



SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.

CIRCLE OFFICE,

THIRD FLOOR, STATE BANK OF INDIA, SYNERGY BUILDING, C-6, G BLOCK, BANDRA KURLA COMPLEX, BANDRA EAST, MUMBAI-400051.

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF FULLY FURNISHED READY TO MOVE IN COMMERCIAL/ OFFICE PREMISES FOR PREMIUM BANKING E-LOBBY AT STATION ROAD KOLHAPUR

SBI infra Management Solutions Pvt Ltd on Behalf of State Bank of India invites offers on monthly rental basis from owners/power of attorney holders/ vendors, for leasing of fully furnished ready to move in commercial/office premises for Premium Banking E-Lobby on outsourced model at Station Road, Kolhapur, for initial lease period of 6 months and further extendable upto 3 years on satisfactory performance.

2. The premises should be preferably on a main road at Ground floor (only) with adequate dedicated parking space, completed in all respect as per Bank's standard specifications/ requirement, the details of which are outlined under 'Technical Bid'.

3. Premises should be ready to move in position within 6 (Six) months from the last date of submission of proposal. Preference will be given to offer/s from the Govt./Semi-Govt. departments / Public Sector Units / Public Sector banks in this respect.

4. The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from the Bank's website www.sbi.co.in under important links "Procurement and others" from **11.12.2018 to 11.01.2019**.

5. An application fees of Rs.5000/- (Rs. Five Thousand Only) in the form of DD/Bankers Cheque issued by any Nationalized/Scheduled Bank drawn in favour of SBI Infra Management Solutions Pvt. Ltd., payable at Mumbai needs to be enclosed for each proposal/offer along-with the "Technical Bid". **Application fee shall not be refundable.** The offers in a sealed cover complete in all respects should be submitted on or before **3.30 pm. on 14.01.2019** during working hours at the following address-

SBI Infra Management Solutions Pvt. Ltd,
Circle office, Third floor, State bank of India,
Synergy building, C-6, G block,
Bandra Kurla Complex,
Bandra east, Mumbai-400051.

The SBIIMSPL/SBI reserves the right to accept or to reject any offer without assigning any reason therefor. No correspondence in this regards will be entertained.

No Brokers please.

VICE PRESIDENT & CIRCLE HEAD
MUMBAI CIRCLE.



INSTRUCTIONS TO TENDERERS

This tender consists of two parts viz. the "Technical Bid" (having detail terms and conditions, details of offer and Annexure-I) and the "Price Bid". The "Technical Bid" should be accompanied with non-refundable application fee of Rs.5000/- (Rs. Five Thousand only) in the form of DD/Bankers Cheque issued by any Nationalized/Scheduled Bank drawn in favour of SBI Infra Management Solutions Pvt. Ltd., payable at Mumbai. Duly signed and completed "Technical" and "Price Bid" should be placed in separate sealed envelopes duly superscribed on top of the envelope as **"Technical Bid"** or **"Price Bid"** as the case may be and these envelopes are to be placed in a single cover superscribing **"Tender for ready to move in commercial/ office premises for Premium Banking E-lobby at Station Road Kolhapur"**. The offer should be submitted at the Office of the VICE PRESIDENT & CIRCLE HEAD, SBI Infra Management Solutions Pvt. Ltd. (SBIIMS Pvt. Ltd.), Circle office, Third floor, State bank of India, Synergy building, C-6, G block, Bandra Kurla Complex, Bandra east, Mumbai-400051. on or before **3.30 pm. on 14.01.2019.**



