

**TECHNICAL BID (COVER-A)**

**TERMS AND CONDITIONS**

**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. Duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using Xerox copies in case of multiple offers. 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 cover super scribing “ Application for leasing of office premises to DBU Pakwara (propose new Branch) to be submitted to the Regional Manager, State Bank of India, Regional Business Office-VII, Civil Lines, Moradabad, UP, PIN-244001 on or before 17.04.2025.**

**Important points of Parameters**

1	Floor Area	1000 sqft for proposed new branch (DBU Pakwara) preferably on ground floor.
2	Open parking area	Sufficient open parking area for staff & customers ( 2-four wheelers, 20 two wheelars)
4	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift,pump etc

	Possession	Ready possession / occupation
6	Premises under construction	Premises under construction at suitable location also be considered .
7	Desired location	Market area
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority
		(ii) Single floor
		(iii) Govt. Departments / PSU / Banks
9	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.
10	Lease Period	Lease period shall be 15/20 (Fifteen/ Twenty years) with increase in rent by 25% after every five years.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
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.



1.6 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 17.04.2025.

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 intending lessor is required to attach a separate sheet "list of deviations", if any.

1.8 The **Technical Bid** will be **opened on 19.04.2025 at 3:30 PM** in the presence of tenderers who wish to be present at the office of **Regional Manager, State Bank of India, Regional Business Office-VII, Civil Lines, Moradabad, UP. PIN-244001, Mob No.9512296782, 9410827673**. All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 **The SBI reserve the right to accept or reject any or all the offers 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.

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

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

1.12 **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/offerer shall be made **by Account Payee Cheque or RTGS/NEFT.**

1.13 **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.**

1.14 Preference will be given to the buildings on the main road and situated at ground floor.

1.14a Premises to be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high tension electrical wires etc. Premises should not be located on low lying area, water logging area.

1.14 b 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**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by the Committee of the SBI in respect of technical parameters will be final and binding to the applicant.

1.15 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. In case, the landlord fails to pay the taxes or charges levied by government or any statutory bodies, the Bank may make the payment of the same at his sole discretion and thereafter it shall be entitled to be reimbursed by the landlord and also will be entitled to deduct the payment made from the rent payable to the landlord.

It is to be noted that **landlord will be required to raise the bill to the Branch, every month for the rent due to them indicating the GST component also in the bill separately if applicable. The bill also should contain the GSTIN 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 Branch to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.**

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

Rental will be paid on the basis of floor area which will be measured as per relevant IS code / Bank's Premises Manual.

Components/ Areas like Lift, Lift wall, Ducts, common staircase, Service shafts, Shafts for sanitary & water supply installations, Balcony, Projection, Terrace, parking space, space for DG set, over head and underground storage tank, Pump room, Architectural features, canopy, Chajja, area of loft etc. will not be counted in floor Area. Landlord is advised to quote the rates as per floor area while filling the price bid.

1.17 The floor area i.e. Ground floor with the corresponding rate for rent /taxes should be mentioned in the Price Bid. **The number of car parking spaces and two wheelers offered should be indicated separately.**

1.18 The **successful intending lessor should arrange to obtain the municipal license /NOC /approval of layouts etc from Local Civil Authority /collector / town planning etc. for construction of building and carrying out the interior furnishing of the premises by the Bank.** Intending 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 20 KW will also have to be arranged by the intending 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, etc will also have to be provided within the compound by the bidders/ lessor at no extra cost to the Bank.

1.19 Intending **Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost.**

1.20 The intending 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.

1.21 After the completion of the interior works, etc. 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.

1.22 Rent should be inclusive of all present and future taxes what so ever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid extra.

1.23 Electricity Charges will be borne by the Bank but the provision for adequate water supply and its incidental costs should be maintained and borne by Landlord/ owner.

1.24 All the civil works as per bank approved plan shall be carried out by the landlord. Details are as under:

Server room & UPS room, record room, pantry, toilet etc shall be constructed with brick work, and Locker room shall be copnstrcted with RCC. The strong room door and ventilator for locker room shall be provided by the bank. Rolling shutter, collapsible grill door at entry, ramp with (grade 304) railing for disabled/old people, double charged vitrified tile flooring, 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.

as per the Bank's instructions shall be done by the owner/s after every two/ three 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.

