

 <p>भारतीय स्टेट बैंक State Bank of India</p>	<p>क्षेत्रीय प्रबन्धक REGIONAL MANAGER क्षेत्रीय व्यवसायिक कार्यालय- 4 Regional Business Office-4 101, हीतावाला बिल्डिंग, प्रथम तल, शिक्षा भवन चौराहा 101, Heetawala Building, Shiksha Bhawan Chouraha उदयपुर / UDAIPUR - 313 001</p>

NOTICE INVITING TENDER (NIT)

PREMISES REQUIRED FOR SHIFTING OF SBI - REGIONAL BUSINESS OFFICE (RBO- 4) AT UDAIPUR.

State Bank of India invites offer from owners/power of attorney holders for the commercial/office premises having carpet area of approximate **418 Sq.m. / 4500 Sq. ft. (+/- 15%)** on Lease Rental basis for shifting of its Regional Business Office (RBO-4) at Udaipur.

2. The premises should be **Commercial**, preferably in prime locality of Udaipur city, on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishment, ready/likely to be ready for immediate possession.

3. Premises should be ready for possession / occupation or expected to be ready within 1 (one) month 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.

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

<https://www.sbi.co.in> > **SBI in the news** > **Procurement News from 12.04.2024.**
(Procurement News - SBI in the News)

OR

The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be taken from the following address-

क्षेत्रीय प्रबन्धक
REGIONAL MANAGER
क्षेत्रीय व्यवसायिक कार्यालय- 4
Regional Business Office-4
101, हीतावाला बिल्डिंग, प्रथम तल, शिक्षा भवन चौराहा
101, Heetawala Building, Shiksha Bhawan Chouraha
उदयपुर / UDAIPUR - 313 001

The offers in a sealed cover complete in all respects should be submitted on or before **3.30 pm on 03.05.2024** during working hours at the following address-

क्षेत्रीय प्रबन्धक
REGIONAL MANAGER
क्षेत्रीय व्यवसायिक कार्यालय- 4
Regional Business Office-4
101, हीतावाला बिल्डिंग, प्रथम तल, शिक्षा भवन चौराहा
101, Heetawala Building, Shiksha Bhawan Chouraha

उदयपुर / UDAIPUR - 313 001

The SBI reserves the right to accept or to reject any offer at any stage without assigning any reason thereof. No correspondence in this regard will be entertained. **No Brokers please.**

क्षेत्रीय प्रबन्धक
REGIONAL MANAGER
क्षेत्रीय व्यवसायिक कार्यालय- 4
Regional Business Office-4

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 superscribing "Tender for leasing of Commercial/Office premises for shifting of its Regional Business Office (RBO-4) at Udaipur." and should be submitted at the following address on or before **3.30PM on 03.05.2024.**

क्षेत्रीय प्रबन्धक
REGIONAL MANAGER
क्षेत्रीय व्यवसायिक कार्यालय- 4
Regional Business Office-4
101, हीतावाला बिल्डिंग, प्रथम तल, शिक्षा भवन चौराहा
101, Heetawala Building, Shiksha Bhawan Chouraha
उदयपुर / UDAIPUR - 313 001

IMPORTANT POINTS OF PARAMETERS:

1.	Type of Building	Commercial
2.	Carpet Area	As specified in NIT
3.	Parking Space	Four dedicated car parking & 25-30 dedicated Two wheelers parking for staff.
4.	Open parking area	Sufficient open parking area for customers
5.	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.

6.	Possession	Ready possession / occupation/expected to be ready within 1 (One) month from the last date of submission of proposal.
7.	Premises under construction / open plots	Will not be considered
8.	Location	The premises should be Commercial, preferably in prime locality on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishment, ready/likely to be ready for immediate possession.
9.	Preference	<p>(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority.</p> <p>(ii) Single Floor (Preference shall be given to Single floor premises)</p> <p>(iii) Offer from Govt./Semi Govt. Departments / PSU /Banks</p> <p>(iv) Ready to occupy premises/ expected to be ready within 1 (One) month from the last date of submission of proposal.</p>
10.	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.
11.	Period of lease	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 SBI during the pendency of the lease. As regards increase or decrease in rents payable, increase/decrease in rent if any shall be subject to market conditions after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 + 5 years.