TECHNICAL BID

I. ELIGIBILITY CRITERIA

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Eligibility Criteria	Documents to be submitted
1	The bidder may be an Individual/ Proprietary Firm/ Partnership Firm/ HUF/ Company registered under Companies Act with an experience of minimum 07 years.	-In case of Proprietorship concerns copy of Shop License/Registration and the GST Registration certificate. -In case of firms, Copy of the firm registration Certificate and GST Registration. -In case of company, copy of certificate of incorporation issued by Registrar of Companies and full address of the registered office plus GST registration certificates.
2	Three Similar Completed works Each one having "Annual Contract Value" not less than Rs.9.20 Lakh Or Two Similar Completed works Each one having "Annual Contract Value" not less than Rs.11.50 Lakh. Or One Similar Completed work having "Annual Contract Value" not less than Rs.18.40 Lakhs.	Copy of the work order and work completion certificates issued by the principal Employers specifying following information relating to the works carried out during the period from 01/04/2013 to 31/03/2018: 1. Location of site: 2. Scope of work. 3. Contract value. 4. Area of the office/ premises. (brief details of interior furnishing & other infrastructure provided at site) 5. No. of staff deployed. 6. Period of lease. 7. Monthly payment
	<u>Note: "Similar Completed Work" under this clause shall mean successfully completed and running, maintenance & operation of office/ branch/ E-lobby for the Public-Sector Banks, Financial Institutions, or similar outfit for Central & State Govt. departments/Organisations, Public Sector Undertakings etc.</u>	
3	The bidder should have a minimum average annual turnover of Rs.7.00 Lakh for the last three years (as on 31-03-2018).	(i) Copies of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant



	Audited / Certified Balance Sheet (by Chartered Accountant) for the years 2015-2016, 2016-2017, 2017-2018 (provisional / audited) establishing the turnover criteria should be submitted.	including 3CA/3CD and auditor notes and accounts. (ii) Copies of returns submitted to the Tax authorities such as IT & Service Tax etc.
4	The Bidder should not have incurred loss in last 3 years ending on 31 st March 2018.	(iii) Any return submitted to the labour Commissioner.
5	The applicant should have a solvency of Rs.7.00 Lakh certified by a Scheduled Commercial Bank. The Solvency Certificate should not have been obtained earlier than 1 st April 2018.	Copy of the Original Solvency Certificate should be attached.
5	Tenderers should have applicable and valid registrations with statutory authorities, viz. Income Tax, Goods & Service Tax, Labour License under section 12(1) of then contract Labour regulation and Abolition) Act, 1970., Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation, PAN etc.	Certified copies of supporting documents to be attached.
6	The Tenderer should have constituted a Sexual Harassment Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	Suitable certificate/affidavit to be attached.
7	Bidder should not have been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India/SBIIMSPL Pan India.	Suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorised Signatory only

Copies of the Documentary evidences must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.



II. SPECIAL TERMS AND CONDITIONS

1. Bonafide Owners of the premises / Power of Attorney holders/ Service providers/ vendors, who possess freehold/ leasehold title of the said premises, and who can as per the law, lease the premises complete in all respect as per our requirements, are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
2. Other things being equal, the offers received from Public Sector Undertakings / Government bodies would be given preference.
3. Tenders received after the due date and time, for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of the tender documents.
4. The approved use of the premises in the building from the respective State Government Authorities or Local Municipal/ Development Authority should be "Commercial".
5. The building should be conforming to all the building norms and safety norms as specified by local Development Authority / Municipal Authorities or other Govt. Agency.
6. The building should have all the necessary approvals / clearance from the concerned local Development Authority / Municipal Authorities and Completion Certificate / Occupancy Certificate issued by the Competent authority.
7. The building should be conforming to the fire-fighting norms and should have clearance certificate / NOC from the concerned Fire department.
8. The premises offered must comply with the minimum amenities / facilities as specified below:-
 - i. The building should be located on sufficiently wide road and the approach to the offered building should be convenient and non-congested.
 - ii. The premises should be operative and accessible to SBI customers round the clock (24x7) and its access is not to be hampered or stalled.
 - iii. Sufficient parking space for car / two-wheeler should be available for customers/ staff / visitors exclusively for the Premium Banking E-lobby.



