



NOTICE INVITING OFFERS

SBI Infra Management Solutions Pvt. Ltd.
Circle Office,
6th Floor, State Bank of India, Local Head Office
Motimahal Marg, Hazaratganj, Lucknow- 226001

COMMERCIAL SPACE REQUIRED ON LEASE

SBI Infra Management Solutions Pvt. Ltd. invites offers on the behalf of **STATE BANK OF INDIA** for opening proposed **RACC centres, DSH Offices, SME branches at under mentioned location**, from **owners / Power of Attorney holders** of premises on lease rental basis for Commercial / Office use having floor area of approx. **280 sq.mtrs. to 325 sq.mtrs for RACC & DSH and 200-220 sqmt for SME branch**. The entire space should be preferably on single floor and also preferably at ground floor only. Premises should be ready built for possession.

/ occupation immediately. Details of locations for which offers are invited are as **under:**

S. No	Location for which offers invited	For OFFICE	Area (Sq.mtr.)
1	Moradabad (Preferably outskirts and within municipal limit)	RACC + DSH	280 - 325 sq.mtrs
2	Shahjahanpur (Preferably outskirts and within municipal limit)	RACC + DSH	280 - 325 sq.mtrs
3	Rampur (preferably Nawab gate area)	SME branch	200 - 220 sq.mtrs
4	Budaun(Preferably in Jogipura Area)	SME Branch	200 - 220 sq.mtrs
5	Lakhimpur Kheere (Preferably Rajapur Area)	SME Branch	200 - 220 sq.mtrs

Applicant has to submit sealed applications for each location separately. Technical bid and price bid (annexure-I) to be submitted in **separate** sealed envelope with clearly writing on envelope for which location & RACC/ SME branch office has been applied.

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 "Offer/ Application for hiring of ready built premises for opening of RACC&DSH/ SME branch at location.....(Sr noas per above table)

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 office of **The Vice President (SBIIMS), SBI Infra Management Solutions Pvt Ltd, 6th Floor A Wing, State Bank of India, Local Head Office, Motimahal Marg, Hazaratganj, Lucknow-226001 on or before 16.07.2020**. The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

Signature and Seal of applicant

Vice President (SBIIMS)

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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.

Premises at locations mentioned above. tick name of location applied for and mention on top of envelope with name and contact details at corner of envelope.

Vice President (SBIIMS) SBI Infra Management Solutions Pvt Ltd, 6th Floor, State Bank of India, Local Head Office, Motimahal Marg, Hazaratganj, Lucknow-226001 on or before 16.07.2020.

Important points of Parameters -

1	Floor area	280 to 325 sq.mtrs (for RACC & DSH preferably on ground floor) 200 to 220 sq.mtrs (for SME BRANCH preferably on ground floor)
		Sufficient open parking area for staff & customers
		(at least 04 nos four wheelers, 15 nos two wheelers)
2	Open parking area	
4	Amenities	24 hours water facility, Electricity, Generator
		power back up for essential services like lift, pump etc.

Signature and Seal of applicant

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5	Possession	Ready possession / occupation
6	Premises under Construction/vacant plot	Will not be considered
7	Desired location	i. for out skirt of city but within Municipal area for RACC & DSH ii. preferably at mentioned locations in Sr no3,4 for SME branches
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	Lease Period	Initial 10 years with max increase in rent by 25% after five years. Bank shall have the right to continue the lease for two more option of five year on same terms and conditions.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
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.
14	Copy of approved plan	Approval from municipal corporation/ Development Authority for commercial use must be enclosed. Residential building shall not be considered.
15	Land use	Commercial (Enclose copy for proof)
13	Stamp duty / registration Charges	To be shared in the ratio of 50:50.

Signature and Seal of applicant

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TERMS AND CONDITIONS

1.1 The successful vendor should have clear and absolute title over the premises and authorize the SBIIMSPL/SBI carry out Title Search/Title Investigation Report from the SBIIMSPL/SBI empanelled advocate, the cost of which shall be borne fully by the vendor. 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 10 years with increase in rent by 25% after five years. The bank will have the right to continue the lease for two more option of five years on same terms and conditions.

1.2 **Tender** document **received** by the SBI/SBIIMSPL **after** due date i.e. **16.07.2020** shall be **rejected**.