12.	Selection procedure	<p>The Premises Selection Committee (PSC) shall screen the offers received with reference to the parameters given in the Tender document and shortlist offers that are prima facie suitable for the Bank's requirements.</p> <p>The shortlisted offers shall be inspected by the PSC and the terms and conditions quoted by the landlords shall be evaluated as per the parameters given in the Technical Bid and scoring will be given by the PSC to the shortlisted bidders.</p> <p>Techno-commercial evaluation will be done by assigning 50% weightage for Technical parameters and 50% weightage for Price bids.</p> <p>The Price Bids of only those bidders will be opened, whose Technical Bids are selected / short-listed.</p> <p>If a bidder scores 0 (zero) marks in any of the Technical Parameter criteria mentioned in Annexure-I (part of Technical Bid), then his/her offer will be disqualified and Price Bid of such bidder will not be opened.</p>
13.	Validity of offer	6 months from the last date of submission of the offer
14.	Stamp duty /registration charges	To be shared in the ratio of 50:50
15.	Rental Advance	No advance payable.
16.	Fit out period	3 Months after completion of civil work and other mandatory approvals by Land lord.
17.	Lift Facility	Dedicated Lift/ Elevator facility for proposed SBI premise with a capacity to carry 6-8 persons is mandatory for building having multiple floors. No extra payment will be paid for lift facility. It should be inclusive of rent applied. Maintenance charges of lift, if any, to be borne by the landlord.

TERMS AND CONDITIONS

- 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 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 SBI. 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 SBI during the pendency of the lease. As regards increase or decrease in rents payable, increase/decrease in rent if any shall be subject to market conditions after initial term of 5 years is completed. After 10 years, rent can be

negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 + 5 years.

- 1.2 Tender document received after due date and time i.e. **03.05.2024 after 3.30 pm shall be 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:

क्षेत्रीय प्रबन्धक
REGIONAL MANAGER
क्षेत्रीय व्यवसायिक कार्यालय- 4
Regional Business Office-4
101, हीतावाला बिल्डिंग, प्रथम तल, शिक्षा भवन चौराहा
101, Heetawala Building, Shiksha Bhawan Chouraha
उदयपुर / UDAIPUR - 313 001
- 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 The date and time of opening of Technical Bids will be intimated to bidders 24 hours prior to the date of opening of the bids. 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. Only authorized representative on behalf of bidder, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting / bid opening. No bidder/ representative shall be allowed to attend the meeting / bid opening with mobile phones. As regards, opening of Price Bids, it will be opened of only selected / short-listed bidders and date of opening will be intimated to the short-listed bidders only.
- 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 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.

1.15 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.

1.16 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 of (5+5) years, 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.**

1.17 The Lessor(s) shall permit the LESSEE in putting up V-SAT, Solar panels or any other equipments, materials, antenna, poles, mast, glow signs etc. as may be decided by the Bank on the terrace of the demised premises. The Lessor(s) for this purpose agree(s) to provide free space of about 4 metres x 4 metres at the terrace without any cost, with a safe and permanent access to the terrace by means of a staircase.

1.18 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 area

B. Measurement of Mezzanine floor area (if any) shall not be considered.

1.19 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.**

1.20 **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 of approximately 50 KW 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.

1.21 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.

1.22 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.

1.23 After the completion of the Civil 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.

1.24 **All the Civil work as per plan & specifications provided by SBI pertaining to construction of 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/her cost. Flooring of the banking hall, Record/Stationary and other rooms of the premises shall be of double charged vitrified tiles. Lessor(s) will be required to engage the Architect, as approved by the SBI for the preparation of Layout plans and supervision of the entire activities of construction, at their own cost.**

1.25 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 premise, 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	Carpet area
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.18 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. 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 Bank's specifications and requirements.

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 nearest Bus Station/market place/ SBI branch/office	15
	i. Up to 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. 20 meters and above (15 Marks)	
	ii. 10 meter to 20 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. Commercial Market place with narrow approach (5 Marks)	
	iii. Residential property (0 Marks)	
4	Quality of Construction, Load Bearing, / RCC Framed Structure & adequately ventilated, Ambience & Suitability of premises	20
	i. Excellent quality of construction with desired area on a single floor. (20 Marks)	
	ii. Good quality of construction with desired area on multiple floors. (10 Marks)	
	iii. Satisfactory quality of construction with desired area on multiple floors. (5 Marks)	
	iv. Unsatisfactory (0 Marks)	
5.	Availability of premises on	20
	i. Ground Floor (20 Marks)	
	ii. Any other floor with Lift (working condition) (10 Marks)	
	iii. Any other floor with no Lift or Lift with not working condition (0 Marks)	
6.	Parking Space	15
	i. Availability of Parking as Specified (15 Marks)	
	ii. Availability of Parking less than as Specified (0 Marks)	
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.

Place:
Date:

Name & Signature of lessor with seal if any.