

STATE BANK OF INDIA

FOR ACQUISITION OF OFFICE PREMISES ON LEASE

Last date for submission of Tenders: 17:00 hours on 04.10.2021.

Tenders to be submitted to: -

**The Deputy General Manager(B&O),
Zonal Office, Kolkata
4th Floor, Sribiddhi Bhavan,
34, J L Nehru Road,
Kolkata – 700 071**

TENDER SUBMITTED BY:

Name : _____ Address : _____

NOTICE INVITING TENDER (NIT)
FOR ACQUISITION OF OFFICE PREMISES ON LEASE

NOTICE INVITING OFFERS FOR ACQUISITION OF OFFICE PREMISES ON LEASE

SBIIMS, on behalf of State Bank of India, invites sealed offer for acquisition of commercial office space on long term lease from the Landlord/Owners of ready built premises having carpet area approximate 185.60 to 279.00 Sq. Mt. (2000 to 3000 Sq. Ft.) for the following branches;

1) Amherst Street, 2) Bagmari (Kakurgachi & Manicktala P.S.area),3)B B Ganguly Street, 4) Beadon Street, 5) BRBB Road, 6) B T Road, 7) Golpark , 8) Gorachand Road, 9) Grey Street, 10) Hazra Road, 11) I T Building Area Beniapukur, 12) Jeevandeep, 13) Jorasanko, 14) Muchipara, 15) Naryanpur, 16) N S Road, 17) Pottary Road, 18) Rash Behari Avenue, 19) R G Kar Medical College, 20)S M Square, 21) A E Market, Salt Lake, 22)Terminus Bldg New Town, 23) Tangra Panchanantala, 24) Topsia, 25) Vivekananda Road, AND 26) Sukhobristi (around Saporji Bus Stand) (New Branch).

The offer of the lease accommodation for Serial No 1-21 should be located within a radius of 500 mts from the respective existing branch premises. Interested parties should ensure submission of their application in the prescribed format, along with supporting documents to **The Deputy General Manager(B&O),Zonal Office, Kolkata, 4th floor, Sribriddhi Bhavan, 34, J L Nehru Road, Kolkata – 700 071** on or before by **5.00 P.M on 04.10.2021**. Offers received after due date will not be entertained and no correspondence shall be entertained in this regard. The SBI reserves the right to accept or reject any or all offers without assigning any reasons therefore. Offers from Brokers will not be entertained. **Corrigendum, if any, shall be displayed in the aforesaid Bank's website only.**

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 Bids and Price Bids are to be submitted for each locations and each proposal using Xerox copies in case of multiple offers.

The completed sealed tender documents (Technical Bid and Price Bid) in separate two sealed envelopes super-scribing "*Technical Bid*" and "*Price Bid*" for each and packed in a single sealed envelope, which is to be super-scribed further with "***Leased premises for _____***" at the above-mentioned places along with certified true copies of documents / credentials as mentioned therein, should be submitted latest by 5 PM on 04.10.2021 at the above-mentioned address. The Technical Bids will be opened at 12.00 PM and onwards on 05.10.2021 at the aforesaid office in presence of the tenderers, who would desire to be present thereat. All tenderers are advised in their own interest to be present on that date at the specified time. **Offers from brokers will not be entertained. No brokerage shall be paid by the Bank.**

The Bank reserves the right to accept or reject any or all offers without assigning any reason whatsoever. Canvassing in any form will disqualify the tenderer.

The Envelope (A) contains Technical Bid with all supporting documents along with the as built drawing of the premises offered.

The Envelope (B) contains Price Bid for the proposal should be closed in separate sealed envelope.

