



STATE BANK OF INDIA

INVITES TENDERS

**FOR HIRING OF PREMISES**

**FOR**

**SHIFTING OF SBI ADGAON BRANCH, NASHIK CITY, DIST: NASHIK, MAHARASHTRA**

**TENDER ID MAHNSK202507**

Last date for submission of Tenders: 15:00 hours on 28-10-2025

Technical bids will be opened on 29-10-2025 @ 15:00 hours

Tenders to be submitted to:-

**The Regional Manager,  
State Bank of India  
Regional Business Office- I  
Nashik City,  
BSNL CTTC Building, Ground floor, D-Road  
Satpur MIDC, Satpur  
Nashik-422007**

**TENDER SUBMITTED BY:**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

**NOTICE INVITING TENDER (NIT)**

**COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE**

SBI invites offers from **owners** for premises on lease rental basis for Commercial / Office use having carpet area of **2500.00 sq.ft. (+-10%) located in Adgaon area (Near Jatra Hotel) Nashik City preferably in prime area on main road for** shifting of Adgaon Branch with adequate parking for customers and covered parking for 5 to 10 two wheelers and 2 to 4 four-wheeler. The bidder shall provide space of **80 sq. ft to 100 sq. ft. for installation and running of the generator (NEED BASE )** within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities.

**The entire space should be preferably on Ground Floor. Premises should be ready for possession / occupation. Open plot shall not be considered.**

The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from website <https://bank.sbi> <sbi in the News> procurement news Or [www.sbi.co.in](http://www.sbi.co.in) under <SBI in the News> procurement news

This tender consists of two parts viz. the **Technical Bid having terms and conditions, detailed supporting documents and Price Bid** Duly signed and completed. Separate Technical and Price Bids are to be submitted for each proposal using Xerox copies in case of multiple offers.

The Envelope (A) contains signed Technical Bid along with all supporting Property documents, approved plan, ownership documents proof, area calculations, Premises photographs, any other relevant details etc and Envelope (B) contains Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single covers upper scribing **“Tender for leasing of SBI Adgaon Branch, Nashik City, Dist: Nashik and should be submitted to The Regional Manager, Regional Business Office(I), Nashik, BSNL CTTC Building D Road, Satpur MIDC Satpur, Nashik 422007.** Bidder shall clearly mention their Name, contact number, address and active e-mail ID on the envelop.

**\*(NOTE: failing to the above instructions related to submission of bid Documents may lead to rejection of the Bid)**

**The Technical bids will be opened on 29.10.2025 at 3 pm in the presence of bidders who choose to be present.** All bidders are advised in their own interest to be present on that day at the specified time for opening of Technical bid and no separate communication shall be made. As regards opening of Financial Bids, it will be opened of only short – listed offers and date of opening will be intimated. SBI shall not be responsible in any other technical fault.

The bidder/s shall clearly mention their contact number, address and active e-mail ID on the envelop.

Preference will be given to the premises owned by the Govt. Departments / Public Sector Units.

The SBI reserves the right to accept or reject any offer at any stage without assigning any reasons thereof.

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.

