

Notice Inviting Tender

**State Bank of India
Local Head Office
Premises & Estate Department
SBI Tower, 2nd Floor,
Plot no. 53-A, GIFT City,
GANDHINAGER – 382355**

PREMISES REQUIRED ON LEASE FOR RESIDENTIAL GUEST HOUSE

AT: DWARKA CITY, DIST. DEVBHUMI DWARKA, GUJARAT

State Bank of India invites offers for premises on lease rental basis for Guest House at **Dwarka City**, Dist. Devbhumi Dwarka, Gujarat.

The detailed tender documents can be downloaded from our website www.statebankofindia.com and www.sbi.co.in under "Procurement News" or also available at The Assistant General Manager (Premises and Estates), State Bank of India, Local Head Office, SBI Tower, 2nd Floor, Plot no. 53-A, GIFT City, GANDHINAGAR – 382355 (Gujarat) from **06.09.2024 to 21.09.2024** between 10.30 AM to 5.00 PM. The completed application forms must reach us at undernoted address latest by **5.00 p.m.** on **21.09.2024**.

**The Assistant General Manager (P&E)
State Bank of India
Local Head Office
Premises & Estate Department
SBI Tower, 2nd Floor,
Plot no. 53-A, GIFT City,
GANDHINAGER – 382355**

PART-A (Technical Bid): Duly filled & signed Notice Inviting Tender (Technical Bid Form)- COVER-A, Annexure I (Instructions, Terms, Conditions etc), Property documents, Drawings etc as mentioned in Tender Documents must be kept in sealed Technical Bid Cover/ Envelope.

PART-B (Price Bid): Duly Filled COVER-B only must be kept in duly sealed Price Bid Cover / Envelope

The Bank reserves the right to accept / reject any or all offers without assigning any reasons.

Further, the offers submitted by brokers shall not be entertained.

**State Bank of India
Local Head Office
Premises & Estate Department
SBI Tower, 2nd Floor,
Plot no. 53-A, GIFT City,
GANDHINAGER – 382355**

OFFERS SUBMITTED FOR LEASING OF PREMISES

Technical Bid – with Annexure - I

Please submit Price Bid in separate cover marked – B

With reference to advertisement in your website / Newspaper, I/We hereby offer the premises owned by me/ us for use of SBI Guest House at **Dwarka City, Dist. Devbhumi Dwarka, Gujarat** on lease basis:

General Information:

Location	
(a) Name of the Building:	(b) Survey No.:
(c) Name of the street:	(d) Name of the city & pin code:

Distance from:	
(a) Dwarka Temple _____ kms	(b) Bus stand _____ kms
(c) Main Market _____ kms	(d) Railway Station _____ kms

Name of the owner(s)	
(1)	
(2)	

Technical Information:

A. Details of Rooms required (Total 8 rooms):

Room No.	Type of Room	On which floor	Length of room (in ft.)	Breadth of room (in ft.)	Carpet Area of room (in sq.ft.)	Attached bathroom	
						Yes / No	If yes, size of bathroom
1	VIP Room -1						
2	VIP Room - 2						
3	General Room - 1						
4	General Room - 2						
5	Drawing Room (Reception)						
6	Caretaker Room						
7	Kitchen						
8	Store Room						
9							

Total Carpet Area: _____ sq. ft.

B. Amenities available:

A	Electric Power supply (Three Phase Line)	Yes / No
	If yes, sanctioned load: (Attach sanction letter / Electric Bill)	_____ KW
B	Whether generator / inverter available	Yes / No
	If yes, its capacity:	_____ KVA
C	24 hrs Running water (hot & normal) supply	Yes / No
	Capacity of Underground / overhead tank	_____ LTR.
	Capacity of Pump	_____ HP
D	Whether direct access is available from the main road	Yes / No
E	Whether lift facilities are available	Yes / No
F	Area of parking available -	_____ sq. ft.
G	Any other facility available, please mention	

We confirm that the facilities and the terms and conditions mentioned in Annexure 'I' forming part of Cover 'A' are available in our offered premises. If it is not available at present, we agree and confirm to provide the same at the earliest but not later than 3 months.

