

NOTICE INVITING TENDER (NIT)
SBI REGIONAL BUSINESS OFFICE KOTA

COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE
STATE BANK OF INDIA, SCAB BRANCH, KOTA

SBI RBO KOTA. invites offers from **owners / Power of attorney holders** for premises (to be built by bidder as per banks/RBI specifications on open plot) on lease rental basis for Commercial / Office use having built up area of **approx. 420 Sq.m (4500 Sq.ft.)**, including one **Currency chest of approx. 2000 Sq.ft area as per RBI Specifications** (refer annexure-II). and 2500 Sq. ft office space. The premises should be located on a wide road, accessible for cash van / truck situated in decongested area within 5-7 km periphery of main city area. **The entire space should be on one single floor & preferably on Ground floor.** The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be obtained from the office of “ **Regional Manager, State Bank of India, A-3, Industrial Estate Kota and also can be downloaded from website w www.sbi.co.in under procurement news..** Preference will be given to the premises owned by the **Govt. departments / Public Sector Units / Banks.** The offers in a sealed cover complete in all respects should be submitted to “**Regional Manager, State Bank of India, RBO, A-3, Industrial Estate, Kota on or before 3:30 pm on 20.01.2022.** The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

REGIONAL MANAGER (KOTA)

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 “**Tender for leasing of Office premises to State Bank of India, SCAB Branch, Kota city**” and should be submitted to the “**Regional Manager, State Bank of India, RBO, A-3, Industrial Estate Kota**” on or before **3:30 pm on 20.01.2022**.

Important points of Parameters -

1	Built up Area (BUA) & Open Area	420 Sq.m (4500 sq ft). (Approx) and 140 Sq.m (1500 Sq.ft) Open Area
2	Designated staff Parking Space	02 four wheelers and 10 two wheelers for staff.
3	Open parking area	Sufficient open parking area for RBI Truck, cash vehicle.
4	Amenities	24 hours water facility, Electricity, Space for Generator power back up for essential services like lift, pump etc.
5	Possession	Premises should be ready for possession within 3 to 4 months.
6	Premises under construction	Will be considered provided there is scope for Construction of currency chest as per RBI specifications.
7	Premises Details	i. The offer of premise should be for premises to be constructed as per specific requirement of the Bank and the premise should have a currency chest to be constructed as per extant norms of Reserve Bank of India

		<p>. The Built up area required is around 4500 sqft approx including approx. 2000 sq.ft or currency chest with 5% variance depending upon actual site area available vis- à-vis Bank's requirement.</p> <p>II. The height of the plinth of the building should be minimum 450 to 600 mm above the maximum flood level of the locality. The premises should have permission for commercial use.</p> <p>III. The water proofing of the slab of the building should be with a guarantee of entire lease period, or if it is for lesser period, it will have to be renewed from time to time up to lease period at the cost of bidder.</p> <p>IV. The flooring should be of contemporary flooring as per Bank's requirement.</p> <p>V. <u>A currency chest as per RBI Specifications (annexure-II) at Ground floor and other structures will have to be constructed by bidder at their own cost (including tang bars)</u></p> <p>VI. Any other requirement deemed suitable for the Bank shall be advised as and when required. Any other suggestions by Bank's Civil Engineer regarding construction of premises will be binding on the bidder.</p> <p>VII. Bidder has to appoint an architect/Structural Engineer for design and construction of the premises from Bank's panel of Architects for drawing & supervision the construction of currency chest as per RBI Specifications at their own cost. All the necessary testing (cube test, structural stability test etc.), maintenance of records, as required by the RBI for</p>
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		<p>inspection and certification of the Currency Chest shall be managed by the bidder through Architect/ Structural Engineer.</p> <p>VIII Bank shall supply the strong room door for the Currency chest. The tang bars required for the chest shall be provided by the land lord from Godrej/Gunnebo as per RBI Specifications.</p>
8	Desired location	As mentioned in NIT
9	Preference	(i) Single floor Vacant Space & Ground Floor. (ii) Govt. Departments / PSU / Banks.
10	Contact Person	REGIONAL BUSINESS OFFICE KOTA
11	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent @ 10-15%
12	Selection procedure	Through Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids. (Refer annexure-I)
13	Validity of offer	3 months from the date of submission of the offer.
14	Stamp duty / registration charges	To be shared in the ratio of 50:50.