**Regional Manager- I**

**IMPORTANT POINTS OF PARAMETERS -**

|    |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Type of Building                                | <b>Commercial</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2  | Carpet Area                                     | Carpet area of <b>2500 sq. ft (+-10%)</b>                                                                                                                                                                                                                                                                                                                                                                               |
| 3  | Covered Parking Space                           | Preferable                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4  | Open parking area                               | Sufficient open parking area for customers/visitors                                                                                                                                                                                                                                                                                                                                                                     |
| 5  | Amenities                                       | 24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.                                                                                                                                                                                                                                                                                                               |
| 6  | Possession                                      | Ready possession / occupation                                                                                                                                                                                                                                                                                                                                                                                           |
| 7  | Desired location                                | located in Adgaon (Near Jatra Hotel), Nashik on main road with minimum parking for 5 to 10 Two wheelers and 2 to 4 four-wheeler. The entire space should be on Ground floor preferably. The bidder shall provide space of 80 sq.ft to 100 sq.ft. for installation and running of the generator within the compound (NEED BASE) at no extra cost to the Bank and No separate payment shall be paid for these facilities. |
| 8  | Preference                                      | (i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority.<br><br>(ii) Govt. Departments / PSU / Banks<br><br>(iii) Ground floor                                                                                                                                                                                                            |
| 9  | Unfurnished premises                            | Only <b>unfurnished premises</b> will be considered and Bank will do the interior and furnishing work etc as per requirement. However Civil works as mentioned in Tender or as directed by Bank to be carried out by the owner at his own cost.                                                                                                                                                                         |
| 10 | Period of lease                                 | Lease in the bank's prescribed format for initial period of 5 years with an option to Bank to renew for further period of 5 years at predetermined maximum increase in rent @ 5 to 25% after expiry of initial term of 5 years, at the time of renewal. After 10 years, rent can be negotiated and finalized by Banks Committee so that new lease can be executed for further term of 5+5years.                         |
| 11 | Selection procedure                             | Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.                                                                                                                                                                                                                                                                                                      |
| 12 | Validity of offer                               | 6 (Six) months from the last date of submission of the offer (which may be extended in case of exigency)                                                                                                                                                                                                                                                                                                                |
| 13 | Stamp duty / registration charges of Lease Deed | To be shared in the ratio of 50:50.                                                                                                                                                                                                                                                                                                                                                                                     |
| 14 | Fitment Period                                  | 60 days rent free fitment period after entire construction of Civil works by Landlord and handing over of the premises to Bank for completion of interior furnishing work by Bank. It is clarified that Bank shall not be liable for any rent / premium etc. to the successful bidder during the aforesaid period of 60 days.                                                                                           |
| 15 | Insurance                                       | The Landlord/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss                                                                                                                                                                                                                                                                                  |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys. |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please note that any addendum/corrigendum will be published up to one (1) day before the date submission on Bank's website only i.e. [www.sbi.co.in](http://www.sbi.co.in) under SBI in the news under procurement News. Hence, bidders are advised to visit Bank's website regularly till the date of submission.

## **TERMS AND CONDITIONS**

1.1 The bidders should have clear and marketable title to the premises offered and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder shall have to execute the lease deed as per the standard terms and conditions / format finalized by the SBI. **Stamp duty and registration charges of the lease deed will be shared equally (50:50) by the landlords and the Bank.** The initial period of lease will be 5 years and will be further renewed for 5 years at the discretion of bank (viz. **total lease period 10 years**) with requisite **exit clause** available to the Bank only to facilitate full / part de-hiring of space by the Bank during the pendency of the lease. However, such exit clause shall not be available to the Landlords. 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 is completed.** After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease agreement can be executed for further term of 5+5 years.

1.2 **Tender document received** by the SBI **after** due date and time i.e. **28.10.2025 after 3:00 pm shall not be considered in the tender process.**

1.3 The bidders are required to submit the **tender documents in separate envelope** super scribed on top of the envelope as Technical bid or Price bid as the case may be (**TECHNICAL BID (Envelope -"A") AND PRICE BID (Envelope -"B")**) duly filled in with relevant documents/information at the following address:

The Regional Manager,  
State Bank of India  
Regional Business Office- I  
BSNL CTTC Building,  
D Road, Satpur MIDC,  
Nashik-422007.

1.4 All columns of the tender documents must duly filled in and no column should be left blank or filled with vague/ambiguous information. All pages of the tender documents (Technical and Price Bid) are to be signed by the bidder/authorized signatory. Any over-writing or use of white ink is to be duly authenticated under full signature of the bidder/authorized signatory. The SBI reserves the right to reject the incomplete tenders or defective tenders. The SBI also reserves right to reject any or all the tenders at any stage or to cancel the entire tender process without assigning any reasons to any bidder. Also, 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. The Bank shall not be liable for any payment/compensation/rent/opportunity loss / waiting period loss etc to any bidder upon such rejection or cancellation of tender process. Bank's decision in this regard shall be final and binding on all the bidders and no representation in this regard shall be entertained. In case of any dispute, jurisdiction of Court in all cases shall be in **Nashik only** till finalization of the successful bidder.

1.5 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. In case the space provided in the tender document for filling information is found insufficient, the bidders may attach separate sheets, duly signed by the bidder/authorized representative, after putting remark to this effect in the provided place. If any deficiency in property related document /demarcation / Government recorded which may be ask by Committee later on.

