NOTICE INVITING TENDER (NIT)

SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
(A wholly owned subsidiary of SBI)
CIRCLE OFFICE
Ground Floor, State Bank of India, Local Head Office,
Sector 17-A, Chandigarh – 160017.

PREMISES REQUIRED ON LEASE

SBI Infra Management Solutions Pvt. Ltd. invites sealed offers on behalf of the SBI from Owners/Power of Attorney Holders for premises on lease/rental basis for Branch Parking use only in

Tibri Road Gurdaspur Parking Area – 600 sq. ft. area { Approx}

with adequate open / covered parking space. The entire space should be on ground floor only. Premises should be ready for possession / occupation or plot which need to be constructed within 1-2 months. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from SBI website www.sbi.co.in from 13/03/2020 to 30/03/2020 and to be submitted during office hours at State Bank of India, RBO 5, Behind Hotel Venice, Dhangu Road, Pathankot duly filled along with Demand Draft of Rs.20,000/- (refundable) in favor of State Bank of India payable at Pathankot and an Receipt of application Fees of Rs 5,000/- ( Non refundable ) to be credited only through State Bank Collect. The steps involved in making the payment is provided at Annexure-A ( Tender ID for SB Collect : CHA202003014 ).The receipt generated with the Reference No. will be submitted along with the EMD as a proof for payment. Preference will be given to the premises owned by the Govt. Departments/ Public Sector Units/Banks. The offers in sealed covers, complete in all respects, should be submitted to above office on or before 30/03/2020 up to 5:00 pm. The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokerage shall be paid.

Sd/-
Circle Head, SBIIMS Chandigarh
LEASING OF OFFICE PREMISES

GUIDELINES FOR BIDDERS

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. Demand Draft of Rs.20,000/- (refundable) in favor of State Bank of India payable at Pathankot and receipt of payment of application fees of Rs. 5,000/- (non-refundable) to be credited only through State Bank Collect. The steps involved in making the payment is provided at Annexure-A. The receipt generated with the Reference No. will be submitted along with the EMD as a proof for payment. Bid without accompanying the Demand Draft and Receipt of payment of application fees will not be considered. 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 sealed envelope super scribing “Tender for Premises Selection for Parking Space of TIBRI Road Gurdaspur SBI Branch” and submitted to

Regional Manager
State Bank of India
Regional Business Office
Dhangu Road
Pathankot 145001

on or before 30/03/2020 up to 5:00 PM.

Important points of Parameters -

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<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Floor area</td>
<td>Approximately 600 sq. ft. at ground floor only. Frontage of 20 -22 ft.</td>
</tr>
<tr>
<td>2</td>
<td>Covered / Open parking space</td>
<td>A dedicated Parking space. Sufficient area for the Branch Customers and Employees.</td>
</tr>
<tr>
<td>3</td>
<td>Amenities</td>
<td>24 hours water supply and approx. 5 KW electrical power supply connection.</td>
</tr>
<tr>
<td>4</td>
<td>Possession</td>
<td>Ready possession / occupation or to be constructed within 1-2 months.</td>
</tr>
<tr>
<td>5</td>
<td>Premises under construction</td>
<td>May be considered and the owner will have to construct the building within 1-2 months as per Bank's requirement.</td>
</tr>
<tr>
<td>6</td>
<td>Desired location</td>
<td>Ground Floor, Within the radius of 15 meters of existing</td>
</tr>
<tr>
<td></td>
<td>branch</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------</td>
<td></td>
</tr>
</tbody>
</table>
| 8 | Preference | (i) Premises duly completed in all respects with required occupancy certificate and other statutory approvals of local civic/ concerned authority.  
(ii) Ground floor.  
(iii) Govt. Departments / PSU / Banks. |
| 10 | Initial period of lease | Initial for 5 years with two options to renew after 05 years at predetermined increase in rent @ 15-25% after expiry of each term of 5 years, at the time of renewal. After 15 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5-15 years. |
| 11 | Selection procedure | Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids. |
| 12 | Validity of offer | 4 months from the date of submission of the bids. |
| 13 | Stamp duty / registration charges | To be shared in the ratio of 50:50 between the lessor (s) and Bank. |
TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title to the premises and furnish legal title investigation report from the SBI’s empanelled advocates, at his/her own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBIIMS/SBI for the purpose, and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessor (s) and the Bank. The initial period of lease will be for 5 years with two renewal options of 05 year each after 1st term of 05 years at predetermined increase in rent @ 15-25 % after expiry of first term of 5 years, at the time of renewal 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 in rent payable, increase in rent shall be subject to market conditions & subject to a maximum ceiling of 25% after initial term of 5 years is completed. After 15 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 -15 years.

