



STATE BANK OF INDIA
AO NAGPUR

RE-TENDER

**INVITES OFFERS FROM
OWNERS/POWER OF ATTORNEY HOLDERS**

FOR

**HIRING COMMERCIAL SERVICE APARTMENTS / VILLAS
HAVING MINIMUM 5TO 6 NOS. BED ROOMS WITH ATTACHED TOILETS, DINING/
LIVING ROOM & KITCHEN AS GUESTHOUSE AT NAGPUR.**

LAST DATE FOR SUBMISSION OF TENDERS: 11.09.2023 AT 03.00 PM
TECHNICAL BID (COVER-1) WILL BE OPENED ON 12.09.2023 AT 11.30 AM

Tenders to be submitted to: -

**THE CHIEF MANAGER (CIVIL),
SBI, AO NAGPUR
2ND FLOOR, PREMISES SECTION
SV PATEL MARG, NAGPUR -44001**

TENDER SUBMITTED BY:

Name : _____ Address : _____

TECHNICAL BID (Cover-1)

**OFFERS
FOR
HIRING COMMERCIAL SERVICE APARTMENTS / VILLAS
HAVING MINIMUM 5TO 6 NOS. BED ROOMS WITH ATTACHED TOILETS, DINING/
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NOTICE INVITING OFFER FOR

**HIRING COMMERCIAL SERVICE APARTMENTS / VILLAS
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LIVING ROOM & KITCHEN AS GUESTHOUSE AT NAGPUR.**

SBI, AO NAGPUR invites applications from owners/ power of attorney holders willing to offer their commercial Villas/ Service Apartments **having 5 to 6 Bedrooms** on lease rental basis to the Bank for using as guesthouse lease/rental basis for the Bank as under:

Details of commercial villa/ Service apartment	Location
Should have minimum 5 to 6 nos. bed rooms with attached toilets, dining/ living room & kitchen. All the rooms should be fully furnished with AC, cots, sofa, etc. And also should have minimum 4 to 5 car parking space.	The Guest House should be located preferably within <u>5 KM vicinity from Nagpur Airport</u> and should be easily approachable.

The **villa/ Service apartment** should be ready for possession / occupation or expected to be ready within 10 days from the last date of submission of proposal. Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt./Semi-Govt. departments / Public Sector Units / Public Sector banks.

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 **02.09.2023 to 11.09.2023**.

The SBI reserves the right to accept or to reject any offer without assigning any reason therefore. No correspondence in this regard will be entertained.

No Brokers please.

Sd/-

The Deputy General Manager (B&O), AO NAGPUR

TECHNICAL BID
TERMS AND CONDITIONS FOR
HIRING COMMERCIAL SERVICE APARTMENTS / VILLAS
**HAVING MINIMUM 5 TO 6 NOS. BED ROOMS WITH ATTACHED TOILETS, DINING/
LIVING ROOM & KITCHEN AS GUESTHOUSE AT NAGPUR**

This tender consists of two parts viz. the "Technical Bid" (having terms and conditions, details of offer and Annexure-I) and the "Price Bid". Duly signed and completed "Technical" and "Price Bid" are required to be submitted separately for each proposal (Photo copies may be used in case of multiple offers). The "Technical Bid" as described above) and "Price Bid" for each proposal/offer should be enclosed 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 "**OFFER FOR HIRING COMMERCIAL VILLAS / SERVICE APARTMENTS AS GUESTHOUSE AT NAGPUR**" and should be submitted at the Office of the

THE CHIEF MANAGER (CIVIL),
SBI, AO NAGPUR
2ND FLOOR, PREMISES SECTION
SV PATEL MARG, NAGPUR -44001

on or before **3.00PM on 11.09.2023.**

Important points of Parameters –

1	Name of Work	HIRING COMMERCIAL VILLAS / SERVICE APARTMENTS HAVING MINIMUM 5 TO 6 NOS. BED ROOMS WITH ATTACHED TOILETS, DINING/ LIVING ROOM & KITCHEN AS GUESTHOUSE AT NAGPUR
2	Parking Space	Availability of adequate car parking (minimum 5 to 6) for visitors.
3	Amenities	The rooms should be Air-conditioned, fully-furnished and should have facilities like attached bath/toilet with hot water facility.
4	Possession	Ready possession / occupation/expected to be ready to use within 10 (Ten) Days from the last date of submission of proposal.
5	Premises under construction	Will not be considered and summarily rejected.
6	Location	Should be located preferably within <u>5 KM vicinity of Airport of Nagpur</u> and should be easily approachable.

