



TENDER ID	JAI/CAO/2024-25/02
START DATE	02.09.2024; 10:00 HRS
LAST DATE	16.09.2024; 16:00 HRS

**STATE BANK OF INDIA  
CIRCLE AUDIT OFFICE, JAIPUR  
SECTOR 7, VIDHYADHAR NAGAR, JAIPUR (RAJ.)- 302023**

**PREMISES REQUIRED ON LEASE RENTAL BASIS FOR “BANK GUEST  
HOUSE” AT ALWAR (RAJASTHAN)**

**TENDERS TO BE SUBMITTED TO:  
THE GENERAL MANAGER (IA)  
STATE BANK OF INDIA  
CIRCLE AUDIT OFFICE, JAIPUR  
SECTOR 7, VIDHYADHAR NAGAR, JAIPUR (RAJ.)- 302023  
Mob. – Mr. Govind Gehlot 9461302445**

**TENDERS SUBMITTED BY:**

NAME	
ADDRESS	
MOBILE	
E-MAIL	



भारतीय स्टेट बैंक  
मंडल लेखा कार्यालय

सैक्टर 7, विद्याधर नगर, जयपुर (राज.)-302023

**निविदा आमंत्रण सूचना (एनआइटी) – लीज पर गेस्ट हाउस हेतु परिसर की अवशकता**

भारतीय स्टेट बैंक मंडल लेखा परीक्षा, जयपुर "बैंक गेस्ट हाउस" हेतु स्वतंत्र भवन/फ्लैट को लीज / किराये पर लेने के लिए भवन स्वामियों / भवन के अटॉर्नी धारको से मुहरबंद लिफाफे में प्रस्ताव आमंत्रित करता है। मकान अलवर (राज.) में स्थित होना चाहिए। मकान में वॉश रूम एवं शौचालय के साथ 3 बेडरूम, एक डायनिंग-ड्राइंग रूम, एक रसोईघर, स्टोर रूम होना चाहिए। मकान कम से कम 232.25– 278.71sqm (2500-3000 sqft), 24 घंटे पावर बैकअप एवं पानी की सुविधा उपलब्ध हो। मकान में शौचालय के साथ नौकर का कमरा एवं 2 कार का पार्किंग होना चाहिए। मकान उपयोग के लिए तैयार स्थिति में हो। सरकारी विभाग / सार्वजनिक क्षेत्र की इकाइयों के स्वामियों को प्राथमिकता दी जाएगी। तकनीकी प्रस्ताव तथा वित्तीय प्रस्ताव के प्रारूप बैंक के वेबसाइट bank.sbi (Under Important Links-Procurement News) शीर्ष से दिनांक 02.09.2024 से 16.09.2024 तक प्राप्त कर सकते हैं। आवेदक अपनी तकनीकी तथा वित्तीय प्रस्ताव अनुमोदित मानचित्र तथा स्वामित्व दस्तावेज़ के साथ उपरोक्त पते पर दिनांक 16.09.2024 को साय 4:00 बजे तक भेज दे। बैंक को बिना कोई कारण बताए किसी या सभी प्रस्तावों को अस्वीकार करने का अधिकार है। कृपया ब्रोकर संपर्क न करें।

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महाप्रबंधक (आंतरिक लेखा )

**STATE BANK OF INDIA  
CIRCLE AUDIT OFFICE, JAIPUR  
SECTOR 7, VIDHYADHAR NAGAR, JAIPUR (RAJ.)- 302023  
NOTICE INVITING TENDER (NIT)  
PREMISES REQUIRED ON LEASE**

State Bank of India, Circle Audit Office, Jaipur invites offers from owners/Power of Attorney holders in a sealed envelope for premises on lease rental basis for residential use for independent Premises/ flat for "Bank Guest House" at Alwar (Rajasthan). The House should have minimum three Bedrooms with attached Washroom & Toilet, one Drawing-cum-dining Room, one Kitchen, Store Room. The House should have approx. 232.25– 278.71sqm (2500-3000 sqft), 24 hours Power Backup facility & Water facility. The house should have the provision for separate servant quarter with toilet facilities and parking for two cars. The building should be ready for use. Preference will be given to the premises owned by the Govt. departments / Public Sector Units. The format for submission of the "Technical Bid" and "Price bid" can be downloaded from SBI website bank.sbi "under Important Links - procurement news" from 02.09.2024 to 16.09.2024. The applicant should submit their technical & financial bids along with approved map & ownership paper to the above-mentioned address by 04:00 PM on 16.09.2024. The Bank reserves the right to reject any or all the offers without assigning any reasons thereof. No Brokers please.