TERMS AND CONDITIONS

The successful bidder 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 bidder 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 Bank. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the pendency of the lease. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for another terms.

Tender document received after due date and time i.e. **03:30 pm on 20.01.2022** shall be rejected.

The bidders/lessors are requested to submit the Tender documents in separate envelope super-scribed on top of the envelope as **Technical Bid** or **Commercial Bid** as the case may be, duly filled in with relevant documents/information at the following address:

Signature and Seal of applicant

“Regional Manager, State Bank of India, RBO, A-3, Industrial Estate Kota”

All columns of the Tender documents must duly fill 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 SBI reserves the right to reject the incomplete Tenders.

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

The offer should remain valid at least for a period of 3 (three) months to be reckoned from the last date of submission of offer i.e. 20.01.2022.

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.

The **Technical Bid & Price Bid** will be **opened** in the presence of Tenderer’s who wish to be present at the office of **“Regional Manager, State Bank of India, RBO, A-3, Industrial Estate Kota ”**. **The date and time for the same will be informed later**. All Tenderers are advised in their own interest to be present on that date at the specified time.

The SBI reserve 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.

Canvassing in any form will disqualify the Tenderer. No brokerage will be paid to any broker.

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

Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required.

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.

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 SBI in respect of technical parameters will be final and binding to the applicant.

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.

However, the landlord will be required to bill the concerned Branch Manager, SBI every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the service tax registration number/ GST 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.

Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as built up area as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord.

The floor wise area viz. Ground, First, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid.

The successful lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. 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 40KW with a dedicated 63 KVA transformer and substation along with dedicated energy meter will also have to be provided by the lessor at his/her own cost** through the State Electricity Board/ State Power department etc. NOC and the space required for installation and running of the generator set, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, VSAT, etc will also have to be provided within the compound by the bidders/ lessor **at no extra cost to the Bank.**

Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

The bidder/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, in case of unfurnished premises.

After the completion of the works and approved by RBI, 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. The lease deed will only be executed after mandatory approval of the chest from RBI and completion of the works thereafter.

Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However GST shall be paid extra at applicable rate and manner.

Electricity charges will be borne by the Bank but water supply should be maintained by the Landlord/owner within the rent.

All civil works for construction of the premises such as **Currency chest (specifications as ANNEXURE-II including Tang bars)**, Toilets, with all accessories. as per Bank's requirements, Rolling shutter, collapsible grill door at entry, ramp, vitrified tile flooring, inside and outside painting with acrylic emulsion paint/synthetic enamel paint etc., windows, safety grill etc as advised by the Bank will be carried out by landlords' at their own cost before handing over possession to the Bank, Landlords will submit approved plan, Competent Authority (RBI) permission, structural stability and soundness certificate before possession by the Bank.

Interior works like loose furniture, dry-wall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signage's, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

Place and Date:

Name & Signature of bidder/ lessor with seal if any.

DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

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

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your office on lease basis at

General Information:

Location as name of the nearest local railway/ Metro 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.	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Technical Information (**Please✓ at the appropriate option**)

a. Building: Load bearing / Frame 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	Built up area as per IS code 3861-2002
Ground Floor	
First Floor	
Second Floor	

Signature and Seal of applicant

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And so on	
Total Built Area	

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

Building ready for occupation : Yes / No

Amenities available:

Electric power supply and sanctioned load for the floors : Yes / No

Offered in KVA (Mentioned)

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 : Yes / No

(Enclose copy)

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

Whether lift facilities are available : Yes / No

Details of Tender fee deposit:

SBI Collect Payment ref. no.....

