



STATE BANK OF INDIA

THIRUVANANTHAPURAM CIRCLE

TENDER NOTICE

NIT No.		THI/AOKTM/RBO-2 KTM/2025-26/1
BIDDING SYSTEM		TWO BID SYSTEM
WEBSITE FOR DOWNLOADING TENDER DOCUMENTS		https://sbi.co.in under the link “SBI in the News → Procurement News”
METHOD OF SUBMISSION	TECHNICAL BID	OFFLINE/ PHYSICAL FORM
	FINANCIAL BID	OFFLINE/ PHYSICAL FORM
DESCRIPTION:		HIRING OF PREMISES FOR SBI REGIONAL BUSINESS OFFICE II CHANGANASSERRY (61007) & RASMECC, CHANGANASSERRY (10724) UNDER AO KOTTAYAM
LOCATION:		CHANGANASSERRY, KOTTAYAM DIST, KERALA
AVAILABILITY IN WEBSITE		From 16.04.2025 to 15.05.2025

LAST DATE FOR SUBMISSION OF TENDER (Cover -I: TECHNICAL BID & Supporting Documents and Cover II: FINANCIAL BID)	UPTO 03.00 PM (IST) ON 15.05.2025
Address for submission of Tenders	The Regional Manager, SBI Regional Business Office - 2, 2nd Floor, Polachirackal Chambers, Opp. Collectorate, Kottayam - 686002.
OPENING OF TECHNICAL BIDS	03:30 PM (IST) ON 15.05.2025
RO CONCERNED	RBO-II, CHANGANASSERRY
LOCATION OF RBO	KOTTAYAM
For any clarification please contact (From 10:00AM to 5:00 PM on working days)	Smt. Suja Jacob Mob: 9447803700 Smt. Lekshmi.S.Nair Mob: 9447860700

S/d
**The Regional Manager,
SBI Regional Business Office - 2,
2nd Floor, Polachirackal Chambers,
Opp. Collectorate, Kottayam - 686002.
e-mail: rm2ktm.aoktm@sbi.co.in,
Ph: 0481-2561491**

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

ENVELOPE/ COVER - I

**General Instructions, Terms & Conditions, Technical Bid (Pages
1 to 9), Other documents as specified in the tender documents**

ENVELOPE/ COVER – II

Financial Bid (Page 10)

ADVERTISENT PUBLISHED IN NEWSPAPERS



STATE BANK OF INDIA
Regional Business Office - 2,
IInd Floor, Polachirackal Chambers, Opp Collectorate,
Kottayam, 686002.
E-mail: rm2ktm.aoktm@sbi.co.in, Mob: 9447803700

PREMISES REQUIRED ON LEASE

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

Sr. No.	Name of Branch	Proposed location	Carpet Area in Sqft (Approx)	Built up Area in Sqft (Approx)
1	RBO II, Changanasserry & RASMECC Changanasserry	Within 2 Kms of existing SBI Changanasserry RASMECC building.	14500 - 15500	16675 - 17825

Further details, other requirements, terms and conditions, Technical Bid & Financial bid proforma are published in Bank's web sites- <https://sbi.co.in> and <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 15.05.2025.**

Place: Kottayam
Date: **16.04.2025**

Sd/-
Regional Manager

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 super scribed as ***“Technical Bid for Leasing of Branch/ Office premises for SBI REGIONAL BUSINESS OFFICE II CHANAGANASSERRY & SBI RASMECC CHANGANASSERRY”***.
- **Financial Bid** proforma for leasing of premises which is to be duly filled and submitted in a separate envelope super scribed as ***“Financial Bid for Leasing of Branch/ Office premises for SBI REGIONAL BUSINESS OFFICE II CHANAGANASSERRY & SBI RASMECC CHANGANASSERRY”***

Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed as ***“Offer for Leasing of Branch/ Office premises for SBI REGIONAL BUSINESS OFFICE II CHANAGANASSERRY & RASMECC CHANGANASSERRY”*** Also mention **Name and contact number of the owner on the envelope**. This envelope containing both the bids shall be submitted to the Regional Manager 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, 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 a specified period 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 a smaller 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 for the proposed two Offices. The general requirement of the Bank is as given below:-

- Records & Stationery Room, Dining Room, Ladies rest room, UPS Room & ATM Room (if required by Bank), toilets as per staff strength or Bank's plan etc shall be constructed with

Brick walls and good quality plastering. Necessary plumbing works for water supply at dining area with required taps, wash basin, sink etc to be provided.