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 Deputy General Manager(B&O), Zonal Office, Kolkata, 4th Floor, **Sribriiddhi Bhavan, 34, J L Nehru Road, Kolkata – 700 071 on or before 5:00 PM on 04.10.2021.**

DGM(B&O), Zonal Office, Kolkata

IMPORTANT POINTS OF PARAMETERS -

1	Type of Building	Commercial
2	CARPET AREA/ BUILT UP AREA	Carpet area approximate 185.60 to 279.00 Sq. Mt. (2000 to 3000 Sq. Ft.) (+/- 5%) located preferably on main road near market area of the respective locations and within a radius of 500 mts from the respective existing branch premises as mentioned above with parking for cars. The entire space should preferably be on Ground floor or First Floor with Lift facility.
3	Covered Parking Space	Preferable
4	Open parking area	Sufficient open parking area for customers / visitors
5	Amenities	24 hours water facility, 3 Phase Electricity power as per the Bank's requirements, Generator power backup for essential services like lift, pump etc.
6	Possession	Ready possession / occupation
7	Premises under construction	Will not be considered
8	Desired location	located preferably on main road near marketplace (within the radius of 500 mts from the respective existing branches)
9	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Ground floor (iii) Govt. Departments / PSU / Banks
10	Unfurnished premises	Only unfurnished premises will be considered, and Bank will do the interior and furnishing work as per their requirement.
11	Initial period of lease	Initial 10 years with an option to renew after 5 years. Increase in rent after expiry of first term of 5 years will be within 15-25% or will be fixed on mutual discussions/after negotiation.
12	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
13	Validity of offer	6 (six) months from the date of submission of the offer
14	Stamp duty / registration charges	To be shared in the ratio of 50:50.

TERMS AND CONDITIONS

- 1.1 The successful vendor 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 vendor 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 10 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 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 and finalized with mutual agreement. After 10 years, rent can be negotiated** and finalized with mutual agreement so that new lease can be executed for further term of 5 + 5 years.
- 1.2 **Tender** document **received** by the **SBI after** due date and time shall be rejected summarily.
- 1.3 The bidders/ lessors are requested to submit the **tender documents in separate envelope** superscribed on top of the envelope as Technical or Commercial as the case may be (**TECHNICAL BID (Envelope-"A") AND PRICE BID (Envelope-"B")**) duly filled in with relevant documents / information at the following address:
- The Deputy General Manager(B&O)**
State Bank Of India, Zonal Office, Kolkata
4th Floor, Sribriddhi Bhavan,
34, J L Nehru Road, Kolkata- 700 071
- 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 tendered. 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.
- 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 lessor is required to attach a separate sheet "list of deviations", if any.

1.8 **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.

1.9 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 SBI/MS PL/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.**

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 Preference will be given to the buildings on the main road.

a. 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.

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 SBI in respect of technical parameters will be final and binding to the applicant. The SBI may negotiate the rent with L-1 bidder.

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 renew in 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 to the respective Branch, Kolkata every month for the rent due to them indicating the GST component also in the bill separately.** 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 **respective Branch, Kolkata** to the landlord

on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.

1.15 Mode of measurement for premises for rent is as follows:

1.16

Rental will be paid on the basis of built-up area which will be measured as per relevant IS code. Components/ Areas under common space like Lift, Lift wall, Ducts, Staircase, Service shafts, Balcony, Projection, Terrace, parking space, space for DG set, etc. will not be counted in rentable Area. Landlord has advised to quote the rates as per carpet area while filling the price bid.

1.17 The floor wise area viz. Ground, First, if any, etc. 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 bidder/ 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 40 KVA to 60 KVA will also have to be arranged by the lessor at his/ her cost** from the State Electricity Board/Local authority or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator will also have to be provided within the compound by the lessors at no extra cost to the Bank and will not be considered in rent area .

1.19 Bidder/ Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own 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 or 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 whatsoever, 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 water supply should be maintained by Landlord/owner.

1.24 All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank such as ATM Room, Toilets & sanitary works, Store room / record room, Stationary 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, locker room as per Bank's design and specifications, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, collapsible grill door at entry, front façade including glass glazing, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill, anti-termite treatment 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, firefighting work before possession by the Bank. Rent should be inclusive of all civil works. 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).

Note- Owner of the Building is sole responsible for the construction and stability of Premises. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank.

1.25 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.

