



TENDER ID: NAG-AO 20250901 DATED: 02-09-2025
HIRING OF PREMISES **FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR**



STATE BANK OF INDIA
ADMINISTRATIVE OFFICE NAGPUR

INVITES TENDERS FROM
OWNERS/POWER OF ATTORNEY HOLDERS

FOR

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR

LAST DATE FOR SUBMISSION OF TENDERS: **16.09.2025 AT 03.00 PM**
TECHNICAL BID (COVER-1) WILL BE OPENED ON **17.09.2025 AT 11.30 AM**

Tenders to be submitted to: -

PREMISES SECTION
SBI, AO NAGPUR, 2ND FLOOR,
SV PATEL MARG, NAGPUR -44001

TENDER SUBMITTED BY:

Name : _____ Address : _____

TECHNICAL BID (Cover-1)

**TENDER
FOR
HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR**

STATE BANK OF INDIA
ADMINISTRATIVE OFFICE NAGPUR

TENDER/ OFFER NOTICE CHART

HIRING OF PREMISES FOR	OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR
CARPET AREA	650.55 sq mtr (7000 sq ft.)
TENDERING SYSTEM	TWO COVER SYSTEM (TECHNICAL BID AND PRICE-BID)
TENDER EVALUATION SYSTEM	70:30 (70 TECHNICAL SCORE : 30 PRICE SCORE)
ADDREESS FOR SUBMISSION OF OFFERS/ TENDERS	PREMISES SECTION SBI, AO NAGPUR, 2ND FLOOR, SV PATEL MARG, NAGPUR -44001
LANDLORD'S SCOPE OF CIVIL WORKS AS PER THE LAYOUT PLAN PROVIDED BY BANK, THE LANDLORD SHOULD CONSTRUCT THESE FACILITIES IN THE PREMISES AT THEIR OWN COST	<ol style="list-style-type: none"> 1. DOCUMENT ROOM WITH FIRE-PROOF STEEL DOOR(AREA 1200 SFT) 2. RECORDS ROOM- (AREA 350 SFT) 3. STATIONERY- (250 SFT) 4. SERVER/UPS ROOM (100 SFT) 5. DINING ROOM (250 SFT) WITH COUNTER & SINK 6. 2 TOILES (200 SFT) WITH WASH & URINALS 7. COLLAPSIBLE GATE (8'X8' SIZE) 8. ROLLING SHUTTER (10'X10') 9. RAMP FOR BOTH BRANCH AND ATM (1:10) <p>A DETAILED LIST OF WORKS IS GIVEN IN ANNEXURE-A</p>
ELECTRICAL POWER CONNECTION	60 KW TO 70KW TO BE OBTAINED BY LANDLORD IN THEIR NAME
PARKING SPACE & GENERATOR SPACE	MUST PROVIDE AS PER THE DETAILS GIVEN IN THE DOCUMENT
TENDERING PERIOD & ISSUE OF TENDER DOCUMENTS	02-09-2025 TO 16-09-2025 can be downloaded from the Bank's website www.sbi.co.in
LAST DATE & TIME FOR SUBMISSION OF TENDERS (BOTH TECHNICAL & PRICE BIDS)	16-09-2025 At 15:00 HRS
DATE OF OPENING OF TENDERS	17-09-2025 At 11:30 HRS
FOR TECHNICAL QUERIES	Chief Manager (civil) AO Nagpur, 8939855686. mohanan.r@sbi.co.in

NOTICE INVITING TENDERS FOR
HIRING COMMERCIAL/OFFICE PREMISES ON LEASE

SBI, AO NAGPUR invites applications from Landlords willing to offer their RCC building premises on lease rental basis to the Bank for housing their Branch on lease/rental basis for Bank as under:

SR NO	NAME OF THE BRANCH	STATUS OF THE OFFICE	DESIRED LOCATION	Carpet Area Requirement including strong room. (+/- 10%)	Document room With fire-proof records room door
1	HOME LOAN CENTRE-2 (HLC-2), NAGPUR	Existing office	Manish Nagar, Nagpur and nearby areas.	650.55 sq mtr (7000 sq ft.)	1200 Sqft

Note:

- In case of requirement of Locker/ strong room* (B/C) class for lockers and storing other valuables, the same needs to be constructed in the premises as per IS (15369:2003) specifications at owners cost.
- In case of Locker room (B/C) class is not required as in A above, strengthening of floor slab is required to bear the additional load of "Locker Safe" to be kept in the premises.