1.6 The **Tender /offer should remain valid** at least for a period of **6 (Six) months** (which may be extended in case of exigency) to be **reckoned from** the last date of submission of offer i.e. **28.10.2025**

The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc to the bidder upon such rejection or cancellation of tender process.

1.7 The date of opening of Technical Bid has been mentioned on first page **in the presence of bidders who choose to be present.** Bids will be opened at

The Regional Manager,  
State Bank of India  
Regional Business Office- I  
BSNL CTTC Building,  
D Road, Satpur MIDC,  
Nashik-422007.

**All bidders are advised in their own interest to be present on that day at the specified time. As regards opening of Financial Bids, it will be opened of only short –listed offers and date of opening will be intimated to them.**

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

1.9 Canvassing in any form will disqualify the tenderer. Further, no brokerage will be paid to any broker. No broker shall be allowed to attend any meeting/ bid opening/ site visit etc. Only authorized representative on behalf of bidder, carrying authority letter/power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.

1.10 The short listed bidder will be informed by the SBI on the contact details given by them over the envelop / bid document, for arranging site inspection of the offered premises.

1.11 **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.**

1.12 Preference will be given to the buildings as well as offered premises on the main road.

1.13 Premises to be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high-tension electrical wires etc. Premises should not be located on low lying area, water logging area.

1.14 The details of parameters and its weightage for technical score has been incorporated in Annexure I. The selection of premises will be done on the basis of **techno commercial evaluation**. Weightage i.e., **70%** weightage 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 on the bidders and no representation in this regard shall be entertained. The SBI may negotiate the rent with L1 bidder to reduce the offered rent if the rate is felt to be on higher side. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the SBI and no communication shall be entertained with Landlord.

The bidder who is declared successful in the combined result of technical and financial bids shall be required to execute lease deed in the bank's prescribed lease deed format. No request for any deviation / addition / deletion / modification in the terms and conditions stipulated in the draft lease deed shall be entertained.

**Income Tax and other statutory clearances shall be obtained by the landlords at their own cost as and when required. All payments to the landlord shall be made by Account Payee Cheque or RTGS/NEFT.**

1.15 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes, cess, service charges** shall be **borne by the landlord**. However, the **GST, if applicable, shall be borne by the Bank**. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

The landlord shall submit the bill to the **SBI Adgaon Branch** every month for the rent due to them indicating the **GST component also in the bill separately**. The bill also should contain the GSTIN 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 Adgaon Branch** to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST 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. Carpet area will be measured as per below mentioned points.

A. Rentable Carpet area shall be area at any floor excluding the following area

1. Walls
2. Columns
3. Balconies
4. Portico/Canopy /projection/terrace
5. Staircase
6. Lofts
7. Sanitary shafts
8. Lift /Lift walls
9. Space below window sill
- 10.Box louver
- 11.AC duct any other duct, service shaft
12. Parking space, space for DG set

Landlord is advised to quote the rates as per carpet area mentioned above while filling the price bid and no any other extra quote will be payable apart from monthly rent. The bidder shall submit carpet area measurement sheet along with the application/ bid. The proposals without carpet area calculations may be rejected. Approved Building Plan and Clear location sketch plan to identify the building with land mark should be enclosed.

1.18 The floor wise area viz. Ground, First, if any, etc with the corresponding rate for rent including all taxes except GST should be mentioned in the Price Bid. The **number of car parking spaces and two wheelers offered should be indicated separately**. 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.

1.19 The landlord should arrange to obtain the municipal license/Commercial non agriculture permission / NOC/approval of layouts and building plan etc from Local Civic Authority/collector/town planning etc. Landlord shall also obtain the **completion certificate** from Municipal authorities. The required **additional electrical power load of approximately 40 to 55 KW (or more if required)** will also have to be arranged by the landlord 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 will also have to be provided within the compound by the landlords at no extra cost to the Bank and will not be considered in rent area.

**1.20 Landlord should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost. No separate payment shall be made to the landlord for this purpose. The Landlord shall provide space for installation of V-SAT / RF antenna device on the terrace of the selected/ finalized premises, and direct/suitable access for reaching the place for repair and maintenance. This area will not be considered in rent area and No separate payment shall be made to the landlord for this purpose.**

1.21 The landlord shall 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.

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 The landlord shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax, commercial Tax of the Premises and any other Government, Municipal Taxes / Cess, Service Charges, Society charges, maintenance charges etc.

