



STATE BANK OF INDIA

INVITES OFFERS

FROM

OWNERS/POWER OF ATTORNEY HOLDERS

FOR

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE

FOR

NADIAD MAIN BRANCH

LAST DATE FOR SUBMISSION OF TENDERS: 15:00 PM hours on 02.02.2026

OPENING OF ONLY TECHNICAL BIDS: 11:00 AM hours on 03.02.2026

Offers To Be Submitted To:-

**The Assistant General Manager,
State Bank of India
Regional Business Office
1st Floor, Shivalik Complex, Nr. Railway Crossing
Petlad Road, Nadiad-387003**

TECHNICAL BID

OFFER SUBMITTED BY:

Name : _____

Address : _____

TECHNICAL BID (Cover-1)

**TENDER FOR
HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR
NADIAD MAIN BRANCH,
NADIAD, GANDHINAGAR**

TENDER/ OFFER NOTICE CHART

HIRING OF PREMISES FOR	NADIAD Main Branch , Nadiad, Gandhinagar (Gujarat)
CARPET AREA	4500 sqft (Preference given to premises on Ground Floor only) (Ground + First floor with lift may also be considered)
TENDERING SYSTEM	TWO COVER SYSTEM (TECHNICAL BID AND PRICE-BID)
TENDER EVALUATION SYSTEM	70:30 (70% TECHNICAL SCORE : 30% PRICE SCORE)
ADDRESS FOR SUBMISSION OF OFFERS/ TENDERS	The Assistant General Manager, State Bank of India Regional Business Office 1st Floor, Shivalik Complex, Nr. Railway Crossing Petlad Road, Nadiad-387003
LANDLORD'S SCOPE OF CIVIL WORKS (AS PER THE LAYOUT PLAN PROVIDED BY BANK, THE LANDLORD SHOULD CONSTRUCT THESE FACILITIES IN THE PREMISES AT THEIR OWN COST)	1. LOCKER ROOM (RCC) 2. CASH / SAFE ROOM (RCC) 3. RECORDS ROOM 4. STATIONERY 5. SERVER/UPS ROOM 6. PANTRY ROOM WITH COUNTER & SINK 7. 2 TOILETS WITH WASH & URINALS 8. COLLAPSIBLE GATE AT ENTRY 9. ROLLING SHUTTER 10. ATM ROOM WITH R. SHUTTER 11. RAMP FOR BOTH BRANCH AND ATM (1:10) 12. FLOORING: VITRIFIED/ GRANITE/ KOTA SONE 13. FRONT FACADE WITH TOUGHEN GLASS, GRILL, REST EXTERNAL AREA COVERED WITH ALUMINUM COMPOSITE PANEL. A DETAILED LIST OF WORKS IS GIVEN IN ANNEXURE-1
ELECTRICAL POWER CONNECTION	45 kW TO 50 kW TO BE OBTAINED BY LANDLORD IN THEIR NAME
PARKING SPACE & GENERATOR SPACE	MUST PROVIDE AS PER THE DETAILS GIVEN IN THE DOCUMENT
TENDERING PERIOD & ISSUE OF TENDER DOCUMENTS	15-01-2026 TO 02-02-2026 can be downloaded from the Bank's website www.sbi.co.in
LAST DATE & TIME FOR SUBMISSION OF TENDERS (BOTH TECHNICAL & PRICE BIDS)	02-02-2026 At 15:00 HRS
DATE OF OPENING OF TENDERS	03-02-2026 At 11:00 HRS
FOR TECHNICAL QUERIES CONTACT	Yogesh Garg (Mob No 9724716311)

NOTICE INVITING TENDER FOR
HIRING COMMERCIAL/ OFFICE PREMISES ON LEASE

SBI invites offers for **NADIAD Main Branch**, Nadiad, Gandhinagar (Gujarat) from owners for premises on lease/rental basis for Commercial / Office use having Carpet area of **4500 Sq. Ft. (+10%) on Ground Floor**, located within the 500 meter from Nadiad Main Branch area, preferably in on main road with adequate parking space for customers and covered parking space for **10-four wheelers** and **20-two wheelers**. The offerer shall provide space for installation and running of the Generator Set within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities. Adequate space should be available for installation and safe operation of generator (DG) set, electrical earth pits, VSAT, AC outdoor units and signage boards.

The entire space should preferably be on Ground Floor or upto first floor with lift. Premises should be ready for possession / occupation within a period of 3 months. **Open plot and premises on higher than first floor shall not be considered. Premises offered on first floor and above must have proper entrance, accessible for wheel chair users and lift facility.**

Other Factors considered:

- ❖ Preference will be given to premises entirely on Ground floor only.
- ❖ Preference will be given to ready-to-use premises.
- ❖ 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 offerer, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ offer opening.
- ❖ No offerer/ representative shall be allowed to attend the meeting/ offer opening with mobile phones.