The premises should be preferably in prime locality at desired location preferably on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishment on the **Ground floor** ready/likely to be ready for immediate possession. (If 24x7 **Lift** availability is ensured, 1st floor premises will also be considered)

Premises should be ready for possession / occupation or expected to be ready within 6 to 8 months 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. However Bank gives preference to the ready built building only and if not available would consider offers from the landlords who are willing to construct the building.

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 **AS GIVEN IN THE TENDER CHART.**

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/OFFICE PREMISES ON LEASE

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 be placed in a single cover super scribing **“Tender for leasing of Commercial/Office premises for Branch of STATE BANK OF INDIA”** and should be submitted at the Office of the

PREMISES SECTION ,
SBI, AO NAGPUR, 2ND FLOOR,
SV PATEL MARG, NAGPUR -44001

on or before AS GIVEN IN THE TENDER CHART.

Important points of Parameters -

1	Carpet Area/ Rentable area	650.55 Sqm (about 7000 sq ft.)
2	Parking Space	Dedicated covered parking for at least 7 to 10 nos four wheelers and 60-70 nos two wheelers.
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/ open plot	In the case of suitable ready to occupy premises are not available, under construction premises/ open plot premises will be considered subject to the premises will be ready for occupation within 3 to 4 months time
7	Location	Preferably in prime locality and on a main road
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 .

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	Minimum 10 to 15 (5+5 / 5+5+5) years with maximum 25% hike in rent after expiry of every 05 years term with an option to renew for a further period on mutually negotiated rates after a period of 10/15 years.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weight age 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	Fit out period	3 Months after completion of civil work and other mandatory approvals by Land lord.
15	Safety / Features	Water sprinkle system / Fire hydrant system in case of multi-story / Emergency exit / Fire Exit and all other safety measures as per Government norms.

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 borne by the lessee and lessors in the ratio 50:50. The initial period of lease will be 5 years and will be further renewed for 5 years terms (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% (negotiable) after each terms of 5 years is completed**. After 15 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 15 years.

1.2 Tender document received by the **SBI, AO NAGPUR** after due date and time i.e **AS GIVEN IN THE TENDER CHART** after 3.00 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**:

**PREMISES SECTION ,
SBI, AO NAGPUR, 2ND FLOOR,
SV PATEL MARG, NAGPUR -44001**

Contact person:

CHIEF MANAGER (CIVIL)

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 **AS GIVEN IN THE TENDER CHART**

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 **AS GIVEN IN THE TENDER CHART** (the schedule may be changed as per availability of committee members) in presence of tenderers who choose to be present at the office **AS GIVEN IN THE TENDER CHART**. All tenderers are advised in their own interest to be present on that date at the specified time.

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 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% weight age** will be given for technical parameters **and 30% for price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.

1.10. The bank shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

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

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.

1.15 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. Taxes (property , Municipal etc.) and service charges shall be borne by the landlord. While renewing the lease after expiry of 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 Rent **shall be quoted based on the carpet area of the building only**, taking into account the parking space, area for installation of generator and VSAT etc., and no separate rent shall be paid for these facilities. **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.**

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 Carpet area shall be area at any floor excluding the following area

1. Walls, Columns, Balconies, Portico/Canopy
2. Staircase, Lofts, Sanitary shafts, Lift wells, Space below window sill
3. Box louver, AC duct

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

Floor to ceiling Height

- | | |
|--------------------------|----------------------|
| 1. Above 2.6m: | 100% of carpet area. |
| 2. Above 2.1m upto 2.6m: | 50% of carpet area. |
| 3. Below 2.1m: | Not to be considered |

C. The following shall be including in wall area and shall not be measured.

1. Door and door opening in the walls,
2. Build in cupboards

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(i.e. from the date of handing over of the premises, completed in all respect as per the Bank's plan with all mandatory approvals in place). 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 **Document room, Ramp with handrail**, 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 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 SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF ABRANCH BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND OTHER TERMS&CONDITIONS

