



# STATE BANK OF INDIA

## PREMISES REQUIRED ON LEASE

FOR SHIFTING OF EXISTING KOTANANDURU BRANCH AT

## KOTANANDURU (VILLAGE AND MANDAL) KAKINADA DISTRICT

APPLICATION TO BE SUBMITTED BY 01.02.2025 BY 4:00 PM

AT

**STATE BANK OF INDIA**  
**REGIONAL MANAGER**  
**REGIONAL BUSINESS OFFICE -II**  
1<sup>ST</sup> Floor, Opp: LIC Office, MR Peta, GNT Road,  
Tuni, Kakinada – 533401.



### **PREMISES REQUIRED ON LEASE**

State Bank Of India invites offers from owners/Power of Attorney holders for premises on lease rental basis for **Commercial / Office use** having Carpet area of about 233 Sq.mts. (2500 Sft.) for shifting of existing Kotananduru branch at Kotananduru (Village & Mandal), Kakinada District. The Premises should be located at Kotananduru Village Only having all facilities including 20KW electric power load, water supply, parking space, space for keeping generator, e-lobby and V-SAT, good frontage. The entire space should be on Ground floor only. Premises should be ready for possession with commercial usage approval. The format for submission of the Technical Bid containing detailed parameters, terms and conditions and Price Bid can be downloaded from SBI website [www.bank.sbi](http://www.bank.sbi) under "SBI In The News" "Procurement News" link up to **01.02.2025 (up to 16.00Hrs)** and to be submitted duly filled. The offers in two bids (Technical & Price) complete in all respects should be submitted to **Regional Manager, State Bank of India, Regional Business Office-II, 1<sup>st</sup> Floor, Opp: LIC Office, MR Peta, GNT Road, Tuni, Kakinada Dist., on or before 4.00PM on 01.02.2025**. SBI reserves the right to accept or reject any or all offers without assigning any reasons therefore. Brokers will not be entertained.

**REGIONAL MANAGER**

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

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

## **OFFER/LEASING OF OFFICE PREMISES**

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. The Technical Bid and Price Bid for the proposal should be kept in separate sealed envelopes and these two envelopes be placed in a single cover super scribing **“Tender for leasing of Premises for Kotanaduru Branch”** to Regional Manager, State Bank of India, Regional Business Office-II, 1<sup>st</sup> Floor, Opp: LIC Office, MR Peta, GNT Road, Tuni, Kakinada Dist., on or before 4.00 PM on 01.02.2025.

### **Important points of parameters: -**

1	Carpet Area	Approximately 213 Sq.M to 233 Sq.M (2300 Sft to 2500 Sft) at Ground Floor
2	Covered Parking Space	Preferably for 2 cars and Scooter parking for 10 nos to Staff (about 500 sq.ft.)
3	Open parking area	Preferably 94 Sq.mts.(1000 sq.ft.) open parking area for customers to be provided.
4	Amenities	24 hours water facility, Electricity etc.
5	Possession of Building	Ready possession / occupation
7	Desired location	Within Kotananduru village.
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Single floor (Ground Floor)
10	Initial period of lease	5 + 5 years with an option to renew for a further period of 5+5 Years.
11	Selection procedure	<b><u>Technical evaluation of the premises getting less than 50 marks will be summarily rejected</u></b>
12	Validity of offer	6 months from the date of submission of the offer
13	Stamp duty / registration charges	To be shared in the ratio of 50:50 between both lesser and lessee.
14	Fitment Period	60 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank

The successful bidder shall handover the vacant possession of the premises after completion of Civil works specified, to the Bank 60 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. It is clarified that Bank shall not be liable for any rent/ premium etc. to the successful bidder during the aforesaid period of 60 days.

**Corrigendum** can be issued and will be published in Bank website. Hence, bidders are advised to watch the website regularly.

## **TERMS AND CONDITIONS**

- 1.1 The successful bidder should have clear and absolute title to the premises and furnish legal title report from the Bank's empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the Bank for the purpose format enclosed. The stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the **tenure** of the lease **by serving three(3) months prior notice.** As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of **5 +5 years.**
- 1.2 Tender document received by the SBI after due date and time i.e. **01.02.2025 after 4:00 pm** shall be rejected.
- 1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as Technical or Commercial as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address:  
**Regional Manager, State Bank of India, Regional Business Office-II, 1<sup>st</sup> Floor, Opp: LIC Office, MR Peta, GNT Road, Tuni, Kakinada District – 533401.**
- All columns of the tender documents must duly fill in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any overwriting or use of white ink is to be duly initialed by the tenderer. The SBI reserves the right to reject the incomplete tenders.
- 1.4 The offer should remain valid at least for a period of 6(six) months to be reckoned from the last date of submission of offer i.e. **01.02.2025.**
- 1.5 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 is required to attach a separate sheet "list of deviations", if any.