- iv. The area offered for rent should be preferably a hall and located in the ground floor of the building and it should be contiguous.
- v. The area offered for rent should be for exclusive use of the Bank and no passage/ trespassing of any other person should be allowed through this area.
- vi. The offered premises should be sufficient for accommodating 4 to 5 ATM/CDM machines, one customer care executive, two seats for cross selling executives and a provision of security guard seating at the entrance with a toilet & drinking water facility. The tentative layout for the same is enclosed as Annexure-I.
- vii. The offered premises shall have complete infrastructure in place as required for successful operation of E-Lobby as per Bank's requirements. The details are as under:

S.No.	Particulars
1.	Carpet Area of the premises offered should be minimum 400 sq.ft. (400 sq.ft. +/- 10%)
2.	<p><u>Infrastructure Requirements/ Specifications</u></p> <ol style="list-style-type: none"> i. The flooring should be double charged vitrified tiles (600x600) preferably ivory colour of approved make/ brand or as directed by SBIIM SPL Engineer. ii. All the external walls should be minimum 250 mm thick. iii. All the internal surfaces and external surfaces of front facing wall should be provided with ACP wall panelling/ wooden panelling/ textured painting as required on 2' x2' aluminium frame as per drawing. iv. External walls may have full glazing with toughened glass & door with provision of rolling shutter depending on the location of premises & internal layout finalised for the purpose. v. Seating for one customer executive and two cross selling executive to be provided consisting of table of 5'6" x 2'6" x 2'6" size with a side credenza of 3'6" x 1'6" x 2'6" size. Each table should have provision of UPS points, raw power points, telephone points & premium executive revolving chairs, visitor chairs. vi. Placement & installation of 4-5 ATM/CDM machines with partition of suitable size and material as approved in between & electrical/ UPS points. vii. Power connections for all electrical installation/ equipment's including sufficient power backup for lighting, AC in entire premises. viii. The entire premises to be provided with false ceiling of India Gypsum. ix. LED lights of 2'x2' of branded/ approved make inside the premises and spot lights on the external façade at the entrance. x. Air conditioning of approved make with regular maintenance. xi. Remotely monitored hybrid UPS (15 KVA) and batteries including regular maintenance.



	<p>xii. One LED TV (54 inch) of approved make/ brand for Bank's publicity and product promotions.</p> <p>xiii. Drinking water facility.</p> <p>xiv. Toilet facility with hand wash basin for the staff.</p> <p>xv. Provision of signage as per approved design/ drawing at the entrance of the premises & display of signage/ scheme etc. inside lobby.</p> <p>xvi. Electronic surveillance system for remote monitoring including CCTV, fire safety installation, etc.</p> <p>xvii. Provision of data points at each table and for machines with provision of one telephone. The premises should be provided with one dedicated lease line for running the network equipment's and to connect them to the Bank's central server.</p> <p>xviii. Back ground music system</p>
--	--

S.No.	Particulars
3.	<p><u>Facility Management Services</u></p> <p>i. Provision of one Customer Care Executive having minimum qualification BA/BSc./B.Com./Graduate with sufficient experience/ exposures in handling banking customers and having fair banking knowledge. The working hours to be from 8 AM to 8 PM.</p> <p>ii. Provision of one Security Guard having 12th/ Graduate qualification and the working hours from 8 PM to 8 AM.</p> <p>iii. Cash replenishment, evacuation and upkeep of machines along with necessary support from hardware vendors to ensure machines are operational round the clock (24x7).</p> <p>iv. Upkeep of premises with regular maintenance of all installations vis. UPS, A.C, CCTV, fire safety installations & other equipment's, etc.</p> <p>v. Taking care of E-lobby assets.</p>

- x. The building should have adequate toilet facilities separately for Ladies and Gents customers/ visitors.
- xi. The premises should have suitable power supply for commercial operations and also compulsorily to have 100% power back-up.
- xii. Throughout the period of lease, cleaning and maintenance and operations (civil, electrical, air conditioning, mechanical, plumbing installations including consumables etc.) of all shall be the responsibility of the Owner and the Owner shall also carry out periodical repairs. No additional / separate charges shall be paid for the same. The scope of routine would be broadly as under:-
- Round the clock general security to the premises, access control and regulating visitor movement.
 - Periodical maintenance of the building, which includes painting / cleaning of the exteriors and all the common areas of the building.



- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all installations including payment for regular maintenance charges.
- Lighting of the area and provisions of consumables for the same.
- Maintenance of water supply system.
- Maintenance of electrical installations, common electrical, plumbing and sanitary lines.
- Provisions of signage pertaining to common services.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of Air Conditioners and payment of their insurance and regular maintenance.
- Payment of Electricity, telephone & dish antenna charges/ bills.
- Payment of municipal taxes & other charges (if any) levied by municipal corporation towards the premises.

xvii. The owner should be willing to make alteration / additions as per requirement of the Bank and directed by SBIIMSP. Suitable provision is required to be made for physically challenged persons.

xviii. The layout of the offered space should be in accordance & conformity with the requirement of the Bank.

