

STATE BANK OF INDIA

Human Resources Dept., Administrative Office,
Suryaraopet
Vijayawada – 520002.

TECHNICAL BID

RESIDENTIAL PREMISES REQUIRED ON LEASE

Offer / Leasing of Residential Premises for Guest House near Administrative Office, Suryaraopet, Vijayawada.

This tender consists of two parts viz. the Technical Bid including terms and conditions and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal using photocopies 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 superscribing “**Tender for leasing of premises for Guest House at Vijayawada.**”

DETAILS OF REQUIREMENT

PREMISES REQUIREMENT	LOCATION.
7 - 8 Bedrooms with attached toilet, living cum dining room, kitchen, store room, servant room etc. Approximate built up area 5000sft - 5500sft.	Within radius of 5 kms from Administrative Office, Suryaraopet, Vijayawada with space 3 to 4 four wheelers covered parking in the building compound.

REQUIREMENT OF ACCOMODATION.

Floor area mentioned above will comprise various amenities required for the Bank such as Bedrooms with attached toilets/ bath, kitchen, dining hall, Living room, store room, servant room, 24x7 security arrangement, water supply, Lift facility, uninterrupted power back up, common area maintenance services etc.

TERMS & CONDITONS

- 1) The successful vendor should have clear & absolute title to the premises and furnish legal title report from the Bank's empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the Bank 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. Initial 5 years + 5 years with predetermined increase in rent @15-25% after expiry of first term of 5 years. After 10 years, rent can be negotiated and finalized by Premises Lease Renewal Committee so that new lease can be executed for further term of 5+5 years. The lease rental will be fixed by mutual discussions and negotiation after expiry of first lease period of 10 years.
- 2) Interest free deposit to the extent of 6 months lease shall be paid by the Bank at the time of lease agreement which will be adjusted in last 6 months lease rent of the lease period.
- 3) Tender document received by the Bank after due date and time i.e. **3.00 p.m. on 24/03/2025** shall be rejected.
- 4) The lessors are requested to submit the tender documents in separate envelope super scribed on top of the envelope as TECHNICAL BID and PRICE BID and both sealed envelopes are to be submitted in a sealed cover superscribed with "TENDER FOR LEASING OF PREMISES FOR GUEST HOUSE AT VIJAYAWADA" duly filled in with relevant documents / information at the following address :

The Deputy General Manager(B&O),
State Bank of India, First Floor,
Suryaraopet, Administrative Office,
Vijayawada – 520002.
- 5) All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. The Bank reserves the right to reject the incomplete tenders.

- 6) In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
- 7) 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 i.e-24/03/2025.
- 8) 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 condition, 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 marking "list of deviations".
- 9) The Technical Bid will be opened on 24/03/2025 at 3.30 pm in the presence of tenderer who choose to be present at our above office. All tenderer are advised in their own interest to be present on that date at the specified time.
- 10) The Bank reserves the right to accept or reject any or all the tenders without assigning any reason therefor.
- 11) Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
- 12) The short-listed lessors will be informed by the Bank for arranging site inspection of the offered premises.
- 13) 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 cheques only.

- 14) Priority will be accorded to offers received from Public Sector Bank's/ Undertakings or Govt. Depts. Provided Bank's requirements and rates thereof are in accordance with the Bank's/C.V.C guidelines.
- 15) The preference will be given to the buildings which are closer to the local Bus/railway stations and located in a decent locality having proper access etc.
- 16) The income tax and education cess as applicable will be deducted at the source while paying the rentals per month. The GST if levied on rent paid by us, shall be reimbursed by the bank to the landlord on production of such payment of tax to the Govt. The lessors will have to have valid registration for the GST without which GST will not be reimbursed by the Bank. Municipal Tax on property and Service charges if any, payable to society will have to be borne by the lessor.
- 17) The successful lessor should have a valid occupancy/ Completion certificate and approved plans with all clearances from the Local statutory bodies / VMC/ Town planning etc to occupy the Premises. The premises should/arrange to have connected **Electrical Load of min. 30 KW** and required additional electrical power load will also have to be arranged by the lessor at his / her cost from APCPDCL.
- 18) The bank may during agreement for construction in force will undertake the furnishing work for the interior renovation including furniture / false ceiling / ducting / electrical wiring / partition etc. The necessary permission / NOC shall be given by lessor to the bank / their representing architects / consultants / contractor to commence the interior work. Terrace area should be made available for providing air conditioner outdoor units and V-sat installations of the bank for getting internet/intra net connections without any extra rent.