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 Currency chest & offer shall with 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 lessor with seal if any

ANNEXURE – I

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Area of premises:	6000 Sq.ft premises possible in one single Ground floor: 20 6000 Sq.ft premises possible in G.F + 1 st Floor: 10	20	
2	Plot/Premises location	On main/ Wide road : 20 Inner side from Main road : 10	20	
3	Plot/Existing building	Existing premises with possibility of modification for currency chest as per RBI Specifications: 20 Open plot without any existing structure: 15 Existing premises without any possibility of modification for currency chest as per RBI Specifications: 00	20	
3	Plot/Premises Frontage from road	>= 60 feet = 10 >= 50 feet = 07 >= 40 feet = 05 < 30 feet = 00	10	
4	Covered / Built up exclusive parking for SBI (Allotted Parking)	1. 2 four wheeler + 10 two wheeler : 10 2. 1 four wheeler + 08 two wheeler : 07 3. 0 four wheeler + 05 two wheeler : 05	10	

Signature and Seal of applicant

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		4. 1 Four wheeler + 05 two wheeler: 03 4. No parking : 00		
5	Surrounding of plot of the building	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 00	10	
6	Ambience, convenience and suitability of plot as assessed by Premises Selection Committee	As assessed by Premises Selection Committee.	10	
	Total		100	

- **If a bidder scores 00 marks in any of the above mentioned criteria, his/her offer will be disqualified and price bid of such bidder will not be opened.**

Date:

Signature and Seal if any of applicant

Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

A: $(78/78)*100=100 =100$

B: $(70/78)*100=100 =89.74$

C: $(54/78)*100=100 =69.23$

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. Convert to percentile score, we will get

$$C: (210/210)*100 = 100$$

$$B: (210/250)*100 = 89.74$$

$$A: (210/300)*100 = 70$$

4. If proportion of technical to financial score is specified to be 50:50, then final score will work out as follows:

$$A: (100*0.50) + (70*0.50) = 79$$

$$B: (89.74 * 0.50) + (84*0.50) = 85.72$$

$$C: (69.23*0.50) + (100*0.50) = 90.76$$

Date:

Name and signature of lessor with seal

Annexure-II

RBI SPECIFICATIONS FOR CONSTRUCTION OF CURRENCY CHEST:

Construction of currency Chests by banks-

CLASS-‘AAA’

As per RBI guidelines/ specifications provided Vide RBI DCM(CC)NO.1152/03.39.01/2019-20 dated 04/12/2019.

(All dimensions in millimeters.)

Vault Class		AAA		
Application	Wealth Level	High		
	Risk level	High		
Main door with time-lock [see IS 11188 (part-1) for construction details] to be fixed on front side.(To be provided by Bank)		Class 'AAA'		
Emergency door [see IS 11188 (part-1) for construction details] is to be provided and fixed on back side as per the layout prepared by the bank's Architect /Structural consultant .(To be provided by Bank)		Class 'AAA'		
Internal clear usable size without obstructions (HxWxD)		Min (2000 sq ft area),clear Height 3000mm		
		Or else, larger size as may be required by the user		
Construction shall be done as per the design of the Structural Consultant subject to minimum requirements given here for achieving burglary resistance against attack by common hand-held/picking / impact / portable electric/ hydraulic /concrete cutting / drilling tools, pressure applying device , power saws, etc; fire resistance against gas cutting torch, fixing rods etc; fire hose stream re-heat endurance against exposure to major fire and fire-fighting water stream/jet etc.	Wall thickness	450 mm, Min		
	Floor and roof	450 mm , Min		
	Concrete mix (see IS 456)	M50, Min		
	Steel grid in walls, floor and roof	Bar dia	20 mm	
		Mesh	Mesh made by placing and tying rebar at 200x200 c/c both ways; one such mesh placed staggered on both the faces of each wall, floor and roof, In such a manner so as to make less than 100x100 c/c through openings	
Twisted tang bars laid with staggered joints & 25 mm overlap (min)	2 Row in Walls, 2 Layer in Floor, 2 Layer in Roof			
Surveillance passage /Patrol Corridor		1150, Min for Front and Back, 750 Min for sides		

Security Ventilator (see IS 14387) / Exhaust fan
(To be provided by Bank)