1. Superior quality flooring as required by Bank and skirting for the entire area and non-slippery tiles/glazed tiles for toilet floors/walls have to be provided. Separate toilet for Ladies with sanitary fittings/ fixtures (with Wash basin) & gents (With Urinal & wash basin)
2. **Document room (1200 Sqft) with strong room doors (fire-proof -steel door of godrej/ gunnebo/ guardwell/ methodex makes).** Record/ Stationery room, Dining Room with pantry counter with sink, **UPS room**, will be constructed with 230mm Brick walls with flush doors.
3. Steel rolling shutter shall be provided at the main entrance.
4. All external doors shall be provided with Rolling shutters. All windows, ventilators and cut outs will be provided with Strong steel grills and shutters as directed by the Bank.
5. Buildings having entire specified area in ground floor shall be preferable to the Bank. In case the proposed building is having split floors of the specified area and spread in ground and first floor, should have internal staircase as per the Bank specified drawing. If the staircase is not available, it shall be added suitably by structural addition with a structural Engineer advice.
6. Vitrified tiles as approved by Bank (Mega white shade of approved brand) flooring in the Branch/ Office and ceramic tiles flooring, false ceiling and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided.
7. Steps – Riser and tread – Jet black. Stainless steel handrails to be provided for the entrance steps and staircase. Physically Challenged Ramp Provision as per government specification of minimum slope of 1:12 with SS Hand rail needs to be provided for the Branch.
8. Covered generator room to be constructed on the rear side (8'0" x 12'0") with adequate bed & ventilation and this will not be included in the rent payable area (floor area). Compound wall to be constructed all around the building. Brick wall up to 5'0" height and top 3'6" with steel posts and barbed wire fencing. Necessary gate arrangement to be provided including wicket gate.

9. The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period. In case the above repairs are required and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner(s).
10. Plastic Emulsion Paint over partition walls, false ceiling and ceilings, enamel painting on doors and windows, rolling shutters, Grill etc. As per the Bank's instructions shall be done by the owner(s) after every three years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.
11. The owner/s shall provide separate electricity meter having three phase electric Connection of required capacity as directed by the Bank.
12. Necessary arrangements for continuous water supply and independent Underground and overhead water tanks of sufficient capacity along with electric pump for lifting of water shall be provided by the owner.
13. Proper sewerage connection shall be arranged by the owner.
14. The owner shall hand over the possession of the building after getting it constructed/ renovated / modified / altered as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g. Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.
15. Bank can make additions and alterations/ dismantling, install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the Bank may require without causing any material damage or affecting the safety of the structure.
16. The owner shall not have any objection for installation of ATM, V-Sat, D.G Set, glow signages by the Bank at suitable locations in the building. The owner shall obtain a sanctioned EB Power load of **60 to 70 KW** at his own cost

The following are the **detailed scope of works must provided by the lessor (landlord)**. Other works depending upon the site conditions & as directed by the bank are to be complied with.

Construction of following rooms with 230mm thick brick as per the layout plan:.

1. DOCUMENT ROOM (1200 SFT) WITH RECORDS ROOM STEEL DOOR (FIRE-PROOF) OF GODREJ/ GUNNEBO / GUARDWELL/ METHODEX MAKES.

2. Record Room, Dining Room with pantry counter with sink, UPS Room, Gents Toilet with urinals, Ladies Toilets. Flush door to be provided in all rooms.

3. Flooring-double charged/ full body Vitrified tile 800mm x 800 mm white shade.

4. Entrance opening : clear opening size : 8' wide and 8' high

5. Entrance gate: Standard MS ROLLING SHUTTER with double locking system .

6. RAMP : 3'6" WIDE RAMP to be constructed for branch and e-corner. Slope of ramp should be 1:10 or 1:8 (i.e. for 1 feet height length is 10 or 8 feet)

7. Windows – Inner– 3"x3" size M.S. Grill with 12 MM Square Bar with wooden / aluminium shutters.

8. Steps– Riser and tread – Jet black. Stainless steel handrails to be provided for the entrance steps & staircase.

9. Painting

Internal Wall –Asian paint or equivalent paint with wall putty.

External Wall – Asian paint or equivalent paint with wall putty

Rolling Shutter – Grey. SBI emblem at Centre.

Grill & collapsible gate – Black colour

10. Electrical power to be arranged by the landlord

E.B. load to be obtained by the landlord as per Banks request & necessary E.B. deposit & cost of other related work for E.B. connection to be borne by landlord. (Details including the specifications & Power load will be given by the Bank's Electrical Engineer/ Consultant

11. Other conditions/ requirements.

- Height of roof slab from the finished floor level = 12'0" and height of bottom of lintel from finished floor level = 7'6".
- Urinal in gents toilet & wash basin, Western type WC, common wash basin and kitchen sink for wash
- Ceramic tiles are to be fixed in the toilet upto 7'0" height and anti-skid tiles for the flooring. Colour and brand of the tiles are to be approved by the Bank.