1.2 Tender document received by the SBI after due date and time i.e. 30/03/2020 after 5:00 pm shall be rejected.

1.3 The bidders/lessor (s) are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as Technical Bid or Price Bid as the case may be duly filled in with relevant supporting documents/information at the following address:

Regional Manager
State Bank of India
Regional Business Office
Behind Hotel Venice, Dhangu Road
Pathankot 145001

1.4 All columns of the tender documents must duly fill in and no column should be left
blank. All pages of the tender documents (Technical Bid and Price Bid) are to be signed by the authorized signatory of the bidder. Any over-writing or use of white ink is to be duly initialed by the bidder. The SBIIMS/SBI reserves the right to reject the incomplete tenders.

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

1.6 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. 30/03/2020.

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 lessor(s) is required to attach a separate sheet “list of deviations”, if any.

1.8 The SBIIMS/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 bidder. No brokerage will be paid to any broker.

1.10 The short listed lessors will be informed by the SBIIMS/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 of rent/service tax/ GST, if applicable to the Lessor(s) shall be made by the Bank through Account Payee Cheque or RTGS/NEFT.

1.12 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.

1.13 Preference will be given to the buildings/Parking Space near to the branch.

1.14. 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. 50% weightage will be given for technical parameters and 50% for price bid. The score finalized by Committee of the
SBIIMS/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 other taxes and service charges except service tax/ GST, if applicable, shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges/ GST 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 service tax/GST component also in the bill, separately. The bill also should contain the service tax/ GST registration 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 service tax/GST, otherwise, the service tax/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 service tax/GST registration number of the landlord.

1.15 The interest free rental deposit equivalent to maximum six month’s rent may be granted to the landlord at the time of taking possession of the premises depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

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

Rentable area of the premises should be clearly mentioned as **Floor Area** as per IS 3861 code which could be always measured jointly by the Bank and the landlord.

1.17 **The floor wise area viz. Ground, First, Basement floors, 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.

1.18 The successful bidder/ lessor(s) should arrange to obtain the Municipal License/ NOC for a) Banking activities in the subject premises along and Approval of maps of the building/ premises from Concerned Authority and b) Layouts/ maps/ drawings etc. from Concerned Authority/ Collector/ Town Planning etc. for carrying out the civil addition/ alteration, interior furnishing of the premises by the Bank. Bidder/Lessor (s) should also obtain the completion certificate from Concerned Authorities after the completion of civil addition/ alteration and interior
furnishing works. The required additional electrical power load of approximately 5 KW/KVA will also have to be arranged by the bidder/lessor(s) at his/her cost from the State Electricity Board or any other Private Electricity Supply 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 within the compound will also have to be provided by the bidders/lessor(s) at no extra cost to the Bank.

1.19 The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/Collector/Town Planning Deptt. 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 After the completion of the interior works etc. by the Bank, 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.

1.21 Lease Deed shall be executed between the Lessor(s) and the Bank on the standard format of the Bank.

1.22 All the civil works Ladies and Gents Toilets, Pantry, Staircases etc. as may be required, as per site conditions shall be got executed by the Lessor(s) as per specifications laid down by the Bank and instructions of Bank’s Engineer up to the entire satisfaction of Bank, at their own cost.

1.23 Proper sewerage connection shall be arranged by me for the Bank.

1.24 Bank can make additions and alterations/dismantling if necessary without involvement of basic design at any stage during currency of lease.

1.25 I will carry out major structural civil, sanitary, and electrical, repair/maintenance works, if required at my cost and I will also ensure the roof remains water-tight. In case the above repairs are required and I fail to attend to the same, the Bank will carry out necessary repairs at my risk and cost.

1.26 Main door will be provided with Collapsible grill gate.

1.27 Plastic paint, oil bound distempering and painting etc. as per the Bank’s instructions shall be done after every two years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.

1.28 I will at my cost, arrange for separate electricity meter/sub meter having electric connection up to 5 KW of load depending or actual requirement of the Bank and
electric points including power/AC points required for the branch as per Bank’s requirements. Actual electricity charges and water charges or as per mutual agreement shall be borne by the Bank.

Place:

Date: Name & Signature of bidder/lessor(s) with seal, if any
GENERAL & TECHNICAL INFORMATION ABOUT THE OFFERED PREMISES
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/LESSOR (S)

(If anybody willing to offer for more than one premises, separate application to be submitted for each premises)

With reference to your advertisement in the ______________ dated _______
We hereby offer the premises owned by us for housing Parking Space for your Branch on lease basis:

General Information:

Location as name of the nearest local railway/ metro station and its distance from the site:

<table>
<thead>
<tr>
<th>a. Name of the Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.1 Door No.</td>
</tr>
<tr>
<td>a.2 Name of the Street</td>
</tr>
<tr>
<td>a.3 Name of the City</td>
</tr>
<tr>
<td>a.4 Pin Code</td>
</tr>
</tbody>
</table>

b. (i) Name of the Owner(s)  
(ii) Address  
(iii) Name of the contact person  
(iv) Mobile No.  
(v) E-mail address

Technical Information (Please fill at the appropriate option)

a. Building - Load bearing ______________ RCC Framed Structure_______
b. Building – Residential ______________ Institutional __________ Industrial __________ Commercial__________
c. No. of floors__________
d. Year of construction and age of the building__________  
If building to be constructed, how much time will be required for occupation__________
e. Floor of the offered premises

<table>
<thead>
<tr>
<th>Level of Floor</th>
<th>Floor area (As per IS 3861 code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td></td>
</tr>
<tr>
<td>Any Other Floor</td>
<td></td>
</tr>
<tr>
<td>Total Floor Area</td>
<td></td>
</tr>
</tbody>
</table>

Note: The final rentable area shall be in accordance with the one mentioned under clause/para 1.17 of Technical Bid.