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**General Manager (IA)**



## TECHNICAL BID (COVER-A)

### TERMS AND CONDITIONS

#### OFFER / LEASING OF GUESTHOUSE PREMISES

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal using photocopy in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes (**Technical Bid & Price Bid submitted in a single sealed cover will be not be accepted**) and these two envelopes should be placed in a single envelope and applicants should mention their Name, Address, Phone No. and “**OFFER FOR BANK GUEST HOUSE FOR ALWAR**” over the sealed envelope to **STATE BANK OF INDIA, CIRCLE AUDIT OFFICE, SECTOR 7, VIDHYADHAR NAGAR, JAIPUR (RAJ.)- 302023**

Important points of Parameters -

1	Built up Area	Independent Premises/ Flat 232.25– 278.71sqm (2500-3000 sqft)
2	Dedicated parking area (Free of Cost)	Space for two cars
3	Amenities	24 hours water facility & Electricity backup
4	Possession	Only those proposals will be accepted where the house is ready for possession / occupation in all respects
5	Premises under construction / Plot	Will not be considered.
6	Desired location	Alwar (Rajasthan)
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Govt. Departments / PSU (iii) As specified in NIT
8	Initial period of lease	10 years
9	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
10	Validity of offer (Minimum)	4 months from the date of submission of the offer
11	Stamp duty / registration charges	To be shared in the ratio of 50:50.
12	<b>LAST DATE OF SUBMISSION OF BID</b>	<b>16.09.2024 (UPTO 04:00 PM)</b>



## TERMS AND CONDITIONS

1.1 The successful bidder 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 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 lessors and the Bank. The lease period will be for 10 years with increment in rent after completion of initial period of 5 years of the said period of 10 years (total lease period will be of 10 years) 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 or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 15% - 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 years. The lease deed shall be executed as per the format prescribed by the Bank.

**1.2 TENDER DOCUMENT RECEIVED BY THE SBI AFTER LAST DATE AND TIME SHALL BE REJECTED.**

1.3 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 over-writing or use of white ink is to be duly initialled by the tenderer. SBI reserves the right to reject the incomplete tenders.

1.4 In case the space in the tender document is found insufficient, the bidders may attach separate sheets.

1.5 The **offer should remain valid** at least for a period of **4 (four) months** to be **reckoned from** the last date of submission of offer.



1.6 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.

1.7 The **Technical Bid** will be **opened on 17.09.2024 at 11:00 AM** in the presence of tenderers who choose to be present at his own costs. All tenderers are advised in their own interest to be present on that date at the specified time and address.

1.8 **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.

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

1.10 The short-listed Bidders 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** to the successful vendor shall be made **by Account Payee Cheque or RTGS/NEFT.**

1.12 **Preference** will be given to the independent 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 The details of parameters and its weightage for technical score have been incorporated in Annexure I. The selection of premises will be done on the basis of **techno commercial evaluation 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 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 taxes and service charges** shall be **borne by the landlord**. 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.



However, **the landlord will be required to bill the concerned Branch/Office every month for the rent due to them indicating the GST component also in the bill separately.** The bill also should contain the registration number of GST 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.

1.15 Mode of measurement for premises is as follows:

Rentable 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. (The salient features of the code are given in the Annexure-I)

1.16 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. The Bank as per exigencies, may take more or less area of the advertised area.

**1.17 The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval /NOC from Housing Society in case of flat for a) running guest house 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 **additional electrical power load of approximately 15 KW 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 etc. will also have to be provided within the compound by the bidders/lessor 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 cost.**

1.19 The bidder/lessor 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.



1.20 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 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.

1.22 Electricity & Water charges will be borne by the Bank provided the requisite connection is arranged by the landlord in the name of Bank.

1.23 Price Bid of only the selected bidders will be opened after short-listing based on the parameters of the advertisement and only the short-listed bidders will be informed to remain present on the date and time of opening of the Price Bids

Place:

Date:

Name & Signature of bidder / lessor



ANNEXURE – I

**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned

S. No	Parameters	Actual Situation	Total Marks
1	Built up area as per requirement	<ul style="list-style-type: none"><li>• Required area in sqmt <math>\pm</math> 5% : 10</li><li>• Required area in sqmt <math>\pm</math> 10% : 5</li><li>• Required area in sqmt <math>\pm</math> 25% : 2</li></ul>	10
2	Floor Level of Rooms	<ul style="list-style-type: none"><li>• All rooms offered in single floor : 10</li><li>• Rooms offered in two immediate floors : 5</li><li>• Rooms offered in more than two floors : 0</li></ul>	10
3	Floor Details	<ul style="list-style-type: none"><li>• Ground Floor or First Floor : 15</li><li>• Upper Floor with Lift Facility : 10</li><li>• Upper Floor with staircase &amp; without Lift : 0</li></ul>	15
5	Dedicated Parking (Free of Cost)	<ul style="list-style-type: none"><li>• Parking area for 2 cars : 10</li><li>• Parking area for 1 cars : 7</li><li>• No car : 0</li></ul>	10
6	Type of the Premises	<ul style="list-style-type: none"><li>• Independent Premises : 10</li><li>• Flat : 5</li></ul>	10
7	Light and ventilation	<ul style="list-style-type: none"><li>• Adequate natural light and ventilation : 5</li><li>• In-adequate natural light and ventilation : 0</li></ul>	5
8	Quality of Finishing, Amenities, Fittings and Fixtures	<ul style="list-style-type: none"><li>• Excellent : 15</li><li>• Good: 10</li><li>• Satisfactory : 5</li><li>• Unsatisfactory : 0</li></ul>	15
9	Ambience, convenience and suitability of premises	As assessed by Premises Selection Committee	25
	Total		100





**Example for evaluation of proposals:**

1. Each of the above parameters given marks.

Total Marks 100.

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

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

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

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

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

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. As desired on is lowest, to work out percentile score, we will get

C:  $(210/210)*100 = 100$

B:  $(210/250)*100 = 89.74$

A:  $(210/300)*100 = 70$

4. If proportion of technical to financial score is specified to be 70:30, then final score will work out as follows:

A:  $(100*0.70) + (70*0.30) = 91$

B:  $(89.74 * 0.70) + (84*0.30) = 88.02$

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

**Salient features of the guidelines outlined in IS 3861:2002 for measuring the carpet area of a residential building**

1. GENERAL

1.1 Linear measurement shall be measured to nearest 0.01 m, and areas shall be worked out to the nearest 0.01 Sq Mt.

1.2 The areas of each of the following categories shall be measured separately and shall not be clubbed together:

- a) Basement;
- b) Floor without cladding ( stilted floor);
- c) Floors including top floor which may be partly covered;
- d) Mezzanine floor including additional floor for seating in assembly building/theatre, auditorium, etc;
- e) Garage;
- f) Accommodation for service staff;
- g) Stair cover (mumty);
- h) Machine room;
- i) Porch;
- j) Towers, turrets, domes projecting above the terrace level at terrace.



## 2. MEASUREMENT OF PLINTH AREA

2.1 Plinth area shall be the built up covered areas measured for the categories mentioned in 1.2 and shall include such areas as given in 2.2 and exclude the areas given in 2.3

2.2 For the purpose of plinth area, following shall be included:

a) Area of the wall at the floor level excluding plinth offsets, if any; when the building consists of columns projecting beyond cladding, the plinth area shall be taken up to the external face of cladding ( in case of corrugated sheet cladding outer edge of corrugation shall be considered );

NOTE — In case, a common wall is owned jointly by two owners, only half the area of such walls shall be included in the plinth area of one owner.

b) Shafts for sanitary, water supply installations, garbage chute, telecommunication, electrical, fire fighting, air-conditioning and lifts;

c) Stair case;

d) In case of open verandah with parapets:

- 1) 100percent areas for the portion protected by the projections above, and
- 2) 50 percent area for the portion unprotected from above

e) 100 percent area of the balcony protected by projection above and 50 percent area of the unprotected balcony; and

f) In case of alcove made by cantilevering a slab beyond external wall:

- 1) 25 percent of the area for the alcove of height up to 1 m,
- 2) 50 percent of the area for the alcove of height more than 1m and upto 2 m, and
- 3)100 percent of the area for the alcove of height more than 2 m

2.3 The following shall NOT be included in the plinth area

a) Area of loft;

b) Area of architectural band, cornice, etc;

c) Area of vertical sun breaker or box louver projecting out and other architectural features, for example slab projection for flower pot, etc;

d) Open platform;

e) Terrace;

f) Open spiral/service stair cases; and

g) Area of mumty, machine room, towers, turrets, domes projecting above terrace level.