1.3 The intending 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 Vice President (SBIIMS),
6th Floor, State Bank of India,
Local Head Office, Motimahal Marg,
Hazaratganj, Lucknow-226001**

1.4 **All columns of the tender documents must 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 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 intending 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 intending lessor is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid** will be **opened on 17.07.2020 at 15:30 Hrs** in the presence of tenderers who wish to be present at VP(SBIIMS) 6th Floor, State Bank of India, Local Head Office, Motimahal Marg, Hazaratganj, Lucknow-**226001** Ph. Number-0522-2295262/ Mob-9415015444. All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 The **SBIIMSPL/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 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 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 Premises to be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high tension electrical wires etc. Premises should not be located on low lying area, water logging area.

1.14 b 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 SBIIMSPL/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. In case, the landlord fails to pay the taxes or charges levied by government or any statutory bodies, the Bank may make the payment of the same at his sole discretion and thereafter it shall be entitled to be reimbursed by the landlord and also will be entitled to deduct the payment made from the rent payable to the landlord.

It is to be noted that **landlord will be required to raise the bill to the Branch, every month for the rent due to them indicating the GST component also in the bill separately if applicable. The bill also should contain the GSTIN 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 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 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 / Bank's Premises Manual.

Components/ Areas like Lift, Lift wall, Ducts, common staircase, Service shafts, Shafts for sanitary & water supply installations, Balcony, Projection, Terrace, parking space, space for DG set, over head and underground storage tank, Pump room, Architectural features, canopy, Chajja, area of loft etc. will not be counted in floor Area. Landlord is advised to quote the rates as per floor area while filling the price bid.

1.17 The floor area i.e. Ground floor with the corresponding rate for rent / taxes should be mentioned in the Price Bid. **The number of car parking spaces and two wheelers offered should be indicated separately.**

1.18 The successful intending 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. Intending Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work**. The required **electrical power load from UPPCL will have to be arranged by the landlord. Bank shall pay all applicable charges for required capacity, however liasioning shall be done by the lanlord for obtaining connection.**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, etc will also have to be provided within the compound by the bidders/ lessor at no extra cost to the Bank.

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

1.20 The intending 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.

1.21 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 what so ever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid extra.

1.23 Electricity Charges will be borne by the Bank but the provision for adequate water supply and its incidental costs should be maintained and borne by Landlord/ owner.

1.24 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, RCC locker room as per RBI specifications (locker room door and ventilator shall be provided by the Bank), Rolling shutter, collapsible grill door at entry, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile (2'x2') 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 The landlord has to construct locker room as per RBI specifications are as follows:

Walls- R.C.C.1:1.5:3 [M20] 30 cm (12") thick, reinforced with 12mm dia bars @15 cm c/c both ways and on both faces, one such mesh placed staggered on both the faces of each wall in such a manner so as to make less than 75x75 C/C through openings.

Floor- R.C.C.1:1.5:3 [M20] 15 cm (6") thick reinforced with 12mm dia bars @ 15cm, c/c both ways, over the existing plain cement concrete flooring for vaults in ground floor & over existing R.C.C. slabs in vaults in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead & super imposed load).

Ceiling- R.C.C.1:1.5:3 [M20] 30 cm (12") thick, reinforced with 12mm dia bars @15 cm c/c both ways & on both faces, one such mesh placed staggered on both the faces of each wall in such a manner so as to make less than 75x75 C/C through openings.

Strong room (steel) door & Ventilator shall be supplied by the Bank. Landlord has to arrange to fix the same while construction of the locker room at his own cost.

Note- Owner of the Building is sole responsible for the construction and stability of locker room. It is strictly advisable to construct locker room as per the instructions of the Structural Engineer of the Building for safety & stability. Stability Certificate by Competent Structural Engineer should be given to the Bank on completion of construction of locker room. Bank shall not be responsible for any loss or damage caused to the Building due to construction of locker room.

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.

1.27 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.

1.28 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 OFFERED BUILDING

OFFER SUBMITTED FOR LEASING PREMISES FOR :..... (Sr no).....