7	Preference	(i) All the rooms should be well furnished and located in single building. (ii) Offer from Govt./Semi Govt. Departments / PSU's/ Trust. (iii) Ready to occupy premises. (iv) Availability of safe and secured adequate parking space for visitors.
8	Unfurnished premises	Will not be considered and summarily rejected.
9	Initial period of lease	10 years(minimum) without any escalation in rent for initial 5 years and escalation after 5 years on mutually agreed terms
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weight age for price bids. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders, whose offers are found suitable, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders whose offers are found suitable.
11	Validity of offer	6 months from the last date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of 50:50 .
13	Documents to be enclosed with the offers	Room size with Drawings & dimensions, Room Numbers offered. Photograph of rooms and site plan of the building showing the main approach road, road on either side if any, width of the road/s and landmarks. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory Licenses / permits along with the offer. The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract

INSTRUCTION TO TENDERERS

1.1 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 vendor will have to execute **the lease deed as per the standard terms and conditions of State Bank of India** 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 **10 years**. The rent will be fixed for initial 05 years & the escalation in rent after 05 years will be as per mutually negotiated terms.

1.2 Tender document, without signed & without clear title documents in the name of bidder or received by the Premises Section, AO, NAGPUR after due date i.e. **11.09.2023** shall be summarily rejected.

1.3 The lessors are requested to submit the **tender documents in separate envelopes** superscribed on top of the envelope as “**Technical Bid**” or “**Price Bid**” as the case may be duly filled in (as stated earlier) with relevant documents/information at the **following address:**

**THE CHIEF MANAGER (CIVIL),
SBI, AO NAGPUR
2ND FLOOR, PREMISES SECTION
SV PATEL MARG, NAGPUR -44001**

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 cutting is to be duly authenticated by the tenderer. The 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 i.e. **11.09.2023**.

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

1.8 The **Technical Bid** will be **opened on 12.09.2023 at 11.00 AM** in presence of tenderers who choose to be present at the office of The Chief Manager (civil), AO Nagpur. All tenderers are advised in their own interest to be present on that date at the specified time. The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.9 Evaluation of Bids

- a) A committee will evaluate the proposals as per prescribed selection criteria and shortlist premises as per the laid down criteria. The decision of the Committee shall be final and binding on the bidders/ offerers.
- b) Only those offers which score **at least 55%** overall in technical evaluation shall be considered for opening of price Bid.
- c) The Technical Bid and Commercial/Price Bid will have weight-age of **70** and **30** marks respectively.

1.10 **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof.**

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

1.13 The particulars of amenities provided / proposed to be provided in the villa/houses should be furnished in the technical bid.

1.14 The tenderer should not have been black listed by any of the Government /PSU/ Trusts and no case should be pending or filed or pending in any courts for any illegal activities. A self-declaration in this regard to be provided by the owner.

1.15 The VILLAS/SERVICE APARTMENT offered should be in good and ready to occupy condition. The rooms should be ready for occupation **within 10 days** after the acceptance of their offer by SBI.

1.16 It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

1.17 Rate quoted should be **per Bed-room per month inclusive of all taxes and other charges if any**, however GST will be paid by the Bank. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of each month.

1.18 Lease period: **Minimum period of lease will be 10 years without any escalation in rent for initial 5 years and escalation after 5 years on mutually agreed terms.** However, the Bank has right to vacate the premises at any given point of time by giving **three (3) month's notice** or rent in-lieu thereof.

1.19. **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory to the rooms throughout the lease period .Monthly charges to be borne by the owner.

1.20. **Electricity:** The building should have sufficient electrical / power load / power back up / Lifts sanctioned and made available to the SBI's guests. Monthly charges to be borne by the owner.

1.21. **Car Parking:** The Villa/ apartment should have adequate four wheeler / two wheeler parking for SBI's guests and no charges should be collected for parking.

1.22**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**. Owner must have approval to use the building for commercial purpose i.e. all Govt Taxes/ Duties must be paid based on commercial rates.

1.23**Preference will be given to the premises owned by the Govt. Departments / Public Sector Units/ Trusts as stated earlier.**

1.24 Preference will be given to the buildings/ premises on the main road in close proximity to the **Airport–Nagpur**.

1.25 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**. 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 as well as of Bank's GST No. i.e. 27AAACS8577K2ZO, 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.

