



**REGIONAL BUSINESS OFFICE-4, AO-DEHRADUN**

1, NEW CANTT ROAD, DEHRADUN - 248001

*TENDER ID: DEL/DDN/R-IX/09-2023-04*

**TECHNICAL BID**

**TENDER FOR HIRING PREMISES ON LEASE FOR SBI RBO-4, AO-DEHRADUN**

State Bank of India intends to hire premises on lease for its “Regional Business Office-4, AO-Dehradun” at Dehradun. For further details and downloading Tender Document (Technical Bid & Price Bid) please visit Bank’s website [www.sbi.co.in](http://www.sbi.co.in) under the link “Procurement and others” from **17.09.2023 to 05.10.2023**. Further, **Notice/Clarification** in this regard, if any, will be posted only on the Banks above mentioned web site.

**Regional Manger  
State Bank of India  
Regional Business Office -4  
AO-Dehradun**

**TECHNICAL BID****(Hiring of Premises on lease for SBI Regional Business Office-4, AO-Dehradun)****NOTICE INVITING TENDER (NIT)**

**Please read all Parts of Tender Documents very carefully before filling up.**

State Bank of India invite tenders / offers for hiring premises on lease basis from interested Individuals / Firms / Companies/ Trusts / Land Lords under Two Bid system (Tender is in 2 Parts i.e. Technical Bid & Price Bid) as per details given below:

1.	Name of Work / Service /	Hiring premises on lease basis for SBI Regional Business Office-4, AO-Dehradun
2.	Location of Premises	Within Municipal area of Dehradun City having developed surrounding and approachable by 6 Meter wide (minimum) motorable municipal / government road.
3.	Premises Requirement	Carpet Area - 252 square meter [2700 square feet] (as per IS Code 3861:2002), in a single floor Proposed premises should be accessible for Divyang persons by wheel chair. Parking - 20 Cars & 20, 2-Wheeler Frontage - 7.5 Meter 120 Sqft dedicated Space with, Shed and exhaust facility for Bank's DG set. Outdoor space for providing 8 Nos earthing pit
4.	Present Status of Premises Offered	(i)Ready to move in premises which can be modified as per Tender / Bank's requirements & agreed terms within Modification Period shall be considered.  (ii) Partially constructed / Under construction premises and Vacant Plot will not be considered for hiring.
5.	Last Date/Time of submission of sealed bids	Latest by 05.10.2023/5:00 PM. Bids received after due date & time for whatsoever reason shall not be considered.
6.	Date & Time of Opening of Technical Bids	At 06.10.2023 at 11:00 AM (Any change in date & time of opening shall be intimated to the bidders and / or shall be uploaded at Bank's web site)

7.	Validity of Offers / bids	Bids / Offers shall remain valid for a period of 12 months reckoned from date of opening of technical bids.
8.	Mode of submission of Bids	By Registered Post addressed to the Regional Manager, State Bank of India, 3 <sup>rd</sup> Floor, Regional Business Office-4, 1 New Cantt Road, Dehradun-248001 at address mentioned at S.No. 9 below. or by dropping in the tender in tender box kept at the address as mentioned at S.No.9 below
9.	Place of submitting & opening of Technical Bids	The Regional Manager State Bank India 3 <sup>rd</sup> Floor, Regional Business Office-4 1, New Cantt. Road, Dehradun- 248 001 Contact No 86309 51991
10.	Date & Place of opening Price / Commercial Bid	To be decided later & shall be intimated to short listed bidders individually
11.	Earnest Money Deposit (EMD) (Non Interest Bearing)	Rs. 10,000/- (by way of Demand Daft drawn on any scheduled Bank in favor of State Bank of India, payable at Dehradun) to be deposited by the each bidder along with Technical bid. EMD of unsuccessful bidders shall be refunded within 15 days of opening of financial / commercial Bid.  Tenders submitted without EMD as prescribed will be summarily rejected. <b><u>Note : EMD amount will be forfeited in case of failure of bidder to abide by the terms and condition of the tender or submitting fictitious tender/tenders.</u></b>
12.	Security Deposit (SD) (Non Interest bearing) SD Refund & SD Forfeiture	Rs. 25,000/- (by way of Demand Daft drawn on an scheduled Bank in favor of State Bank of India payable at Dehradun) to be deposited by the successful bidder within 07 days from date of issuing of the letter of intent/Acceptance by the Bank. EMD & SD shall be refunded on taking over of the Premises to the Bank.  In case, the bidder to whom letter of Intent has been issued by the Bank, fails to handover the possession by <b>Scheduled Date of Possession</b> , the letter of intent / acceptance issued by the Bank shall stand withdrawn