The Technical Bid will be opened on **01.02.2025 at 4:00 PM** in the presence of bidders who choose to be present at **Regional Manager, State Bank of India, Regional Business Office-II, 1<sup>st</sup> Floor, Opp: LIC Office, MR Peta, GNT Road, Tuni, Kakinada Dist – 533401.**

All bidders are advised in their own interest to be present on that date at the specified time.

- 1.6 SBI reserves the right to accept or reject any or all the tenders without assigning 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.
- 1.7 Canvassing in any form will disqualify the bidder and their offer. No brokerage will be paid to any broker.
- 1.8 **The short listed bidder/lessor will be informed by SBI for arranging site inspection of the offered premises.**
- 1.9 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.
- 1.10 **The selection of premises will be done on the basis of techno-commercial evaluation. Evaluation of the offers will be made by assigning weightage of 50% to technical parameters and 50% weightage to price quoted by the price bids. The offers will be arranged in the order of merit on the mark scored. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the Bank. The technical score finalized by Committee of the SBI in respect of technical parameters will be final.**
- 1.11 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 the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes 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 GST component also in the bill separately. The bill also

should contain the GST number of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the SBI to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the landlord shall be made by Account Payee Cheque or RTGS/NEFT.

1.12 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.**

1.13 The floor wise area viz. Ground, First, Basement 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.

1.14 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 completion certificate from Municipal authorities after the completion of interior furniture work. The required electrical power load of approximately 35 KW and if required additional electrical power load 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 (area of about 100sq.ft) etc will also have to be provided within the compound by the bidders/ lessor to the Bank at no extra cost to the Bank.

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

1.16 The landlord shall obtain/submit the proposal to Municipal Corporation/Collector/Town planning 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.

- 1.17 Lease agreement will be executed on handing over of premises after completion of all civil works by landlord. But rent will be paid by Bank two months (Fitment Period) from the date of entering lease agreement for carrying out interior works by Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
- 1.18 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra at applicable rate and manner. However, while renewing the lease, the effect of subsequent increase/ decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.
- 1.19 Electricity charges will be borne by the Bank, but water supply should be maintained by the Landlord/owner within the rent.
- 1.20 All civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories and doors etc. as per Bank's requirements. Strong Rooms to be constructed for Cash/Gold: 100-150 sq.ft. and Locker Room : 200-300 sq.ft. as per Bank's specifications, with 12" RCC walls/floors/roof slab and reinforcement (safe room and locker room door and ventilator shall be provided by the Bank), Rolling shutter, collapsible grill door at entry, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring of Nitco/Kajaria/Johnson of equivalent make having Rs.70/- per sq.ft.as basic price, 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 and soundness certificate before possession by the Bank.
- 1.21 Doors shall be teak/non-teak with 40mm thick flush doors for internal with painting, hardware etc.
- 1.22 Main and second entrance shall be provided with rolling shutter and collapsible grill gate. Additional collapsible gates shall also to be fixed for two more room i.e safe room and locker room (when there is no pucca RCC rooms). Rolling shutter shall be provided to the e-corner room facing road.
- 1.23 All openings/windows to have glazed lockable windows preferably of Aluminum or UPVC with security M.S. grills. The M.S. grill should be of 12mm square bars



placed at 3”c/c both ways made in angle frame work will be carried out by landlords’ at their own cost.

1.24 All light /fan/general circuit wiring should be done as per the requirements of bank with suitable MCBs wherever required as per the layout by Bank’s Electrical Engineer. The landlord must provide three earth pits with copper plates etc. as per relevant ISI codes in his compound as advised by the electrical engineer. Suitable place for banks name board should be allotted as per banks choice.

1.25 Interior works like loose furniture, dry wall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signage’s, compactors for storage, electrical wiring for interior work etc. will be done by the Bank at its own cost as per requirement.

1.26 The inner walls should be finished wall care putty of Birla, etc. The walls should be painted with at least two coats of premium interior plastic emulsion paint of reputed brands like Asian/Berger/ Nerolac etc. All wood/M. S are to be painted with two coats of Enamel paint. The shade/ colour to be approved by Bank. Ceiling to be painted with white color. The front elevation and all external walls of the premises to be painted with APEX-ULTIMA. Elevation should be as per banks suggested layout plan.

1.27 Premises should have an independent/direct access from road and not through some other establishment. Premises should have 24x7 free access.

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.