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 shall be taken into account for the purpose of fixing the rent.

Rent should be inclusive of all present and future taxes of whatsoever nature like Municipality charges, society charges, Maintenance charges and all other charges etc except the GST which will be paid separately.

1.24 Electricity Charges will be borne by the Bank, but water supply should be maintained/ arranged by Landlord/ owner.

1.25 All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank such as ATM Room, Toilets & sanitary works, Store room / record room, Stationary Room, Store room / record room with minimum 2 hour fire rated door, Pantry with all accessories and doors etc.(additional / alteration) as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, server room & UPS room made up of brick work, locker room (RCC room as per Bank's guidelines) as per Bank's design and specifications however the door and ventilator shall be provided by the Bank, staircase as applicable, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, collapsible grill door at entry, front façade including glass glazing, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill, anti termite treatment etc as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank, Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate, fire fighting work before possession by the Bank. Rent should be inclusive of all civil works. All basic light /fan/general circuit wiring should be done as per the requirements of bank with suitable MCBs wherever required as per the layout provided by Bank.

1.26 The Landlord/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above



purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

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).

**Note-** Owner shall engage qualified Architect / Structural Engineer / Engineer for complete planning / supervision of construction etc. Owner of the Building is sole responsible for the construction and stability of entire Premises/Building. All Structural related parameters shall be complete by Landlord under supervision of Structural Engineer. Premises should be capable enough to take load of FRFC, Compactor, lockers, R.C.C. room self weight & other loading factor etc. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost. If any Structural Strengthening required as per loading factor which has to carry out by Landlord in consultation with their Structural Engineer with no extra cost.

1.27 Interior works like loose furniture, dry-wall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.

Plastic paint of walls, ceilings, enamel painting of doors and windows etc. as per the Bank's instructions shall be done by the owner/s after every two/ 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.

1.28 Obtaining NOC from local authority regarding fire safety shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor any amount/ Bill shall be paid by the Bank for this purpose.

1.29 The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.

1.30 Bank shall take possession of the demised premises only after completion of all the civil construction works as per Bank's requirement & 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:

Date:

Name & Signature of landlord with seal if any

## DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_ I / We hereby offer the premises owned by us for housing your branch / office on lease basis: (A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information is given as under):

### **General Information:**

Location as name of the nearest local railway station and its distance from the site:

|     |                                                                                                                   |  |
|-----|-------------------------------------------------------------------------------------------------------------------|--|
| 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<br>(ii) Address<br>(iii) Name of the contact person<br>(iv) Mobile no.<br>(v) Email address |  |

### **Technical Information (Please ☐ at the appropriate option)**

- a. Building - Load bearing ----- Frame 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 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 KW (Mentioned) Yes/No

Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Yes/No

Enclose copies

Whether NOC from the department 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

Yes/No

Exclusively to the Bank.

**\* Please enclose plans/ layouts of the building, copy of property document.**

**Declaration**

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 agree to construct/ addition/ alteration of Civil works as per Tender, Bank's specifications and requirements etc. complete in all aspects.

I will hand over the possession of the building after completion of construction / renovation as per Bank's requirements. The rent will be released from the date of delivery of physical possession of the Premises complete in all respects to the entire satisfaction of the Bank.

Place:

Date:

Name and signature of landlord with seal

**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBI.

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

Name of firm:

|    | Parameters                                                                           | Actual situation                                                                                                        | Total Marks | Marks obtained |
|----|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| 1. | Required area                                                                        | 1. Carpet area 2500 sq.Fts (+-10%): 10<br>2. Beyond range : 0                                                           | 10          |                |
| 2. | Premises location                                                                    | 1. On Main road : 10<br>2. On Side lane :05<br>3. Others : 0                                                            | 10          |                |
| 3. | Premises Frontage                                                                    | 1. >= 40 feet = 15<br><br>2. >= 30 feet = 07<br><br>3. < 30 feet = 00                                                   | 15          |                |
| 4. | Building use permission                                                              | 1. Available : 10<br>2. Not available :00                                                                               | 10          |                |
| 5. | Parking space exclusive parking for SBI (Allotted Parking)                           | 1. Availability of parking as specified :10<br>2. Availability of parking less than specified : 05<br>3. No parking :00 | 10          |                |
| 6. | Quality of construction, finishing etc.                                              | 1. Excellent : 10<br>2. Good :07<br>3. Satisfactory :05<br>4. Unsatisfactory :00                                        | 10          |                |
| 7. | Surrounding of building                                                              | 1. Adequate natural light and ventilation : 05<br>2. In-adequate natural light and ventilation : 00                     | 5           |                |
| 8. | Ambience, convenience and overall suitability of premises from Business potentiality | As assessed by Premises Selection Committee                                                                             | 30          |                |
|    |                                                                                      |                                                                                                                         | 100         |                |

**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 short listed- 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 300 per sqm for carpet area

B : Rs 250 per sqm for carpet area

C: Rs 210 per sqm for carpet area

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

$$C : (210/210)*100 = 100$$

$$B:( 210/250)*100 = 84$$

$$A:(210/300)*100 = 70$$

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

$$A:(100 \times 0.70) + (70 \times 0.30) = 91$$

$$B:(89.74 \times 0.70) + (84 \times 0.30) = 88.01$$

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

Therefore Most successful bidder shall be 'A' and Bank may invite 'A' for further negotiation

**(PART OF TECHNICAL BID) PREMISES REQUIRED ON LEASE**

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

**SPECIFICATIONS:**

Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. thick. The building should have been constructed as per the sanction/ approved plan of the competent development authority / town planning authority. The building should be well maintained. Property tax shall be assessed for the building as commercial category.

- ❖ Building should have High strength floor by taking loading factor like compactor, locker room and any other loading factor. If any strengthening required as per loading factor which has to carry out by Landlord in consultation with their Structural Engineer with no extra cost.
- ❖ All partition walls will be 11.5 cm. thick and will have 8 mm steel @ third course.

**Floor finish**

- ❖ All Branch area shall have double charged vitrified tiles/granite of approved shade, duly covered with POP & polythene to avoid damage from interior works. Bathroom shall have wall dado as per details.
- ❖ Inside other rooms-double charged vitrified tiles.
- ❖ Toilet shall have ceramic anti-skid flooring
- ❖ Kota flooring in locker room, compactor room as specified by Bank
- ❖ Customer lounge area with blue pearl granite in flooring
- ❖ Open area-Granite/kota stone/cement concrete pavers.

**Wall finish**

- ❖ Internal-plastic emulsion /enamel paint of approved shade / make.
- ❖ External-waterproofcementpaint-apexorstonecladdingorfrontstructuralglazing as per case.
- ❖ M.S.grill for windows-12mmsquarebars@7.62cm.c/cembedded both ways in frame, with openable window for air-conditioners/desert coolers.
- ❖ All windows, doors, ventilator and other opening shall have black jet granite.
- ❖ Main entry & exit to have rolling shutter with central locking arrangement & collapsible gate.
- ❖ In toilets, pantry & drinking water area wall tiles of approved make/shade up to full height will be fixed.
- ❖ All sanitary & C.P. fittings will be of approved make as per Bank's approval.
- ❖ In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7') as per drawing.
- ❖ In case of other doors, it shall have wooden choughats with 38mm block board shutter doors with SBI approved laminated both side.
- ❖ Only in case of RCC locker room, door & ventilator will be supplied by Bank suitable exhaust shall be provided as per Bank's design.
- ❖ For cash room it will be constructed with 9 inches thick brick walls, duly plastered and embedding of safes as per Bank's design.
- ❖ Pantry will have granite top platform 2 feet wide with steel sink.
- ❖ Electricalwiringandfixturestobeprovidedasperbank'selectricalengineerdirection.
- ❖ Locker room specifications are as follow-
- ❖ All Walls & Roof :304.8 mm thick R.C.C. (1:2:4).  
Reinforcement-12 mm dia. tor steel @ 152.4 mm c/c placed both ways in two layers (staggered way), side covers-40mm, duly finished with cement plaster, painted.
- ❖ Openings to be left for security type ventilators/doors.
- ❖ Floor: 152.4 mm thick reinforced with 12 mm dia bars @ 152.4 mm C/C both ways over the existing plain cement concrete flooring for vaults in ground floor & over existing R.C.C. slabs

in-vaults in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead & super imposed load).