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- Covered generator room to be constructed on the rear side (8'0" x 12'0") with adequate bed & ventilation and this will not be included in the rent payable area (floor area).
- Continuous water supply arrangements are to be made in toilets and drinking water point to be provided in lunch room.
- Dimensions, positions of rooms and column grid in the banking hall should not be altered / deviated without prior permission from the bank. Any additions and alterations in the building including the position and size of the windows/doors/ventilators/rolling shutters & partition works are to be carried out as per Bank's plan and as per the request of the bank.
- Building plan approval for construction to be obtained from the Local Municipal Authorities (Corporations /Municipality / Panchayats) & other statutory Government Bodies (building plan as given by the Bank).
- Construction work by the landlord has to commence only after the proposal is approved by the Bank and preliminary agreement is entered with the Bank. The building plan approval has to be obtained from Local Municipal Authorities before commencement of the work. Construction to be carried out strictly as per the plan approved by the local municipal authorities. No deviation will be permitted.
- the landlord has to get the structural design of the building designed by a reputed structural engineer. Landlord has to submit the Structural Stability Certificate.

Electrical layout will be sent separately. Wiring for the internal and external lighting / fan points / plug points / electrical fixtures like lights and fans to be provided in record room, ups room, dining room, passages, toilets etc as directed by the Bank .E.B. load to be obtained by the landlord as per Banks request & necessary E.B. deposit & cost of other related work for E.B. connection to be borne by landlord. (Details including the specifications & Power load will be given by the Bank's Electrical Engineer/ Consultant).

The above conditions are only illustrative not exhaustive. Other works depending upon the site conditions & as directed by the bank are to be complied with.

Place:

Date:

Name & Signature of
with seal if any

bidder/lessor(s)

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 main Branch /office	
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, pin code	
B.5	Building License commercial	YES / NO
C	Name of the owner	
C.1	Address	
C.2	Name of the contact person	
C.3	Mobile no.	
C.4	Email address	

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR

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 1.17 of “**Technical Bid**”.

Building registered for commercial purpose : YES---/ NO-----

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) _____

Availability of Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Yes/No
(Enclose copies)

Whether NOC from the local authorities has been received Yes/No

Whether occupation certificate has been received Yes/No
(Enclose copy)

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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	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:

Name and signature of lessor(s) with seal

ANNEXURE – I (PART OF TECHNICAL BID)

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE

FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR

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:

SrNo	Parameter	Maximum Marks
1	Distance from desired location. i) upto 0.5 Kms (10 marks) ii) More than 0.5 Km and upto 01 kms (7 marks) iii) More than 01 and up to 02 Kms (5 marks) iv) More than 2 Kms (0 marks)	10
2	Available Frontage of the Premises i) More than 15 metres (10) ii) More than 10m and upto 15 m (7) iii) More than 6m and upto 10 m (5) iv) upto 6 m (0)	10
3	Nearby surroundings, approach road and location i) Commercial Market Place with wide approach (10 marks) ii) Partly Commercial/ Residential locality with wide approach (7 marks) iii) Commercial Market Place with narrow approach (5 marks) iv) Partly Commercial/ Residential locality with narrow approach (0 marks)	10
4	Quality of construction, Load Bearing/ RCC framed structure & adequately ventilated, Ambience & Suitability of premises. i) Excellent (40) ii) Good (30) iii) Satisfactory (15) iv) Unsatisfactory (0)	40
5	Availability of Premises on i) Ground Floor (20) ii) Ground Floor+ First Floor (10) iii) First Floor (5)	20
6	i) Availability of Parking as specified (10) ii) Availability of parking less than as specified (5)	10
	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 sqm for Built up area

B:Rs 60 per sqm for Built up area C : Rs 50 per sqm for Built up area

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.

PRICE BID (Cover-2)

FOR

**HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR**

PRICE BID

**HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR**

(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 newspaper's 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 lessor with seal if any

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE

FOR OUR HOME LOAN CENTRE-2 (HLC-2), NAGPUR

Rent:

Level of Floor/Floor No.	Carpet Area (sqm)	Rent per sqm. per month (Rs.) #Please refer note below	Total rent per month
Total			

Rentable area will be based on carpet area of the floor in accordance with the one mentioned under para / clause / item 1.17 of technical bid. Rent shall be quoted on carpet area basis only, taking into account the parking space, area for installation of generator and VSAT etc., and no separate rent shall be paid for these facilities. **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.**

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.

Place:

Date:

Name & Signature of lessor(s) with seal if any