Enclosure:- (Attested copies of the following are enclosed)

- 1) Floor plan of premises with dimension of each room.
- 2) Evidence of ownership like title deeds or Index-II
- 3) Receipt of last tax paid to Local Authority
- 4) Latest electricity bill
- 5) Copy of Building Occupation certificate,
- 6) Approved Plan of Building

**Signature/s of the owners with
stamp**

AGM (P&E)

CM(P&E)

Manager (LAW)

AGM (CIVIL)

TO BE ATTACHED WITH COVER 'A' DULY SIGNED

ANNEXURE – I

OTHER TERMS AND CONDITIONS

- 1) The details of rooms required are as under:-
 - i. Preferably ground floor or on the first floor, 2 rooms with minimum room size of 125 sq.ft. with attached Toilets in each room and 2 VIP Suit /Rooms with minimum room size of 150 Sq.ft. with attached Toilets in each room
 - ii. Drawing room (Reception) with minimum size of 200 sq.ft.
 - iii. One room of minimum size of 100 sq.ft. for caretaker.
 - iv. Attached toilets of minimum size of 30 sq. ft. in all rooms.
 - v. Kitchen of minimum size of 50 sq.ft. with sufficient store room facility.
- 2) The rooms should be available in ready possession.
- 3) Premises should be located in proximity of “**Shree Dwarikadhish Temple**” with parking facility.
- 4) Adequate power supply and round the clock hot and cold water supply.
- 5) Ready possession.
- 6) The lessor will have to provide the following facilities:
 - a. One telephone with telephone stand in all rooms (Call charges to be borne by occupier).
 - b. One European type W.C., One wash basin with mirror, towel rod/ stand, soap tray and shower etc. in each bathroom.
 - c. Flooring should be of branded vitrified tiles of Johnson & Johnson / Simpolo or equivalent.
 - d. Doors and windows to be covered with mosquito nets and curtain rods.
 - e. Acrylic Emulsion Paint/ Acrylic Oil Paint to be carried out in each room before possession and the paint is applied every 3 year to maintain the quality.
 - f. The lessor will provide potable water for drinking purposes.
- 7) The Bank shall pay fixed monthly rent **inclusive of all taxes like property tax/ water tax, education cess etc., levied by Municipality, which shall be borne by the landlord. Service tax, if applicable, shall be borne by Bank.**
- 8) Deduction of taxes at source as applicable from time to time would be effected as per the provisions of Income Tax Act. Other legal/ tax provisions would be meticulously followed.
- 9) Owner(s) would be required to enter into lease deed. Stamp duty and registration charges on execution of lease deed shall be shared equally by lessors and the Bank.
- 10) The lease shall be for an initial period of 5 years with an option in Bank's favour for renewing the lease for a further period of 5 years with a condition that the increase in rent shall not exceed 20% at the end of 5 years. The Bank will have the option to terminate the agreement during the currency of the lease after giving 3 months' notice to the lessor on his last known address. However, no such option will be available to lessor.
- 11) In case of any Government laws/ natural calamities, the activity cannot be continued, in such circumstances, Bank will pay the proportionate rent for that month only and the contract will be terminated without recourse.

- 12) Title Clearance Report will have to be obtained from Bank's empanelled advocate in case of selection of premises and submitted before execution of lease deed. The expenses in this regard will be borne by the owner.
- 13) L1 of Commercial Bid will be decided by monthly rent per sq.ft. of carpet area. The bidder offering the lowest monthly rent per sq.ft. of carpet area will be given 30 marks in commercial bid. Other bidders will get marks in proportion of their quoted rate with L-1 bidder. For example; if there are 3 bidders and their quoted rates are as under:

Bidder	Monthly rent per sq.ft. of carpet area
A	160
B	120
C	190

B being L-1 bidder will get 30 marks

A will get $\frac{30 \times 120}{160} = 22.5$ marks

C will get $\frac{30 \times 120}{190} = 18.94$ marks

- 14) For technical parameter 70 marks will be awarded as per matrix enclosed.
- 15) Marks of technical and commercial will be added and the bidder getting the highest marks will be given contract.
- 16) The commercial bids of only those bidders will be opened who will fulfill all eligibility criteria, which are as under:
1. Distance should not be more than 5 kms from Shri Dwarikadhish Temple & Dwarka Railway station.
 2. Age of building should not be more than 10 years.
 3. No. of VIP rooms - Minimum 2 rooms of 150 sq.ft. size
 4. No. of General rooms- Minimum 2 rooms of 125 sq.ft. size
 5. Room for caretaker of minimum 100 sq.ft. size
 6. Kitchen of minimum size of 50 sq.ft. having platform and storage shelves.
 7. Drawing room with minimum size of 200 sq.ft.
 8. All Rooms and Kitchen should be preferably on same floor.
 9. In case of Rooms are available on above 1st floor, Lift Facility should be available.
 10. Government / Private Hospital facility should be available within 2-3 kms.
- 17) The offer should remain valid at least for a period of 06(Six) months (which may be extended in case of exigency) to be reckoned from the last date of submission date. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc. to the bidder upon such rejection or cancellation of tender process.
- 18) **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof.**
- 19) Canvassing in any form will disqualify the tenderer. No broker shall be allowed to attend any meeting/ bid opening/ site visit etc. Only authorized representative on behalf of bidder, carrying authority letter/power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.

