

**NOTICE INVITING TENDER (NIT)**

**State Bank of India  
Regional Business Office-04  
Aman Plaza Village Barol  
Post Office Dari Teh. Dharamshala**

**PREMISES REQUIRED ON LEASE**

SBI R.B.O. Dharamshala invites sealed offers on behalf of the SBI from Owners/Power of Attorney Holders for premises on lease/ rental basis for Commercial / Office for following locations:

S.NO	Name of Branch	District	Preferred Location
1.	Maranda	Kangra	Commercial Establishment in Maranda with an approx. area of 1500-2000 sqft with good visibility and preferably on Ground floor with Parking space within a radius of upto 500 meter from Maranda Market ( <i>We prefer, Ground Floor with no Basement and approx. load bearing capacity of 6-8 ton</i> )

The premises should have adequate open / covered parking space. The premises should be ready build/plot and the entire space preferably be on Ground floor. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from SBI website [www.sbi.co.in](http://www.sbi.co.in) under procurement news & to be submitted duly filled along with a drafts of ₹ 20,000/- payable at Shimla in favor of State Bank of India (refundable). Preference will be given to the premises owned by the Govt. Departments/ Public Sector Units/Banks. The offers in sealed covers, complete in all respects, should be submitted to above office on or before 17.09.2024 upto 5.00 pm. The SBI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokerage shall be paid.

Sd/-

**Regional Manager  
State Bank of India  
Regional Business Office-04  
Dharamshala**



## LEASING OF OFFICE PREMISES

### GUIDELINES FOR BIDDERS

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 Bid including **Property documents, documents of ownership of property & Commercial/Residential License/Certificate** and Price Bid are to be submitted for each proposal using xerox copies in case of multiple offers. One drafts of ₹ 20,000/- payable at Shimla in favour of State Bank of India (refundable), Bid without accompanying the **EMD and Property documents, documents of ownership of property & Commercial/Residential License/Certificate**, will not be considered. 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 sealed envelope super scribing **“Tender for leasing of Office premises for Maranda Branch”** and submitted to.

**Regional Manager  
State Bank of India  
Regional Business Office-04 Dharamshala  
Aman Plaza Village Barol  
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on or before 17.09.2024 upto 5.00 pm.

## **TECHNICAL BID (COVER-A)**

**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

### **Important points of Parameters -**

1	Floor area	Approx. ....Sq ft area at Ground/ Ist/ IInd Floor
2	Covered parking space	Preferably a dedicated parking space. It is desirable to have parking space for 4 four-wheelers and 10 two-wheelers for staff.
3	Open parking area	Sufficient open parking area for staff/customers.
4	Amenities	24 hours water supply, preferably generator power back up and approx. 30KW-35 KW electrical power supply connection.
5	Possession	Ready possession / occupation or to be constructed within 3 months.
6	Desired location	Near Cantonment area
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority. (ii) Ground floor (iii) Govt. Departments / PSU / Banks.
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
9	Initial period of lease	Total minimum 15 years, Initial 5 years with two options to renew after 5 years at predetermined increase in rent @ 15-20 % after expiry of each term of 5 years, at the time of renewal.
10	Selection procedure	Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids.
12	Validity of offer	3 months from the date of submission of the bids.
13	Stamp duty / registration charges	To be shared in the ratio of 50:50 between the lessor (s) and Bank.

**ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/LESSOR (S)**

**TERMS AND CONDITIONS**

**1.1** The successful bidder should have clear and absolute title to the premises and furnish legal title investigation report from the SBI's empanelled advocates, at his/her 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 lessor (s) and the Bank. The initial period of lease will be 5 years with two options to renew after 5 years at predetermined increase in rent @ 15-20 % after expiry of first term of 5 years, at the time of renewal 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 in rents payable, increase in rent shall be subject to market conditions & subject 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 so that new lease can be executed for further term of 5 -15 years.

