



# STATE BANK OF INDIA

**PREMISES & ESTATE DEPARTMENT,  
LOCAL HEAD OFFICE, POOJAPPURA,  
THIRUVANANTHAPURAM**

## **TENDER NOTICE**

NIT No.		<b>THI/LHO/2024/16</b>
BIDDING SYSTEM		<b>TWO BID SYSTEM</b>
WEBSITE FOR DOWNLOADING TENDER DOCUMENTS		<b><a href="https://bank.sbi">https://bank.sbi</a> under the link "SBI in the News → Procurement News"</b>
METHOD OF SUBMISSION	TECHNICAL BID	<b>OFFLINE/ PHYSICAL FORM</b>
	FINANCIAL BID	<b>OFFLINE/ PHYSICAL FORM</b>
DESCRIPTION:		<b>HIRING OF PREMISES FOR SBI, GOC, THIRUVANANTHAPURAM</b>
LOCATION:		<b>THIRUVANANTHAPURAM DIST, KERALA</b>
AVAILABILITY IN WEBSITE		From <b>10.09.2024</b> to <b>10.10.2024</b>

<b>LAST DATE FOR SUBMISSION OF TENDER (Cover –I: TECHNICAL BID &amp; Supporting Documents and Cover II: FINANCIAL BID)</b>	<b>UPTO 03.00 PM (IST) ON 10.10.2024</b>
<b>OPENING OF TECHNICAL BIDS</b>	<b>Will be intimated to the bidders</b>
<b>LOCATION OF CAO</b>	<b>THIRUVANANTHAPURAM</b>
<b>For any clarifications, please contact.</b>	<b>Jincy V</b> <b>9496512903</b>  <b>Pramod Balan</b> <b>9004476774</b>

S/d

**The Assistant General Manager (P&E),  
Premises & Estate Department,  
State Bank of India, Local Head Office,  
Poojappura, Thiruvananthapuram – 695 012  
E-mail: [agmpre.lhotri@sbi.co.in](mailto:agmpre.lhotri@sbi.co.in)**

**CONTENTS OF THE ENVELOPES FOR SUBMISSION OF  
TENDER**

**ENVELOPE/ COVER - I**

**General Instructions, Terms & Conditions, Technical Bid  
(Pages 5 to 11), other documents as specified in the tender  
documents**

**ENVELOPE/ COVER – II**

**Financial Bid (Page 13)**

## **ADVERTISEMENT PUBLISHED IN NEWSPAPERS**



**STATE BANK OF INDIA, LOCAL HEAD OFFICE, POOJAPPURA,  
THIRUVANANTHAPURAM – 695 012.**

**E-MAIL: [agmpre.lhotri@sbi.co.in](mailto:agmpre.lhotri@sbi.co.in)**

**Ph: 04712192 438/439/402**

### **PREMISES REQUIRED ON LEASE**

Sealed offers are invited from the Owners/ Power of Attorney holders for hiring of premises, preferably on single floor, on lease/ rental basis for SBI, as per details given below.

Sl. No	Name of Branch	Proposed location	Carpet Area in Sq.ft. (Approx)
1	GOC, Thiruvananthapuram	Within 5 KMs from Thampanoor, Thiruvananthapuram	3600-3800

Further details, other requirements, terms and conditions, Technical Bid & Financial bid profoma are published in Bank's website - <https://bank.sbi> under "SBI in the News →Procurement News". The last date for receipt of offers in the office of the undersigned is up to 3:00 P.M on 10.10.2024.

Place: Thiruvananthapuram

Date: 10.09.2024

**Assistant General Manager (P&E)**

# **TECHNICAL BID**

## **PART A : GENERAL INSTRUCTIONS:-**

This tender document contains the following: -

- **Terms and Conditions** which has to be accepted by the owner/s and submitted along with the Technical Bid.
- **Technical Bid** proforma for leasing of premises which is to be duly filled and signed and submitted along with Terms & Conditions, Site Plan, Floor Plan of premises offered, Photocopy of title deed and photograph of the Building offered in a separate envelope superscribed as ***“Technical Bid for Leasing of Office premises for SBI, GITC Offsite Centre, Thiruvananthapuram”***.
- **Financial Bid** proforma for leasing of premises which is to be duly filled and submitted in a separate envelope superscribed as ***“Financial Bid for Leasing of Office premises for SBI, GITC Offsite Centre, Thiruvananthapuram”***

**Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed** as ***“Offer for Leasing of Office premises for SBI, GITC Offsite Centre, Thiruvananthapuram”*** Also mention **Name and contact number of the owner on the envelope**. This envelope containing both the bids shall be submitted to **The Assistant General Manager (P&E)**, whose address is given in the Tender Notice, on or before the last date and time for submission of offer as mentioned in the newspaper advertisement/ Tender Notice.