19) All the offers received will be screened and short listed by the Screening /Building committee of the Bank based on the requirements and details submitted by the lessors by inspection of the property if necessary. All short listed offers will be inspected by the Building Committee and will be evaluated on the qualitative aspects covering various parameters like premises as per Bank's requirements, quality of construction, access to the premises, availability of Public transport, Location, frontage to building, prone ness to water logging, nearby surrounding, availability of infrastructure in surrounding area, availability of water, electricity, Parking space in compound, security gated community, areas of bedrooms/ master bedroom/ living/ dining/ kitchen etc. The ratio of weight age [Marks] to be assigned to various parameters of qualitative aspects as mentioned above will be decided by the Building Committee.

20) On the above mentioned parameters assessment of technical parameters will be done and price bids will be opened in the presence of bidders. Evaluation of the offers will be made by assigning weight age of 70% to technical parameters and 30% weight age to price quoted by the bidders in the price bids. The offers will be arranged in the order of merit based on the marks 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.

Place:

Date:

Name & Signature of lessor with seal if any.

TECHNICAL BID

OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the local dailies dated ----- /
we hereby offer the premises owned by us for housing your Guest House for
State Bank of India near on lease basis :

General Information:

Location as name of the nearest local Bus/railway station and its distance
from the site.

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the street	
a.3	Name of the City	
a.4	Pin Code	
b.	Name of the owner and address and mobile no., name of the contact person and his mobile no.	

Technical Information (Please at the appropriate option)

- a. Bed Room _____ nos. x _____ sft = _____ sft
b. Living/ Dining = _____ sft
c. Servant Room = _____ sft
d. Balcony = _____ sft

TOTAL BUILT-UP AREA = _____ sft

Amenities available

Electric power supply and sanctioned load for the floors offered in KVA (Mention) KVA	Yes / No
Running Municipal water supply	Yes / No
Whether plans are approved by the local authorities, Enclose copies	Yes / No
Whether NOC from the department has been received	Yes / No
Whether occupation certificate has been received enclose copy	Yes / No
Whether direct access is available from the main road	Yes / No
Whether captive power supply is available, if yes give the details	Yes / No
Whether fully air conditioned or partly air conditioned	Yes / No
Whether lift facilities are available	Yes / No
Whether 24x7 Security is available	Yes / No

No. of car parking which can be offered
Exclusively to the Bank:

No. of car parks [covered/open] -----nos.

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:
seal

Name and Signature of lessor with

PRICE BID

With reference to your advertisement in the local dailies, I / We offer the premises owned by us for housing your Guest House for State Bank of India near Administrative Office, Suryaraopet, Vijayawada on the following terms and conditions:

General Information

Location

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the City	
a.3	Pin Code	
b.	Name of the owner / s	

Rent for premises

Rent lump sum per month

Total - Rs. ----- p.m

(Please note that municipal taxes / cess, service charges like a society charges, maintenance charges, charges on account of 24x7 security etc. are to be borne by the landlord) and will not be paid separately by the Bank. The GST if levied on rent paid by us, shall be reimbursed by the bank to the landlord on production of such payment of tax to the Govt.

Place

Date:

Name & Signature of lessor with seal

SCORING MODEL FOR GUEST HOUSE LEASING

Sr.No.	Parameters	Marks			
		Max.			
1	Exclusive nature of building.	<u>Max</u> <u>15</u>			
	a) Independent House	15			
	b) Apartments / Gated Communities	10			
2	Proximity to Administrative Office	<u>Max</u> <u>10</u>			
	a) Within 3 Kms	10			
	b) More than 3 km but less than 5 kms	05			
	c) More than 5 kms	02			
3	Availability of Rooms	<u>Max</u> <u>20</u>			
	a) 8 rooms and above	20			
	b) More than 6 rooms but less than 8	10			
4	Nearby surroundings, approach road and exposure to water logging during monsoon.	<u>Max</u> <u>10</u>			

	<p>a) Clean, Residential & open</p> <p>b) Partly commercial/ residential</p> <p>c) Surrounded by slum/ factory / industrial shed.</p> <p>d) Low lying area prone to flooding</p> <p>e) Short and good approach road</p> <p>f) Long and narrow approach</p>	<p>10</p> <p>02</p> <p>-5</p> <p>-5</p> <p>05</p> <p>02</p>			
5	<p>Availability of Generators and Maintenance facilities</p> <p>a) Generator available</p> <p>b) Generator not available</p> <p>c) Maintenance Facility available</p> <p>d) Maintenance Facility not available</p>	<p>Max 20</p> <p>10</p> <p>05</p> <p>10</p> <p>05</p>			

6	Availability of car parking a) More than 4 b) More than 2 but less than 4	<u>Max</u> 10 15 10			
7	24hrs Security a) Available b) Not Available	<u>Max</u> 5 5 2			
8	Age of the Building a) Less than 3 years b) More than 3 but less than 5 years c) More than 5 Years but less than 10 years	<u>Max</u> 10 10 5 3			
	TOTAL	100			
	<u>[Percentile] Technical scores.</u>				