- Further, a PCC platform/ foundation of approximate size 320cmX160cmX30cm (approximately) shall be provided for placing Generator. Adequate clearance space shall be available for the Generator as per Electrical Inspectorate guidelines. Building owner shall provide adequate space for arranging exhaust pipe of DG set up to roof floor. Ramps with railings to be provided at bank and e-lobby entrance. Paver blocks to be provided along the frontage of Branch building for at-least 3m projection.
- Collapsible grill gate and steel rolling shutter shall be provided at the main entrance. Steel Doors /Fire-proof doors for UPS Room & Record Room shall be provided. Rolling shutters to be provided for the external façade as per Bank's requirement.
- All external doors, windows, ventilators and cut outs shall be provided with strong steel grills and shutters as directed by the Bank. Windows shall be provided with iron grill with horizontal rods and vertical flat sections and shall be sufficiently strong and embedded in the wooden frame/ wall. The gap between the two rods should not be more than 6 inches. The holdfast of the grill should be concreted to the walls. All windows to be provided with peg stay and handles. Doors/ glazed windows shall be provided with wooden/ steel/ Aluminum shutters with peg stay, handles and locks as applicable and as approved by the Bank.
- Vitrified tiles flooring in the Branch/ Office and marble/ ceramic tiles flooring and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided. Slab to be provided in the dining room with suitable size kitchen sink and wash basin.
- Electrical work as directed by the Bank.
- The owner shall carry out civil, sanitary and electrical, repair/ maintenance works as per Bank's requirements 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 with 2 coats of putty, enamel painting on doors and windows etc. as per the Bank's instructions shall be done by the owner(s). Routine maintenance of the building including periodical painting of the outer walls of the building to be undertaken by the Landlord, 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 shall obtain 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 to be made available by the Landlord. The premises should have permission for commercial usage by competent Govt. authorities. 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 for wheelchairs and railings to be installed for access to ATM and Branch.
- To provide suitable space for installation of outdoor units of AC in the premises. And also, convenient location for earthing electrical installation.
- Metal doors shall be provided in Record room, UPS room and Stationery room.
- Two openings (12 inch) with metallic grill to be provided in UPS room and one each (9 inch) in Toilet/Washroom

The owner shall obtain a three phase sanctioned load of around 70KW to 80KW for each floor (Total connected load for two floor may be 150KW (approx))from KSEB (cost including the security deposit, OYEC charges or any applicable fees/charges with KSEB for energizing the connection) including all the switch gears, cables upto and including KSEB energy meter required for the above power connection, at his own cost.

- **All the necessary approvals and sanction to be obtained from KSEB and Department of Electrical Inspectorate for energizing the Power connection to be arranged by the landlord at his/her cost. Lighting fixtures & fans etc. will be arranged by Bank.**
- **The premises shall have space for parking 30 to 40 cars for use of Bank's staff & Customers. The staff vehicle parking area should be provided with truss work and roof sheeting.**

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 ATM, V-Sat/ Mast/ Pole/ Tower, D.G Set, glow signages by the Bank at suitable locations in the building, as per requirements of the Bank.

Rentable carpet area shall be measured at floor level excluding area of external walls, common staircase, open verandahs, shafts for sanitary, water supply, electric, fire-fighting, air conditioning and lifts and the area of loft, band, cornice, open platform, terrace, service staircase, area of mummy, machine rooms and domes. The measurement of carpet area shall be as per definition of relevant IS code /RERA carpet area norms prevailing at the Centre.

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 favor 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:

Date:

Signature of the owner/s

(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)	Area of premises offered	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 approx. 70 to 80 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/ pole/ mast or the like is available	Yes / No
j)	Whether space for Generator with adequate clearance space 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)	No of car parking space offered to the Bank	
n)	Location of car parking space	
o)	Type of car parking space (covered/ open)	
p)	Do you require loan, if yes, please specify amount	
q)	Do you require advance rent, if yes, please specify (Number of months)	
r	Whether the offered premises/ part thereof is earmarked for land acquisition by any Govt. authority for road widening/flyover/any other Govt. projects.	Yes / No

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

Signature of Owner/s

Contact Address

Contact Number of Owner/s

FINANCIAL BID –
HIRING OF PREMISES FOR SBI RBO – II, CHANAGANASSERRY
& RASMECC CHANGANASSERRY
(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 or lump sum

<u>Sl No</u>	<u>Floor</u>	<u>Carpet Area</u> <u>(Sq.Ft)</u>	<u>Rent per Sq.Ft</u>	<u>Amount</u>
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>			
<u>Total Rent (excluding GST)</u>				

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)
-----	--	---

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