**Separate Technical and Financial bids are to be submitted for each proposal in case of multiple offers by the same owner/ landlord.** Offers submitted in any other format other than the specified proforma of technical and financial bids shall be rejected. The technical bids will be opened on the last date & time as stated above.

Any amendments/ corrigendum shall be published in Bank’s website only. Therefore, Owners/ Landlords are requested to visit Bank’s website regarding modifications/ corrigendum issued in regard to extension of date of submission/ opening of bids etc.

The Technical Bids will be opened in the presence of owners/ landlords who choose to be present at the above said office. All owners/ landlords are advised to be present, at their own interest, on the said date, time and venue for opening of the Technical bids.

The offer shall be evaluated by the Premises Selection Committee of the Bank based on various parameters such as location/accessibility, frontage, floors offered, parking facility,

availability of natural light and ventilation, Building/premises plan and its suitability for efficient utilization of space by the Bank, Building/premises specifications and quality of construction, Ambience and convenience suitability for business etc., as per Bank's manual of instructions and marks offered for various parameters. **60% weightage shall be given for technical bid and 40% weightage shall be given for financial bid (i.e. 60:40)**. The decision of the Premises Selection Committee in this regard shall be final and binding.

After screening of the technical bids and site inspection of the offers, the Financial bids of the offers considered to be suitable for the Bank shall only be opened. The date, time and venue of opening of Financial bids will be intimated to the eligible bidders separately.

Bidder(s)/ owner(s) is/are advised to be present, at their own interest, at the time of opening of the Technical and Financial Bids.

The premises shall be ready built or ready for occupation within 3 months, once the offer is accepted by the Bank and related formalities have been executed.

### **TERMS AND CONDITIONS:-**

A copy of Terms & Conditions duly signed by the owner/ Power of Attorney holder in token of acceptance of the terms and conditions to be enclosed with the Technical Bid. Bids not accompanied by duly signed Terms & Conditions are liable to be rejected.

Bids received with changes/amendments in the Terms & Conditions and conditional bids are liable to be rejected.

Bids received by the Bank after due date and time for submission as stated in the advertisement, shall be rejected.

Preference will be given to offers owned by Public Sector/ Government Departments.

The Bids/offer shall be valid at least for a minimum period of 3 months from the last date for submission.

If the Bids are submitted by an authorized agent, they should submit authority letter specifying clearly the powers & responsibilities of the agent, otherwise the bids are liable to be rejected.

The premises should be ready for occupation within 3 months as mentioned above and on the specified floors, having adequate parking and frontage, direct access from main road. It shall be a pucca building constructed with modern fittings and fixtures, with less number of columns and with natural light and ventilation will be considered and offers not satisfying the aforesaid requirements are liable to be rejected.

The rent for the initial lease period and the escalation in rent after every five years is to be mentioned in the Financial Bid only. The rent and escalation in rent should not be mentioned in the Technical Bid. The escalation in rent will also be considered for deriving the lowest bid. Incomplete financial bids are liable to be rejected.

The owner(s) shall construct/ renovate/ modify the building as per the Bank's requirements and as per plan approved by the Bank at his/ their own cost. The general requirement of the Bank is as given below:-