TECHNICAL BID

TERMS AND CONDITIONS FOR HIRING COMMERCIAL/OFFICE PREMISES ON LEASE

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photo copies may be used in case of multiple offers). The “Technical Bid” as described above) and “Price Bid” for each proposal/offer should be **enclosed in separate sealed envelopes** duly superscribed on top of the envelope as “Technical Bid” or “Price Bid” as the case may be and these envelopes are to be placed in a single cover superscribing “Tender for leasing of Commercial/Office premises for NADIAD Branch of STATE BANK OF INDIA” and should be submitted at the Office of the:

**The Assistant General Manager,
State Bank of India
Regional Business Office
1st Floor, Shivalik Complex, Nr. Railway Crossing
Petlad Road, Nadiad-387003**

The offerer shall clearly mention their contact number and active e-mail ID on the envelope.

IMPORTANT POINTS OF PARAMETERS

1	Type Of Building	Commercial
2	Carpet Area	Carpet area of 4500 Sq. Ft. (+10%)
3	Covered Parking Space	Preferable for 10-four wheeler’s and 20-two wheeler’s.
4	Open parking area	Adequate open parking area for customers/visitors
5	Amenities	24 hours potable water supply facility, Electricity, Generator power back up for essential services like lift, pump etc.
6	Possession	Ready possession / occupation
7	Open plot	Will not be considered
8	Floor	(Preference given to premises on Ground Floor only) (Ground + First floor with lift may also be considered)
9	Desired location	Located within the 500 meter from Nadiad Main Branch area, Nadiad preferably in newly developed area with adequate parking facility for customers. The entire space should be on Ground floor only. The offerer shall provide space 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.
10	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Entirely on Ground Floor only (iii) Govt. Departments / PSU / Banks
11	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement. However, all mandatory Municipal license/NOC/approval of layouts, internal additions/alterations etc. as necessary from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing/ internal additions/alterations etc. in the premises by the Bank will be arranged by the owner.
12	Period of lease	Initial 5 years + option of 5 years with predetermined increase in rent @ 15 to 25% after expiry of first term of 5 yrs at the time of renewal. After 10 years, rent can be negotiated and finalized by Premises Selection Committee (PSC) so that new lease can be executed for further term of 5+5 years.
13	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price offer.
14	Validity of offer	6 (Six) months from the last date of submission of the offer (which may be extended due to exigency)
15	Stamp duty / registration charges of Lease Deed	To be shared in the ratio of 50:50.
16	Fit out/Fitment period	60 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank.
17	Safety / Features	Water sprinkle system / Fire hydrant system in case of multi story / Emergency exit / Fire Exit and all other safety measures as per Government norms.

The successful bidder shall hand-over 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.

TERMS AND CONDITIONS

1.1 The entire property shall belong to same set of owners. The offerers 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 offerer 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 5 years + option of 5 years with predetermined increase in rent @ 15 to 25% after expiry of first term of 5 yrs at the time of renewal. After 10 years, rent can be negotiated and finalized by Premises Selection Committee (PSC) so that new lease can be executed for further term of 5+5 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 mentioned in the tender after initial term of 5 years is completed.

1.2 Offers received after due date and time i.e. 02.02.2026 after 15:00 PM hours shall not be considered for any reason whatsoever.

1.3 The offerers are required to submit the offer documents along with the certified ownership documents of offered premises in separate envelope super scribed on top of the envelope as Technical or Commercial as the case may be TECHNICAL OFFER (Envelope -"A") AND PRICE OFFER (Envelope -"B") duly filled in with relevant documents/information at the following address:

**The Assistant General Manager,
State Bank of India
Regional Business Office
1st Floor, Shivalik Complex, Nr. Railway Crossing
Petlad Road, Nadiad-387003**

1.4 All columns of the offer documents must duly filled in and no column should be left blank or filled with vague/ambiguous information. All pages of the offer documents (Technical and Price Offer) are to be signed by the offerer/authorized signatory. Any over-writing or use of white ink is to be duly authenticated under full signature of the offerer/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 offer process without assigning any reasons to any offerer. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc to the offerer

upon such rejection or cancellation of offer process. Bank's decision in this regard shall be final and binding on all the offerers. In case of any dispute, jurisdiction of Court in all cases shall be in Ahmedabad only till finalization of the successful offer.

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 offer document for filling information is found insufficient, the offerers may attach separate sheets, duly signed by the offerer/authorized representative, after putting remark to this effect in the provided place. If any deficiency in property related document /demarcation etc which may be ask by Committee later.

