

**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.**

STATE BANK OF INDIA, ADMINISTRATIVE OFFICE, ADMINISTRATIVE OFFICE, NOIDA  
THE CORENTHUM, TOWER A, 111 & 112, FIRST FLOOR, A-41, SECTOR 62, NOIDA- 201301 (U.P.)  
TEL. NO. 0120-4922360

**NOTICE INVITING TENDER (NIT)**

**PREMISES REQUIRED ON LEASE**

SBI Infra Management Solutions Pvt. Ltd., on behalf of the State Bank of India (SBI) invites separate sealed offers in prescribed format from Owners/ Power of Attorney holders for hiring of commercial premises preferably on ground floor on lease rental basis for following offices:

S.N	Name of Branch	Status of Office	Desired Location	Built- Up Area (Approx)	Open Parking Space (to be provided free of cost)
i	<b>District Sales Hub (DSH), Muzaffarnagar</b>	New	Jansath Road/ Meerut Road, Muzaffarnagar	140 sq.mt. (1500 sq.ft.)	37 sq.mt. (400 sq.ft.)
ii	<b>Retail Asset Credit Cell (RACC), Muzaffarnagar</b>	New	Jansath Road/ Meerut Road, Muzaffarnagar	140 sq.mt. (1500 sq.ft.)	37 sq.mt. (400 sq.ft.)

2. Premises should be ready for possession / occupation or expected to be ready within 1 month from the last date of submission of proposal. Space may be offered for the above set-ups of the Bank in the same building or different buildings, as per availability but separate offers need to be submitted in separate sealed envelopes for the above mentioned two set-ups of the Bank. Preference will be given to the premises owned by the Govt. Departments / Public Sector Units / Banks.

3. 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) or <https://bank.sbi> under "Important Links - procurement news" or can be obtained from our below mentioned office on working days during working hours from 27/01/2020 to 07/02/2020 and to be submitted in separate sealed envelopes super scribing "Technical Bid" and "Price Bid":

**State Bank of India, Regional Business Office-3, Jansath Road (Near Ansh Honda), Muzaffarnagar (UP).**

4. The offers in separate sealed cover (s) complete in all respects should be submitted on or before 3:00 p.m. on 07/02/2020 at our below mentioned office:

**State Bank of India, Regional Business Office-3, Jansath Road (Near Ansh Honda), Muzaffarnagar (UP).**

5. SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons thereof.

6. No Brokers please.

**Circle Head & Vice President (Civil)**

## TECHNICAL BID (COVER-A)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

### 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. The Technical Bid and Price Bid for the proposal should be submitted in separate sealed envelopes super scribing "Technical Bid" and "Price Bid" and these two envelopes be placed in a single cover super scribing "**Tender for leasing of premises for new premises of \_\_\_\_\_**"

Important points of Parameters -

1	Built- up area	Approx. 140 sq.mt. (1500 sq.ft.)
2	Open parking area (to be provided free of cost)	37 sq.mt. (400 sq.ft.)
3	Amenities	24 hours Water Facility, Generator Power back- up, Electricity etc.
4	Possession	Ready for possession / occupation
5	Premises under construction / plot	Preference will be given to premises ready for possession or expected to be ready within 1 month in all respects / plots will not be considered
6	Desired location	Jansath Road/ Meerut Road, Muzaffarnagar
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate, sanctioned/ approved maps for commercial use and other statutory approvals of local civic authority (ii) Govt. Departments / PSU / Banks (iii) As specified in NIT
8	Unfurnished premises	May be considered and Bank will get the Interior and Furnishing work as per requirements.
9	Initial period of lease	10 years (5 + 5)
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for quoted rent in price bids
11	Validity of offer (Minimum)	4 months from the date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of 50:50.
13	Fitment period	1 month rent free fitment period for completion of Interior Furnishing work by Bank after handing over of the possession of premises to Bank.
14	Frontage	Premises having more than 10 meter frontage will be given preference.

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders

## **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 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 lease period will be for 10 years with increment in rent after 5 years (viz. total lease period will be of 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 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 the number of years as per prevailing guidelines of the Bank at material time.