Place and Date:

Name & Signature of bidder/lesser

## DETAILS OF OFFER

With reference to your advertisement in the local dailies dated \_\_\_\_\_,  
I / we hereby offer the premises owned by us for housing your Kotananduru Branch.

<b>A</b>	<b>General Information:</b>	
1	Name of the Landlord	
2	Mobile No.	
3	Location of premises offered	
4	Floor of the premises offered, i.e. GF/FF/....	
5	Name of the building	
6	Door No.	
7	Name of the street	
8	Name of the city	
9	Pin code	
<b>B</b>	<b>Technical information:</b>	
1	Building – Load bearing or Frame structure	
2	Type of building – Residential/Institutional/Industrial	
3	No. of floors	
<b>C</b>	<b>Status of premises:</b>	
1	Building ready for occupation – Yes / No	
2	If No, how much time will be required for occupation	

**Signature of the owners**

<b>D</b>	<b>Amenities available:</b>	
1	Electrical power supply and sanctioned load for the floors offered in KVA (Mention)	<b>Mention here details</b>
2	Running Municipal water supply – Yes / No	
3	Whether plans are approved by the local authorities – Yes / No	
4	Whether NOC from the department obtained – Yes / No	
5	Whether occupation certificate has been received – Yes / No	
6	Whether direct access is available from the main road – Yes / No	
7	Whether captive power supply is available – Yes / No	
8	Whether fully air-conditioned or partly air-conditioned	
9	Whether lift facilities are available – Yes / No	
10	No. of car parking / scooter parking which can be offered exclusive to the Bank	
i)	No. Of car parks (covered/open)	<b>----- nos.</b>
ii)	No. of scooter parks (covered/open)	<b>----- nos.</b>
11	Mention the list of any other amenities which are provided	
12	Any additional information	

Enclosures:

1. Copy of Approved Plan
2. Occupancy Certificate.
3. Fire Department Clearance (If required)
4. Location map
5. Copy of property document
6. Latest Tax Receipt
7. Photos of Premises

**Signature of the owners**

Name:

Address

Mobile No

## MODE OF SELECTION OF PREMISES

1) All Technical bids will be first opened and applications will be screened. All the premises will be visited by the committee to verify the suitability and the premises will be awarded marks based on following criteria

S. No.	Criteria	Marks
1	Location/ Prominence i. On main road: 10 ii. Inner side from Main road: 5	10
2	surroundings of the premises i. Adequate natural light and ventilation: 10 ii. In-adequate natural light and ventilation: 00	10
3	Frontage/elevation i. >= 40 feet = 10 ii. >= 30 feet =5 iii. >= 20 feet = 3	10
4	Age of the Building (max. marks-10) i. New :15 ii. 1- 5 years old: 10 iii. 5-10 years old:7 iv. 10-15 years old: 5	15
5	Availability of entire area in one floor i. On ground floor: 15 ii. GF + immediate Upper floor with internal lift + stair: 10 iii. GF + Immediate Upper Floor with internal stair: 5	15
6	Parking for staff(max. marks-20) i. Covered parking:10 ii. Open parking:5	10
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	10
9	Business Potential: As assessed by Premises Selection Committee	20
	<b>Total Marks ---100</b>	

1. The premises getting less than 50 marks will be summarily rejected. Committee's decision in this regard is final.
2. Price bids of the only bids having more than 50 marks will be opened and Percentile score will be arrived as mentioned. Negotiation will be held with the bidder having highest percentile score.

# **PRICE BID (COVER –B)**

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

## **STATE BANK OF INDIA**

With reference to your advertisement in the \_\_\_\_\_ dated 21.01.2025 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 Kotananduru Branch.

### **General Information:**

#### **Location:**

1	Name of the Building	
2	Door No.	
3	Name of the street	
4	Name of the city	
5	Pin code	
6	i. Name of the Landlord ii. Address  iii. Name of the contact Person  iv. Mobile Number  v. Email address	

**Rent:**

<b>Level of Floor</b>	<b>*Carpet Area (Sq.fts.) As per IS code 3861-2002</b>	<b>Rent per Sq. ft. per month (Rs.)</b>	<b>Total rent per month of floor area (Rs.)</b>
Ground Floor			

**Enhancement in rent after 5 years: -----%**

**No Rent shall be paid for parking areas (covered or uncovered area)/Generator space.**

\*Carpet Area shall be the area worked out as per IS code excluding the area of the following portion: Verandah, Corridors/passages, entrance hall/Porch, Staircase and Stair cover (mumty), Kitchen& pantry, store, canteen AC duct & Plant room and Shaft for sanitary/ water supply/ garbage chute/ electrical & fire fighting/ AC/ telecommunication/ lift etc, .

