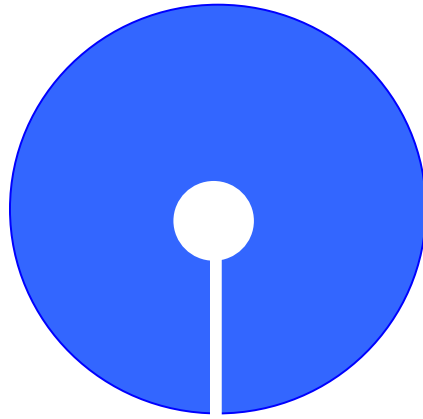




STATE BANK OF INDIA

PREMISES & ESTATE DEPARTMENT, LOCAL HEAD OFFICE, POOJAPPURA, THIRUVANANTHAPURAM

TENDER NOTICE

NIT No.		THI/LHO/2025/27
BIDDING SYSTEM		TWO BID SYSTEM
WEBSITE FOR DOWNLOADING TENDER DOCUMENTS		<u>https://bank.sbi</u> under the link “SBI in the News → Procurement News”
METHOD OF SUBMISSION	TECHNICAL BID	OFFLINE/ PHYSICAL FORM
	FINANCIAL BID	OFFLINE/ PHYSICAL FORM
DESCRIPTION:		HIRING OF PREMISES FOR SBI, VIRTUAL RELATIONSHIP MODULE, THIRUVANANTHAPURAM
LOCATION:		THIRUVANANTHAPURAM DIST, KERALA
AVAILABILITY IN WEBSITE		From 04.10.2025 to 18.10.2025

LAST DATE FOR SUBMISSION OF TENDER (Cover –I: TECHNICAL BID & Supporting Documents and Cover II: FINANCIAL BID)	UPTO 03.00 PM (IST) ON 18.10.2025
OPENING OF TECHNICAL BIDS	3.30 pm ON 10.10.2025
LOCATION OF OPENING	THIRUVANANTHAPURAM
For any clarifications, please contact.	KARTHIK N 9446695524 BINDU K 9446035364

S/d

The Assistant General Manager (P&E),
Premises & Estate Department,
State Bank of India, Local Head Office,
Poojappura, Thiruvananthapuram – 695 012
E-mail: agmpre.lhotri@sbi.co.in

**CONTENTS OF THE ENVELOPES FOR SUBMISSION OF
TENDER**

ENVELOPE/ COVER - I

**General Instructions, Terms & Conditions, Technical Bid
(Pages 5 to 15), other documents as specified in the tender
documents**

ENVELOPE/ COVER – II

Financial Bid (Page 16-17)

ADVERTISEMENT PUBLISHED IN NEWSPAPERS



**STATE BANK OF INDIA, LOCAL HEAD OFFICE, POOJAPPURA,
THIRUVANANTHAPURAM – 695 012.**

E-MAIL: agmpre.lhotri@sbi.co.in

Ph: 04712192 438/439/402

FURNISHED PREMISES REQUIRED ON LEASE

Sealed offers are invited from the Owners/ Power of Attorney holders for hiring of furnished premises, preferably on single floor, on lease/ rental basis for SBI, as per details given below.

Sl. No	Name of Branch	Proposed location	Minimum Carpet Area in Sq.ft. (Approx)
1	Virtual Relationship Module, Thiruvananthapuram	Within Thiruvananthapuram City Corporation limits	6600

Further details, other requirements, terms and conditions, Technical Bid & Financial bid proforma are published in Bank's website - <https://bank.sbi> under "SBI in the News →Procurement News". The last date for receipt of offers in the office of the undersigned is up to 3:00 P.M on 18.10.2025.

Place: Thiruvananthapuram

Date: 04.10.2025

Assistant General Manager (P&E)

TECHNICAL BID

PART A : GENERAL INSTRUCTIONS:-

This tender document contains the following: -

- **Terms and Conditions** which has to be accepted by the owner/s and submitted along with the Technical Bid.
- **Technical Bid** proforma for leasing of furnished premises which is to be duly filled and signed and submitted along with Terms & Conditions, Site Plan, Floor Plan of premises offered, Photocopy of title deed, Power of Attorney (if applicable) and photograph of the Building offered in a separate envelope superscribed as ***“Technical Bid for Leasing of Office premises for SBI- VRM, Thiruvananthapuram”***.
- **Financial Bid** proforma for leasing of furnished premises which is to be duly filled and submitted in a separate envelope superscribed as ***“Financial Bid for Leasing of Office premises for SBI, VRM, Thiruvananthapuram”***

Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed as ***“Offer for Leasing of Office premises for SBI- VRM, Thiruvananthapuram”*** Also mention Name and contact number of the owner on the envelope. This envelope containing both the bids shall be submitted to **The Assistant General Manager (P&E)**, whose address is given in the Tender Notice, on or before the last date and time for submission of offer as mentioned in the newspaper advertisement/ Tender Notice.