1.6 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. **02.02.2026**. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc to the offerer upon such rejection or cancellation of offer process.

1.7 Only Technical offers will be opened on **03.02.2026 at 11:00 AM** Hrs in the presence of tenderers who wish to be present in the office of:

**The Assistant General Manager,
State Bank of India
Regional Business Office
1st Floor, Shivalik Complex, Nr. Railway Crossing
Petlad Road, Nadiad-387003**

1.8 No separate intimation will be sent to the bidders for the same. In case, the day of opening of Technical offers is declared a holiday, the Technical Offers shall be opened on the next working day at same time or could not be opened due to unavoidable circumstances, the bidders will be informed the date and time well in time. All bidders are advised in their own interest to be present on that day at the specified time and venue.

1.9 Opening of Financial Bids: Financial Bids of only short-listed offers will be opened. Date, Time and Venue will be informed to short-listed bidders accordingly.

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

1.11 Canvassing in any form will disqualify the offerer. No broker shall be allowed to attend any meeting/ offer opening. Only authorized representative on behalf of offerer, carrying authority letter/power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ offer opening.

1.12 The short listed offerer will be informed by the SBI on the contact details given by them over the envelope, for arranging site inspection of the offered premises.

1.13 Preference will be given to building with premises entirely on Ground floor only. 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.

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

1.15 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.

1.16 The details of parameters and its weightage for technical score have been incorporated in Annexure-I. The selection of premises will be done on the basis of Techno Commercial Evaluation. Equal weightage i.e. 70% weightage will be given for Technical parameters and 30% for Price Offer. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding on the offerers and no representation in this regard shall be entertained. The SBI may negotiate the rent with successful offerer to reduce the offered rent.

The offerer who is declared as successful in the combined result of technical and financial offers 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.

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.

1.17 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.

1.18 The landlord shall submit the bill to the **NADIAD MAIN 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 NADIAD MAIN 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.

1.19 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. (reference as per IS code 3861:2002).

Please note: Components/ Areas like, Lift, Lift wall, Ducts, Service shafts, staircase, Balcony, Projection, Lofts, Box Louver, Terrace, parking space, space for DG set, AC outdoor unit, Columns, bathroom, lavatory, internal walls of (record room, locker room, pantry, washrooms, ATM room) etc. will not be counted in Carpet Area. Landlord is advised to quote the rates as per Carpet area while filling the price bid. The bidder shall submit Carpet area measurement sheet on completion of Civil work as per Bank's layout. In case, the area measured at site during joint measurement differs with the area approved by the Municipal Corporation, the smaller area will be considered for rent purpose.

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

Floor to ceiling Height:

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

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

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

1.20 The floor wise area viz. Ground, First, ~~Second~~, if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Offer. The number of car parking spaces and two wheelers offered should be indicated separately.

1.21 The lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Lessor should also obtain the completion certificate from Municipal authorities after the completion of interior furniture work. **The required additional electrical power load of approximately 45-50 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.

1.22 **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.

1.23 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.

1.24 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. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.25 Rent shall be quoted on carpet area basis only, taking into account the parking space, area for installation of generator and VSAT etc., and no separate rent shall be paid for these facilities. **Please note that the rent should be inclusive of all present and future taxes including i.e. Property tax, commercial tax of Premises** and any other Government / municipal taxes / cess, service charges like society charges, maintenance charges and all other charges etc. **will not be paid separately by the Bank.**

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

1.27 All kind of Civil works (additional / alteration) will be carried out by the owner as per advise of the Bank such as ATM/e-lobby Room, Toilets & Sanitary works, Store room / record room / Compactor room with 2 hr fire rated door, 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 (RCC locker room as per Bank's guidelines) as per Bank's design and specifications however the door and ventilator for Locker Room 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 paneling as per Bank's design, Ramp with S.S (grade 304) railing for differently abled persons/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 over all glazings / openings, 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. **The Office will use fire proof Cabinets and Compactors for storage of records. The offered premises should be structurally sound enough to take the additional load of such storage units etc. In case of any structural damage to the premises/ building, Bank will not be responsible.**

The owner shall carry out civil, sanitary and electrical wiring works, repair/ maintenance works (Premises Selection Committee can make effort with the successful bidder during negotiation of rent to get these works done) as per requirement of Bank 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 of the Building is sole responsible for the construction and stability of Premises. Structural Stability Certificate by Competent/Registered Structural Engineer should be given to the Bank at no extra cost.

1.28 Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, Signages, Compactors/Movable storages, Electrical wiring and proper earthing 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.