9. The premises offered should be secure and in reasonably ready condition and the owners / power of attorney holders of the premises will have to hand over the possession of the premises complete in all respect within 90 days from the date of acceptance of their offer.

10. During the validity period (i.e. 3 months) of the offer, the Bidder should not withdraw / modify in the terms of area and price and other terms and conditions quoted in Technical or Financial Bids. As such, the Bidder is required to submit an undertaking on non-judicial stamp paper of Rs.500/- duly signed by Legal Owner or his Power of Attorney holder that the Bidder shall not back out / cancel the offer / offers made during the validity period.

11. All the individual pages of the offer are to be signed and over-writing, if any, to be duly initialled by the Owner / Landlords / Power of Attorney holders or his authorized signatory.



12. In case of deficiency in service/ availability of Manpower the following recovery shall be made from the rent payable to the owner.

S. No.	Service	Availability	Provision of recovery/ penalty
1	Availability of Customer Service Executive	100 %	Rs. 1000/- per day
2	Availability of Security Guard	100 %	Rs. 500/- per day
3	Uninterrupted Electric supply	100 %	Rs. 1000/- per day
4	Cleanliness at site	24 x 7	Rs. 1000/- per day

13. Those who match the minimum eligibility criteria as also minimum 70- out of 100 marks in the technical score (as per page no. 18) will be further eligible and invited to submit “Price Bid” as per the schedule.



II. GENERAL TERMS AND CONDITIONS

1.1 The successful vendor 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 vendor 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 SBI. **The initial period of lease will be 6 months and will be further extended upto 3 years on satisfactory performance with requisite exit clause to facilitate full de-hiring of space by the SBI 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% after initial term of 3 years is completed. After 3 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further terms.

1.2 Tender document received by the SBIIMS Pvt. Ltd. Mumbai after due date and time i.e **14.01.2019 after 3.30 pm shall be rejected.**

1.3 The lessors are requested to submit the **tender documents** duly filled in (as stated earlier) with relevant documents/information at the **following address:**

THE VICE PRESIDENT & CIRCLE HEAD
SBI Infra Management Solutions Pvt. Ltd,
Circle office, Third floor, State bank of India,
Synergy building, C-6, G block,
BKC, Bandra east, Mumbai-400051.

1.4 All columns of the tender documents must duly filled 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 initialed by the tenderer. The SBIIMSPL/SBI reserves the right to reject the incomplete tenders.

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

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.

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



1.8 The **Technical Bid** will be **opened on 15.01.2019 at 11.30 AM** in presence of tenderers who choose to be present at the office of Vice President and Circle Head, SBI Infra Management Solutions Pvt. Ltd. Circle office, Third floor, State bank of India, Synergy building, C-6, G block, Bandra Kurla Complex, Bandra (east), Mumbai-400051,. All tenderers or their authorised representatives (with proper authority letter) are advised in their own interest to be present on that date at the specified time.

1.9 **The SBIIMSPL/SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor.**

1.10 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

1.11 The shortlisted lessors will be informed by the SBIIMSPL/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 (Rent + GST) to the successful tenderer 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 of the building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks as stated earlier.**

1.14 The details of parameters and the 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 Committee of the SBIIMSPL/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 after expiry of initial lease period, 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 SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the 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 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 tax registration number of the landlord.**



1.16 **The interest free rental deposit equivalent to maximum three 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 three months of occupation.

1.17 **The successful lessor should arrange to obtain the requisite municipal NOC/approval of layouts, internal addition/alteration works etc. from Local Civic Authority/collector/town planning etc. for leasing the premises to the Bank.** Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of the furnishing works.** The required **additional electrical power load and other furnishing works as required will have to be arranged by the 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 (in case Generator backup) will also have to be provided by the lessors at no extra cost to the Bank.

1.18 Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.

1.19 After the completion of all furnishing works and the premises/ office is ready for operation the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation by the Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of full premises.

