

TENDER ID	RBO/Ops/2023-24/03
START DATE	09.09.2023; 00:00 HRS
LAST DATE	29.09.2023; 17:00 HRS



STATE BANK OF INDIA

PREMISES REQUIRED ON LEASE RENTAL BASIS FOR SHIFTING OF  
“SECTOR 20, PANCHKULA BRANCH (10374) TO OTHER  
COMMERCIAL ESTABLISHMENT OF SECTOR 20,  
PANCHKULA”

TENDERS TO BE SUBMITTED TO:

**“Regional Manager  
State Bank of India  
RBO-1, Panchkula  
Plot No 1-2, City Centre  
Sector 5, Panchkula”**

TENDERS SUBMITTED BY:

NAME	
ADDRESS	
MOBILE	
E-MAIL	

## TECHNICAL BID (COVER-A)

### TERMS AND CONDITIONS

#### OFFER/LEASING OF BRANCH PREMISES

This tender consists of two parts viz. the **Technical Bid (COVER-A)** having terms and conditions, details of offer and the **Price Bid (COVER-B)** duly signed and completed. Separate Technical and Price Bids are to be submitted for each proposal using photocopies 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 Sector 20, Panchkula Branch premises” to

“**Regional Manager**

**State Bank of India**

**RBO-1, Panchkula**

**Plot No 1-2, City Centre**

**Sector 5, Panchkula”**

**Ph No: 0172-4569131, 4569130**

and to be submitted on or before 5:00 PM on 29.09.2023.

#### Important points of Parameters -

1	Built up Area	Approximately 445-450 Sq. mtrs (4800sq.ft) approx. at Ground floor with basement.
2	Covered Parking Space (Free of cost)	Preferably a dedicated parking space. It is desirable to have parking space for 05 four-wheelers and 10 two-wheelers for staff (frontage of minimum 10 mtrs)
3	Open parking area (Free of cost)	Sufficient open parking area for customers
4	Amenities	24 hours water supply, preferably generator power back up and approx. 50-60 KVA electrical power supply connection.
5	Possession	Ready possession / occupation
6	Premises under construction	Will not be considered
7	Desired location	Commercial establishment of Sector 20 Panchkula market, Preferably in the line of Gopal Sweets, Sector 20 Panchkula
8	Preference	(a) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority. (b) Single floor with Basement. (c) Govt. Departments or any PSU
9	Furnished/Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
10	Initial period of lease	15 years (5 + 5 + 5) + 5 years
11	Selection procedure	Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% 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	Ramp	Provision of Ramp is mandatory as per Bank's guidelines.
15	Rent payable	After the completion of the interior works, etc. by the bank, the lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation.

## TERMS AND CONDITIONS

1. The successful bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empaneled 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 every 5 years (viz. total lease period 20 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 20 % after initial term of 5 years is completed. After 15 years, rent can be negotiated and finalized with mutual agreement.
2. Tender document received by the SBI after due date and time shall be rejected.
3. The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as Technical or Price as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address:  
**Regional Manager**  
**State Bank of India**  
**RBO-1, Panchkula**  
**Plot No 1-2, City Centre**  
**Sector 5, Panchkula**
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 initialed by the tenderer. The SBI reserves the right to reject the incomplete tenders.
5. In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
6. The offer should remain valid for a period of 6 (six) months to be reckoned from the last date of submission of offer.
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.

8. The Technical Bid will be opened on 30.09.2023 at 11:30 AM or any date decided by Premises selection committee of RBO, Panchkula in the presence of tenderers who choose to be present at “State Bank of India, RBO-1, Sector 5, Panchkula. All tenderers are advised in their own interest to be present on that date at the specified time.
9. 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.
10. Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
11. The short-listed bidders will be informed by the SBI for arranging site inspection of the offered premises and opening of Price Bid.
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 transfer mode in SBI Account only.
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. 50% weightage will be given for technical parameters and 50% for price bid. The score finalized by Committee of SBI in respect of technical parameters will be final and binding to the applicant.
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 Head, SBI every month for the rent due to them indicating the service tax/GST component also in the bill separately. The bill also should contain the service tax registration number/ GST 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 service tax/GST otherwise, the service tax/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.

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.
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 number of car parking spaces offered should be indicated separately.