Separate Technical and Financial bids are to be submitted for each proposal in case of multiple offers by the same owner/ landlord. Offers submitted in any other format other than the specified proforma of technical and financial bids shall be rejected. The technical bids will be opened on the last date & time as stated above.

Any amendments/ corrigendum shall be published in Bank's website only. Therefore, Owners/ Landlords are requested to visit Bank's website regarding modifications/ corrigendum issued in regard to extension of date of submission/ opening of bids etc.

The Technical Bids will be opened in the presence of owners/ landlords who choose to be present at the above said office. All owners/ landlords are advised to be present, at their own interest, on the said date, time and venue for opening of the Technical bids.

The offer shall be evaluated by the Premises Selection Committee of the Bank based on various parameters such as overall quality and services/amenities of the furnished premises, location/accessibility, frontage, floors offered, parking facility, availability of natural light and ventilation, Building/premises plan and its suitability for efficient utilization of space by the Bank, Building/premises specifications and quality of construction, Ambience and convenience suitability for business etc., as per Bank's manual of instructions and marks offered for various parameters. **60% weightage shall be given for technical bid and 40%**

weightage shall be given for financial bid (i.e. 60:40). The decision of the Premises Selection Committee in this regard shall be final and binding.

After screening of the technical bids and site inspection of the offers, the Financial bids of the offers considered to be suitable for the Bank shall only be opened. The date, time and venue of opening of Financial bids will be intimated to the eligible bidders separately.

Bidder(s)/ owner(s) is/are advised to be present, at their own interest, at the time of opening of the Technical and Financial Bids.

The premises shall be ready to occupy furnished premises or to be in readiness within 15 days as per Bank's requirements having minimum 90 workstations, 3-5 cabins/ conference rooms with all amenities such as false ceiling, flooring, air-conditioning and provisions for modifications as per Bank's requirements.

TERMS AND CONDITIONS:-

A copy of Terms & Conditions duly signed by the owner/ Power of Attorney holder in token of acceptance of the terms and conditions to be enclosed with the Technical Bid. Bids not accompanied by duly signed Terms & Conditions are liable to be rejected.

Bids received with changes/amendments in the Terms & Conditions and conditional bids are liable to be rejected.

Bids received by the Bank after due date and time for submission as stated in the advertisement, shall be rejected.

Preference will be given to offers owned by Public Sector/ Government Departments, subject to offering furnished premises with amenities as specified above.

The Bids/offer shall be valid at least for a minimum period of 3 months from the last date for submission.

If the Bids are submitted by an authorized agent, they should submit authority letter specifying clearly the powers & responsibilities of the agent, otherwise the bids are liable to be rejected.

The premises should be **ready to occupy furnished premises or to be in readiness within 15 days as per Bank's requirements** as mentioned above and on the specified floors, having adequate parking and frontage, direct access from main road. It shall be a pucca building constructed with modern fittings and fixtures, with less number of internal walls and has a large hall and with natural light and ventilation and offers not satisfying the aforesaid requirements are liable to be rejected.

The offered rent per sq.ft. for the initial lease period of 5 years and the escalation in rent after every five years is to be mentioned in the Financial Bid only. The rent and escalation in rent should not be mentioned in the Technical Bid and if so specified,

then such bids shall be technically rejected. The escalation in rent will also be considered and total annual rental for 10 years will be calculated for deriving the lowest bid. Incomplete financial bids are liable to be rejected.

The owner(s) shall construct/ renovate/ modify the building as per the Bank's requirements and as per plan approved by the Bank at his/ their own cost including construction of any internal brick walls, partitions, false ceiling, painting and other general civil works. The general requirement of the Bank is as given below:-

Dining room, Restricted access area, Area for UPS room, Adequate number of Gents and Ladies Toilets shall be constructed with Brick walls.

