

NOTICE INVITING TENDER (NIT)

State Bank of India, Administrative Office, Bareilly
148, Civil Lines, Bareilly - 243001

PREMISES REQUIRED ON LEASE

SBI Regional Business Office-V, Bijnor, State Bank of India, 1st Floor, Vardhman Tower, Kiratpur Road, Bijnor-246701, invites applications for its” **Sahanpur Branch**”, from **owners / Power of Attorney holders** of premises on lease rental basis for Commercial / Office use having built up area of approximate **186 Sq Mtr (2000 Sq feet)** located within radius of 500 meters / 1 KM from existing branch preferably on a main road with adequate open / covered parking space / Generator's space for which rent will not be paid. The entire space should be on one single floor preferably at ground floor only. Premises should be ready for possession / occupation. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from website: www.sbi.co.in under **Procurement News** from **23.08.2023 to 04.09.2023** and to be submitted before the Last date of submission.

Preference will be given to the premises owned by the **Govt. department / Public Sector / Banks**. The offers in a sealed cover complete in all respects should be submitted to the Regional Manager, Regional Business Office-V, Bijnor, State Bank of India, 1st Floor, Vardhman Tower, Kiratpur Road, Bijnor-246701 on or before: **3.00 PM on 04.09.2023**. The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No brokerage will entertain.

Signature and seal of applicant if any

continue---(2)

TECHNICAL BID (COVER – A)

TERMS AND CONDITIONS

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. The fees payment will generate a receipt with a unique Reference No. should be enclosed with technical bid as cost of tender. 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" Tender for leasing of Office premises to "SAHANPUR Branch", and should be submitted to the Regional Manager, Regional Business Office-V, Bijnor, State Bank of India, 1st Floor, Vardhman Tower, Kiratpur Road, Bijnor-246701, on or before : 3.00 PM on 04.09.2023**

Important points of Parameters

1	Built up Area	(a) Approximately 186 Sq Mtr (2000 Sq feet)
2	Covered Parking Space	Dedicated parking space minimum for 2 four wheelers and 10 two wheelers.
3	Open Parking Space	Sufficient open parking space for customers.
4	Amenities	24 hours water supply, Generator power back up for essential services like lift, pump, Electricity, etc.
5	Possession	Ready possession / occupation
6	Premises under construction	Will be considered
7	Desired location	Within a radius of 500 meters / 1 KM from the existing branch
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approval of local 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	Initial period of lease	Initial 5 years with an option to renew after every 5 years upto 20 years at predetermined increase in rent @ 15-25 % after expiry of first term of 5 years at the time of renewal. Signature and seal of applicant if any continue--(3)

11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bid.
12	Validity of offer	6 months from the date of submission of the offer
13	Stamp duty / registration	To be shared in the ratio of 50:50

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title over the premises and authorise the SBI to carry out Title Search / Title Investigation Report from the SBI empanelled advocate, the cost of which shall be borne fully by the bidder. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalised by SBI for the purpose, and the stamp duty / 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 15 years (viz. Total lease period 20 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 rent payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 25% (every five years) after initial period of 5 years is completed. After 20 years, rent can be negotiated and finalised with mutual agreement so that new lease can be executed for further terms of 5 + 5 years.

1.2 Tender document received by the SBI after due date and time i.e. 04.09.2023 after 3:00 PM shall be rejected.

1.3 The intending lessors are requested to submit the tender documents **in separate sealed envelop superscribed on top of the envelop as Technical or Price** (TECHNICAL BID / PRICE BID) duly filled in with relevant documents / information at the following address :

The Regional Manager,
Regional Business Office-V,
State Bank of India,
1st Floor, Vardhman Tower,
Kiratpur Road, Bijnor-246701

Signature and seal of applicant if any

continue----(4)

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 authorised signatory of the bidder. Any over-writing or use of white ink is to be duly initiated by the bidder. 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 intending lessors may attach separate sheet.

1.6 The offer should be remain valid at least for a period of 6 (six) months to be reckoned from the last date of submission of offer i.e **04.09.2023**.

1.7 There should not be any deviation in terms and conditions as have been stipulated in the tender document. 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 04.09.2023 at 3.30 PM in the presence of tenderers who desire to be present. All tenderers are advised in their own interest to be present on stipulated time.

1.9 The SBI reserves the right to accept or reject any or all the tenders without assigning any reasons 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 SBIIMS/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 bidder shall be made by online through **SBI Collect** <https://www.onlinesbi.com> .

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.

Signature and seal of applicant if any

continue----(5)

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

1.14 (a) Premises to be away from the hazardous establishments like petrol pumps, gas godown, chemical shops and 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% weightage for price bid. The score finalised by Committee of the SBIIMS/SBI in respect of technical parameters will be final and binding to the applicant.

1.15 Income Tax and other taxes as applicable will be deducted at source while paying the rental 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 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 The interest free rental deposit equivalent to maximum six months rent may be granted to the landlord at the time of taking possession of the premises depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

1.17 Mode of measurement for premises is as follows :

Rental will be paid on the basis of built up area which will be measured as per relevant IS Code / Bank's Premises Manual.

Signature and seal of applicant if any

continue----(6)

Components / Area like Lift, Lift well, Duct, Staircase, Service shafts, Shaft for sanitary and water supply installations, Balcony, Projection, Terrace, parking space, space for DG set, over head and underground storage tank, Pump room, Architectural features, Chajja, area of loft, etc. will not be counted in built up area. Landlord is advised to quote the rates as per built up area while filling the price bid.