1.20 All the furnishing works as per plan & specifications provided by SBIIMSPL/SBI pertaining to the premises will be carried out by the lessor at his cost. Lessor(s) will be required to engage the Architect, as approved by the SBIIMSPL/SBI for supervision of the entire activities of furnishing at their own cost.

1.21 The SBIIMSL/SBI shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the owner/ service provider reserves the right to remove the personnel with prior permission of the SBIIMSL/SBI, except under emergencies / unavoidable circumstances.

1.22 The owner/ service provider shall exercise adequate supervision to ensure proper performance of Services in accordance with the requirements.

1.23 The owner/ service provider shall issue identity cards/ identification documents to all its employees.

1.24 The personnel of the owner/ service provider shall not be the employees of the SBIIMSPL/SBI and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this agreement.



1.25 The owner/ service provider shall also provide at its own cost all benefits; statutory or otherwise to its employees and the SBIIMSP/SBI shall not have any liability whatsoever on this account.

1.26 In quoting the rental rates, the owner/ service provider are advised to take into account all factors including any fluctuations in market rates. Please note that the rental rate quoted in the tender shall remain firm and valid for the lease period and no request for enhancement / escalation in rental rates shall be considered under any circumstances.

1.27 The rental rate quoted by the owner/ service provider shall remain firm and shall cover and include cost of all materials required for upkeep of the premises, wages to the personnel, equipment deployed, maintenance of all furniture & fixture, electrical & air conditioning installations and all statutory levies, applicable taxes, EPF, ESI, and any other statutory component payable to the manpower engaged by owner/ service provider for running the office premises as per the Central Government Minimum Wages Act but excluding Goods & Service Tax (GST).

1.26 If any of the staff employed by the owner/ service provider is found to be under performing or any person is found under the influence of alcohol or any abusive substance / reported while on duty, such person/persons shall not be allowed to work at premises anymore and the SBIIMSP /Bank reserves the rights to ask the owner/ service provider for immediately removal such person(s) with suitable substitute immediately.

1.27 The owner/ service provider has to submit the Police verification details of all the staff deployed by him at the offered premises before occupation by the Bank and execution of lease. In case of any replacement during the pendency of the agreement, submission of police verification documents of such replaced staff is to be made available immediately.

1.28 The staff deployed at offered premises should be physically fit to handle the works detailed in the scope. The full bio-data of the staff deployed at the offered premises like their full address, educational qualification, age proof etc shall be made available before handing over of the premises for Bank's operation. The staff has to be deployed in consultation with the SBIIMSP/ SBI officials after performing the interview of the staff.

1.29 The owner/ service provider shall take, at his own cost the necessary license from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement including expenses towards stamp paper, Registration charges, etc., if any, shall be borne by the contractor.

1.30 STATUTORY DEDUCTION towards INCOME TAX, Work Contract Tax and any other statutory deductions as per the law prevalent will be made as per Rules.

1.31 The owner/ service provider shall be responsible to ensure making payment of "Prevailing Minimum Wages" as notified by Regional Labour Commissioner (Central) to their labourers/ employees directly in their Bank accounts and shall produce relevant documents to the SBIIMSP/ SBI for verification.



1.32 The owner/ service provider shall be bound to submit original challans and other documents with regard to payment of ESIC/EPF/any other statutory dues /compliances/pay slip along with monthly bill to the SBIIMS, failing which bill will not be entertained.

1.33 Bank shall take possession of the demised premises only after completion of all the works & submission of necessary certificates from the authorities for running the office, as required by the SBIIMSPL/SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any



DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR FULLY FURNISHED READY TO MOVE COMMERCIAL/ OFFICE PREMISES

(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 Commercial / Office use on lease basis:

General Information:

S. No.	Item	
1	Full particulars of the legal Owner / holder of Power of Attorney of the offered premises:	
	i) Name	
	ii) Address of office & Residence	
	iii) Telephone No./Mobile No.	
	iv) Tele Fax	
	v)E-Mail Address	
	vi) Permanent Account Number (PAN)	
	vii) The exact location and postal address of the premises /accommodation	
2	Full particulars of person(s) offering the premises on rent / lease and submitting the tender	
3	Status of the applicant with regard to the accommodation offered for hiring (enclose Power of Attorney also if the applicant is other than Owner)	