**Dining room, Security area, UPS room/Ladies room/Toilets shall be constructed with Brick walls.**

**NOTE:-**

- Open conduit wiring shall be provided
- Anodized aluminum paneled/ glazed main door, collapsible grill gate and steel rolling shutter (with central locking arrangement in the middle) shall be provided at the main entrance. The Window shutter may be of plain glass and wood/iron/aluminum and properly lockable.
- Vitrified tiles flooring in the Branch/ Office and ceramic tiles flooring and dados in toilet, pantry areas and 1<sup>st</sup> class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided. Separate toilets, three each for Ladies and Gents to be provided. Also, additional toilets for customers to be provided, as per approved layout.
- Electrical work as directed by the Bank.
- The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period. In case the above repairs are required and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner(s).
- Plastic Emulsion paint on walls, ceilings, enamel painting on doors and windows etc. as per the Bank's instructions shall be done by the owner(s) after every two years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.
- The owner/s shall provide separate electricity meter having three phase electric connection of required capacity as directed by the Bank.
- Necessary arrangements for continuous water supply and independent underground and overhead water tanks of sufficient capacity along with electric pump for lifting of water shall be provided by the owner.
- Proper sewerage connection shall be arranged by the owner.
- The owner shall hand over the possession of the building after getting it constructed/ renovated as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g. Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The

rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

- Ramp should be provided, with slope as per Government guidelines/specifications, for Office.
- The landlord should arrange to construct a 300x200x30cm PCC foundation for the diesel generator set at the site earmarked for the purpose. Adequate space should be available for the same.
- **The owner shall obtain a sanctioned load of 51-55 KW from KSEB at his own cost.**
- **The premises shall have space for parking 5 to 6 cars for use of Bank's staff & 20 to 25 two wheeler parking.**

Bank can make additions and alterations/ dismantling, 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 Bank may require without causing any material damage or affecting the safety of the structure.

The owner shall not have any objection for installation of V-Sat/ Pole/ Tower etc. to facilitate proper data connectivity as per Bank's requirements, D.G Set, glow signage by the Bank at suitable locations in the building.

Rentable carpet area shall be measured at floor level excluding area of external walls, common staircase, shafts for sanitary, water supply, electric, firefighting, air conditioning and lifts and also excluding the area of loft, band, cornice, open platform, terrace, service staircase, area of mumty, machine rooms and domes.

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank. While renewing the lease, the effect of subsequent increase/decrease in the aforesaid taxes and service charges shall be taken into account for the purpose of fixing the rent.

The initial period shall be at least for **five years** with an option in favour of Bank to renew it for **one more term of 5 years** after expiry of initial five years with an enhancement in rent on the same terms and conditions. After 10 years, rent can be negotiated and finalized by the Bank so that new lease can be executed for further term of 5+5 years. However, the Bank shall have the right to de-hire the premises by giving three months' notice.

The lease deed shall be executed as per Bank's standard format. 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 owner/s and Bank in ratio of 50:50.



The Bank reserves the right to accept or reject any offer without assigning any reason.

Place:

**Signature of the owner/s**

Date:

(In token of acceptance of all terms and conditions)

## **PART – B : BRIEF DETAILS OF THE BIDDER**

With reference to your advertisement in the local dailies, I/We hereby offer the premises owned by me/us for housing your branch/office on lease basis.

### **A). General information:-**

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

### **B). Technical information:-**

a)	Building	Load bearing/ RCC Framed Structure
b)	Type of building	Residential/ Commercial/ Institutional/ Industrial/ Mixed Land use
c)	No. of floors in the building	
d)	Year of construction	

### **C). Carpet area of the premises**

a)	Size of the plot (Please enclose a sketch plan)	_____ Sq.ft	
b)	Total carpet area	_____ Sq. ft	
c)	Building for Branch/ office ready for occupation	Yes / No	
	If No, how much time will be required for occupation	_____	
d)	<b>Area of premises offered</b>	Built-up area	Carpet area
	<u>i). Ground floor</u>	Sq.Ft _____	_____ Sq.Ft
	<u>ii). First Floor</u>	Sq.Ft _____	_____ Sq.Ft
	<u>iii). Second Floor</u>	Sq.Ft _____	_____ Sq.Ft
	<u>iv). Other floors if any</u>	Sq.Ft _____	_____ Sq.Ft

### **D). Amenities Available**

a)	Electrical power supply (3 Phase) with separate meter with a sanctioned load of 51-55 KW	Yes / No *
b)	Running Water Supply/Sanitary facility	Yes / No *
c)	Whether plans are approved by the local authorities	Yes / No *
d)	Whether NOC from concerned authorities obtained	Yes / No *
e)	Whether Occupation certificate has been received	Yes / No *
f)	Whether direct access is available from the main road	Yes / No
g)	Whether fully or partly air-conditioned	Yes / No
h)	Whether lift facility available	Yes / No
i)	Whether space at the rooftop for provision of V-Sat Antenna is available	Yes / No
j)	Whether space for Generator is available	Yes / No
k)	Whether separate toilets for ladies and gents available	Yes / No
l)	Whether parking space for customers/ staff available (as specified above)	Yes / No
m)	Do you require loan, if yes, please specify amount	
n)	Do you require advance rent, if yes, please specify (Number of months)	
o)	<b>Whether land acquisition is marked by any Govt. authority for road widening/flyover/any other projects</b>	<b>Yes / No</b>

\* In case No, please specify whether you are in a position to arrange the same within a short period for (a) to (l).