		(at the discretion of the Bank) and their EMD & SD shall be forfeited by the Bank.
13.	Modification Period	A maximum of 03 months period reckoning / commencing from the date of letter of Intent issued by the bank shall be granted to the land lord as Modification Period to carry out & complete various <b>Modification Works (Please refer Annexures I &amp; II)</b> e.g. repairs, additions, alterations, upkeep the premises, installation / providing of all furniture fixtures etc. by the Land Lord at his own cost as per tender requirements and agreed terms However, Bank may extend the Modification Period at its sole discretion if it finds reasons genuine & justified.
14.	Fit-Out Period	Fit-out period shall be 03 months which shall be required by the Bank to carry-out its own work at Bank's own cost and shall reckon / commence from the date Taking Over Date.
15.	Scheduled Date of Possession	Scheduled date of Possession shall be the date arrived at after adding Modification Period to the date of issuing letter of intent by the Bank
16.	Taking Over Date	The taking over date will be the date of taking over the Physical possession of the premises by the Bank after completion of all the Modification works by the Land Lord and verification of all the requisite documents to the satisfaction of the Bank
17.	Rent Commencement date	Rent shall be commenced and due for the payment by the Bank to the Land Lord from the date arrived at by adding Fit-Out Period to the Taking Over Date.
18.	Lease Deed / Agreement	Please refer draft lease agreement (as part of Technical Bid)
19.	Lease Period	The lease period shall be 5 + 5 = 10 Years with increment in rent by 15-20% after initial 5 year (Total lease period 10 years). However, after this lease period of 10 years, a new lease can be executed for further 5+5 years on mutually agreed terms, conditions, rent etc.
20	Stamp Duty / Registration Charges	To be shared equally by lessor & Bank.
21	Termination of lease by the Bank & Exit Clause / Notice Period	Clause as per enclosed draft lease agreement.
22	Rent	Rent per month to be paid by the Bank to the Land Lord/s shall be worked out by multiplying the actual

		<p>Carpet Area of the Premises taken with Rate per month accepted by the Bank.</p> <p>Monthly rent shall be paid by the Bank to the Land Lord/s on 7th of succeeding month against the Bill raised by the Land Lord.</p> <p>Rent accepted by the Bank shall be inclusive of all the taxes such as property tax, Society Maintenance Charges, surcharges etc levied including penalties imposed by statutory authorities on property / lessor and / or change in these charges during the lease period. No change in the rent on account of anything shall be done. Rent shall be inclusive of providing Parking, open sky area, all furniture, fixtures, equipment, service connections, machinery etc as per enclosed Annexures.</p> <p><b>However, Water Bill, Electricity Bill &amp; GST shall be paid by the Bank as per actuals / at applicable rate over and above the rent from the rent commencement date.</b></p> <p><b>Unless, otherwise mentioned elsewhere in these tender documents, running expenses of all the furniture, fixtures, equipments, machinery etc shall be borne by the Bank. However, major repair &amp; maintenance, lift, pump, borewell, Air conditioners and substation (if any), equipments, machinery etc. provided by the premises owner shall be borne by the premises owner as per the clause mentioned in Banks standard lease deed agreement.</b></p> <p><b>At the time of Handing over back the property by the Bank to the Land Lord or his authorised representative, normal wear &amp; tear of the building &amp; furniture, fixtures etc. shall be considered included in rent and no payment by way of compensation or in any form shall be paid by the Bank to the Land Lord.</b></p>
23	Documents to be submitted with Technical	Duly filled and signed all parts of Technical bid along with the documents mentioned in tender documents.

	Bid	The successful bidder will be required to produce the originals of these Licenses / permits and / or other documents as required by the Bank for verification if required before finalizing the contract
24	Technical Bid (Envelope-1)	<p>EMD, Notice Inviting Tender, Offer Form, Annexure -I to Annexure - V, contained in these tender together with all the necessary documents / Photographs and 'List of Deviations' (if any) to be enclosed with the bid will form the <b>Technical Bid</b>. All these must be kept in one envelope duly sealed. This sealed envelope-1 super scribed on top as "<b>Technical Bid for premises of SBI RBO-4, Dehradun</b> " and be addressed as per S.No. 9 above.</p> <p>At the bottom left corner of this envelope the bidder must write Name &amp; Address of bidder and name, email Id &amp; mobile no. of <b>authorised signatory</b> of bidder as mentioned in the tender documents.</p>
25	Price / Commercial Bid (Envelope-2)	<p>Only duly filled, signed &amp; stamped Price / Commercial Bid on the Performa contained in these tender documents must be kept in another separate envelope and duly sealed.</p> <p>This sealed envelope-2 should be super scribed on top as '<b>Price Bid for premises of SBI RBO-4, Dehradun</b>' and be addressed as per S.No. 9 above.</p> <p>At the bottom left corner of this envelope the bidder must write Name &amp; Address of bidder and name, email Id &amp; mobile no. of <b>authorised signatory</b> of bidder as mentioned in tender documents</p>
26	Tender (Envelope-3)	<p>The aforesaid two envelope must be kept together in another big envelope. This envelope-3 should be super scribed on top of it as "<b>Tender for premises of SBI RBO-4, Dehradun</b>" and be addressed as per S.No. 9 above.</p> <p>At the bottom left corner of this envelope the bidder</p>

