

**STATE BANK OF INDIA
DEPUTY GENERAL MANAGER
KALANJALI BUILDING,
RENIGUNTA ROAD, TIRUPATI,
ANDHRA PRADESH 517501
REQUIREMENT OF PREMISES**

SBI invites offers for premises on long lease for shifting its three offices viz Administrative office, RASMECC and SBI Learning and Development Center within 3 km radius of Tirupati town preferably away from central market areas/commercial locations within the same campus/premises, the bank reserve the right to establish / set up an e-lobby, branch or any other banks outfit as the bank may decide at any time during the lease period and the lessor should not demand any additional rent for the premises. The proposed total area of the premises is about 50,000 sft in one or more buildings and in single/multiple floors in a single complex/campus. Bank prefers an exclusive campus with buildings covered with compound wall, internal road, recreation and adequate parking lots. The location of the complex/campus should be close to main road and well connect with city bus network etc. and campus should look like a full-fledged non-residential SBI community complex. The buildings constructed should be suitable for open office concepts, with required number of rooms, sufficient power loads, parking areas, constructed as per local corporate permissions. New proposal for construction of building are invited but existing/already constructed building will have preference.

Interested parties may download the proforma for Technical & Price bids from SBI website <https://bank.sbi> (www.sbi.co.in) under the head, “**Procurement News**” and submit the same in separate sealed covers superscribed “**Technical Bid**” and “**Price Bid**” with name and address of the tenderers on or before **3.00PM** on **09/07/2020**.

Bank reserves the right to reject any/all offer(s) without assigning any reasons thereof.

Deputy General Manager (B&O),
STATE BANK OF INDIA,
AO, TIRUPATI.
Date: 12.06.2020

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DEPUTY GENERAL MANAGER
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ANDHRA PRADESH 517501**

PREMISES REQUIRED ON LONG LEASE

**OFFER OF PREMISES FOR ADMINISTRATIVE OFFICE, RASMECC, AND SBI
LEARNING AND DEVELOPMENT CENTER, IN TIRUPATI TOWN, CHITTOOR DIST,
AP.**

This tender consists of two parts viz. the Technical Bid (consisting terms and conditions) and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal using separate set of application in case of multiple offers. The Technical Bid and Price Bid for the proposal should be submitted in separate sealed envelopes and these two envelopes are to be placed in a single cover superscribing "Tender for leasing of premises to SBI for AO, RASMECC & SBILD IN TIRUPATI TOWN, CHITTOOR DT, AP."

TERMS & CONDITIONS:

The successful vendor should have clear & absolute title and furnish legal report from the Bank's empaneled advocate. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the Bank for the purpose format enclosed.

Lease shall be for 20 years. Enhancement of rent after every 5 years shall be 20%. After 20 years, the rent shall be negotiated based on market prevailing rates and lease extended on similar terms of 10 to 20 years. The stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessor (s) and the Bank.

Rent will be paid on floor area (inside to inside floor area covered by external / peripheral walls). Parking areas (covered or uncovered), balconies, munties will not be measured for rent. Terrace shall be used for erection of solar panels, antenna communication towers for the banks use etc. and no rent shall be paid for terrace floor. The rentable areas will be physically measured jointly at the site before taking possession for arriving monthly rent. GST shall be reimbursed as applicable as per the Government Norms.

Interest free deposit maximum to the extent of 6 months lease shall be paid by the Bank after lease agreement/ occupying the premises, which will be adjusted in the last 6 months rent of the lease period. Tender document received by the Bank after due date and time i.e. **3.00 pm on 09/07/2020** shall be rejected.

The lessors are requested to submit the tender documents in separate sealed envelopes

superscribed on top of the envelope as "Technical Bid" or Price Bid" as the case may be duly filled in with relevant documents / information at the following address.

All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. All over-writings should be attested. Use of white ink should be avoided. The Bank reserves the right to reject the incomplete tenders.

In case the space in the tender document is found insufficient, the lessors may attach separate sheets.

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, **09/07/2020**

There should not be any deviation in terms and conditions as have been stipulated in the tender documents.

The Technical Bid will be opened on , **09/07/2020 at 4.00pm** hours in the presence of tenderers who choose to be present at the above-mentioned office. All tenderers are advised in their own interest to be present on that date at the specified time.