NOTE:-

- Air-conditioning shall be provided. VRV/ VRF air-conditioning will be given preference in scoring.
- Minimum 2 number of lifts are required for high rise buildings (above 3 floors)
- Floor-raceways shall be available for taking connections/ cabling.
- Anodized aluminum paneled/ glazed main door with central locking arrangement in the middle shall be provided at the main entrance. The Window shutter may be of plain glass and wood/iron/aluminum and properly lockable.
- Good quality flooring in the Branch/ Office and ceramic tiles flooring and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings shall be provided. Separate toilets, three each for Ladies and Gents to be provided.
- Electrical work as directed by the Bank.
- 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).
- Plastic Emulsion paint on walls, ceilings, enamel painting on doors and windows etc. as per the Bank's instructions shall be done by the owner(s) after every two 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.
- The owner/s shall provide separate electricity meter (Energy Meter) having three phase electric connection of required capacity as directed by the Bank.
- 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.
- Proper sewerage connection shall be arranged by the owner.

- Open conduit wiring shall be provided.
- The owner shall hand over the possession of the building and have obtained all statutory clearances from the local and government authorities for the leasing and use of the building for commercial purposes 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.
- Ramp should be provided, with slope as per Government guidelines/specifications, for Office.
- **The owner shall obtain a sanctioned load of 90kW from KSEB at his own cost.**
- The premises should have minimum 125 KVA capacity diesel generator set at the site earmarked for the purpose with dedicated metering for offered premises.
- **The premises shall have space for parking 5 to 6 cars for use of Bank's staff & 20 to 25 two wheeler parking.**

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.

The owner shall not have any objection for installation of V-Sat/ Pole/ Tower etc. to facilitate proper data connectivity as per Bank's requirements, glow signage by the Bank at suitable locations in the building.

Rentable carpet area shall be measured at floor level excluding area of external walls, common staircase, shafts for sanitary, water supply, electric, firefighting, air conditioning and lifts and also excluding the area of loft, band, cornice, open platform, terrace, service staircase, area of mumty, machine rooms and domes.

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank. While renewing the lease, the effect of subsequent increase/decrease in the aforesaid taxes and service charges shall be considered for the purpose of fixing the rent.

The initial period shall be at least for **five years** with an option in favour of Bank to renew it for **one more term of 5 years** after expiry of initial five years with an enhancement in rent on the same terms and conditions. After 10 years, rent can be negotiated and finalized by the Bank so that fresh lease can be executed for further term of 5+5 years. However, the Bank or landlord shall have the right to de-hire the premises by giving three months' notice.

The lease deed shall be executed as per Bank's standard format. The expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the owner/s and Bank in ratio of 50:50.

The Bank reserves the right to accept or reject any offer without assigning any reason.

Place:

Signature of the owner/s

Date:

(In token of acceptance of all terms and conditions)

PART – B : BRIEF DETAILS OF THE BIDDER

With reference to your advertisement in the local dailies, I/We hereby offer the premises owned by me/us for housing your branch/office on lease basis.

A). General information:-

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

B). Technical information:-

a)	Building	Load bearing/ RCC Framed Structure
b)	Type of building	Residential/ Commercial/ Institutional/ Industrial/ Mixed Land use
c)	No. of floors in the building	
d)	Year of construction	
e)	Whether furnished premises	YES / NO
f)	If yes, the details of furnished premises such as:	
	Sl No	Particulars
	1	Number of workstations/ open tables
	2	Number of cabins with individual tables
	3	Number of conference rooms
	4	Type of flooring
	5	Floor-raiseways are available?
	6	Airconditioning is available
	7	If AC is available, then a) Capacity in Tonnage b) Type of AC
	8	Sanctioned load of KSEB
	9	DG available or not? If yes, please specify the capacity

C). Carpet area of the premises

a)	Size of the plot (Please enclose a sketch plan)	_____ Sq.ft	
b)	Total carpet area	_____ Sq. ft	
c)	Building for Branch/ office ready for occupation	Yes / No	
	If No, how much time will be required for occupation	_____	
d)	Area of premises offered	Built-up area	Carpet area
	i). Ground floor	_____ Sq.Ft	_____ Sq.Ft
	ii). First Floor	_____ Sq.Ft	_____ Sq.Ft
	iii). Second Floor	_____ Sq.Ft	_____ Sq.Ft
	iv). Other floors if any	_____ Sq.Ft	_____ Sq.Ft

D). Details of Amenities Available

a)	Electrical power supply (3 Phase) with separate meter with a sanctioned load of 51-55 KW	Yes / No *
b)	Running Water Supply/Sanitary facility	Yes / No *
c)	Whether plans are approved by the local authorities	Yes / No *
d)	Whether NOC from concerned authorities obtained	Yes / No *
e)	Whether Occupation certificate has been received	Yes / No *
f)	Whether direct access is available from the main road	Yes / No
g)	Whether fully or partly air-conditioned	Yes / No
h)	Whether lift facility available	Yes / No
i)	Whether space at the rooftop for provision of V-Sat Antenna is available	Yes / No
j)	Whether space for Generator is available	Yes / No
k)	Whether separate toilets for ladies and gents available	Yes / No

l)	Whether parking space for customers/ staff available (as specified above)	Yes / No
m)	Do you require loan, if yes, please specify amount	
n)	Do you require advance rent, if yes, please specify (Number of months)	
o)	Whether land acquisition is marked by any Govt. authority for road widening/flyover/any other projects	Yes / No

* In case No, please specify whether you are in a position to arrange the same within a short period for (a) to (i).