		must write Name & Address of Firm and name, email Id & mobile no. of <b>authorised signatory</b> of bidder as mentioned in tender documents. This envelope -3 should be submitted as described at S.No. 8 above
27	<b>Weightage to Bids</b>	Weightages of technical to financial score shall be in <b>70:30</b> proportion
28	<b>Important Note</b>	<b>Any tender submitted by Broker shall be summarily rejected and brokerage etc shall not be paid by the Bank. Any kind of canvassing done by any bidder directly or indirectly is liable to disqualify their bid at sole discretion of the Bank.</b>

Tender Documents (Technical Bid & Price Bid) can be downloaded upto 1800 hrs of the date one day before the last date of submission of Bid/Tender, from the Bank's website [www.sbi.co.in](http://www.sbi.co.in) under important links "**Procurement and others**" free of cost.

Tenders which are incomplete / illegible/partially filled /without all required enclosures / contain wrong / false / incorrect information / details are liable to be rejected and shall not be considered at the sole discretion of the Bank.

..... **Signed**.....

**Regional Manager**  
State bank of India  
3<sup>rd</sup> Floor, Regional Business Office-4  
1 New Cantt Road  
Dehradun-248001

Date :  
Place :

We have read and understood all the parts of Tender Documents as mentioned in NIT e.g. terms, conditions, requirement, minimum requirements, annexure etc. and are acceptable to us. We also understand that the Bank reserves the right to accept / reject all / any tender without assigning any reason thereof.

**(Signature of Owner / Authorized Signatory)**

**Name** :..... **Date** : ..... **Place** : .....

**(TECHNICAL BID)**  
**(Hiring of Premises on lease for SBI Regional Business Office, Region-4 at Dehradun)**

**OFFER FORM**

**(DETAILS OF THE OWNERS & PREMISES BEING OFFERED)**

**Please read all Parts of Tender Documents very carefully before filling up.**

**(Please fill up in good handwriting or submit typed if space is not sufficient without changing the format & Description)**

S. No.	Description	To be filled by the Bidder
1	Name/s, Address/s, Mobile No/s. of the bidder/s, landlord/s having ownership rights / lease rights of the Premises being offered	
2	PAN No. of bidders / land lords  Attach self attested copy of PAN Card as <b>Enclouser-A)</b>	
3	GST No. of bidders / land lord  (Attach self attested copy of GST Registration as <b>Enclouser-B)</b>	



4	Address of the Premises being Offered.  (Enclose self attested copy of property / house tax receipt after Technical Bid as <b>Enclosure -C</b> )	
5	Property Number of the premises being offered, if any allotted by the Local Authorities (Enclose self attested copy of Property Card after Technical Bid as <b>Enclosure -D</b> )	
6	Owners / Land Lords are proprietor/s / partnership firm / LLP / Limited co.  (Enclose self attested copy of ownership documents after Technical Bid as <b>Enclosure -E</b> )	
7	Name, Designation, Mobile No. and <b>email id</b> of the person authorized to sign (authorized Signatory), communicate & submit this tender.  <b>Please note that all the communication shall be done on this email id only.</b>  (Enclose authorization document after Technical Bid as <b>Enclosure -F</b> )	
8	Distance of Premises offered from Clock Tower (Ghanta Ghar), Dehradun in Kms	
9	Type of Building Residential / Institutional / Commercial / Industrial (Enclose self attested copy of documents like property / house tax receipt after Technical Bid as <b>Enclosure -G</b> )	
9	Year of Completion of Building offered  (Enclose self attested copy of Completion Certificate after Technical Bid as <b>Enclosure -H</b> )	
10	Covered / Built up parking available for Number of Cars = Number of Two Wheelers=	
11	Frontage of the Premises (in Meter)	
12	Width of Municipal/ Government Road by which Premises is approachable (in Meter)	