The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

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

The short-listed lessors will be informed by the Bank for arranging site inspection of the offered premises.

Income Tax and other Statutory clearances shall be obtained by the lessors at their own cost as and when required. Property taxes shall be paid by the building owner.

The preference will be given to the tenderers whose premises are ready with necessary infra-structure as per Bank's requirement.

The income tax and education cess as applicable will be deducted at the source while paying the rentals per month. The GST, if levied on rent paid by us, shall be reimbursed by the bank to the landlord on production of such payment of tax to the Govt. The lessors should have valid registration for the GST without which GST will not be reimbursed by the Bank. Municipal Tax on the property and Service charges if any, payable shall be borne by the lessor.

The successful lessor should have a valid occupancy/ Completion certificate and approved plans with all clearances from the Local statutory bodies / BBMP/ Collector/ Town planning

etc. to occupy the Premises. The premises should have connected Electrical Load sufficient for air conditioning of the offices (approximately 400-500 kw load). Landlord/Lessor has to arrange for covered space for installation and running of Bank's generator within the compound and no rent shall be paid for the same.

The lessor should submit structural stability certificate from the licensed structural consultant authorized by local corporate and also a load bearing certificate from an authorised engineer, if required. Occupation certificate from local corporate also to be submitted

The necessary permission needs to be given by lessor to the bank / their representing architects / consultants / contractor to commence the interior work. If warranted, terrace area should be made available for providing air conditioners and V-sat installations of the bank for getting inter-net/intranet connections without any extra rent.

All the offers received will be screened and short listed by the Screening /Premises Selection Committee of the Bank based on the requirements and details submitted by the lessors by inspection of the property. All short listed offers will be inspected by the members of the Committee/ authorized officials of the Bank and will be evaluated on the qualitative aspects covering various parameters like quality of construction, access to the plot, availability of Public transport, Location, frontage to building, nearby surrounding, availability of infrastructure in surrounding area, availability of water, electricity, Parking space in compound etc., as per Bank's requirements. Bank will suggest all modifications/requirements with a layout plan meeting the banks requirements. Landlord needs to depute his architect to prepare the drawings as detailed by the banks engineer.

On the above-mentioned parameters assessment of technical parameters will be done and price bids will be opened in the presence of bidders. Evaluation of the offers will be made by assigning weightage of **30% to technical parameters and 70% weightage** to price quoted by the bidders in the price bids. The offers will be arranged in the order of merit based on the marks scored. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the Bank.

Lease agreement will be executed and the rent payable shall be reckoned after 3 months after handing over the premises on completion of all the civil and electrical works, external works and on submission of license from local corporate, structural fitness certificate etc. by the landlord. During these three months, banks complete interior works.

The lease agreement will include inter alia, a suitable exit clause and provision of de-hiring of part / full premises. Bank will have right to vacate the premises giving 3 months notice during lease period.

Wherever Safe room and Locker rooms required, the same should be constructed with 12" thick RCC wall of M20 grade and reinforcement using 12mm dia. bars as would be

detailed in a separate drawings (as per RBI specifications). Ramps/railing should be as per govt guidelines be provided in the building. Periodical maintenance works such as painting, water supply, drainage clearances etc. should be carried once in every three years.

Lift facility should be available as per local corporate building license/rules. Un interrupted potable water supply and ground water supply(bore/well) for washrooms should be provided. In case the landlord prefer to supply by tankers, it should be at their cost and reserve sump should be made available at all times.

BRIEF REQUIREMENTS OF THREE OFFICES:

ADMINISTRATIVE OFFICE (Carpet area 15,000-17,000 sft) and RASMECC (Carpet area 7000-8,000 sft)