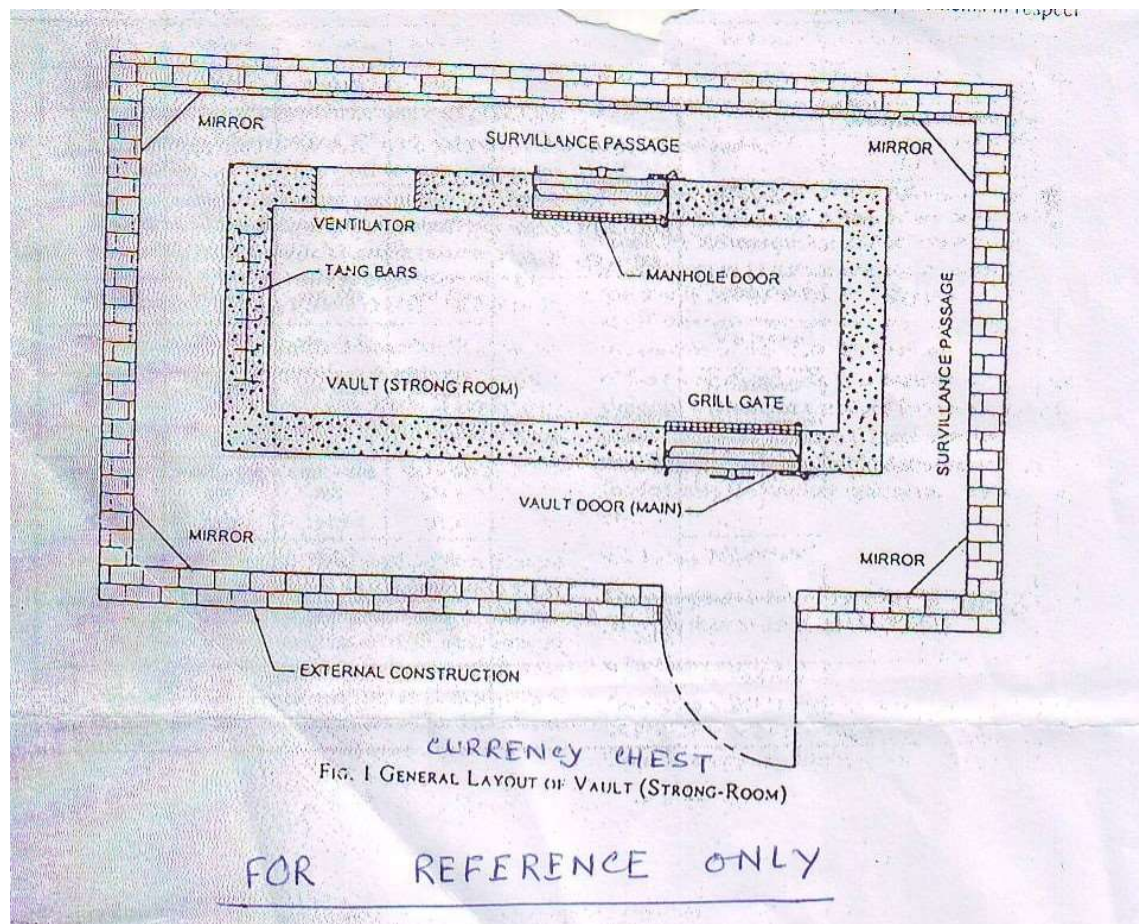
Height from Floor Level: 2100, Min.
Opening Size; 450x450, Max

Instructions for Laying the Tang Bars

- Tang Bar strips are punched to form a double comb and are supplied in untwisted condition.
- Twist the Tang Bar in a spiral forming fang projection in all direction.
- Lay the twisted Tang Bars side by side or one over the other, such that the fangs overlap and inter lock with each other.

The Tang Bar are to be laid horizontally in two rows on 178 mm (7") centers for 305 mm (12"), 457 mm (18"), 610 mm (24") RCC wall respectively.

SAMPLE LAYOUT OF CURRENCY CHEST (STRONG ROOM)



- **Clear area of strong room: Min 2000 sqft, excluding the wall thickness and surveillance passage.**
- **Thickness of strong room RCC walls is 450 mm minimum.**
- **Surveillance passage is min 1150 mm all around.**
- **Only Vault main door & manhole door will be supplied by bank.**