1.2 Tender document received by the SBIIMS after due date and time shall be rejected.

1.3 The bidders/ lessors are requested to submit the tender documents in separate sealed envelopes super scribing "Technical Bid" and "Price Bid" duly filled in with relevant information and supporting documents at the following address:

**State Bank of India, Regional Business Office-3, Jansath Road (Near Ansh Honda), Muzaffarnagar (UP).**

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 initialled 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 minimum period of **4 (four) months** to be **reckoned from** the last date of submission of offer i.e. **07/02/2020**.

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 SBIIMS/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.

1.9 Canvassing in any form will disqualify the tenderer. **No brokerage will be paid to any broker.**

1.10 The short listed lessors will be informed by the SBIIMS/SBI for arranging site inspection of the offered premises.

1.11 **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 owner shall be made **by Account Payee Cheque or RTGS/ NEFT.**

1.12 **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.**

1.13 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 **rent quoted in price bid.** The score finalized by Committee of the SBIIMS/ SBI in respect of technical parameters will be final and binding to the applicant.

1.14 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 (if applicable) also in the bill separately.** The bill also should contain the, if applicable, GST registration number 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 GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the SBI to the landlord on production of receipt of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.

**1.15 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: 3861-2002 which could be always measured jointly by the Bank and the landlord.

1.16 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 car parking space (to be provided free of cost) offered should be indicated separately. Bank as per exigencies, may take more or less area of the advertised

area, as per requirements. The Bank also reserves the right to put the subject premises to some other use, as per banking operation requirements.

**1.17 The successful bidder/ lessor should possess NOC/ approval for a) Banking activities in the subject premises b) Layouts etc. from Local Development Authority c) Completion certificate from Local Development Authority.** The required **additional electrical power load to provide approximately 30-35 KW load will also have to be arranged by the bidder/ lessor at his /her cost** from the concerned 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, V-SAT, Connectivity Tower etc. will also have to be provided within the compound/ building/ terrace (as per technical requirements) by the bidders /lessor at no extra cost to the Bank.

**1.18 Bidder / lessor should obtain and furnish the structural stability certificate for their building having the subject offered premises from the licensed structural consultant, at his cost.**

1.19 After the completion of the civil works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation after completion of the Interior Furnishing work by Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part / full premises, only by the Bank.

1.20 Rent should be inclusive of all present and future taxes whatsoever, property taxes, society charges, maintenance etc. However GST, if applicable shall be paid extra at applicable rate and manner.

1.21 Electricity & Water charges will be borne by the Bank.

1.22 All civil works such as ATM Rooms, Store Room, Toilets, Pantry with all accessories/ sanitary and plumbing fittings and doors etc. as per Bank's requirements, Cash Room with cash room door and ventilator as per Bank's specifications, RCC Locker Room as per Bank's specifications (locker room door and ventilator shall be provided by the Bank), Rolling Shutter, Collapsible Grill Gate at entry/ cash room, Doors & Windows, Ventilators, MS Security Grills, 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 etc. as mentioned in detail in Annexure 'A' and advised by the Bank directly or through Bank's appointed Architect will be carried out by landlord at their own cost before handing over possession to the Bank. Landlord will submit approved Layouts, Competent Authority permission/ NOC, Completion Certificate, Structural Stability and Soundness Certificate etc. as mentioned in above points, in detail, before possession of subject premises by the Bank.

1.23 Interior works like loose furniture, dry wall partition/ panelling system, glass/ wooden partition cubicles and cabins, false ceiling, AC, lighting fixtures, signages, compactors/ safe for storage, electrical wiring etc. will be done by the Bank at its own cost, as per requirement.

1.24 Price Bid of only the shortlisted bidders will be opened after short-listing based on the parameters of the advertisement and technical evaluation of the premises.

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders

## Annexure 'A'

### GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF BRANCH/ OFFICE BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND BANK'S OTHER TERMS & CONDITIONS