1.25 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.

1.26 Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.

Place:

Date: Name & Signature of lessor with seal if any

**DETAILS OF OFFER**

**OFFER SUBMITTED FOR LEASING OF PREMISES**

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:**

S.N.	Details	
1(a)	Name of the building	
(b)	Complete Address	
©	<b>City:</b>	
2.(a)	Name of the owner	
(b)	Name of the contact person	
©	Mobile no.of contact person	
(d)	E mail address	

**Technical Information:**

(A)

S.N.	Details	Please tick the appropriate
1	Building :	
(a)	Load Bearing	
(b)	Frame Structured	
2	Building	
(a)	Residential	
(b)	Commercial	
©	Institutional	
3	No. of floors	
4	Year of construction	
5	Floor of the offered premises	
6	Level of the floor	
(a)	Ground floor area	-----sqft
(b)	First Floor area	-----sqft

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.16 of Technical Bid.

(B)

S.N.	Details	Please tick the appropriate
1	Time required for occupation with due date	-----days
2	Amenities available	
(a)	Electric power supply and sanctioned load for the floor offered	Yes/No
(b)	Running Municipal Water supply	Yes/No
3	Whether NOC from Govt. Department has been obtained	Yes/NO

4	Whether occupation certificate has been received (Enclose copy)	Yes/No
5	Whether direct access is available	Yes/No
6	Whether fully air conditioned/partially air conditioned	Yes/No
7	Whether lift facilities are available	Yes/No
8	Nos. of car parking/scooter parking which can be offered Exclusively to the bank	-----

- **Please enclose plans/ layouts of the building.**

**Declaration**

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.

Place:

Date:

Name and signature of landlord/landlady with seal

Mobile no.

## ANNEXURE – I

**Regional Manager, State Bank of India, Regional Business Office-VII, (Civil Lines, Moradabad, UP, PIN-244001**

Parameters based on which technical score will be assigned by SBI.  
**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

1000 sq ft for DBU Pakwara (proposed new branch) preferably on ground floor

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

Selection of premises for proposed new Branch (DBU Pakwara), Lucknow

Name of land lady/ Land Lord:

	Parameters	Actual situation	Total	Marks
				obtained
1	Floor area as per requirement	1000 Sq ft $\pm$ for DBU Pakwara	10	
		$\pm 10\%$ :		
2	Premises/plot location	On Main road : 10 Inner side from Main road : 5	10	
3	Frontage	$\geq 50$ feet = 20 $\geq 40$ feet = 15 $\geq 30$ feet = 10 $< 30$ feet = 05	20	
4	Building structure	Frame structure/plot:10 Load Bearing :05	10	

				5	
5	Parking space	1.	Having cellar parking+ front/ back/side : 10	10	
		2.	Having cellar parking only : 08		
		3.	Having front/ back/side parking : 05		
		4.	No parking : 00		
6	Surrounding of building		Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 05	10	
7	Quality of construction, finishing etc.	1.	Excellent : 10	10	
		2.	Good: 07		
		3.	Average : 04		
		4.	Poor : 00		
8	Overall suitability of premises/plot as assessed by Premises Selection Committee		As assessed by Premises Selection Committee	20	
	<b>Total</b>			100	

Signature of landlord/landlady with complete address and mobile no.

**PRICE BID/ FINANCIAL BID (PART-B)**

**FOR STATE BANK OF INDIA : DBU Pakwara (proposed New Branch)**

**The Regional Manager, State Bank of India, Regional Business Office-VII, Civil Lines Moradabad PIN-244001**

S.N.	Location of building	Floor Area	Rate per sq ft. ( in figure & words)

- i. Numbers of car parking offered for two wheelers covered/ open:
- ii. Numbers of two wheelers parking offered:
- iii. Space for generator offered (area Approx):

I/we have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBI.

Signature of landlord/land lady with name & address and mobile No.