12a)	Number of Lifts installed in the premises and capacity of each lift In case the offered premises is located at other than Ground Floor it must have the accessibility through 2 Lifts of capacity 6 Persons or more to all the floors offered in the bid	
12b)	Whether valid license of the lift/ lifts is available (Enclose self attested copy of Lift safety License)	
<b>13</b>	<b>DETAILS OF THE CARPET AREA BEING OFFERED, (In Square Meter) (Carpet area measured as per NIT)</b>	
	<b>Level of Floor</b>	<b>Carpet Area (In Square Meter)</b>
14	Sanctioned Electric Load for Building (in KVA)	
15	Details of Municipal Water Supply	
16	Details of existing Borewell	
17	Details of existing Drainage / Sewage Connection with Municipal Drainage	
18	Whether Fire NOC has been obtained (Enclose self attested copy of Completion Certificate after Technical Bid as <b>Enclosure -I</b> )	
19	'List of Deviations'  (If you intend to seek any deviation please enclose 'List of Deviation after Technical Bid as <b>Enclosure -J</b> )	Yes / No
20	Whether Building Plans approved by the MDDA (Mussoorie Dehradun Development Authority)  (Enclose self attested copies of approved Floor Plans after Technical Bid as <b>Enclosure -K</b> )  (Enclose self attested copies of as built actual Floor Plans after Technical Bid as <b>Enclosure -L</b> )	
21	Any other details, information, facility etc you would like to share which are not covered in Technical Bid Documents (you may attach separate sheets)	

**Declaration & Undertaking by the Bidder :** We have read and understood all parts of Tender Documents including terms, conditions, requirement, minimum requirements, annexures etc. and are acceptable to us. We are accordingly submitting our this offer to the Bank.

We also confirm that all the information / details given / furnished above and / or anywhere else in these tender documents and /or documents enclosed are true & genuine to the best of our knowledge and belief. We also understand that in case any information / detail / documents given / furnished by us is / are found wrong / in-genuine by the Bank at any stage, our application / offer / tender may be summarily rejected by the Bank at its own discretion and our EMD and / or Security Deposit shall be forfeited by the Bank.

We also understand that the Bank reserves the right to accept / reject all / any tender without assigning any reason thereof.

**(Signature of Owner / Authorized Signatory)**

**Name :**.....

**Date :** .....

**Place :** .....

**(TECHNICAL BID)**  
**(Hiring of Premises on lease for SBI Regional Business Office, Region-4 at Dehradun)**

**ANNEXURE-I**  
**TERMS & CONDITIONS**

Please read all Parts of Tender Documents very carefully before filling up the same.

Please ensure, before dispatching / submitting the tenders, that all the parts of tender documents and required enclosures have been duly signed & stamped by the Authorized Signatory and are put in sealed envelopes as per tender documents..

1. The exterior, interior, surroundings of the premises must be well maintained, neat, clean, tidy, damp free, aesthetically pleasant. Premises not fulfilling these criteria shall not be considered at the sole discretion of the Bank.

2. (a) Deviation in tender documents (terms & conditions, minimum requirement, etc) is generally not permissible. The tenders having deviation may be liable to be rejected at the sole discretion of the Bank.

(b) However, if the bidder/s seeks any deviation, modification in terms & conditions etc of tender, the bidder must mention all such deviations, conditions etc in simple, clear and explicit language on a separate sheet named as '**List of Deviations**'. This list of deviations must be duly signed and sealed/ stamped by the authorized signatory and should be submitted along with 'Technical Bid' in envelope.

(c) The Bank may or may not accept these deviations partly or fully. The decision of the Bank shall be conveyed to the bidder/s in this regard. If, the bidder accepts the decision of the Bank than only the respective bid shall be considered valid otherwise shall not be considered for further process. **The decision of the Bank Shall be Final & Binding on the bidder/s in this regard.**

3. Singular / plural words used in these tender documents are interchangeable i.e. Clause/s are applicable to both singular and its plural versions. Similarly, His / Him and / or Her, He and / or She, are interchangeable.

4.

(a) Price Bid, Commercial Bid and Financial Bid mean one and the same.

(b) Month means, calendar month of Gregorian Calendar.

5. The income tax etc at applicable rate as statutory deduction will be deducted by the Bank at source while paying the rentals per month. The landlord will be required to bill the SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill should also contain the GST registration number of the landlord as well as of Bank's GST No. (which will be advised later on at appropriate time) apart

from name, address etc. of the landlord / Firm and the serial number of the bill, for the bank to bear the burden of GST.

6. Income tax and other statutory clearances, licences, approvals, no objection certificates, Institutional / commercial use permission, building use permission, structural stability certificates etc pertaining to premises shall be obtained from the concerned local / Govt / Statutory authorities by the bidder / landlord / owner at his own cost and shall be produced before the Bank as & when asked by the Bank.

7. The successful bidder / 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 bidder / vendor will have to execute **the lease deed as per the attached lease deed / agreement format of State Bank of India**. The applicable portion of these tender documents, letter of intent / acceptance and / or any other relevant document shall also form the part of agreement.

8. Mode of Measurement: The rentable area shall be the Carpet Area as mentioned in NIT.

9. All civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories and doors etc. as per Bank's requirements & specifications, Rolling shutter, collapsible Gate at entry, doors & windows, 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., 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 certificate before possession by the Bank.

9. Only and only TOTAL CARPET AREA as per Technical Bid (Details of Premises Offered) and Price Bid shall be considered for calculation of rent payable. The bidders must ensure TOTAL CARPET AREA mentioned in Technical Bid & Price Bid should be same. No separate rent for open area, fixtures, machinery, equipment, parking, basement etc shall be paid by the Bank.