20) 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. Equal weightage i.e., 70% weightage will be given for technical parameters and 30% for price bid. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding on the bidders and no representation in this regard shall be entertained. The SBI may negotiate the rent with L1 bidder to reduce the offered rent. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the SBI.

21) Obtaining NOC from local authority regarding fire safety if applicable, shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor shall any amount / Bill be paid by the Bank for this purpose.

22) The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.

23) Civil works to be carried out by the lesser as per Bank's requirement. Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

PAYMENT TERMS

- i) Bank will pay the consolidated rent amount on monthly basis. The owner will have to raise invoice with the contracted amount and with Service Tax Amount.
- ii) However, proof of payment of Service Tax is to be enclosed with the Invoice.
- iii) Bank shall pay the eligible amount as per the claim made by the owner after deducting TDS at applicable rates.
- iv) The invoice from the owner should contain valid PAN number and respective Service Tax Registration No.

**Signature/s of the owners with
stamp**

AGM (P&E)

CM(P&E)

Manager (LAW)

AGM (CIVIL)

ANNEXURE – I

The Assistant General Manager (P&E)
State Bank of India,
Premises & Estate Department,
Local Head Office,
SBI Tower, 2nd Floor,
Plot no. 53-A, GIFT City,
GANDHINAGAR – 382355 (Gujarat)

PREMISES REQUIRED ON LEASE

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

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

Hiring of Residential Building with Carpet area of 1500 sq. feet (± 10) Located at

_____, Village-
 _____, Taluka- _____ Dist.: _____ (Gujarat) a main road.
 Building having entire specified area on ground floor shall be preferable to bank.

Name of Owner(s): _____

Sr.	Parameters	Actual situation	Total Marks	Marks obtained
1	Carpet area as per requirement	Capet area in the range of 1500 sq.ft. (± 10) : 10 Beyond range : 0	10	
2	Premises location	Distance from Shree Dwarikadhish Temple 2-3 km : 10 Above 3 km: 0	10	
3	Age of Building	Upto 10 years: 10 Above 10 years: 0	10	
4	Room Facilities	Minimum 4 Bed Room, 1 Drawing Room, 1 Kitchen as per requirements: 10 Less than 4 room: 0	10	
5	Building structure	Frame structure : 5 Load Bearing : 00	5	
6	Parking space	1. Having Ground Floor parking : 10 2. Having cellar/ basement parking : 05 3. Others : 00	10	
7	Availability of 24 hours water supply, electricity, drainage etc.	Available : 05 Not available : 00	5	
8	Building Use Permission (Approved Plan)	Available : 10	5	

		Not available : 00		
9	Quality of construction, finishing etc.	1. Excellent : 10 2. Good:07 3. Average: 05 4. Poor:00	10	
10	Ambience, convenience and overall suitability of premises from Business point of view, as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	25	
	Total		100	

Example for evaluation of proposals:

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

Total marks 100.

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

They get following marks

A-78; B-70; C-54

Covert them to percentiles

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

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

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

Now that technical bids are evaluated, financial bids can be opened.

Financial quotes for three premises are as follows:

A :Rs 70 per sqft for Carpet area

B :Rs 60 per sqft for Carpet area

C: Rs 50 per sqft for Carpet area

As 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:(100×0.70) + (71.43×0.30) = 91.43

B:(89.74×0.70) + (83.33×0.30) = 87.817

C:(69.23×0.70) + (100×0.30) = 78.46

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

State Bank of India
Local Head Office
Premises & Estate Department
SBI Tower, 2nd Floor,
Plot no. 53-A, GIFT City,
GANDHINAGER – 382355

PRICE BID

With reference to advertisement in your website /Newspaper, I/We offer the premises owned by me/us for housing SBI Guest House at **Dwarka City** on lease basis. We have furnished the details in Technical Bid in Cover 'A' and we agree to provide the facilities mentioned in Annexure – I and also abide by terms and conditions stated therein. We, therefore, submit our price bid as under:

Fixed monthly rent:

1	Per square feet of carpet area	Rs.
2	Total carpet area (to match with item A (Details of rooms) of Technical Bid	_____ Sq. Ft.
3	Monthly Rent (1 X 2)	Rs. _____
	Total amount in words Rupees _____	

Date:

**Signature/s of the owners
with stamp**

Place:

AGM (P&E)

CM(P&E)

Manager (LAW)

AGM (CIVIL)