**1.2** **Tender document received after due date and time i.e. 17.09.2024 upto 5.00 pm. shall be rejected.**

**1.3** The bidders/lessor (s) are requested to submit the **tender documents in separate envelope** super-scribed on top of the envelope as Technical Bid or Price Bid as the case may be duly filled in with relevant supporting documents/information at the following address:

**Regional Manager  
State Bank of India  
Regional Business Office-04 Dharamshala  
Aman Plaza village Barol Post Office Dari**

**1.4** All columns of the tender documents must duly fill in and no column should be left blank. All pages of the tender documents (Technical Bid and Price Bid) are to be signed by the authorized signatory of the bidder. Any over-writing or use of white ink is to be duly initialed by the bidder. The SBI reserves the right to reject the incomplete tenders.

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

**1.6** The offer should remain valid at least for a period of 3 (Three) months to be reckoned from the last date of submission of offer i.e **17.09.2024**

**1.7** There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which

may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor (s) is required to attach a separate sheet "list of deviations", if any.

**1.8 The SBI reserves the right to accept or reject any or all the tenders without as-signing any reason thereof.** In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

**1.9** Canvassing in any form will disqualify the bidder. **No brokerage will be paid to any broker.**

1.10 The short listed lessors will be informed by the /SBI for arranging site inspection of the offered premises.

1.11 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments of rent/service tax/ GST, if applicable to the Lessor(s) shall be made by the Bank through Account Payee Cheque or RTGS/NEFT.

1.12 Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.

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

1.14 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 the /SBI in respect of technical parameters will be final and binding to the applicant.

1.14 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All other taxes and service charges except service tax/ GST, if applicable, shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges/ GST shall be taken into account for the purpose of fixing the rent.

However, the landlord will be required to bill the concerned Branch Manager, 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/ GST registration 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 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.

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

Rentable area of the premises should be clearly mentioned as **Floor Area** as per IS 3861

code which could be always measured jointly by the Bank and the landlord.

**1.16 The floor wise area viz. Ground 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.

1.17 The successful bidder/ lessor(s) should arrange to obtain the Municipal License/ NOC for a) Banking activities in the subject premises along and Approval of maps of the building/ premises from Concerned Authority and b) Layouts/ maps/ drawings etc. from Concerned Authority/ Collector/ Town Planning etc. for carrying out the civil addition/ alteration, interior furnishing of the premises by the Bank. Bidder/Lessor (s) should also obtain the completion certificate from Concerned Authorities after the completion of civil addition/ alteration and interior furnishing works. The required additional electrical power load of approximately **25-35 KW** will also have to be arranged by the bidder/ lessor(s) at his/her cost from the State Electricity Board or any other Private Electricity Supply 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. at Terrace/within the compound will also have to be provided by the bidders/ lessor(s) at no extra cost to the Bank.

**1.18 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed Structural Consultant, at his/ her cost.**

1.19 The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/ Collector/ Town Planning Deptt. 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.

1.20 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. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.21 Lease Deed shall be executed between the Lessor (s) and the Bank on the standard format of the Bank.

1.22 All the civil works pertaining to Record Room, Stationary Room, System Room, UPS Room, Ladies and Gents Toilets, Pantry, Staircases etc. as may be required, as per site conditions shall be got executed by the Lessor(s) as per specifications laid down by the Bank and instructions of Bank's Engineer upto the entire satisfaction of Bank, at their own cost Bank shall only take the possession of the demised premises after completion of all the construction works, submission of desired certificates from licensed structural consultant and

Architect, as approved by the Bank and fulfillment of all other terms and conditions as mentioned above.

1.23 Necessary arrangements for continuous water supply, and independent underground and overhead water tanks of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply.

1.24 Proper sewerage connection shall be arranged by me for the Bank.

1.25 All external doors and windows shall be provided with steel grills & shutters by me.

1.26 Bank can make additions and alterations/dismantling if necessary without involvement of basic design at any stage during currency of lease.

1.27 Landlord will provide vitrified tiles flooring (Johnson & Johnson) (salt & pepper shade in the Bank Hall and marble/ceramic tiles in toilet area and 1<sup>st</sup> class bathroom fittings including wall tiles

1.28 Landlord will arrange to provide all sanitary fittings as per requirements of the Bank.

1.29 Landlord will carry out major structural civil, sanitary, and electrical, repair/maintenance works, if required at my cost and I will also ensure the roof remains water-tight. In case the above repairs are required and I fail to attend to the same, the Bank will carry out necessary repairs at my risk and cost.