1.26 Please note that the rent should be inclusive of all present and future taxes including i.e. **Property tax, municipal taxes, commercial tax** of Premises and any other Government / municipal taxes / cess, service charges like society charges, maintenance charges and all other charges etc. **will not be paid separately by the Bank.**

Place: _____ Name & Signature of bidder/lessor(s)
Date: _____ with seal if any

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DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING 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:

A	Location:	
A.1	Distance in Km from Nagpur Air-port	
B.	Address:	
B.1	Name of the Building	
B.2	Plot No & Door No.	
B.3	Name of the Street	
B.4	Name of the City, pin code	
B.5	Building License commercial	YES / NO
6	Lift with generator facility available	
7	Generator supply given to Rooms	
11	Total Built-up area and No. of our wheeler parking available for guests.	
13	Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available	

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DETAILS OF OFFER (Part of technical bid)

C	Name of the owner	
C.1	Address	
C.2	Name of the contact person	
C.3	Mobile no.	
C.4	Email address	

Date:

(Name& Seal of the authorized signatory)

ANNEXURE - I (PART OF TECHNICAL BID)

**HIRING COMMERCIAL SERVICE APARTMENTS / VILLAS
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Parameters based on which technical score will be assigned by SBI.

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

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 desired location i.e. Nagpur Airport. i) upto 1 KM (10 marks) ii) More than 01 KM and upto 03 KMs (7 marks) iii) More than 03 KMS and up to 05 Kms (5 marks) iv) More than 5 Kms (0 marks)	10
2	Quality of construction, Ample Room Sizes, adequately ventilated, Ambience & Suitability of premises. i) Excellent (20) ii) Good (10) iii) Satisfactory (5) iv) Unsatisfactory (0)	20
3	i) Availability of Parking as specified (20) ii) Availability of parking less than as specified (10) iii) No Parking Facility within the premises (0)	20
4	Nearby surroundings, approach road and location i) Good Green locality with wide approach (10 marks) ii) Partly Commercial/ Residential locality with wide approach (7 marks) iii) Commercial Market Place with narrow approach (5 marks)	10
5	Available Views from the Rooms i) Nature View-Lake / Mountain (10) ii) Garden/ Greenery (7) iii) City View (5) iv) Market View (0)	10
6	Availability of additional amenities i) Modular kitchen/Furniture/Generator/ Invertor (10) ii) Only wardrobe/ modular kitchen (5)	10
7	Recommendation/ Opinion of Bank's Premises committee	20
	TOTAL	100

Place:

Date:

Name & Signature of lessor with seal if any

Example for evaluation of proposals:

The example to calculate most successful bidder based on marks given on each of the above parameters is as follows:

Total marks 100.

Three premises shortlisted-A,B,& C. They get following marks

A-78; B-70; C-54

Convert them to percentiles

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

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

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

Now that technical bids are evaluated, financial bids can be opened.

Financial quotes for three premises are as follows:

A : Rs 70 per Bed room

B: Rs 60 per Bed room

C : Rs 50 per Bed room

As C is lowest, to work out percentile score, following will be the calculation:

C: $(50/50)*100=100$

B: $(50/60) *100 = 83.33$

A: $(50/70) *100 = 71.43$

Since proportion of technical to financial score is specified to be 70:30,then final scores will work out as follows:

A: $(100 \times 0.70) + (71.43 \times 0.30) = 91.43$

B: $(89.74 \times 0.70) + (83.33 \times 0.30) = 87.82$

C: $(69.23 \times 0.70) + (100 \times 0.30) = 78.46$

Therefore, most successful bidder shall be A and Bank may invite A for further negotiation.

Name & Signature of lessor with seal if any
with Date and Place

PRICE BID (Cover-2)

FOR

**HIRING COMMERCIAL SERVICE APARTMENTS / VILLAS
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PRICE- BID (ENVELOPE – II)

**TO BE SUBMITTED BY THE BIDDER
SEPERATELY UNDER TWO BID SYSTEM**

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Name and Address of VILLA/ SERVICE APARTMENT:

Nearest Landmark/ milestone:

SI. No.	Commercial Villa/Apartment	Number of BED ROOMS	Rent per BED-ROOM per month (all inclusive) plus GST	Total Rent for all Bed Rooms per month plus GST
1				

(Please quote rate for one Bed-Room for one month all inclusive- except GST)

1. The offer should remain valid at least for a period of 06 (Six) months to be reckoned from the date of opening of "Technical Bid".
2. The bids will be evaluated on techno commercial basis giving weightage to the qualitative aspects in various parameters like location, distance, amenities available, exclusivity etc.
3. Please note that the rent should be inclusive of all present and future taxes including i.e. Property tax, commercial tax of Premises and any other Government / municipal taxes / cess, service charges like society charges, maintenance charges and all other charges etc. will not be paid separately by the Bank.
4. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by us. However, the GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of such payment of Service tax/GST 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.

(Name& Seal of the authorized signatory)