10. All the Parts of these tender documents / Request for Proposal (RFP) are complementary to each other. In case of any discrepancy / contradiction among clauses of tender documents, the interpretation / decision of the Bank shall be final and binding on the bidders. However, the bidders may point out towards any such discrepancy / contradiction in the 'List of Deviations'.

The preference will be given to the premises belonging to Government/Semi Govt./PSU.

## 11. Selection Procedure / Modality

- (i) The technical bids be opened by **Premises Selection Committee (PSC)** on date & time as specified in NIT in the Presence of bidders or their authorized representatives who are present at that time and date. However, in case bidders or their authorized representative are not present then same shall not restrict PSC from opening Technical Bids.
- (ii) The premises selection committee (PSC) will do preliminary scrutiny of all the Bids. On the bases of Preliminary Scrutiny the Bank at its own discretion may reject the incomplete bids, bids having inconsistent / contradictory information, incomplete enclosures, not duly filled & signed, illegible bid, not conforming to the requirements as mentioned in the tender documents without seeking any further clarification, information, documents etc from the bidder/s. However, in case of minor deficiencies, the PSC may seek such details / confirmation from the bidder/s.
- (iii) The premises / offers to which PSC finds not suitable / not as per minimum requirements etc on basis of the details of the offers / technical bid including photographs, room plans etc. shall not be considered for further and site of such premises shall not be visited by PSC
- (iv) The technically qualifying bids shall be listed and these bidders shall be advised through mail in advance about time slot and date/s of site / premises visit and / or verification of original documents by PSC. The bidder/s who fail to facilitate proper physical inspection and verification of documents shall not be given another opportunity and their tender shall not be considered further.
- (v) On the basis of the physical site inspection and / or verification of documents, technical evaluation as per tender shall be done and technical score to bidders shall be awarded by the Premises selection committee to each technically qualifying premises / offer / Bid.
- (vi) The date, time& place of opening of Price bid shall be intimated to shortlisted bidders and Price Bid shall be opened by the PSC in the presence of bidders / their representative present. However , in case bidders or their authorized representative are not present then same shall not restrict PSC from opening Price Bids.
- (vii) Thereafter, Techno-commercial evaluation shall be done by the PSC as specified in these tender documents and Most successful bidder will be finalized.

12. The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) **Banking 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 **Occupancy/completion**

**certificate** from MDDA . The required additional **electrical power load of approximately 40 KVA** or as required 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.

13. Bidder / Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

## ANNEXURE - II

### GENERAL BUILDING SPECIFICATIONS & REQUIREMENTS INCLUDING ADDITIONS, ALTERATIONS, FIXTURES, FURNITURE ETC TO BE PROVIDED BY THE LAND LORD

The land Lord/s (whose premises is selected by the Bank) as per the requirement & advices of the Bank, shall modify /add / renovate /relocate the internal lay-out to accommodate various components of SBI RACC e.g. record rooms, Office hall, pantry etc if & as required and will also comply with the following (minimum) specifications by engaging an architect / structural consultant, if required, at his / their (Land Lord/s) own cost within the modification period.

The Building should be preferably be RCC frame structure and of good quality construction, neat, tidy, damp free, airy & well ventilated.

1. Document room floor is to be strengthened to take the intended load of document safe.
2. General Floor Finish & skirting - Double Charge Vitrified Tiles Nano Finish and / or Granite, wooden flooring
3. Open to Sky area, Parking etc - Rough or Polished Kota Stone, Paver Blocks, RCC as per requirement.
4. Washrooms, Pantry, Kitchen, Wash Area etc - Antiskid vitrified / Ceramic tile flooring and preferably full height matt / glaze ceramic tiles dado, Granite platforms etc
5. External Finish - Exterior grade Emulsion such as Apex ultra , Synthetic enamel paint, Stone Cladding, Structural glazing, ACP etc
6. Internal Finishes - Acrylic emulsion, Laminated cladding, Wooden cladding, Synthetic enamel paint, French Polish, Wall Paper.
7. Wash Rooms etc - All CP & Sanitary fittings as per requirement of reputed make
8. Railings etc - Preferably Stainless Steel.
9. Borewell, Pump, Water Tanks - of adequate capacity to full fill the requirements as per IS Code
10. Air-Conditioning - Energy efficient (VRV/VRF/Invertor technology) Central Air-condition, Ductable AC, Split AC, Cassette Type AC, Window AC, minimum one ton per 120 sqft in good running condition not more than 5 years old of reputed Brands (Hitachi/Daikin/ O General) or equivalent approved by the bank having minimum 3-Star Rating. Further, all the air Page 18 of 30 (Seal / Stamp of bidder) (Signature of Authorized Signatory) conditioners more than 5 years old from the date of manufacturing shall be replaced by the premises owner at his own cost.
11. Lights Fixtures - LED light fixtures to provide adequate illumination (Internal as well as external) as per IS Code, adequate number of Modular Type Switches, sockets of reputed make (Phillips/Havel's/Crompton or equivalent approved by the bank.). Light fixtures shall be replaced as and when required by the premises owner at his own cost.



12. Passenger lift with valid lift license, of minimum 4 passengers or more as required depending upon number of floors & occupancy distribution of reputed make (Kone/Omega/Schindler or equivalent approved by the bank in good running condition.
13. Boom Barrier at the main entrance of the premises.
14. False Ceiling – A combination of Gypsum, Mineral Fiber Grid, Metallic, Wooden etc.
15. Furniture (Customized and / or Standard make) – Polished / Laminated / Glass top made up of Wood, Plyboard, Board etc.
16. SS Curtain Roads preferably with curtains / Blinds.
17. Suitable provisions for installation of CCTV System, Fire detection & Alarm System, Firefighting equipments in the entire premises as per the Banks requirements.
18. Suitable place shall be provided for display of bank's sign board.
19. The landlord at his own cost shall appoint a competent architect and engineer to plan and carry out the necessary changes, modifications, additions etc. to be done in the premises as per the bank's requirement and approval of the same.
20. Notwithstanding any thing / clause mentioned elsewhere in these tender documents, the land lord, within the rent paid, shall ensure Twenty-four hours un-interrupted full load Electricity Supply and potable Water supply to the premises including providing, maintaining, operating the Main Electric Panel, Borewell and Water Pump of required capacity.

(Signature of Owner / Authorized Signatory)

## (TECHNICAL BID)

**(Hiring of Premises on lease for SBI Regional Business Office, Region-4 at Dehradun)**

## ANNEXURE - III

## BREAK UP OF CARPET AREA REQUIREMENT FOR DIFFERENT PURPOSE (SPACE NAME)

Sl No	Space Name	Unit	Carpet Area (in Sqft)				Furniture, Fixture, Amenities etc to be provided by the Land Lord within with in the accepted rent
			Max. area for each unit	Max Area	Min area for each unit	Min area	
i	Regional Manager's Chamber	1	200	200	170	170	Air-Conditioned, False Ceiling, Acoustic Wall Paneling, Master Switch, LED Light fittings, Attached washroom with standard fittings
ii	Chief Manager's Cubical	3	170	510	150	450	Air-Conditioned, False Ceiling, LED Light fittings
iii	Office Hall	1	1000	1000	1000	1000	Air-Conditioned, False Ceiling, LED Light fittings
iv	Conference room	1	600	600	600	600	Air-Conditioned, False Ceiling, LED Light fittings, Acoustic Wall Paneling, Master Switch
v	Record Room	1	150	150	100	100	Ceiling Fan, LED Light
vi	UPS Room	1	100	100	80	80	Exhaust Fan, LED Light Fittings
vii	Panel Room	1	50	50	40	40	Exhaust Fan, LED Light Fittings
viii	Toilet Block	1	80	80	50	50	Exhaust Fan, LED Light Fittings
ix	Ladies Toilet Block	1	80	80	50	50	Exhaust Fan, LED Light Fittings
x	Canteen	1	120	120	100	100	Hand Wash Area, 2-Wash Rooms (Ladies & Gents), LED Light Fittings, Ceiling Fan
xi	Kitchen	1	80	80	60	60	Platforms, Exhaust Fan, Chimney, Sink, Water supply
Total Carpet Area			2970 Sqft		2700 Sqft		

**(TECHNICAL BID)**  
**(Hiring of Premises on lease for SBI Regional Business Office, Region-4 at Dehradun)**  
**ANNEXURE - III (a)**

**TECHNICAL PARAMETERS AND THEIR MARKS FOR TECHNICAL EVALUATION**  
**(Marks shall be awarded by the Premises Selection Committee for each individual premises)**

The detailed list and maximum marks assigned to each parameter is as under:

<b>Sr No.</b>	<b>Parameter</b>	<b>Maximum Marks</b>
1	Age of the Building Upto 5 years old : 10 5 to 7 years old : 7 7 to 10 years old : 5 10 to 15 years old : 2 More than 15 years old : 0	10
2	Carpet area as per requirement + 10% : 10 + 15% : 5 + 20% : 2	10
3	Premises offered On Ground Floor : 10 Premises offered on other than Ground Floor with Lift Facility : 07 Premises Offered on other than Ground Floor without Lift facility will not be considered	10
4	Width of municipal / Government approach road >= 10 Meter: 10 10 to 06 Meter : 5 Premises offered on municipal / Government approach road having less than 6 meter width will not be considered	10
5	Frontage >= 15 m = 10 >= 12 m = 07 >= 10 m = 05	10
6	Parking As per NIT : 10 70% of as mentioned in NIT : 5	10
7	Quality of construction, finishing etc. Excellent : 05 Good : 04 Average : 03 Poor : 02	5
8	Ventilation, Natural lighting & Damp Free interior Excellent - 5 Very Good - 3 Good - 2 Fair - 1 Poor - 0	5
9	Surrounding of Premises and approach (Excellent -5, Very Good - 3, Good - 2, Fair - 1, Poor-0)	5
10	Overall suitability of the Premises in view of the requirement, function, operations of branch as assessed by the Premises Selection Committee	25
	<b>TOTAL</b>	<b>100</b>

(TECHNICAL BID)  
**(Hiring of Premises on lease for SBI Regional Business Office, Region-4 at Dehradun)**

ANNEXURE - IV  
TECHNO-COMMERCIAL EVALUATION

**Example for evaluation of proposals:**

Weightages of technical to financial score is in **70:30** proportion

The example to calculate most successful bidder based on marks given on each of the parameters (Annexure-II) is as follows:

Total marks 100.

Three premises short listed- A, B, & C.

They get following marks on technical parameters:

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 after evaluation of technical bids, financial bids can be opened

The Bid Amounts of 3 Bidders are as follows:

A :Rs 70/- per Sq Mt of Carpet Area per month

B :Rs 60/- per Sq Mt of Carpet Area per month

C: Rs 50/- per Sq Mt of Carpet Area per month

As Bid amount of C is lowest, to work out 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:

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

$$B : (89.74 \times 0.70) + (83.33 \times 0.30) = 87.817$$

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

Therefore, the Most successful bidder shall be 'A' and Bank may invite 'A' for further negotiations.

## (TECHNICAL BID)

**(Hiring of Premises on lease for SBI Regional Business Office, Region-4 at Dehradun)**

## ANNEXURE - V

**DRAFT LEASE DEED**

## SAMPLE FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ between Shri /Smt. \_\_\_\_\_ son/wife of Shri \_\_\_\_\_ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part.(If the Lessor is a firm, company etc., the description should be accordingly be changed).

**AND**

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai, a Local Head Office at \_\_\_\_\_ a branch / office at \_\_\_\_\_ (hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

**WHEREAS**

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified herein below.

The lessors being seized and possessed or otherwise well and sufficiently entitled to the premises particularly described in the Schedule hereto and entitled to grant a lease of premises have agreed to grant a lease of the premises particularly described in the schedule.

Now this INDENTURE WITNESSES that in consideration of the rent hereinafter reserved and the covenants and stipulations hereinafter contained and on the part of the lessees to be performed and observed, the lessors doth hereby demise unto the lessee the premises as described in schedule here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of \_\_\_\_ years commencing from \_\_\_\_\_ with the absolute option to the Bank to renew the lease for further \_\_\_\_\_ terms of \_\_\_\_\_ years, yielding and paying thereof unto the lessors the monthly rent of Rs. \_\_\_\_\_ subject to TDS on or before the \_\_\_\_\_ day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that :-

1. The Lessee to the intent that the obligations may continue throughout the term hereby created doth hereby covenant with the Lessor (s) as follows :-

(i) To pay by Banker's cheque or otherwise as agreed / the said monthly rent hereby reserved on the day and in the manner aforesaid subject to TDS.

ii) To pay \_\_\_\_\_ months rent as advance deposit which is refundable at the time of determination of lease with interest at a rate applicable to overdraft. However, the lessor/s at the time of termination of lease and vacation of the premises thereon, is/are entitled to adjust the said deposit with interest towards the rent (subject to TDS) due if any, as on the date.

(iii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric metre or water metres to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

2. (i) The Lessors had been titled at any time during the said terms; to install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.

(ii) To use the demised premises for the purpose/s mentioned herein below :-

(a) on site ATMs

(b) Housing of outfits of the subsidiaries/associates of the lessee.

(c) For cross selling purposes

(d) Branch/Office of the lessee

(e) Guest House etc.

(iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

(iv) To yield and deliver up peacefully and quietly vacant possession of the demised premises to the Lessor (s) at the expiration or earlier determination of the lease period as the case may be, in a good condition except reasonable wear and tear.

(v) To allow the Lessor/s or his / their agents to enter, with or without workmen and / or architects, contractors etc. the demised premises or any part thereof by giving prior notice in writing to the Lessee to inspect the state and condition of the premises or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.

3. The Lessor (s) do and each of them doth hereby covenant with the Lessee as follows:-

(i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.

(ii) The lessor/s hereby declare and acknowledge the availment of \_\_\_\_\_ loan of Rs. \_\_\_\_\_ for the construction of new premises / for carrying out additions / alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the installments / dues for liquidation of the said loan with interest within a maximum period of 7 years as stipulated under the loan documents dated \_\_\_\_\_ and is also bound by the terms and conditions agreed to under the said loan documents.

(iii) The Lessor (s), shall not nor shall he/they allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.

(iv) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in respect of the same.

(v) The Lessor/s shall maintain at his / their cost adequate and continuous supply of electricity and hygienic, potable filtered and / or tube-well water by means of electrical water pumps and overhead tanks or otherwise for the use of the lessee in the demised premises and to operate and maintain the water pumps in proper condition at their cost.

(vi) The Lessor (s) at his / their own cost, shall effect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipments and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the demised premises at least once in every three years, including painting of the doors and windows.

(vii) The Lessor/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

(viii) The Lessor(s) warrants that he / they has / have good, rightful power, absolute authority and indefeasible title to demise the demised premises to the Lessee in the manner herein appearing free from all encumbrances, trusts, his dependents, executions and attachments whatsoever.

(ix) The lessor(s) will not during currency of the lease transfer, mortgage, sell, assign or otherwise create any interest in the demised premises without the prior consent of the Bank in writing.

(x) The Lessor has no objection for Lessee to assign / transfer / sublet the demised premises or part thereof.

(xi) The Lessor shall have no objection whatsoever to the Bank installing, providing and operating a DG Set of required capacity in the demised premises.

(xii) In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the Bank's cost and expenses.

4. It is hereby agreed by and between the parties hereto as follows:-

(i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may make payment of the same and such payment shall be against adjustment of future rents payable.

(ii) If the Lessor (s) shall fail or neglect to pay rents, revenues, rates, taxes, impositions, outgoings and ceases howsoever or whatsoever payable by owner or occupant in respect of the demised premises and / or to keep the demised premises and every part thereof in good repair and condition and /or to keep the demised premises insured for such sum and against such risks as may be required for by the Lessee it shall be lawful (but not obligatory) for the Lessee to pay such rates, revenues, taxes, impositions, outgoings and ceases, to incur expenses to keep the demised premises and every part thereof in good repair and condition to keep the demised premises insured for such sum and against such risks as the Lessee in its absolute discretion may think fit and in any one or more of such cases the Lessee will be entitled in its absolute discretion to deduct such payments and such expenses as aforesaid with applicable interest from the rent hereby reserved.

(iii) In the event of the demised premises or any part thereof being materially damaged or destroyed by earthquake, tempest or other act of God, fire, riots or any irresistible force so as to render the demised premises or any part thereof substantially and permanently unfit for the purposes for which they were let, this lease shall, at the option of the Lessee, be void but in the event of the Lessee desiring to continue the lease and the Lessor (s) agreeing to repair the damage or injury the Lessee shall vacate such portion of the demised premises as may be required to enable the Lessor (s) to repair and to restore them to their former state and condition and in such event the whole or proportionate part of the rent as the case may be shall abate till demised premises are restored to their former conditions and the Lessee shall continue to pay the full rent from the date of such completion of repairing or restoration to the satisfaction of the lessee.

(iv) In the event of the demised premises or any part thereof being acquired or requisitioned by Government or any local authority under any Act for the time being in force this Lease shall be determined and the parties shall be entitled to such compensation as they may respectively be entitled under the law.

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving 3 (three) calendar months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

(vi) If the lessors shall at any time fail and neglect to perform and observe any of the covenants and conditions herein contained and on his/their part to be observed and performed then the Lessee shall be entitled at its option to forthwith determine this Lease.

(vii) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessees a lease for further period/s of



\_\_\_\_\_ from the date of expiration of term hereby created on the same terms and conditions as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated and in any case the increase in rent shall not be more than 15-20 % of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein. That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e lessors and the Bank in equal sharers.

(viii) Notwithstanding anything contained hereinabove the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilised and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion surrendered by the Lessee. And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the landlord shall make suitable arrangement so that the exclusive independent entry /use for/of the branch/office is not affected in any manner.

(ix) In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area will be determined considering the prevailing circumstances for the time being but in and the period of such Lease shall be co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.

(x) In the event of the Lessor (s) deciding to sell the demised premises during the tenancy, they shall in the first instance offer the premises to the Bank and the Bank shall within one calendar month from the date of receipt of such offer either accept or reject such offer.

The Schedule above referred to IN WITNESSES WHERE OF THE PARTIES hereto have executed these presents the day and year first above written.

SIGNED SEALED AND DELIVERED

By the above named

In the presence of Lessor (s)

SIGNED SEALED AND DELIVERED Address :

By the above named

In the presence of For and on behalf of  
State Bank of India, \_\_\_\_\_ Br.

Lessee

Witness :-

Signature	1. _____	2. _____	3. _____
Name:-	1. _____	2. _____	3. _____
Address:	1. _____	2. _____	3. _____
Signature:	1. _____	2. _____	3. _____