17. The successful bidder/lessor should arrange to obtain the Authority license/ NOC/ approval for a) Commercial activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Bidder/Lessor should also obtain the completion certificate from development authorities after the completion of interior furniture work. The required electrical power load of approximately 50-60 KW/KVA 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 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.
18. Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.
19. Floor slab are to be suitably and adequately strengthened to take the additional load of cash bins, locker safes, cash safe and gold safes as per the advice of Structural Consultant hired by the bidder.
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 renovation work can commence, in case of unfurnished premises.
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.
22. 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.
23. Electricity charges and water charges will be borne by the Bank.
24. Waterproofing treatment to be done on the roof of the building as per the instructions of Bank.
25. All civil works such as ATM Room, Ladies/Gent's Toilet, Store room, Pantry with all accessories and doors etc. as per Bank's requirements, cash room with cash room door and ventilator, strong room as per Bank's specifications, RCC locker room as per Bank's specifications. Front facade including glass glazing and external ACP paneling as per Bank's design, Rolling shutter with Collapsible gate for entrance opening which are not to be closed with brick walls, collapsible grill door at entry, ramp with S.S (grade 304) railing for divyang/old people, double charged vitrified tile flooring, internal and external painting with acrylic emulsion paint, synthetic enamel paint on 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, Commercial Activities permission, structural stability and soundness certificate before possession by the Bank.

26. All Interior works with Corporate looks and ready to take possession as per Bank's specification to be carried out by the bidder/owner prior entering into lease agreement with the Bank. The bidder shall reckon this amount in their financial bid.
27. Corrigendum (if any) may be issued up to one (1) day before the last date submission on the Bank's website only. Hence, bidders are advised to visit Bank's website regularly till the last date of submission.

Place:

Name & Signature of bidder/lessor with seal (if any)

Date:

## Annexure 'A'

### GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF BRANCH 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. Building should have floor to ceiling height of approximately 3.66 m.
2. All partition walls will be 11.5 cm thick and will have two 6mm steel @ third course.
3. Floor finish of Banking hall / B.M.'s room / toilets / canteen / locker / system/conference-double charged vitrified tiles/granite of approved shade & make, duly covered with pop & polythene to avoid damage from interior works. The Open area will be of Kota stone/cement concrete pavers or as per the Bank's requirements.
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.
5. M.S. Grill for windows - 16 mm square bars @ 7.62 cm c/c both ways in frame with openable window for air-conditioners/desert coolers/ventilation.
6. Main entry to have rolling shutter, collapsible gate & exit will have collapsible gate & rolling shutter.
7. In toilets, pantry & drinking water area wall tiles of approved make / shade up to full height will be fixed. All sanitary & C.P. Fittings will be of approved make as per bank's approval. Pantry will have granite platform 2 feet wide with steel sink.
8. In case of non-currency chest branch, cash room/Documents Room or other statutory requirements, if any will have 16 gaze iron collapsible door & double flanged iron sheet door (size-4'x7').
9. In case of other doors, it shall have wooden frame (choukhat) with 38 mm block board shutter doors.
10. Only in case of RCC strong room & RCC locker room, door & ventilator will be supplied by Bank, otherwise all other doors will be provided by owner.
11. Windows shall have suitable shutters so as to accommodate desert coolers or air-conditioners in it.



12. All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").
13. For cash room (non-currency chest branch) it will be constructed with 9 inches thick brick walls, duly plastered, if necessitated in due course.
14. In case of non-currency chest branch, safe will be embedded with RCC in cash room.
15. Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction and completion formalities.

**Note: 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 iron rods spaced 75 mm centre to centre in angle iron frame work. Above specifications are subject to vary as per actual site condition & as per recommendation of Bank's Civil Engineer.**

16. ATM room, stationary, record room, pantry, toilets (gents & ladies), strong room or cash room, locker 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.
17. Periodical maintenance of building to be done by owner.
18. Followings to be furnished by owner through architect engaged by them before possession of premises is taken by bank
  - Structural suitability certificate of premises.
  - Approved Layout Plan from Local Civil Authority for bank's commercial use.
  - Built up area certificate.
  - Completion certificate as per plans/specifications provided by bank. "NOC" from civic authority for commercial use of premises.
19. Suitable place to be provided for display of bank's sign boards, hanging of outdoor unit of air-conditioners and V-set/RF with monkey cage/solar UPS on roof top (no rent for this facility).
20. Twenty-four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for bank.
21. Floor slab are to be suitably and adequately strengthened to take the additional load of cash bins, locker safes, cash safe and gold safes as per the advice of Structural Consultant hired by the bidder.