1.18 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.

1.19 The successful intending lessor should arrange to obtain the Municipal license / NOC / approval of building plan from Local Civic Authority / 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 authority after the completion of interior furnishing work. The required additional electrical power load of approximately 16 Kilowatt will also have to be arranged by the intending 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 and side fascia, Earth stations, V- SAT, etc will also have to be provided within the compound by the bidder / lessor at no extra cost to the Bank.

1.20 Intending lessor should obtain and furnish the structural stability certificate from the licensed Structural Consultant at his own cost.

1.21 The intending lessor shall obtain / submit the proposal to Municipal Corporation / town planning etc for the approval of plans immediately after receipt of approval plan along with other related documents so the interior work can commence.

1.22 After the completion of the interior work, 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.

1.23 Rent should be inclusive of all present and future taxes what-so-ever, society charges, maintenance charges and all other charges except GST which will be paid extra.

1.24 Electricity charges (monthly bill) 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.

Signature and seal of applicant if any

continue----(7)

1.25 All civil works such as ATM room, toilets, store room, pantry with all accessories and doors etc. (addition / alteration) as per Bank's requirements, cash room with doors and ventilation as per Bank's specifications, server room and 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 entrance, 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., window, safely grill etc as 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 plan, structural stability certificate before possession to the Bank.

1.26 Plastic paint on walls, ceiling, enamel paint on doors, windows, etc shall be done by the landlord after every three years failing which the Bank shall be at liberty to get the same done at risk and cost of the owner and deduct all such respective expenses from the rent payable to the landlord.

1.27 The landlord shall carry out civil, sanitary, electrical and repair / maintenance works and ensure the roof remains water tight during the lease period. In case the above repairs are required and the landlord fails to attend the same, the Bank will carry out necessary repairs at the risk and cost of the owner and deduct all such respective expenses from the rent payable to the landlord.

Signature and seal of applicant if any

continue----(8)

DETAILS OF OFFER
OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the ----- dated -----we hereby offer the premises owned by us for housing your branch / office at “SAHANPUR Branch” on lease basis:

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) e - mail address	

Technical Information (Please tick at the appropriate option)

Building – Load bearing / Frame Structure

Building – Residential / Institutional / Industrial / Commercial No. of floors :

Year of construction and age of building:

Floor of the offered premises Built up area :

Note : The rentable area shall be in accordance with the one mentioned under clause / para 1.17 of Technical Bid.

Signature and seal of applicant if any

continue----(9)

Building ready for occupation Yes / No

If no, how much time will be required for occupation ----- with end date.

Amenities available

Electricity 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 copy

Whether NOC from the department has been received Yes / No

Whether occupation certificate has been received Yes/No
enclose copy

Whether direct access is available, if yes give details Yes / No

Whether fully air conditioned or partly air conditioned Yes / No

Whether lift facility is available Yes / No

No. of car parking / scooter parking which can be offered exclusively to the Bank Yes / No

Details of fee through SBI Collect

Amount Rs-----

◆ Please enclose plans /layout of the building.

Signature and seal of applicant if any

continue----(10)

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.

Place :

Date :

Signature and seal of applicant if any

continue----(11)

The Regional Manager,
Regional Business Office-II
State Bank of India
1st Floor, Vardhman Tower,
Kiratpur Road, Bijnor- 246701

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI

(NOT TO BE FILLED BY THE LANDLORD)

Hiring of Commercial building approximate 186 Sq Mtr. Built up area at
“SAHANPUR Branch”

	Parameters	Actual situation	Total Marks	Marks obtained
1	Built up area as per requirement	186 Sq Mtr i.e.2000 Sq feet +/- 05% 186 Sq Mtr i.e.2000 Sq feet +/- 10%	10	
2	Premises location	On main road : 10 Inside from main road : 5	10	
3	Frontage	> = 50 feet = 20 > = 40 feet = 15 > = 30 feet = 10 < 30 feet = 05	20	
4	Building structure	Frame structure : 10 Load bearing : 05	10	
5	Parking space	(a) Having cellar parking + front/back/side :10 (b) Having cellar parking only :08 (c) Having front / back / side parking:05	10	
6	Surrounding of building	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 05	10	
7	Quality of construction, finishing, etc.	(a) Excellent : 10 (b) Good : 07 (c) Average : 04 (d) Poor : 00	10	
8	Overall suitability of premises.	As assessed by Premises Selection Committee	20	

Signature and seal of applicant if any

PRICE BID (COVER - B)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOP)

The Regional Manager,
Regional Business Office-V,
State Bank of India
1ST Floor, Vardhman Tower,
Kiratpur Road, Bijnor-246701

With reference to your advertisement in the ----- dated -----and having studied and understood all terms and conditions stipulated in the technical bid. I/We offer the premises owned by us for housing your branch/office at **SAHANPUR Branch** on lease basis on the following terms and conditions.

Location :

	Name of the building	
1	Door No.	
2	Name of the Street	

3	Name of the City	
4	Pin Code	
5	(i) Name of the Owner (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) e - mail address	

Signature and seal of applicant if any

continue----(2)

(2)

Rent:

Level of floor	Built up area (Sq. ft)	Rent per sq.ft per month (Rs)	Total rent per month of floor area (Rs)
Ground floor			

The 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 :

Signature and seal of applicant with seal if any