### 3. MEASUREMENT OF CARPET AREA

3.1 From the plinth area as worked out in 2, the area of the wall shall be deducted. Thickness of wall shall be inclusive of finishes. NOTE — The various dimensions could be measured internally or externally

3.2 The following shall be included in the wall area:

- a) Door and other openings in the wall;
- b) Pillars, intermediate pillars, supports or any other such obstruction within the plinth area irrespective of their location;
- c) Pilaster along wall exceeding 300 sq cm in area;
- d) Flues which are within the wall;
- e) Built-in cupboard, almirah and shelf appearing within a height of 2.2 m from floor; and
- f) Fire place projecting beyond the face of the wall in living or bed room.

3.3 The following shall be excluded from the wall area:

- a) Pilaster along wall not exceeding 300 sq cm in area, and
- b) Chullah platform projecting beyond the face of the wall.

3.4 The carpet area shall be the area worked out as in 3.1 excluding the area of the following portion:

- a) Verandah;
- b) Corridor and passage;
- c) Entrance hall and porch;
- d) Staircase and stair-cover ( mumty ) ( see Note);
- e) Shaft and machine room for lift;
- f) Bathroom and lavatory;
- g) Kitchen and pantry;
- h) Store;
- i) Canteen;
- j) Air-conditioning duct and plant room; and
- k) Shaft for sanitary/water supply installations and garbage chute, electrical and fire fighting, air-conditioning, telecommunication, lift.

NOTE — In a hall or basement, areas of portion 1 m beyond last step shall be part of the staircase

3.5 The carpet areas of category mentioned in 1.2 b), e), g), h), k) and m) are not required to be calculated.

### 4. MEASUREMENT OF RENTABLE AREA

#### 4.1 Residential Buildings

4.1.1 The rentable area shall be carpet area as worked out in 3 but shall further include the following:

- a) The carpet area of kitchen, pantry, store, lavatory, bath room; and
- b) Fifty percent of carpet area of unglazed and 100 percent of glazed verandah.



4.1.1.1 It shall, however, exclude the carpet area of the covered portion of the building specified in 4.1 such as storage space on top landings of staircase, under first landing and waist slab on floor one.

4.1.2 While accounting the rentable area for category mentioned in 1.2 b), one-fourth carpet area shall be accounted for.

**Remember, these are general guidelines based on IS 3861:2002. For specific measurement scenarios and detailed requirements, it's advisable to refer directly to the official IS code document or consult a qualified professional.**



**DETAILS OF OFFER TECHNICAL BID (COVER-A)**

**OFFER SUBMITTED FOR LEASING OF PREMISES**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_

We hereby offer the premises owned by us for housing your Bank Guest House on lease basis:

**General Information:**

1	Name of the owner	
2	Address of Property	
3	Type of property	Independent premises/ Flat
4	Address of owner	
5	Telephone / Mobile No.	
6	Email address	

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

- a. Building - Load bearing \_\_\_\_\_ Framed Structure \_\_\_\_\_
- b. Building – Residential \_\_\_\_\_ Institutional \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_
- c. No. of floors \_\_\_\_\_
- d. Year of construction and age of the building \_\_\_\_\_
- e. Details of Floor / Plot of the offered premises

Level of Floor	Built up area (as per IS code 3861-2002)
Ground Floor	
First Floor	
Second Floor	
And so on	
<b>Total Built Up Area</b>	

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



Description	Yes	No
Building ready for occupation If no, how much time will be required for occupation _____with end date		
Electric power supply and sanctioned load for the floors (.....KVA)		
Running Municipal Water Supply		
Whether plans are approved by the local authorities (Enclose copies)		
Whether NOC from the department has been received		
Whether occupation certificate has been received (Enclose copy)		
Whether direct access is available, if yes give details		
Whether exclusive parking facility has been provided		
Whether power backup is available		
Whether NOC from Housing Society has been obtained (in case of flat)		

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.

Place:

Date:

Name and signature of lessor with seal



**PRICE BID (COVER-B)**

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the \_\_\_\_\_ dated \_\_ /\_\_ /2023 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 Bank Guest House at \_\_\_\_\_ on lease basis on the following terms and conditions.

**General Information:**

1.	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	

**Rent:**

Level of Floor	Built up Area (sqft) As per IS code 3861- 2002 {A}	Rent per sqft. per month (Rs.) {B}	Total rent per month of built up area (Rs.) {C}
Ground Floor			
First Floor			
Maintenance charge per month (if any)			
<b>Total Rent</b>		*	

\* This figure (Total rent per sqft) shall be arrived by dividing summation of total rent per month [ΣA] by summation of total built up area (sqft) [ΣB].

The GST if levied on rent paid by us shall be reimbursed by the SBI to the landlord on production of receipt of such payment of tax 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

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