1.30 Main door and Safe room door will be provided with Collapsible grill gate.

1.31 Plastic paint, oil bound distempering and painting etc. as per the Bank's instructions shall be done after every two years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.

1.32 Plastic paint, oil bound distempering and painting etc. as per the Bank's instructions shall be done after every two years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.

1.33 Landlord will at my cost, arrange for separate electricity meter/sub meter having **three phase electric connection up to 25-35 KW** of load depending on actual requirement of the Bank and electric points including power/AC points required for the branch as per Bank's requirements. Actual electricity charges and water charges or as per mutual agreement shall be borne by the Bank.

1.34 The rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately.

1.35 Mode of measurement for premises is as follows: Area of the premises should be clearly mentioned as Carpet area as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord. However carpet area of Toilets will be included.

1.36 **A. Rentable Carpet area shall be area at any floor excluding the following area**

**1. External walls**

**2. Columns (in case of the sectional area of the coloumn is more than 4 sft in plan)**

**3. Balconies**

**4. Portico/Canopy**

**5. Common /External Staircase**

**6. Lofts**

**7. Sanitary shafts**

**8. Lift wells**

**9. Space below window sill**

**10. Box louver**

**11. AC duct**

**B. Measurement of Mezzanine floor area (if any) shall be considered as under:**

**1.0 Floor to ceiling Height**

**1. Above 2.6m: 100% of carpet area.**

**2. Above 2.1m upto 2.6m: 50% of carpet area.**

**3. Below 2.1m: Not to be considered**

**C. The following shall be including in wall area and shall not be measured.**

**1. Door and door opening in the walls**

**2. Build in cupboards. The internal dimensions of outer walls (excluding the area of outer wall) will be considered for area calculation.**

**1.37** All civil works such as ATM Rooms with 230mm brick wall, Record room, Stationary room, Lunch room (with granite platform, Plumbing fixtures & SS Sink), Locker room, Safe room, External Ramp (Minimum -1:20 slope & Maximum - 1:12 slope), External staircase with Granite, Toilets including toilet fixtures (High quality) and WPC doors, Electrical room & UPS room and doors etc. as per Bank's requirements, cash room (Safe room) using 230mm brick wall with 4 feet door and MS collapsible gate and ventilation as per Bank's specifications, RCC locker room (300mm Thick Reinforced Cement Concrete M20 Grade walls (12mm dia steel rods with 150mm center to center double mat staggered manner steel rods to be provided), Bottom slab and top slab. If top slab concreting is not possible inside the locker room 20mm dia MS rods with 3 inch (75 mm) center to center steel mesh to be provided in both ways, as per Bank's specifications(locker room door and ventilator shall be provided by the Bank), Rolling shutter, collapsible grill door at entry (including emergency exit), Railing with Stainless Steel (grade 304) for disabled/old people, double charged vitrified tile flooring of Nitco/Kajaria/Johnson/AGL of equivalent make having Rs.70/- per sq.ft.as basic price, inside and outside painting with acrylic emulsion paint/synthetic enam-



el 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 and soundness certificate before possession by the Bank.**

I undertake to construct/modify the building in accordance with the above specifications and as per layout plan provided by the Bank. In case it is found at any stage after the building is taken over by the Bank that any of the above work has not been executed by me, I undertake that the same may be carried out by the Bank at my cost.

## **Enclosures:**

- 1. Copy of Approved Plan**
- 2. Location Map**
- 3. Copy of property document**
- 4. Photo of the premises**

Place:

Date:

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

**Regional Manager  
State Bank of India  
Regional Business Office-04 Dharamshala  
Aman Plaza village Barol Post Office Dari**

**GENERAL & TECHNICAL INFORMATION ABOUT THE OFFERED PREMISES**  
**ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR**  
**(S)**

**(If anybody willing to offer for more than one premise, separate application to be submitted for each premise)**

With reference to your advertisement in the Newspaper dated .....