#### SPECIFICATIONS:

1. Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm thick.
2. All partition walls will be 11.5 cm thick and will have 6mm steel @ third course.
3. Floor finish of Banking Hall/ B.M.'s Room/ Toilets/ Pantry/ ATM/ Rooms/ Locker & Cash Room/ Back Areas/ Conference - double charged vitrified tiles/ granite of approved shade & make, duly covered with pop & polythene to avoid damage during interior works. The open area will be of kota stone/ cement concrete pavers flooring.
4. Wall finish - Internal- plastic emulsion/ oil bound distemper/ enamel paint of approved shade/ make. External - water proof cement paint- apex or stone cladding or front structural glazing, as per case and site.
5. MS Grill for windows - 16 mm square bars @ 7.62 cm c/c both ways in MS frame with openable shutters/ windows for air-conditioners/ desert coolers.
6. Main entry & exit to have rolling shutter, collapsible gate.
7. Building should preferably have floor to ceiling height approx - 3.66 m.
8. In Toilets, Pantry & Drinking Water area wall tiles of approved make/ shade upto full height will be fixed.
9. All Toilets, Pantry & Drinking Water areas shall be provided with sanitary & C.P. Fittings of approved make as per Bank's approval.
10. In case of non-currency chest branch, Cash and Locker Room will have MS collapsible grill gate & double flanged MS sheet door (size-4'x7').
11. In case of other doors, it shall have wooden frame (choukhat) with 38 mm block board shutter doors.
12. Only in case of RCC Locker Room, door & ventilator will be supplied by Bank, otherwise all other doors will be provided by owner.
13. Windows shall have suitable shutters so as to accommodate desert coolers or air-conditioners in it.
14. All rooms are to be provided with suitable openings for ventilators/ exhaust fans (12"x12").
15. For Cash Room (non-currency chest branch) it will only be constructed with 9 inches thick brick walls, duly plastered.
16. Pantry will have granite platform 2 feet wide with SS sink.
17. In case of non-currency chest branch, Safe will be embedded with RCC, as per specifications, in Cash Room.

18. Locker Room specifications are as follow:-

Walls:

304.8 mm thick R.C.C. (1:2:4)

Reinforcement:-

- 12 mm dia. Tor steel @ 152.4 mm c/c placed both ways in two layers (staggered way), side covers- 40 mm, duly finished with cement plaster.
- Openings to be left for security type ventilators/ doors.
- Roof: same as wall
- Floor: 203.2 mm thick R.C.C (1:2:4) with proper bedding and suitable floor finish and reinforcement- same as of wall.

**Note:** Patrolling corridor to be left on sides of strong room. A void to be left on top of roof or bottom floor, if upper or lower floor is not with Bank where it is not feasible to provide RCC slab, as specified, the ceiling may be fortified with MS grills consisting of 20 mm MS square bars spaced 75 mm centre to centre in MS angle frame work

Above specifications are subject to variations as per actual site condition & as per recommendation of Bank's Civil Engineer.

19. Owner shall engage qualified Architect/ Engineer for complete planning/ supervision of construction etc.

20. ATM Room, Stationary Room, Record Room, Pantry, Toilets (gents & ladies), Strong Room or Cash Room, Locker Room, UPS/ Server Room, Ramp for physically challenged etc. to be constructed as per layout plan given by Bank and expenditure in this regard will be borne by owner. Floors are to be structurally strengthened to sustain additional live load of approx. 15-20 ton on account of Lockers/ Cash Safes.

21. Periodical maintenance of building to be done by owner.

22. Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by bank

- Structural stability certificate of building having subject premises.
- Built- up area certificate.
- Other certificates, as mentioned above at relevant points as per legal requirements.

23. Suitable place on front façade of the building to be provided for display of Bank's Sign Boards, suitable place for hanging of outdoor unit of Air-Conditioners and V-set/ Connectivity Tower with monkey cage on roof top (no additional rent will be given by Bank, for this facility).

24. Twenty- four hours un-interrupted water supply arrangement to be made by way of underground/ overhead tank & submersible pump, exclusively for bank.



25. In case of floor lower or upper of strong/locker room, if not with bank, it will be left vacant for security reasons and if it is not being rented to bank at present, bank's permission will be required in future to let it out to other party, if bank's requirement does not exist then.