With reference to your advertisement in the _____ dated _____

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

General Information:

a.	Name & address of the offered Building With pincode	
a.1	Type of building use	(Must be commercial).....
a.2	Type of building construction	(RCC structure / Load bearing).....
a.3	Area of floor offered	Area :Mtr xMtr= Mtr (as per map)
a.4	Location of floor offered	(Ground / First floor etc)
a.5	Number of dedicated car parking offered for SBI. Nos.
a.6	number two wheeler parking Nos.
a.7	Exclusive Space for Generator(other than parkin space	Yes/ No

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.16 of Technical Bid.

Name and address of applicant/owner with contactno.

Signature and Seal of applicant

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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 KW (Mentioned) Yes/No

Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Enclose Copies Yes/No

Whether NOC from the department has been received Yes/No

Whether occupation certificate has been received Enclose Copy Yes/No

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

Details of Bankers Cheque/ DD
Drawer Bank
Cheque/ DD no.....

*** Please enclose plans/ layouts of the building.**

Declaration

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.

Date:

Place:

Name and signature of lessor with seal

Signature and Seal of applicant

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ANNEXURE – I

READY BUILT PREMISES REQUIRED ON LEASE

Details of parameters based on which technical score will be assigned by SBIIMSPL/SBI.

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

Hiring of Commercial space approx. **280.00 to 325 sq.mts** for RACC& DSH

S.No	Parameters	Actual situation	Total Marks	Marks obtained
1	Ready built floor area as per Requirement	280.00 to 325 sq.mts.on single floor(ground floor) : 15	15	
		280.00 to 325 sq.mts.on single floor (First floor) : 10		
		280.00 to 325 sq.mts (offered on more than one floor) : 05		
		Vacant plot : 00		
2	Premises location	On Main road (NH or state high way) : 10	10	
		Inner side from Main road : 5		
3	Frontage	>= 50 feets = 20	20	
		>= 40 feets = 15		
		>= 30 feets = 10		
		< 30 feets = 05		
		Vacant plot : 00		
4	Building structure	a) RCC Frame structure(ready built) : 15	15	
		b) Load Bearing structure : 10		
		c) Load bearing/RCC structure with wall alteration requirement: : 05		
		d) Vacant plot : : 00		
5	Parking space	a) Exclusive Parking with Generator space For SBI (parking means with-in sanctioned map of premises) : 10	10	
		b) No parking : 00		
7	Quality of construction, finishing	a) Excellent : 10	10	
		b) Good : 07		
		c) Average : 04		
		d) Vacant plot : 00		
8	Overall suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
		Vacant Plot – 00 Marks		
	Total		100	

Signature of applicant with complete address and mobile no.

ANNEXURE – II

READY BUILT PREMISES REQUIRED ON LEASE

Details of parameters based on which technical score will be assigned by SBIIMSPL/SBI.

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

Hiring of Commercial space approx. **200.00 to 220 sq.mts for SME branch**

S.No	Parameters	Actual situation	Total Marks	Marks obtained
1	Ready built floor area as per Requirement	200.00 to 220 sq.mts.on single floor(ground floor) : 15	15	
		180 .00to 200 sq.mts.on single floor (First floor) : 10		
		Vacant plot : 00		
2	Premises location	On Main road (NH or state high way) : 10	10	
		Inner side from Main road : 5		
3	Frontage	>= 50 feets = 20	20	
		>= 40 feets = 15		
		>= 30 feets = 10		
		< 30 feets = 05		
		Vacant plot : 00		
4	Building structure	a) RCC Frame structure(ready built) : 15	15	
		b) Load Bearing structure : 10		
		c) Load bearing/RCC structure with wall alteration requirement: : 05		
		d) Vacant plot : : 00		
5	Parking space	a) Exclusive Parking with Generator space For SBI (parking means with-in sanctioned map of premises) : 10	10	
		b) No parking : 00		
7	Quality of construction, finishing	a) Excellent : 10	10	
		b) Good : 07		
		c) Average : 04		
		d) Vacant plot : 00		
8	Overall suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
		Vacant Plot – 00 Marks		
	Total		100	

PRICE BID

PREMISES OFFERED ON LEASE FOR SBI :

Parameters based on which technical score will be assigned by SBIIMSPL/SBI.

S.N.	Location of building	Floor Area	Rate per sq ft. (in figure & words)

I/we have carefully pursued the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBI.

Signature of applicant

Name & address
mobile No.

Please note:

As per our tender terms & conditions 1.14 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**.