We hereby offer the premises owned by us for housing your branch / office on lease basis:

**General Information:**

Location as name of the nearest local railway/ metro 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 (s) (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) E-mail address	

**Technical Information (Please ✓ at the appropriate option)**

a. Building - Load bearing \_\_\_\_\_ RCC Framed Structure \_\_\_\_\_

b. Building – Residential \_\_\_\_\_ Institutional \_\_\_\_\_ Industrial \_\_\_\_\_  
Commercial \_\_\_\_\_

c. No. of floors \_\_\_\_\_

d. Year of construction and age of the building \_\_\_\_\_  
If building to be constructed, how much time will be required for occupation \_\_\_\_\_

e. Floor of the offered premises

<b>Level of Floor</b>	<b>Floor area</b>
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	(As per IS 3861 code)
Ground Floor	
Total Floor Area	

**Note:** The final rentable area shall be in accordance with the one mentioned under clause/para 1.15 of Technical Bid.

Building ready for occupation: Yes/No

If no, how much time will be required for occupation with end date \_\_\_\_\_

Amenities available:

Electric power supply and sanctioned load for the floors offered in KW \_\_\_\_\_

Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities (Enclose copies) Yes/No

Whether NOC from the department has been received Yes/No

Whether occupation certificate has been received (Enclose copies) Yes/No

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

Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

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

If yes, no. of four wheelers \_\_\_\_\_ & no. two wheelers \_\_\_\_\_

**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 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

I will hand over the possession of the building after getting it constructed/renovated as per Bank's requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

Place:

Date: Name & Signature of bidder/ lessor (s) with seal, if any

**PRICE BID  
(COVER –B)  
Premises Required On Lease  
FOR Maranda Branch  
under RBO Dharamshala  
(TO BE SUBMITTED IN A SEPARATE  
SEALED ENVELOPE)**

## **PRICE BID (COVER-B)**

**(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

**ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)**

**Regional Manager  
State Bank of India  
Regional Business Office-04 Dharamshala  
Aman Plaza village Barol Post Office Dari**

With reference to your advertisement in the Newspapers 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 housing your branch/office at **Maranda** on lease basis on the following rent:

**(If anybody willing to offer for more than one premises, separate application to be submitted for each premises)**

**General Information:**

**Location:**

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 (s) (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) E-mail address	

**Rent:**

Level of Floor	Carpet Area (sq.ft.) As per IS 3861code	Rent per sq. ft. per month (Rs.)	Total rent per month of floor (Rs.)
Ground Floor			
Any other Floor			
<b>Total Rent</b>			

The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by us. However the GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of such payment of Service tax/GST 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 (s) with seal, if any

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

**Regional Manager  
State Bank of India  
Regional Business Office-04 Dharamshala  
Aman Plaza village Barol Post Office Dari**

**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by /SBI

	Parameters	Actual situation	Total Mark	Marks obtained
1	Built up area as per requirement	1500 Sqft $\pm$ 5% : 10 1500 Sqft $\pm$ 10% : 5	10	
2	Premises location	On Main road : 10 Inner side from Main road : 5	10	
3	Ready for occupation	Ready build:8 Partially constructed:5 Plot:3	8	
4	Premises located on	On ground floor : 20 GF + immediate Upper floor with internal lift + stair : 10 GF + Immediate Upper Floor with internal stair : 05	20	
5	Frontage	$\geq$ 25 feet = 10 $<$ 25 feet = 05	10	
6	Covered/Built up/Open exclusive parking for SBI (Allotted Parking)	1. $\geq$ 300 square feet = 10 2. $\geq$ 200 square feet = 07 3. $\geq$ 100 square feet = 05 4. $\geq$ 75 square feet = 02 5. No parking = 00	10	
7	Surrounding of building	Adequate natural light and ventilation : 03 In-adequate natural light and ventilation : 00	3	
8	Quality of construction, finishing etc.	1. Excellent : 04 2. Good: 03 3. Average : 02 4. Poor : 01	4	
9	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	25	
	<b>Total</b>		100	

Signature of Bidder:  
Name of Bidder:  
Address:  
Mobile no: