



**STATE BANK OF INDIA
Administrative Office, Durgapur
Suhatta Building, 1st Floor,
City Centre, Durgapur – 713216**

**INVITES TENDERS / APPLICATIONS
FOR HIRING/ LEASING OF NEW PREMISES
FOR SHIFTING OF**

SBI C ZONE BRANCH

Tender No: ZOBUR-SR-RBO-4/2025-26/12/01 dated 15.12.2025

Last date for submission of Tenders: 15:00 hours on date: 29.12.2025
Opening of Tenders: will be intimated to bidders 24 hours prior to date of opening on
the e-mail ID given by them on the envelope

Tenders / Applications To Be Submitted To:

**THE REGIONAL MANAGER
REGIONAL BUSINESS OFFICE – IV, DURGAPUR
CITY CENTRE BRANCH PREMISES
1st Floor of City Centre Branch
Opposite Durgapur Court, West Bengal – 713216**

Tender Submitted By:

Name :

Address.....
.....

Signature and Seal of applicant

NOTICE INVITING TENDER (NIT) / APPLICATIONS
COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE

State Bank of India Invites offers for **HIRING/ LEASING OF NEW PREMISES FOR SHIFTING OF C ZONE BRANCH**, from owners / power of attorney holders for premises on lease or rental basis for Commercial / Office use, having Carpet Area of **2500 Sq.ft (i.e.232.34 sqm)** in and around City Centre area within distance of surrounding 1.5 kms from the existing C ZONE Branch of SBI, with all facilities including good visibility, adequate power and water supply. The premises should have sufficient parking area with minimum parking for 10 number two wheelers and 02 number four wheelers. The bidder shall provide space of 80 sq.ft to 100 sq.ft. for installation and running of the generator within the compound at **no extra cost to the Bank** and No separate payment shall be paid for these facilities.

Preferably the entire space **should be on Ground floor**, in case of upper floors, **LIFT is a MUST**. Premises should be Ready/ Open plot **for immediate possession /occupancy**.

The format for submission of the **Technical Bid** containing detailed parameters, terms and conditions and price bid can be downloaded from website www.sbi.co.in under

LINK: <https://sbi.co.in/web/sbi-in-the-news/procurement-news>.

This tender consists of **two parts** viz. **PART – 1** :the **Technical Bid** having terms and conditions, details of offer and **PART -2** the **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) shall contain duly signed and stamped Technical Bid, all supporting Property documents with approved plan, BU Permission etc.

Envelope (B) contains Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single cover super scribing "Tender for hiring / leasing of premises for establishment of **SBI C ZONE BRANCH** and should be submitted to the **Regional Manager, State Bank of India, Regional Business Office – RBO-IV Durgapur, City Centre Branch Premises, 1st Floor, City Centre Branch, Durgapur -713 216** on or before **29.12.2025** at 3:00 pm.

The bidder/s shall clearly mention their **name, contact number** and **active e-mail ID** on the envelope. The date of opening of tender shall be intimated to the bidder 24 hours prior to the date of opening of tenders on the e-mail ID given by them. SBI shall not be responsible in any manner, in case the e-mail doesn't reach the bidder or any other technical fault.

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.

The Regional Manager, RBO-IV Durgapur
Opposite Durgapur Court, Durgapur -
713216

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Signature and Seal of applicant

IMPORTANT POINTS OF PARAMETERS –

1	Type Of Building	Commercial
2	Carpet Area	2500 sqft (aapprox) 232.34 sqm
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	Premises under Construction/open plots	Open Plots will also be considered
8	Desired location	Located within distance of surrounding 1.5 kms from the existing C Zone Branch of SBI in and around City Centre area, with all facilities including good visibility, adequate power and water supply. The premises should have sufficient parking area with minimum parking for 10 number two wheelers and 02 number four wheelers. The bidder shall provide space of 80 sq.ft. to 100 sq.ft. for installation and running of the sound proof generator within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities.
9	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Ground floor (For upper floors, LIFT IS A MUST) (iii) Govt. Departments / PSU / Banks
10	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.
11	Period of lease	Lease in the bank's prescribed Format for initial period of 20 years with a predetermined increase in rent @ 15-25% after expiry of initial term of 5 years
12	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.
13	Validity of offer	6 (Six) months from the last date of submission of the offer (which may be extended due to exigency)
14	Stamp duty / registration charges of Lease Deed	To be shared in the ratio of 50:50 i.e, to be shared by bank & landlord both.
15	<u>Fitment Period</u>	<u>60 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank.</u> Handing over date shall be reckoned after completion of civil works by landlord.

The successful bidder shall handover the vacant possession of the premises to the Bank 60 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. 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.

Please note that any addendum will be published on Bank's website only i.e. www.sbi.co.in under SBI in the news under procurement News. Hence, bidders are advised to watch the website regularly.

TERMS AND CONDITIONS

Signature and Seal of applicant

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 finalized by the SBI. Stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank. The initial period of lease will be 10 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 Lessors. 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.
2. **Tender document received by the SBI after due date and time i.e. after 29.12.2025 after 3:00 pm shall not be considered in the tender process.**

The bidders are required to submit the tender documents in separate envelopes super scribed on top of the envelope as the case may be **TECHNICAL BID (Envelope -"A")** and **PRICE BID (Envelope -"B")** duly filled in with relevant documents/information and both envelopes shall be placed in a large envelope super scribing

"Tenders for hiring/ leasing of premises for the establishment of SBI C ZONE BRANCH, DURGAPUR"

at the following address:

**THE REGIONAL MANAGER
REGIONAL BUSINESS OFFICE – IV, DURGAPUR
CITY CENTRE BRANCH PREMISES
1st Floor of City Centre Branch
Durgapur, West Bengal – 713 216**

The offerer/interested landlords shall clearly mention their contact number and active e-mail ID on the envelop

1. 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. 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.** Bank's decision in this regard shall be final and binding on all the bidders. In case of any dispute, Jurisdiction of Court in all cases shall be in Kolkata only till finalization of the successful bidder.
2. 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 etc. which may ask at the time of site visit or later on.

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3. The **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. **29.12.2025**. 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.
4. The date of opening of Technical Bid will be intimated to the bidders 24 hours prior to the date of opening of the bids. Bids will be opened at below mentioned address:

THE REGIONAL MANAGER
REGIONAL BUSINESS OFFICE – IV, DURGAPUR
CITY CENTRE BRANCH PREMISES
1st Floor of City Centre Branch
Opposite Durgapur Court, West Bengal – 713216

5. **SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof.**
6. Canvassing in any form will disqualify the tenderer. 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.
7. The shortlisted bidder will be informed by the SBI on the contact details given by them over the envelop, for arranging site inspection of the offered premises.
8. 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.
9. Preference will be given to the buildings as well as offered premises on the main road.
10. 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.
11. The details of parameters and its weightage for the technical score has been incorporated in **Annexure-I**. The selection of premises will be done based on techno commercial evaluation. Equal 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 L-1 (Lowest) bidder to reduce the offered rent. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the SBI.

12. 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 in the terms and conditions stipulated in the draft lease deed shall be entertained.
13. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the lessor shall be made by Account Payee Cheque or RTGS/NEFT.
14. The income tax and other taxes as applicable will be deducted at source (**as per Govt norms**), 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.
15. The landlord shall submit the bill to the C Zone 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 C Zone to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.
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 must be adjusted during the last six months of occupation.

17. Mode of measurement for premises is as follows:

* Rental will be paid on the basis of built up area (outer to outer walls) which will be jointly measured by SBI and landlord.

*******Components/ Areas like Lift, Lift wall, Ducts, Service shafts, staircase, Balcony, Projection, Terrace, parking space, columns, space for DG set, etc. will not be counted in Carpet Area. Landlord is advised to quote the rates as per Built up area while filling the price bid.**

The bidder shall submit Built-up area measurement sheet along with the application/bid. The proposals without Built-up area calculations may be rejected.

18. The floor wise area viz. Ground, First, if any, etc. with the corresponding rate for rent/taxes 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, considering the parking space, area for installation of generator and VSAT etc., and no separate rent shall be paid for these facilities.

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19. The lessor should arrange to obtain the municipal or local panchayat license / NOC / approval of layouts etc. from Local Civic Authority/collector/town planning etc. for carrying out the civil / interior furnishing of the premises by the Bank. Lessor should also obtain the completion certificate from

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Municipal authorities after the completion of civil & interior furniture work. The required additional electrical power load of *approximately 25 to 30 KW* (or more if 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 will also have to be provided within the compound by the lessors at no extra cost to the Bank and will not be considered in rent area.

20. Lessor 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 Lessor shall provide space for installation of V-SAT 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.
21. The lessor 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.
22. After the completion of the interior works, the lease agreement will be executed and the rent payable shall be reckoned after fitment period of 60 days from the date of handing over of premises. The premises will be considered as handed over only after completion of all civil works by landlord. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
23. Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance etc. However, GST shall be paid extra at applicable rate and manner. However, 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.
24. Electricity Charges will be borne by the Bank but water supply should be maintained / arranged by Landlord/ owner. **Lift maintenance cost** (if any) should be borne by the Landlord.
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, 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 / FIRE PROOF RECORD ROOM (should be made of RCC as per specification of locker room OR with Two hours FIRE RETENTION BRICKS and as per Bank's design, guidelines and specifications.** However the door and ventilator shall be provided by the Bank, 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 panelling 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 / Bank's Engineer, 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 of the RCC Record Room (carrying load of 170-190 Kg per sqft for keeping FRFC / Fire Proof optimizer), fire fighting works before possession by the Bank. Rent should be inclusive of all civil works. All light / fan/general circuit wiring should be done as per the requirements of bank with suitable MCBs & RCCBs, wherever required as per the layout by Bank's Electrical Engineer. **Locker Room should be of RCC wall of 304.8mm thickness as per RBI specifications from time to time.**

26. **In case the offered Premises is divided in split floors of the required area and spread in ground floor and first floor or above floors, then Landlord should construct internal staircase as per the drawing provided by the Architect/ Bank's Engineer under the Instructions/supervision by the Structural Engineer & the entire cost for construction of staircase with Structural Engineer charges etc. shall be borne by the landlord.** In case of spread floors i.e. ground and first floor, landlord shall also provide lift facility to the Bank without any additional cost to the Bank.

Note-Owner of the Building is sole responsible for the construction and stability of Premises. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost.

27. Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signage's, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.
28. 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.
29. 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 shall any amount / Bill be paid by the Bank for this purpose.
30. The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.
31. Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfilment of all other terms and conditions of technical bids as mentioned above.

Place:

Date: **Name & Signature of lessor 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's shall be 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	
A1	Door No.	
A2	Name of the Street	
A3	Name of the City	
A4	Pin Code	
B	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Technical Information (Please ✓ at the appropriate option or fill up or describe)

- a. Building - Load bearing Structure.....Framed Structure.....
- b. Building - Residential ----- Institutional -----Industrial -----Commercial
- c. No. of floors.....
- d. Year of construction and age of the building.....
- e. Floor of the offered premises.....

Level of Floor	Built Up Area
Ground Floor	
First Floor	
Third Floor	
Total Floor Area	

Note : - The rentable area shall be in accordance with the one mentioned under clause/para18(Page 6 of NIT) of Technical Bid.

Signature and Seal of applicant

Building ready for occupation	YES / NO
If no, how much time will be required for occupation -----with end date.	Required Time:Month.....Day End date (Approx) :
Amenities available	Description:
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 Enclose copies	YES / NO
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 space for Signage for building is available	YES / NO
Whether access to Roof Top/ Terrace for VSAT maintenance is available	YES / NO
Whether lift facilities are available	YES / NO
No. of car parking /scooter parking which can be offered Exclusively to the Bank.	YES / NO
* Please enclose plans/ layouts of the building, copy of property document.	

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. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring & all other Civil works etc. complete as per Tender & Bank’s specifications and requirements.

I will hand over the possession of the building after getting it constructed / renovated as per Bank’s requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

Place:

Date:

Name and signature of lessor with seal

Signature and Seal of applicant



ANNEXURE – I
STATE BANK OF INDIA
THE REGIONAL MANAGER
REGIONAL BUSINESS OFFICE – IV, DURGAPUR
CITY CENTRE BRANCH PREMISES
1st Floor of City Centre Branch
Opposite Durgapur Court, West Bengal – 713216

PREMISES REQUIRED ON LEASE

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

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

Hiring of Commercial Building with Built Up area of 3000 Sq. Ft located in- within distance of surrounding 1.5 km from the existing C Zone Branch of SBI with all facilities including good visibility, adequate power and water. The premises should have sufficient parking area with minimum parking for 10 number two wheelers and 05 number four wheelers. **Building having entire specified area on ground floor shall be preferable to bank. Entire Premises on first floor & above shall not be considered (if LIFT is not available).**

Name of firm :

	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Carpet area as per requirement	Carpet area in the range of 2500 sq. ft.: 10 Beyond range :5	10	
2	Premises location	On Main road : 10 Others: 0	10	
3	Premises on Ground or upper floors	On ground floor : 10 On Ground Floor + First Floor :05 On First floor and above : 00 On above floor with lift : 10	10	
4	Building structure	Frame structure : 5 Load Bearing : 00	5	
5	Parking space	1. Having Ground Floor parking : 10 2. Having cellar/ basement parking : 05 3. Others : 00	10	
6	Availability of water supply, electricity, drainage etc.	Available : 05 Not available : 00	5	

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7	Building use Permission as Commercial Use	Available : 10 Not available: 00	10	
8	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light and ventilation:00	5	
9	Quality of construction, finishing etc.	1. Excellent :10 2. Good : 07 3. Average: 05 4. Poor : 00	10	
10	Ambience, convenience and overall suitability of premises from Business point of view, as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	25	
Total			100	

In case of plot, the overall marking will be given by the Committee based on location, Size& surrounding etc.

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:

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$$B : (70/78)*100 =89.74$$

$$C : (54/78)*100=69.23$$

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 Carpet area

B :Rs 60 per sqm for Carpet area

C: Rs 50 per sqm for Carpet area

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

$$C :(50/50)*100 = 100.00$$

$$B:(50/60)*100 =83.33$$

$$A:(50/70)*100=71.43$$

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

$$A:(100 \times 0.70) + (71.43 \times 0.30) = 91.43$$

$$B:(89.74 \times 0.70) + (83.33 \times 0.30) = 87.81$$

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

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 BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND OTHER TERMS & CONDITIONS****SPECIFICATIONS:**

1. Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 250 mm thick Brick-wall.
2. All partition walls will be 150 mm. thick brickwall.
3. Banking hall / Office Area/ B.M.'s or CM's room / toilets / Canteen / locker /Record/ system/conference – double charged vitrified tiles/granite of approved shade, duly covered with POP & polythene to avoid damage from interior works.
4. Inside other rooms-double charged vitrified tiles.
5. Open area-kota stone/cement concrete pavers.

Wall finish

1. Internal-plastic emulsion/oil bound distemper /enamel paint of approved shade / make.
2. External-waterproof cement paint-apex or stone cladding or front structural glazing as per case.
3. M.S.grill for windows-16mm square bars@7.62cm. c/c both ways in frame, with openable window for air-conditioners/desert coolers/ Cassette air conditioners.
4. Main entry & exit to have rolling shutter & collapsible gate.
5. Building should have floor to ceiling height approx. 3.10m.
6. In toilets, pantry & drinking water area wall tiles of approved make/shade up to full height will be fixed.
7. All sanitary & C.P. fittings will be of approved make as per Bank's approval.
8. In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7').
9. In case of other doors, its hall has wooden frames with 38mm block board shutter doors with approved laminated both side.
10. Only in case of RCC strong room / Fire Proof Record Room & RCC locker room, door & ventilator will be supplied by Bank, otherwise all other doors will be provided by owner.
11. All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").
12. For currency chest branch/ RCC Record Room, the chest strong room / Record Room specifications will be "AA" category of RBI specification.
13. For cash room (non-currency chest branch) it will be constructed with 12 inches thick brick walls, duly plastered and encasing of safes/lockers.
14. Pantry will have granite top platform 2 feet wide with steel sink.
15. Electrical wiring and fixtures to be provided as per bank's electrical engineer direction.
16. In case of non-currency chest branch, safe will be embedded with RCC in cash room.
17. Strong Room / Locker room specifications are as follow-

- a. Walls & Roof: 304.8 mm thick R.C.C. (1:2:4).
- b. 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.
- c. Openings to be left for security type ventilators/doors.
- d. Floor: 203.2 mm thick R.C.C.(1:2:4) with proper bedding and suitable floor finish. Reinforcement- same as of wall.
- e. Note: Patrolling Corridor to be left on sides of strong room.
- f. A void to be left on top of roof or bottom floor, if upper or lower floor is not with Bank 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:

- a. Owner shall engage qualified Architect/ Engineer for complete planning/ supervision of construction etc.
- b. 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. **25-30 ton** on account of lockers /cash safes / Optimizer / FRFC (40 nos).
- c. Stamp Duty & registration expenses to be shared equally @ 50:50 basis by Bank & Owner.
- d. Rent will be based on actual Carpet Area to be measured jointly after completion of civil works.
- e. Title / Owner ship proof should be clear& lease will be executed as per Bank's standard format.
- f. 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.
- g. All taxes & service charges except GST to be borne by owner. GST if applicable will be reimbursed by Bank.
- h. Owner will arrange required electrical load from electricity authority.
- i. Periodical maintenance of building to be done by owner.

j. Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by Bank-

- a. **Structural Suitability Certificate of premises.**
 - b. **Built Up Area Statement / Certificate.**
 - c. **Completion Certificate as per plans/specifications provided by Bank.**
 - d. **“NOC” from Civic Authority for commercial use of premises.**
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- k. Suitable space to be provided for staff parking, public parking & generator set (no rent will be given by Bank for this area). Generator set will not be placed on branch front.
 - l. 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).
 - m. Building plans to be got cleared from Local Civic Authority For Bank's commercial use, in case of new construction.
 - n. Bank will have separate & exclusive access to Branch from main road.

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

Place :

Date :