Signature of Owner/s

Contact Address

Contact Number of Owner/s

SAMPLE FORMAT FOR EVALUATION OF OFFERS							
SL. NO	PARAMETERS	FACTUAL POSITION OF THE PREMISES OFFERED	MARKS	MAX MARKS	MARKS AWARDED FOR SHORTLISTED OFFERS		
1	Location/Accessibility	Facing Main road/on the main road	10	10			
		Away from Main road but within 50 metres	7				
		Away from Main road (between 51 - 100 metres)	5				
		Away from Main road (between 100 to 300 metres)	2				
2	Frontage available	50 Feet and more	10	10			
		30 Feet and above but below 50 feet	7				
		Below 30 feet	4				
3	Floors offered	Single floor with single entry/ exit	10	10			
		Multiple floor with single entry/ exit	5				
4	Parking Facility	Reserved Covered Parking	10	10			
		Reserved Open Parking	7				
		General Covered parking	5				
		Mixture of covered and Open parking	2				
5	Availability of Natural light and ventilation	Adequate natural light and ventilation as per the Committee	10	10			
		Moderate/Satisfactory natural light and ventilation as per the Committee	5				
		Inadequate natural light and ventilation as per the Committee	2				
6	Building plan and its suitability for efficient utilization of the space	Having furnished office Office space without any intermediate columns	10	10			

	by the Bank as assessed by the committee.	Having furnished office space with intermediate columns having spacing more than 15 feet in both directions.	7				
		Having furnished office space with intermediate columns having spacing more than 15 feet in one direction and 12-15 feet in other direction.	5				
		Having unfurnished office space other than the above two categories	2				
7	Building specification, age and quality of construction	Excellent	10	10			
		Very Good	7				
		Good	5				
		Satisfactory	2				
8	Ambience and convenience including A.C, Lift and Generator Set etc.	As assessed by the Committee	0-10	10			
9	Furnished premises	Ready for immediate occupation and as per Bank's requirement	20	20			
		Premises is not furnished/ semi furnished and scope of developing based on Bank's requirement is available and will be ready within 15 days.	10				
		Bare shell/ unfurnished premises	0				
TOTAL				100			
Highest Score Among the shortlisted offers							
Technical Score - Percentile Score of Each offer							
Rate Quoted by the offerers							
Lowest Rate quoted among the shortlisted offers (based on 10 years rental calculation)							
Financial Score - Percentile Score of Each offer							
Weightage for Technical Score as per Tender							

Weightage for Financial Score as per Tender			
Total percentile score of each offer (Tech Weightage x Tech score + Fin Weightage x Fin Score)			
Highest Percentile Score			
First desired premises will be the offer securing the highest percentile score - offered by			

FINANCIAL BID -

HIRING OF PREMISES FOR SBI, GOC, THIRUVANANTHAPURAM

(TO BE SUBMITTED IN SEPARATE COVER)

With reference to your advertisement in the local dailies, I/ We offer the premises owned by us for housing your branch/office on lease basis on the following terms and conditions:-

1. General Information

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	
e)	Rentable Carpet area offered (refer rentable carpet area calculation) in sq.ft.	

2. Rent

Rent per Sq.Ft. of the carpet area of furnished premises

<u>Sl No</u>	<u>Floor</u>	<u>Carpet Area (Sq.Ft)</u>	<u>Rent per Sq.Ft</u>	<u>Amount</u>
a)	<u>Ground floor</u>			
b)	<u>1st floor</u>			
c)	<u>2nd floor</u>			
d)	<u>Any other floor</u>			
<u>Total Rent (excluding GST) (A) per sq.ft. of rentable carpet area</u>				

3. Escalation in Rent

a)	Escalation in rent after expiry of initial lease period of 5 years (B)	_____ % increase from the initial lease rent (at the time of renewal)
b)	Rent for 10 years	$(A \times 60) + (A \times (100+B)/100) \times 60 \times \frac{\text{Rentable Carpet area}}{120}$

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/ Cess, Service Charges, etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank.

Signature of Owner/s

Contact Address of Owners/s

Contact Number of Owner/s