The building/floors should be as per banks suggested layout plan in the range of 15,000-17000 sft for Administrative building and 7000-8000 sft for RASMECC. The construction should consist of open halls suitable for open office concept, feasible for making cubicles, cabins. The clear height of the structure should be preferably 11' (from finished floor level to bottom of the beam). Proposed buildings should also have storage room (suitable for fixing compactors), video conferencing hall, record room & stationary room (with built in shelves), set of two toilets, attached toilets for senior management staff, e-lobby, dining hall, pantry/kitchen, ATM cabin etc. constructed in brick masonry walls and plastered and painted. The painting shall be with white putty of standard /reputed make, primer and two coats of premier quality emulsion paint. Doors shall be teak/non-teak with 40mm thick flush doors for internal with painting, fixtures etc. Entrance door shall be rolling shutter and collapsible gate. Collapsible gates shall also be fixed for two more room i.e. safe room and record/document room. All light /fan/ general circuit wiring should be as per the banks plan suggested with suitable MCBs wherever required. External painting shall be using white putty, primer and two coats of premier painting(APEX quality) and ACP cladding depicting SBI logo as suggested by banks architect. Elevation should be as per banks suggested layout plan. All windows and ventilators shall be UPVC make, three track, of best quality like Fenista brand. All grills for windows and ventilators shall be using 12mmx12mm sq bars spaced at 3" c/c vertically and horizontally. Record room/stationary room shall be constructed with built in shelves in five tires from floor level to ceiling using polished Kadapa flag stones spaced at 18" c/c. Flooring should be using vitrified tiles of 800x800x10mm thick best quality double charged of bank approved color shade/ company in the price range of Rs80-100 per sft including all taxes. All internal, external electrical wiring, circuit wirings, switches, fan regulators, 3/5 pin sockets, MCBs, panel board should be provided. The lessor will have to undertake internal wiring with distribution boards/ main board for electrical and air-conditioning work etc. as per Bank's requirements and enter with an Agreement with the bank for internal modification/construction/installations. Adequate parking to be provided for each office. Data cabling, UPS wiring, CC tv circuit wiring, firefighting (internal) shall be done by the bank. Firefighting measures as per building codes should be carried out by the landlord.

SBILD (STATE BANK INSTITUTE FOR LEARNING AND DEVELOPMENT)
(Carpet area 25,000-27,000 sft)

This is basically an academy / training institute. It should consist of two wings. One wing for institute with lecture halls, faculty rooms, computer laboratories, library, reading rooms, open lobby, seminar halls, principal room, dining and kitchen area, office area, reception area, sports hall/auditorium, etc. The other wing shall have residential arrangement for stay of participants with single/double/triple bedded rooms, gallery type structure, warden office, reception area etc. as would be planned. The institute should have provision for playground, parking areas. Bank will suggest suitable layout plan. Adequate parking to be provided for each office. Data cabling, UPS wiring, CC tv circuit wiring, firefighting (internal) shall be done by the bank. Firefighting measures as per building codes should be carried out by the landlord.

PROCESS OF SELECTION:

Committee shall visit all the sites offered and bids will be evaluated based on the marks criteria furnished for the premises details. Intending landlords/ladies of the properties may submit the drawings of the building /complex offered (if already constructed). Landlord proposing to construct may also submit their plans. Price bids shall also be opened with due information to the bidders. After opening the priced bids, taking into account the rate quoted, final list based on percentile of marks obtained shall be ranked and the top ranked premises owner shall be called for negotiations. Evaluation of the offers will be made by assigning weightage of **30% to technical parameters and 70% weightage** to price quoted by the bidders in the price bids.

TECHNICAL BID
OFFER SUBMITTED FOR LEASING PREMISES

ANNEXURE-I

With reference to your advertisement in the local dailies dated we hereby offer the premises owned by us f on lease basis :

Sl No	General Information:	
1	NAME OF THE LANDLORD / LADYLADY	
2	ADDRESS OF THE LADYLORD/LADY	
3	CONTACT NO. AND E MAIL ID OF THE LANDLORD/LADY	
4	LOCATION OF THE PROPERTY OFFERED.	
5	IS IT, ALREADY EXISITNG BUILDING (FULLY/PARTLY) DETAILS. attach property ownership proof.	
6	LOCAL CORPORATE PERMISSION DETAILS OF THE EXISTING PROPERTY.	
7	IF BUILDINGS ARE TO BE CONSTRUCTED, DETAILS OF THE PROPERTY TO BE CONSTRUCTED. (GIVE DETAILS OF OPEN PLOT)-attach property ownership proof.	
8	PROPERTY APPROVAL REFERENCE/ DETAILS (FOR CONSTRUCTED BUILDINGS)	

9	INCASE OF NEW PROPERTY, OPEN PLOT LAYOUT APPROVAL DETAILS.	
10	ABOUT FINANCIAL STATUS OF THE LANDLORD/LADY-WHETHER REQUIRE ANY LOANS ETC.	
11	PROPABLE TIME FOR COMPLETION OF THE PROJECT	
12	DETAILS OF THE BUILDING PLANS ENCLOSED	
13	WHETHER WILLING TO CONSTRUCT AS PER BANKS APPROVED LAYOUT PLANS?	

