

TERMS AND CONDITIONS

OFFER/LEASING OF COMMERCIAL/OFFICE PREMISES

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 maybe used in case of multiple offers). The "Technical Bid" and "Price Bid" for **EACH proposal/offer** should be enclosed in separate sealed envelopes duly super-scribed 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 super scribing "**Tender for leasing of Commercial/Office premises for Shifting of Putholi Branch premises**" and should be submitted at the following address :

**STATE BANK OF INDIA
PUTHOLI BRANCH(31730)
PUTHOLI (Distt. CHITTORGARH)
RAJASTHAN**

On or before **3.30PM on 05.02.2024.**

Important points of Parameters -

| | | |
|----|-----------------------------|--|
| 1. | Carpet Area | As specified in NIT |
| 2. | Parking Space | One dedicated car parking per 92.90 Sq.m (1000 Sq.ft) area & 4 to 6 dedicated Two wheelers parking for staff. |
| 3. | Open parking area | Sufficient open parking area for customers |
| 4. | Amenities | 24 hours Potable water supply availability, Generator power back up, Electricity etc. |
| 5. | Possession | Ready possession / occupation/expected to be ready within 3 (three) months from the last date of submission of proposal. |
| 6. | Premises under construction | may not be considered |
| 7. | Location | In the vicinity of the existing Branch to be shifted & location as specified in NIT. |
| 8. | Preference | (i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single Floor (Preference shall be given to GF) (iii) Offer from Govt./Semi Govt. Departments / PSU /Banks (iv) Ready to occupy premises/ expected to be ready within 3 (three) months from the last date of submission of proposal. |

| | | |
|-----|----------------------------------|---|
| 9. | Unfurnished premises | May be considered and Bank will get the interior and furnishing work done as per requirement. However, all mandatory Municipal license/NOC/approval of layouts, internal additions/alterations etc. as necessary from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing/ internal additions/alterations etc. in the premises by the Bank will be arranged by the owner. |
| 10. | Initial period of lease | 5 years with two option to renew for a further period of 5 years each(total 15 year) on mutually negotiated rates (not more than 25%). |
| 11. | Selection procedure | Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids |
| 12. | Validity of offer | 6 months from the last date of submission of the offer |
| 13. | Stamp duty /registration charges | To be shared in the ratio of 50:50 |
| 14. | Rental Advance | No advance payable. |
| 15. | Fit out period | 3 Months after completion of civil work and other mandatory approvals by Land lord. |

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 5 years with one option to renew for a further period of 5 years (viz. total lease period 15 years) with requisite exit clause to facilitate full / part 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 25% after initial term of 5 years for further two options of 5 years each.
- 1.2 Tender document received after due date and time i.e. **05.02.2024 after 3.30 pm shall be rejected.**
- 1.3 The lessors are requested to submit the **tender documents in separate envelopes** super scribed 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:**

**STATE BANK OF INDIA
 PUTHOLI BRANCH (31730)
 PUTHOLI (Dist. CHITTORGARH)
 RAJASTHAN**

- 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 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 All tenderers are advised in their own interest to be present on that date at the specified time. SBI Reserves the right to reschedule the opening time of tender.
- 1.9 **The SBI reserves the right to accept or reject any or all the tenders without assigning any reason therefore.**
- 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 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 / basement 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 Preference will be given to the buildings on the main road.
- 1.14a 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 valuation 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.

- 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.**

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 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.

1.17 Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Carpet area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch.

A. Rentable area shall include the following area

- Wall Thickness (Internal Walls Only)
- Columns
- Sanitary shafts
- Carpet Area
- Space below window sill

B. Measurement of Mezzanine floor area (if any) shall be considered as under:

Floor to ceiling Height

- Above 2.6m : 100% of carpet area.
- Above 2.1m upto 2.6m : 50% of carpet area.
- Below 2.1m : Not to be considered

1.18 The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces/Slot offered should be indicated separately.

1.19 The successful lessor should arrange to obtain the municipal NOC/approval of layouts, internal addition/alteration works 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 the above works. The required additional electrical power load and Civil work of as required will also 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 is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Bank.

1.20 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.

1.21 The lessor shall also 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.

1.22 After the completion of the interior works, etc. 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.

1.23 All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room, ATM / e lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows. Rolling shutters and collapsible door to Main and Exit doors will be carried out by the lessor at his cost. Flooring of the banking hall of the premises shall be of Doubled charged vitrified tiles and flooring of Record/Stationary Room shall be of Polished Kota stone. Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.

1.24 Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the 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 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 the Existing Branch | |
| A.2 | Distance in KM from the nearest City Bus Stop | |
| 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 | |
| B.5 | Pin Code | |
| C | Owner Details: | |
| C.1 | Name of Owner | |
| C.2 | Address | |
| C.3 | Name of the Contact Person | |
| C.4 | Mobile no. | |
| C.5 | Email Address | |

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 | Built-up area |
|------------------|---------------|
| | |
| | |
| | |
| Total Floor Area | |

Note- The 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 (Mentioned) | ----- KVA |
| Availability of Running Municipal Water Supply | Yes/No |
| Whether plans are approved by the local authorities (Enclose copies) | Yes/No |
| Whether NOC from the local authorities has been received | Yes/No |
| Whether occupation certificate has been received (Enclose copy) | 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 |
| No. of car parking/scooter parking which can be offered Exclusively to the Bank | 1) Car : 2) Scooter/Bike : |

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:

Name and signature of lessor(s) with
seal

ANNEXURE – I (PART OF TECHNICAL BID)

PREMISES REQUIRED ON LEASE

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 Existing Branch | 15 |
| | i. Up tp 0.5 Km. (15 Marks) | |
| | ii. More than 0.5 KM and up to 1 KM (10 Marks) | |
| | iii. More than 1 KM and up to 2 KM (5 Marks) | |
| | iv. More than 2 KM (0 Marks) | |
| 2 | Available Frontage of the Premises | 15 |
| | i. Up to 15 meters (15 Marks) | |
| | ii. 10 meter to 15 meter (10 Marks) | |
| | iii. 6 meter to 10 meter (5 Marks) | |
| | iv. Less than 6 meter (0 Marks) | |
| 3 | Nearby Surroundings, Approach Road and Location | 15 |
| | i. Commercial Market place with wide approach (15 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) | |
| 4 | Quality of Construction, Load Bearing,/ RCC Framed Structure & adequately ventilated, Ambience & Suitability of premises | 20 |
| | i. Excellent (20 Marks) | |
| | ii. Good (10 Marks) | |
| | iii. Satisfactory (5 Marks) | |
| | iv. Unsatisfactory (0 Marks) | |
| 5. | Availability of premises on | 20 |
| | i. Ground Floor (20 Marks) | |
| | ii. First Floor/ Ground Floor+ First Floor (10 Marks) | |
| 6. | Parking Space | 15 |
| | i. Availability of Parking as Specified (15 Marks) | |
| | ii. Availability of Parking less than as Specified (7 Marks) | |
| Total | | 100 |

If a bidder scores 0 (zero) marks in any of the above mentioned criteria, his/her offer will be disqualified and Price Bid of such bidder will not be opened.

Place :

Date:

Name & Signature of lessor with seal if any