Carpet Area method of measurement shall be as per IS 3861: 2002. However, Carpet area of Toilets will be included.

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/lesser with seal if any

## **BRIEF SPECIFICATIONS FOR CONSTRUCTION OF BANK BUILDINGS**

1. All **external walls** shall be constructed with **9” Brick walls**.
2. All Doors fixed to **external walls are of Teak wood Door frames and Teak wood Shutters**.
  - a) **Main Door** shall be provided with **Collapsible grill gate and Rolling shutters**.
  - b) **Second door** to external walls shall be provided with **TW Door with Collapsible grill gate and Rolling Shutter**.
  - c) **ATM / e-Corner** room shall be provided with **rolling shutters**.
  - d) **Safe / Locker Room** shall be constructed with **RCC walls, floor slab and roof slab of 12” thick of M20 grade Concrete**. Reinforcement shall be provided with 12mm dia @ 6” C/C both sides, both ways in staggered position. The reinforcement mesh shall be seen as 3” c/c in the Elevation. Safe / Locker Room door with Ventilators shall be arranged by the Bank. However, the door shall be erected in coordination with Safe/Locker room door supply agency. In case roof slab cannot be constructed/ made with 12” thick RCC slab, 20mm dia bars @ 3” C/C in both the direction in the form of mesh may be provided below the existing roof slab and the rods are to be painted with white enamel paint.

Area of safe room: 100 sq.ft. to 150 sq.ft.  
Area of Locker room: 200 sq.ft. to 300 sq.ft.
  - e) Power connection in the Safe/Locker room shall be given in such a way that no power shall be in the rooms once the door is closed. Hence, Live Power connection shall be given to the Board with a 5/15 A socket provision to the outside wall of the safe/Locker rooms near the door.
3. All other room doors are with TW Frame with flush door shutters.
4. All the **windows** are with **UPVC or with Powder coated Aluminium** with **safety grills** to be fixed firmly (embedded with concrete, not with screws) to the frame or wall.
5. **Flooring**: Flooring in the Banking Hall and other rooms are with double charged **Vitrified tiles minimum size of 2'0”x2'0”** of Nitco/Kajaria/Johnson of equivalent make having Rs.70/- per sq.ft.as basic price
6. The height between the floor level to the bottom of the roof shall not be less than 12'00”



7. All the toilets (gents, Ladies and Branch Manager) are to be provided with ceramic tile/vitrified tiles of Non-Skid flooring and walls are with 12"x16"/18" tiles upto 5' 0"to 7'0".
8. All the sanitary fixtures are with **parry ware / Hindustan** make.
9. All water supply fittings are with **Jaguar make. Wash basins with Mirrors** are to be provided in toilets to gents (1nos), ladies (1 no)and Branch Manager (1 no) and also in Lunch room (1 no).**Urinal basins (2 nos)** are to be provided in Gents toilet.
10. **Building** (internally and externally) including ceiling, walls, doors, windows, Rolling shutters, Collapsible grill gates, etc., shall be **painted with emulsion** and the Banking Hall shall be provided with Wall care (putty) before applying painting. **Stainless Steel railing** shall be provided to Staircase (internal and external). **Covered parking** shall be provided for **staff vehicles** and parking for customers shall be arranged in front of the Branch building.
11. Adequate water supply shall be provided. **Bore well with motor, separate water tank and sump** shall be arranged. Drainage is to be connected to the Municipality or septic tank shall be provided.
12. Separate **power connection** with 50-55 KVA power as decided by the Bank is to be arranged at the Branch premises by making necessary deposits to the Electricity Department. Wiring along with conduit pipes required for lights and fans with necessary accessories such as Switches, Switch board, Fan Regulators, Three phase Main Distribution board (4 – way) along with MCBs, etc. are to be provided by the landlord as per the requirement of Bank. Approximate number of light and fan and socket points shall be about 150ns. Step type regulators for fans to be provided.
13. The **building plan** shall be **approved by local statutory body** (Panchayat/ Municipality/ Corporation) for establishing a Bank not for Residential purpose.
14. **Occupancy Certificate**, if issued by the local body, for the proposed building shall be obtained and a copy of the same is to be submitted to the Bank.
15. **Carpet Area Measurements for rent calculation** shall be taken jointly by the Bank's Engineer and owner. **Ramp shall be provided at the entrance** with comfortable slope (1 in 12) for the movement of wheelchair of physically challenged persons. **Rainwater Harvesting pits** are to be provided.
16. Any other requirements/changes during the execution as required by the Bank shall be arranged.