Building ready for occupation: Yes/No

If no, how much time will be required for occupation with end date________

Amenities available:

Electric power supply and sanctioned load for the floors Offered in KVA

Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Yes/No (Enclose copies)

Whether NOC from the department has been received Yes/No

Whether occupation certificate has been received (Enclose copies) Yes/No

Whether direct access is available, if yes give details Yes/No

Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

Whether car parking/scooter parking which can be offered Exclusively to the Bank. Yes/No

If yes, no. of four wheelers_________ & no. two wheelers___________

**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.

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

I will hand over the possession of the building after getting it constructed/renovated as per Bank’s requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank

Place:

Date: 

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

PRICE BID (COVER-B)
With reference to your advertisement in the __________ dated __/__/2020 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 Parking Space for your Branch - Tibri Road Gurdaspur on lease basis on the following rent:

(If anybody willing to offer for more than one premises, separate application to be submitted for each premises)

**General Information:**

**Location:**

<table>
<thead>
<tr>
<th>a.</th>
<th>Name of the Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.1</td>
<td>Door No.</td>
</tr>
<tr>
<td>a.2</td>
<td>Name of the Street</td>
</tr>
<tr>
<td>a.3</td>
<td>Name of the City</td>
</tr>
<tr>
<td>a.4</td>
<td>Pin Code</td>
</tr>
<tr>
<td>b.</td>
<td>(i) Name of the Owner (s)</td>
</tr>
<tr>
<td></td>
<td>(ii) Address</td>
</tr>
<tr>
<td></td>
<td>(iii) Name of the contact person</td>
</tr>
<tr>
<td></td>
<td>(iv) Mobile No.</td>
</tr>
<tr>
<td></td>
<td>(v) E-mail address</td>
</tr>
</tbody>
</table>

**Rent:**

<table>
<thead>
<tr>
<th>Level of Floor</th>
<th>Floor Area (sq.ft.) As per IS 3861 code</th>
<th>Rent per sq. ft. per month (Rs.)</th>
<th>Total rent per month of floor (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other Floor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maintenance charge per sq. ft. per month, if any, Rs. ____________
(Rupees_________________________________________________ only).

The service tax/GST, if levied, on rent paid by us shall be reimbursed by the Bank, to us on production of such proof/challan of 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(s) with seal, if any
PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBIIMS/SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Actual situation</th>
<th>Total Marks</th>
<th>Marks obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Parking area as per requirement</td>
<td>600 Sqft ± 5% : 20 600 Sqft ± 10% : 10</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2 Premises location</td>
<td>Within 15 M of Existing Branch: 20 Beyond 15 M of Existing Branch: 10</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>3 Ready for occupation</td>
<td>Ready build:10 Partially constructed:7 Plot:5</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>4 Frontage</td>
<td>&gt;= 20 feets = 10 &lt; 20 feets = 05</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>5 Covered/Built up/Open exclusive parking for SBI (Allotted Parking)</td>
<td>1. &gt;= 600 square feet = 10 2. &gt;= 400 square feet = 07 3. &gt;= 200 square feet = 05 4. &gt;= 100 square feet = 02</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>6 Surrounding of building</td>
<td>Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>7 Quality of construction, finishing etc.</td>
<td>1. Excellent : 05 2. Good: 04 3. Average : 03 4. Poor : 02</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>8 Ambience, convenience and suitability of premises as assessed by Premises</td>
<td>As assessed by Premises Selection Committee</td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>
Annexure-A

The steps involved in making the payment through SB Collect are as under:-

1. The Vendor needs to use SBI internet banking site https://www.onlinesbi.com/.
2. Select "SB Collect" from Top Menu that will lead to the next page:
3. “Proceed” will lead to the next page:
4. Select "All India" in "State of Corporate / Institution" & Select "Commercial Services" in "Type of Corporate / Institution".
5. “Go” will lead to the next page:
6. Select "SBI Infra Management Solutions" in Commercial Services Name and “Submit”
7. Select “Tender Application Fee” in “Payment Category” and enter the “Tender ID” exactly as we preloaded with characters in Uppercase only in place of Circle Codes. (Tender ID for SB Collect : CHA202003014)
8. The next Page will be ready with few of the Preloaded Tender Details:
9. The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

NOTE : Any type of vendor, whether dealing with SBI or other bank can use this SB Collect facility. Even a contractor not dealing with any bank can use this portal and generate challan and deposit by cash in any SBI branch. The bank charges for cash deposit will be also borne by the vendor himself.