**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
1	Built up area as per requirement	$\geq 445 \text{sqmt} \pm 5\% : 10$ $< 445 \text{sqmt} \pm 10\% : 5$	10
2	Premises location	Commercial Market place on main road in the line of Gopal sweets Sector 20, Panchkula: 20 Commercial Market place on narrow approach road: 10 Residential on narrow approach road partially commercial/residential: 5	20
3	Premises on ground floor with basement	Ground floor with Basement: 20 Ground + First Floor with Lift Facility: 10 Others=0	20
4	Frontage	$\geq 10 \text{ m} = 10$ $< 10 \text{ m} = 05$	10
5	Covered/built-up/open exclusive parking for SBI (Allotted Parking)	1. $\geq 56 \text{ sqm} = 10$ 2. $\geq 46 \text{ sqm} = 07$ 3. $< 46.5 \text{sqm} = 05$	10
6	Surrounding of building	Adequate natural light and ventilation: 05 In-adequate natural light and ventilation: 00	5
7	Quality of construction, finishing etc.	1. Excellent: 05 2. Good: 04 3. Average: 03 4. Poor: 00	5
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee in Business point of view & suitability of premises.	20
		Total Marks	100
		Note: Premises getting less than 70 marks will be summarily rejected. Premises Selection Committee's decision in this regard will be final.	
		<b>Signature of Bidders:</b>	

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

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. 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 50:50, then final score will work out as follows:

A:  $100+70= 170/2= 85$

B:  **$89.74+89.74 =179.48/2= 89.74$**

C:  $69.23+100=169.23/2=84.62$

The desired premises would be one with highest percentile viz score of B=89.74

Note: Basement and ground floor will be considered in equal weighted.

## **DETAILS OF OFFER**

### **OFFER SUBMITTED FOR LEASING OF PREMISES**

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

We hereby offer the premises owned by us for your Sector 20, Panchkula Branch on lease basis.

A					General Information				
i	Name of the Building								
ii	Door No. / Building No.								
iii	Name of the Street								
iv	Name of the City								
v	Pin Code								
vi	Name of the owner								
vii	Address of the owner								
viii	Name of the contact person								
ix	Mobile no.								
x	E-mail address								
B					Technical Information (Please <input type="checkbox"/> at the appropriate option)				
i	Building		Load bearing				Framed Structure		
ii	Building		Commercial		Residen tial		Institution al		Industrial
iii	No. of floors								
iv	Year of construction and age of the building								
C					Details of Floor & area of the offered premises				

i	Level of Floor	Built up area (as per IS code 3861-2002)			
	Basement				
	Ground Floor				
	First Floor				
	And so on				
	Total Built Area				
D	Status of Premises (Please <input type="checkbox"/> at the appropriate option)				
i	Building ready for occupation	Yes		No	
	If no, how much time will be required for occupation with end date				
D	Amenities Available (Please <input type="checkbox"/> at the appropriate option)				
i	Details of Electric power supply	Yes		No	
	Sanctioned Load in KVA				
ii	Running Municipal Water Supply Available	Yes		No	
iii	Whether plans are approved by local authorities	Yes		No	
iv	Whether NOC from the department has been received	Yes		No	
v	Whether occupation certificate has been received	Yes		No	
vi	Whether direct access is available	Yes		No	
vii	Status of air conditioning	Air conditioned		No Air conditioned	
viii	Whether lift facilities are available	Yes		No	
ix	Status of Parking to be offered exclusively to the Bank	No. of Car Parking		No. of Scooter Parking	

Note- The rentable area shall be in accordance with the one mentioned under clause 17 of Technical Bid.

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 agree to construct/addition/alteration i.e. locker room, strong 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.

Place:

Date:

Name and signature of lessor with seal (if any) \

**PRICE BID (COVER-B)**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_ and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I/We offer the premises owned by us for Sector 20, Panchkula Branch lease basis on the following terms and conditions.

**General Information:**

1. **Location:**

i	Name of the Building	
ii	Door No. / Building No.	
iii	Name of the Street	
iv	Name of the City	
v	Pin Code	
vi	Name of the owner	
vii	Address of the owner	
viii	Name of the contact person	
ix	Mobile no.	
x	E-mail address	

**Rent:**

Level of Floor	Built up Area (sq.ft) As per IS code 38612002	Rent per sq.ft. per month (Rs.)	Total rent per month of floor area (Rs.)
Basement			
Ground floor			
1 <sup>st</sup> floor			
Maintenance charge per month (if any)			
Rent for parking (if any)			
Total Rent			

2. Period of Lease and enhancement in Rent:

Total period of lease will be 15 years. The rent will be applicable for initial 5 years with an enhancement in rent after 5 years

Enhancement in rent after 5 years: \_\_\_\_\_%

3. Execution of Lease Deed:

The lease deed will be registered for the total period of lease. Stamp duty and registration charges will be shared on 50:50 basis by the landlord and Bank. Other charges (if any) in this connection will be borne by the landlord.

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.

Place:

Date:

Name & Signature of bidder/lessor with seal (if any)