3) Total four wheeler parking offered.....nos. [covered or open]

4) Total two wheeler parking offered.....nos. [covered or open]

AMENITIES AVAILABLE IN THE EXISTING BUILDINGS/PROPERTY

1)	Electric power supply and sanctioned load for the floors offered in KVA (Mention) KVA	Mention here details:
2)	Running Municipal water supply	Yes / No
3)	Whether plans are approved by the local authorities, enclose copies	Yes / No
4)	Whether NOC from the department has been received	Yes / No
5)	Whether occupation certificate has been received, enclose copy	Yes / No
6)	Whether direct access is available from the main road	Yes / No
7)	Whether captive power supply is available, if yes give the details	Yes / No
8)	Whether fully air conditioned or partly air conditioned	Yes / No
9)	Whether lift facilities are available	Yes / No
10)	No. of car parking / scooter parking which can be offered exclusively to the Bank	
	i) No. of car parks [covered/open] ii) No. of scooter parks [covered/opennos.nos.

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.

Place :

Date :

Name and Signature of lessor with seal

ANNEXURE-II

PRICE BID

With reference to your advertisement in the local dailies, I / We offer the premises owned by us for your office on the following terms and conditions :

General Information

Location:

1)	Name of the Building/project	
2)	Door No.	
3)	Name of the City	
4)	Pin Code	
5)	Name of the owner(s)	

Rent for premises:

Rent per sq.ft. per month of Floor area

i. Ground Floor area.....Sqft., Rs..... /Sqft.

ii First floor area.....Sqft., Rs...../Sqft. Etc

Total -Rs.....

RENT SHALL BE PAID FOR FLOOR AREA. FLOOR AREA DEFINITION EXPLAINED IN THE TECHNICAL BID.

No Rent shall be paid for parking areas (covered or uncovered area)

(Please note that municipal taxes / cess, service charges like a society charges, maintenance charges etc. are to be borne by the landlord) and will not be paid separately by the Bank. The GST if levied on rent paid by us, shall be reimbursed by the bank to the landlord on production of such payment of tax to the Govt.

Please note that stamp duty and registration charges in respect of the lease deed will be shared equally by the Bank and lessor, viz. (50:50) .

Please note that the rate quoted shall be as per terms and conditions of technical bid.

Place:

Date :

Name & Signature of lessor with seal

TECHNICAL BID WEIGHTAGE DETAILS.

S I N o	Parameters	Actual situation	Total Marks	Marks obtained offer 1/6
1)	Ready Usable building	1. Ready usable :10 2.Addition / alteration required :05 3.Plot and new constuction :00	10	
2)	Age of construction of building/	Less than 5 years :10 Between 5 to 10 years :08 Between 10 to 20 years :05 More than 20 years :00	10	
3)	PROXIMITY : On main road or within 300 mtrs from leading road.	On main Road :10 Inner side from main road- 100 Mtrs :08 Inner side from main road- 200 Mtrs :05 Inner side from main road- 300 Mtrs :03	10	
4)	Frontage	More than 40 ft :10 31-40 ft :08 25-30 ft :03 Less than 25 ft :00	10	
5)	Ceiling height	> = 11 ft from the bottom of beam : 10 > = 10 ft from the bottom of beam : 08 > = 09 ft from the bottom of beam : 05 < 09 ft from the bottom of beam : 03	10	
6)	Parking space	Having parking on front and cellar : 10 Having cellar or front parking only : 08 Common parking : 03 No Parking : 00	10	
7)	Ambiance, Convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
8)	Business Potential	As assessed by Premises Selection Committee	20	
		Total	100	
		percentile		
		Rates quoted		
		percentile		
		Final rank with weightage of 30% on each bid marks and 70% on price bid marks.		