Signature of Owner/s

Contact Address

Contact Number of Owner/s

**SAMPLE FORMAT FOR EVALUATION OF OFFERS**

SL. NO	PARAMETERS	FACTUAL POSITION OF THE PREMISES OFFERED	MARKS	MAX MARKS	MARKS AWARDED FOR SHORTLISTED OFFERS		
1	Location/Accessibility	Facing Main road/on the main road	10	10			
		Away from Main road but within 50 metres	7				
		Away from Main road (between 51 - 100 metres)	5				
		Away from Main road (between 100 to 300 metres)	2				
2	Frontage available	50 Feet and more	10	10			
		40 Feet and above but below 50 feet	7				
		30 Feet and above but below 40 feet	5				
		Below 30 feet	2				
3	Floors offered	Single floor with single entry/ exit	10	10			
		Multiple floor with single entry/ exit	5				
4	Parking Facility	Reserved Covered Parking	10	10			
		Reserved Open Parking	7				
		General Covered parking	5				
		General Open parking	2				
5	Availability of Natural light and ventilation	Adequate natural light and ventilation as per the Committee	10	10			
		Moderate/Satisfactory natural light and ventilation as per the Committee	5				
		Inadequate natural light and ventilation as per the Committee	2				
6	Building plan and its suitability for efficient utilization of the space	Possibility to have Office space without any intermediate columns	10	10			

	by the Bank as assessed by the committee.	Possibility to have Office space with intermediate columns having spacing more than 15 feet in both directions	7			
		Possibility to have office space with intermediate columns having spacing more than 15 feet in one direction and 12-15 feet in other direction.	5			
		Possibility to have office space other than the above two categories	2			
7	Building specification and quality of construction	Excellent	10	10		
		Very Good	7			
		Good	5			
		Satisfactory	2			
8	Ambience and convenience including A.C, Lift and Generator Set etc.	As assessed by the Committee	0-10	10		
9	Suitability for operations	As assessed by the Committee	0-20	20		
<b>TOTAL</b>				100		
Highest Score Among the shortlisted offers						
Technical Score - Percentile Score of Each offer						
Rate Quoted by the offerers						
Lowest Rate quoted among the shortlisted offers						
<b>Financial Score</b> - Percentile Score of Each offer						
Weightage for Technical Score as per Tender						
Weightage for Financial Score as per Tender						
Total percentile score of each offer (Tech Weightage x Tech score + Fin Weightage x Fin Score)						
<b>Highest Percentile Score</b>						
<b>First desired premises will be the offer securing the highest percentile score - offered by</b>						

# **FINANCIAL BID -**

## **HIRING OF PREMISES FOR SBI, GOC, THIRUVANANTHAPURAM**

### **(TO BE SUBMITTED IN SEPARATE COVER)**

With reference to your advertisement in the local dailies, I/ We offer the premises owned by us for housing your branch/office on lease basis on the following terms and conditions:-

### **1. General Information**

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

### **2. Rent**

Rent per Sq.Ft. of the carpet area

<b><u>Sl No</u></b>	<b><u>Floor</u></b>	<b><u>Carpet Area (Sq.Ft)</u></b>	<b><u>Rent per Sq.Ft</u></b>	<b><u>Amount</u></b>
a)	<u>Basement</u>			
b)	<u>Ground floor</u>			
c)	<u>1st floor</u>			
d)	<u>2nd floor</u>			
e)	<u>Any other floor</u>			
<b><u>Total Rent (excluding GST)</u></b>				

### **3. Escalation in Rent**

a).	Escalation in rent after expiry of initial lease period of 5 years	_____ % increase from the initial lease rent (at the time of renewal)
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The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/ Cess, Service Charges, etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank.

Signature of Owner/s

Contact Address of Owners/s

Contact Number of Owner/s