{210}{300} \times 100 = 70\)

4. Technical score (percentile form)
   A: \(\frac{78}{78} \times 100 = 100\)
   B: \(\frac{70}{78} \times 100 = 89.74\)
   C: \(\frac{54}{78} \times 100 = 69.23\)

5. Financial score (percentile form)
   A: \(\frac{210}{300} \times 100 = 70\)
   B: \(\frac{210}{250} \times 100 = 89.74\)
   C: \(\frac{210}{210} \times 100 = 100\)

6. If proportion of technical to financial score is specified to be 70:30, then final score will
   work out as follows:
   A: \((100 \times 0.70) + (70 \times 0.30) = 91\)
   B: \((89.74 \times 0.70) + (84 \times 0.30) = 88.02\)
   C: \((69.23 \times 0.70) + (100 \times 0.30) = 78.46\)