1.26 NOC from local authority regarding fire safety.

Place:

Date:

Name & Signature of lessor with seal if, any

DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the _____ dated ____/____/____ I / We hereby offer the premises owned by us for housing your branch/office on lease basis:(A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information are given as under):

General Information:

Location as name of the nearest local railway station and its distance from the site:

a.	Name of the Building	
a.1	Door 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 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
Basement floor	
Ground Floor	
First Floor	
Second Floor	
And so on	
Total Floor Area	

Note-The rentable area shall be in accordance with the one mentioned under clause/para 1.15 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 Offered in _____ KW (Mentioned)	Yes/No
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 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

***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.

Place:

Date:

Name and signature of lessor with seal

ANNEXURE – I

The Deputy General Manager(B&O)

State Bank Of India, Zonal Office, Kolkata

4th Floor, Sribriiddhi Bhavan,

34, J L Nehru Road, Kolkata- 700 071

PREMISES REQUIRED ON LEASE

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

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

Hiring of Commercial Building with Carpet area of 2500.00 **sq.ft. to 3000.00 sq.ft.**(+ 5%) located preferably near the respective Branch,Kolkata (within the radius of 500.00 mts of the existing branch) on a main road. The **entire space** should preferably be **on Ground floor.**

Name of firm:

	Parameters	Actual situation	Total Marks	Marks obtained
1	Carpet Areaas per requirement	Carpet Area of 2000 sq.ft. to 3000 sq.ft. and above (+/- 5%) --=10 Less than the required area: 0	10	
2	Premises location	On Main road: 5 Inner side from Main road: 3	5	
3	Distance from existing _____(Branch)	Within 01 km: 05 01-02 km: 03 02-03 km: 02 >03 km: 01	5	
4	PremisesonGroundor upperfloors	On ground floor: 10 On 1st floor: 08 On 2nd floor: 05 Above 02nd floor: 00	10	
5	Frontage	>=50feets=05 >=40feets=04 >=30feets=03 < 30 feets = 00	5	
6	Ceiling Height	>=11ftsfromthebottomofbeam:10 >=10ftsfromthebottomofbeam:08 >= 8.5 fts from the bottom of beam: 05 < 8.5 fts from the bottom of beam: 03	10	

7	Building structure	Frame structure : 10 Load Bearing : 05	10	
8	Parking space	1. Havingcellarparking+front/back/side : 10 2. Having cellar parking only :08 3. Havingfront/back/sideparking:05. 4. Noparking:00	10	
9	Availability of water supply, electricity, drainage etc.	Available : 05 Notavailable:00	5	
10	Building use Permission	Available: 05 Notavailable:00	5	
11	Age of building	1. Newly constructed within 01 year :05 2. Constructed within 01-05 years:03 3. Constructed within 05-10 years:02 4. Building older than10 years:00	5	
12	Surrounding of building	Adequate natural light and ventilation:05 In-adequate natural light and ventilation: 00	5	
13	Quality of construction finishing etc.	1. Excellent:05 2. Good:04 3. Average:03 4. Poor:02	5	
14	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	10	
	Total		100	

Example for evaluation of proposals:

The example to calculate most successful bidder based on marks given on each of the above parameters is as follows:

Total marks 100.

Three premises shortlisted-A,B,&C. They get following marks

A-78; B-70; C-54

Convert them to percentiles A : $(78/78)*100= 100$

B : $(70/78)*100 =89.74$ C : $(54/78)*100=69.23$

Now that technical bids are evaluated, financial bids can be opened. Financial quotes for three

premises areas follows:

A : Rs 70 per sqm for Built up area

B:Rs60 per sqm for Built up area C:Rs50 per sqm for Built up area

As C is lowest,to workout percentile score,following will be the calculation: C: $(50/50)*100=100$

B: $(50/ 60) *100 = 83.33$

A: $(50/ 70) *100 = 71.43$

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

A: $(100 \times 0.70) + (71.43 \times 0.30) = 91.43$

B: $(89.74 \times 0.70) + (83.33 \times 0.30) = 87.82$

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

Therefore,most successful bidder shall be –A and Bank may invite A for further negotiation.

NOTE:

1. VENDORS ARE REQUESTED TO SUBMIT THE COPY OF PAYMENT RECEIPT OF TENDER APPLICATION FEE ALONG WITH THE TECHNICAL BID IN HARD COPY.

2. VENDORS ARE REQUESTED TO CONTACT THE CONCERNED EIC FPR ANY FUTHER QUARRY RELATED TO THIS PROJECT.