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders

ANNEXURE – I  
**PREMISES REQUIRED ON LEASE**

Parameters based on which Technical Score will be assigned  
**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD/ BIDDERS)**

<b>S. No</b>	<b>Parameters</b>	<b>Actual Situation</b>	<b>Total Marks</b>	<b>Marks Obtained</b>
1	Distance from desired location	<ul style="list-style-type: none"> <li>• As per NIT : 10</li> <li>• Not as per NIT : 0</li> </ul>	10	
2	Premises location, nearby surroundings and approach road	<ul style="list-style-type: none"> <li>• Commercial Market place on main road : 15</li> <li>• Commercial Market place on narrow approach road : 10</li> <li>• Partly Commercial / Residential on narrow approach road : 5</li> </ul>	15	
3	Availability of premises in respect of branch/ office on	<ul style="list-style-type: none"> <li>• Ground floor : 15</li> <li>• GF + FF : 10</li> <li>• FF : 5</li> </ul>	15	
4	Frontage	<ul style="list-style-type: none"> <li>• Above 10 m : 10</li> <li>• Above 7 m but below 10 m : 7</li> <li>• Above 5 m but below 7 m : 5</li> <li>• Less than 5 m : 0</li> </ul>	10	
5	Exclusive parking for SBI	<ul style="list-style-type: none"> <li>• As per NIT : 10</li> <li>• 50% of NIT : 5</li> <li>• Otherwise : 0</li> </ul>	10	
6	Quality of construction, load bearing/ RCC framed structure, ventilation	<ul style="list-style-type: none"> <li>• Excellent : 15</li> <li>• Good: 10</li> <li>• Satisfactory : 5</li> <li>• Unsatisfactory : 0</li> </ul>	15	
7	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	25	
<b>Total</b>			<b>100</b>	

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders

**Example for evaluation of proposals:**

1. Each of the above parameters given marks.

Total Marks 100.

Three premises short-listed – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

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

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

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

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

A:  $(100*0.70) + (70*0.30) = 91$

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

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

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders

**DETAILS OF OFFER ( TO BE ENCLOSED WITH TECHNICAL BID (COVER-A))**

**OFFER SUBMITTED FOR LEASING PREMISES**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_

We hereby offer the premises owned by us for housing your \_\_\_\_\_ office on lease basis:

**General Information:**

1	Name of the Owner	
2	Address of Property	
3	Address of Owner	
4	Telephone / Mobile No. of Owner	
5	Email address of Owner	

**Technical Information (Please ✓ at the appropriate option)**

- a. Building - Load bearing \_\_\_\_\_ Framed Structure \_\_\_\_\_
- b. Building – Residential \_\_\_\_\_ Institutional \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_
- c. No. of floors \_\_\_\_\_
- d. Year of construction and age of the building \_\_\_\_\_
- e. Details of floors of the offered premises

<b>Level of Floor</b>	<b>Built-up area (sq.ft.) (as per IS code: 3861-2002)</b>
Ground Floor	
First Floor	
Second Floor	
<b>Total Built-up Area</b>	

**Note:** The rentable area shall be in accordance with the one mentioned under clause/ para 1.15 of Technical Bid.

Description	Yes	No
Building ready for occupation If no, how much time will be required for occupation with end date_____		
Electric power supply and sanctioned load for the floors (.....KVA)		
Running municipal water supply		
Whether plans are approved by the local development authorities for commercial activities in the subject premises (enclose copies)		
Whether NOC for commercial activities in the subject premises has been received from the local development authorities (enclose copies)		
Whether occupation certificate has been received from the local development authorities (enclose copy)		
Whether direct access is available, if yes give details		
Whether exclusive parking facility has been provided		

**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 by the Bank.

I/ We also agree to construct/ add/ alter i.e. to do various Civil Works as per Bank's specifications and requirement, as mentioned at relevant sections of this tender document.

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders

**PRICE BID (COVER-B)**

**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_ and having studied and understood all terms and conditions stipulated in the newspaper advertisement and in the technical bid, I/We offer the premises owned by us for housing your \_\_\_\_\_ office at on lease basis on the following terms and conditions:

**General Information:**

1.	Name of the Owner	
2	Address of Property	
3	Address of Owner	
4	Telephone / Mobile No. of Owner	
5	Email address of Owner	

**Rent:**

Level of Floor	Built- up Area (sq.ft.) As per IS code: 3861-2002	Rent per sq.ft. per month (Rs.)	Total rent of Built- up Area per month (Rs.)
Ground Floor			
First Floor			
Second Floor			
Maintenance charge per month (if any)			
<b>Total Rent</b>			

The service tax/GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of receipt of such payment of tax to the Govt.

**Declaration**

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted by the Bank.

Place:

Date:

Name, Signature and Contact Number of Owners/ Power of Attorney holders