

NOTICE INVITING OFFERS

State Bank of India,
Premises & Estate Department
Third floor, SBI LHO Building,
Dispur, Guwahati-781006

RESIDENTIAL SPACE REQUIRED ON LEASE
FOR OFFICER'S TRANSIT CAMP(OTC) AT SHILLONG

State Bank of India, LHO Guwahati invites offers from owners / Power of Attorney holders/PSU/Govt. agencies for LEASING premises on rental basis for Residential use having built up area of **approx.(3500–4000)Sqft**, located in Shillong city preferably in **Laban, Laitumkhrah, Lachumiere, Polo, Khindailad, Dhankheti, Nongthymai, Donbosco Square, Fruit garden areas** with adequate open / covered parking space situated preferably on main road or on outer road/bye lane with good connectivity. The entire space should preferably on Ground or 1st 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 “**Premises & Estate Department, State Bank of India ,Local head Office, Dispur Guwahati-781006** ” or can be downloaded from website www.sbi.co.in under procurement news. 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 Assistant General Manager, Premises & Estate Department, State bank of India ,Local head Office,Dispur,Guwahati-781006 in a sealed cover before 3:00 pm on 03.10.2019**” The SBI/MS/SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

Guwahati
Date:

Assistant General Manager
(Premises & Estate)

TECHNICAL BID (COVER-A)

TERMS AND CONDITIONS

OFFER/LEASING OF RESIDENTIAL 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. 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 Residential Premises to State Bank of India, LHO, Guwahati for Officers’ Transit Camp, Shillong”** and should be submitted to the **“The Assistant General Manager, Premises & Estate Department, Local head Office, State Bank of India , Dispur, Guwahati -781006 on or before 3:00 pm on 03.10.2019 “**

Important points of Parameters -

1	Built up Area (BUA) and locality	(3500 – 4000)sqft located preferably in Laban, Laitumkhrach, Lachumiere, Polo, Khindailad, Dhankheti, Nongthymai, Donbosco Square, Fruit garden areas with adequate open / covered parking space situated preferably on main road or on good connectivity road
2	Amenities	6-8 (six to eight) doubled bedded rooms with attached toilets, 2 (Two) single bedded rooms, 1(one) common living room, 1(One) dining hall and Kitchen , 1(One) caretakers room with common toilet facility , 24 hours water supply facility, 3-phase Electricity connection , Generator power back up for essential services like lift, pump etc.
3	Possession	Ready possession / occupation.
4	Premises under construction	Will not be considered.
5	Desired location	Laban, Laitumkhrach, Lachumiere, Polo, Khindailad, Dhankheti, Nongthymai, Donbosco Square, Fruit garden areas.
6	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Ground or 1 st Floor. (iii) The premises preferably located ON Main road or outer road/bypass lane with good road connectivity and public transport availability iv) Adequate covered/open parking space for at least 6 vehicles in the compound / basement of the building.

7	Furniture & Furnishing	Both furnished and unfurnished premises will be considered. But Bank may do the interior and furnishing work as per the requirement
8	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.
9	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids. (Refer annexure-I)
10	Validity of offer	3 months from the date of submission of the offer.

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title of the property 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 after due date and time i.e. **3 P.M on 03.10.2019** 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 Bid** or **Commercial Bid** as the case may be, duly filled in with relevant documents/information at the following address:

"The Assistant General Manager, Premises & Estate Department, Local head Office, Guwahati, Dispur-781006 on or before _____"

1.4 All columns of the tender documents must be duly filled 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 with clear mentioning of such attachments.

1.6 The offer should remain valid for a period of 3 (three) months to be reckoned from the last date of submission of offer i.e. 03.10.2019.

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 03:00 pm 04.10.2019 in the presence of tenderers who choose to be present at the office of "The Assistant General Manager, Premises & Estate Local head Office, Dispur-781006 in front of Assam Secretariat, Dispur"**

All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 The 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 SBI for arranging site inspection of the offered premises on scheduled date and time.

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 adequate parking space in the compound / basement of the building.

1.14 **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 on the applicants**

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 authority, SBI every month for the rent due to them indicating the GST component (if applicable) also in the bill separately. The bill also should contain GST registration 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 clear the GST bill/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.

1.18 The successful bidder/lessor should arrange to obtain the municipal license/NOC/ approval for a) activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing work in 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 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 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 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.

1.21 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.

1.22 Electricity charges as per consumption will be borne by the Bank but water supply charges should be borne by the Landlord/owner within the rent.

1.24 All civil works such as Toilets, with all accessories and doors etc. as per Bank's requirements, Rolling shutter, collapsible grill door at entry, ramp, 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, and cabins false ceiling. AC lighting fixtures, signage's, storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

1.26 No extra charge will be paid for putting up signage/hoardings, A.C outdoor units, V-Sat Antenna, Solar Panel etc, by bank on parapet terrace and other convenient places of the building.

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 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./House 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	Built up area as per IS code 3861-1975
Ground Floor	
First Floor	

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

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

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	Built up area as per requirement	(3500 - 4000 sqft) \pm 5% : 10 (3500 - 4000 sqft) \pm 10% : 5	10	
2	Premises on ground floor	On ground floor : 20 GF + immediate Upper floor with internal lift + staircase : 10 Second Floor and above with internal lift facility : 10	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: $(78/78) \times 100 = 100$

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