- ❖ Floor- R.C.C.1:1.5:3 [M20] 15 cm (6") thick reinforced with 12mm dia bars @15cm, c/c both ways, over the existing plain cement concrete flooring for vaults in ground floor & over existing R.C.C. slabs in vaults in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead & super imposed load).
- ❖ If upper or lower floor is not with Bank or where it is not feasible to provide RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm iron rods spaced 75 mm centre to centre in angle iron frame work.

Above specifications are subject to vary as per actual site condition & as per recommendation of SBI.

#### **Other Terms &Conditions:**

- ❖ Owner shall engage qualified Architect / Engineer for complete planning /supervision of construction etc. Structural Engineer as per requirements.
- ❖ ATM room, stationary, record room, pantry, toilets (Gents & Ladies), strong room or cash room, locker room, ramp for physically challenged etc. to be constructed as per layout plan approved by Bank and expenditure in this regard will be borne by owner. Floors are to be structurally strengthened to sustain additional live load of approx. 15-20 ton on account of lockers /cash safes. In case of Loading factor is more as per requirement then Structural strengthening shall be carried out by Landlord under guidance of their Structural Engineer with no extra cost.
- ❖ Superior quality flooring as required by Bank and skirting for the entire area and nonslippery tiles/glazed tiles for toilet floors/walls have to be provided. Separate toilet for Ladies (with Wash basin) &gents (With Urinal & wash basin)
- ❖ Record/ Stationery room, Dining Room with sink, UPS room, will be constructed with Brick walls. RCC Cash room and Locker room as per bank's specification shall be constructed with RCC for Walls, Floor and Roof as per RBI / SBI specifications as required by the Bank.
- ❖ Anodized aluminium paneled / glazed main door, collapsible grill gate and Steel rolling shutter shall be provided at the main entrance.
- ❖ All external doors shall be provided with Rolling shutters and collapsible gate. All windows, ventilators and cut outs will be provided with Strong steel grills and shutters as directed by the Bank.
- ❖ 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. For split floors and overall suitability decision will be as per Bank's discretion / requirement.
- ❖ 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.
- ❖ . 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.
- ❖ Covered generator room to be constructed on the rear side (16'0" 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.

- ❖ 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.
- ❖ Stamp Duty & registration expenses to be shared equally @ 50:50 basis by Bank & Owner.
- ❖ Title / Owner ship proof should be clear. In case Title is not clear or defective, the bid will be rejected outrightly. In case of clear title property, Lease deed will be executed as per Bank's standard format.
- ❖ Possession of premises will be taken after completion of all works as per layout plan/as per specifications enumerated, after production of "NOC" from Competent Authority, all certificates from architects etc. as mentioned below.
- ❖ All taxes & service charges except GST to be borne by owner. GST if applicable will be reimbursed by Bank.
- ❖ Owner will arrange required electrical load from electricity authority at his own cost.
- ❖ Periodical maintenance of building to be done by owner.
- ❖ Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by Bank.
- ❖ Structural Suitability Certificate of premises.
- ❖ Carpet Area Statement / Certificate.
- ❖ Completion Certificate as per plans/specifications provided by Bank.
- ❖ "NOC" from Civic Authority for commercial use of premises.
- ❖ Suitable space to be provided for staff parking with demarcation, public parking & generator set (no rent will be given by Bank for this area). Generator set will not be placed on branch front.
- ❖ Suitable place to be provided for display of Bank's sign boards, hanging of out door unit of air conditioners and V-Sat with monkey cage on roof top (no rent for this facility).
- ❖ Suitable place to be provided for display of Bank's sign boards, hanging of outdoor unit of air conditioners and V-Sat with monkey cage on roof top (no rent for this facility).
- ❖ Twenty-four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for Bank.
- ❖ Building plans to be got cleared from Local Civic Authority for Bank's commercial use.
- ❖ Bank will have separate & exclusive access to Branch from main road.
- ❖ Twenty-four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for Bank.

Signature of owner of Building (In Token of Acceptance of Above)