4	Type of building — whether commercial or not	
5	a) Complete Address and location of the building	
	b) Details of the Accommodation offered for rent (viz. carpet area) (Enclose Certified Sketch / Layout Plan also)	
6	Detailed approved plan of premises offered	
7	Date of Construction	
8	Exact carpet area offered for rent (Carpet area offered for rent does not include area of verandah, corridor and passage, staircases, basement / covered parking, toilets, wall / columns, balcony, portico, shafts, lift arches, air-conditioner ducts, lofts etc.)	
9	Exact built up area	
10	No. of floors in the building	
11	Other facilities and amenities available in the building.	
12	Parking space available for exclusive use of the Bank - Whether covered / open, location / Nos. of vehicles that can be parked 4-wheelers / 2-wheelers	
13	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/ dues or like (enclose copy of Affidavit from Owner or Power of Attorney holder)	
14	Clearances/No-objection certificate from the respective Central / State/ Municipal authorities and Fire Department for use as office / commercial premises conforming the municipality laws	



15	Time required to furnish the premises as per bank's specifications mentioned & provision of manpower in clause 9 of special Terms & conditions (i.e. 60 days from the date of acceptance letter)	
----	--	--

Technical Information (Please ✓ 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 (-----).
- e. Floor of the offered premises:

Level of Floor	Carpet area
Total Floor Area	

Premises ready for occupation as per tender condition i.e. 60 days from the date of acceptance letter - Yes-----No-----

If no, how much time will be required for occupation ----- with end date.

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

Car-
Scooter-

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. Cash safe Room, Record/Stationary room, System/ups Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Verified Tile Flooring and other works as per Banks specifications and requirement.

Place:

Date:



ANNEXURE – I (PART OF TECHNICAL BID)

Parameters based on which technical score will be assigned by SBIIM SPL/SBI,
(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD/ BIDDER)
TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS

The detailed list and marks assigned to each parameter is as under:

Sr No	Parameter	Maximum Marks
1	Distance from Railway station/ desired location. i) upto 0.5 Kms (30 marks) ii) More than 0.5 Km and upto 01 kms (20 marks) iii) More than 01 and up to 02 Kms (10 marks) iv) More than 2 Kms (0 marks)	30
2	Available Frontage of the Premises i) More than 8 metres (10) ii) More than 6 metres (7) iii) More than 3 metres (5)	10
3	Nearby surroundings, approach road and location i) Commercial Market Place with wide approach (20 marks) ii) Partly Commercial/ Residential locality with wide approach (10 marks) iii) Commercial Market Place with narrow approach (5 marks) iv) Partly Commercial/ Residential locality with narrow approach (0 marks)	20
4	Quality of construction, Load Bearing/ RCC framed structure & adequately ventilated, Ambience & Suitability of premises. i) Excellent (20) ii) Good (10) iii) Satisfactory (5) iv) Unsatisfactory (0)	20
5	Time required for making the premises functional and ready for occupation by Bank for start of operations. i) Upto 3 months (20) ii) Upto 6 months (10) iii) More than 6 months (0)	20
	TOTAL	100

Place:

Date:



PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____ dated ____ 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 Commercial/office use on lease basis on the following terms and conditions:

General Information:

Location:

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.	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Name & Signature of Bidder with Seal



Rent:

Sl. No.	Particulars	Rate/ Salary per Month	Amount per Month
1	Rental rate of premises (all inclusive)		
2	<u>Provision of Manpower</u>		
	i) Customer Service Executive – 1 No.		
	ii) Security Guard – 1 No.		
	Total Quote per month		

Rental rate should be inclusive of furnishing, upkeep & maintenance of the premises, installations & other charges to be paid by the owner complete for Bank's Premium Banking E-lobby operation in accordance with various Terms & conditions of technical bid. Please note that the rent should be all inclusive (i.e. municipal taxes/cess, service charges like society charges, maintenance charges etc. will not be paid separately by the Bank).

The GST if levied on rent paid, shall be reimbursed by the SBI to the landlord on production 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 lessor(s) with seal if any

Name & Signature of Bidder with Seal