1.29 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 any amount/ Bill shall be paid by the Bank for this purpose.

1.30 The decision to identify the successful offerer by the Bank shall be final and No correspondence will be entertained from unsuccessful offerers.

Place:

Date:

Name & Signature of lessor with seal if any

DETAILS OF OFFER (Part of Technical Bid)

OFFER SUBMITTED FOR LEASING PREMISES

(If anybody willing to offer for more than one premises, separate application to be submitted for each 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):

A GENERAL INFORMATION	
i	Name of the Landlord/Owner
ii	Mobile Number
iii	E-mail address
iv	Location of the premises offered
v	Floor of the premises offered (Ground Floor only)
vi	Name of the Building
vii	Door No.
viii	Name of the Street
ix	Name of the City/Town
x	PIN Code
B TECHNICAL INFORMATION	
i	Building – Load Bearing or RCC Framed structure

ii	Type of Building (Commercial/Residential/Institutional/Industrial)										
	iii	Year of Construction and Age of building									
iv	Number of floors (Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.19 of Technical Bid)	<table border="1"> <thead> <tr> <th data-bbox="933 451 1161 535">Level of Floor</th> <th data-bbox="1177 451 1372 535">Carpet Area (sqft)</th> </tr> </thead> <tbody> <tr> <td data-bbox="933 535 1161 577"></td> <td data-bbox="1177 535 1372 577"></td> </tr> <tr> <td data-bbox="933 577 1161 619"></td> <td data-bbox="1177 577 1372 619"></td> </tr> <tr> <td data-bbox="933 619 1161 714">Total Carpet Floor Area (sqft)</td> <td data-bbox="1177 619 1372 714"></td> </tr> </tbody> </table>	Level of Floor	Carpet Area (sqft)					Total Carpet Floor Area (sqft)		
Level of Floor	Carpet Area (sqft)										
Total Carpet Floor Area (sqft)											
C STATUS OF PREMISES											
i	Building ready for occupation (Yes/No)										
ii	If no, how much time will be required for occupation										
iii	Carpet area of the offered premises										
D AMENITIES AVAILABLE											
i	Electric power supply and sanctioned load for the floors offered in KW (Mentioned) (Yes/No)										
ii	Running Municipal Water Supply (Yes/No)										
iii	Whether plans are approved by the local authorities (enclose copies) (Yes/No)										
iv	Whether NOC from the department has been received (Yes/No)										
v	Whether BU Permission/Occupation certificate has been received (enclose copy) (Yes/No)										
vi	Whether direct access is available from the main road (Yes/No)										
v	Whether captive power (Gen Set) supply is available (Yes/No)										
vi	Whether fully air conditioned or partly air-conditioned (Yes/No)										
vii	Whether lift facilities are available (Yes/No)										
viii	No. of car parking/scooter parking which can be offered exclusively to the Bank (Yes/No)										

ix	Mention the list of any other amenities provided	
x	Any additional information	

Enclosure:

- i) **Copy of approved plans/layout of the building.**
- i) Location Map / Google Location
- ii) Copy of property document/Title Clearance Report
- iii) Copy of BU Permission / occupancy certificate
- iv) Photo of the offered premises

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

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.

Signature of owner

Name :

Address:

Mobile Number:

Place:

Date:

PREMISES REQUIRED ON LEASE

**Parameters based on which technical score will be assigned by SBI.
(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

The detailed list and marks assigned to each parameter is as under:

Sl. No.	Parameters	Actual situation	Total Marks	Marks obtained
1	Carpet area as per requirement	Carpet area in the range of 4500 sq.ft.(+/- 10%): 10 Beyond range : 0	10	
2	Premises location	On Main road : 10 Inner side road: 05 Others : 0	10	
3	Distance from the Nadiad Main Branch	Within 500 meter: 05 >500 meter: 0	05	
4	Premises on Ground floor/	On Ground Floor: 15 On Ground and First Floor: 10 Others : 00	15	
5	Frontage	>= 50 feets = 10 >= 40 feets = 05 >= 30 feets = 03 < 30 feets = 00	10	
6	Clear Ceiling Height	>= 11 fts from the bottom of beam:05 >= 10 fts from the bottom of beam: 03 Others: 00	05	
7	Alloted Parking space	Availability of parking as specified: 05 Availability of parking less than as specified: 03 Not alloted parking: 00	05	
8	Age of building	1. Newly constructed within 01 year : 05 2. Constructed within 01-05 years : 02 3. Building older than 05 years : 00	05	
9	Surrounding of building	Adequate natural light and ventilation: 05 In-adequate natural light and ventilation: 00	05	
10	Quality of construction, Load Bearing/ RCC framed structure & adequately ventilated , finishing etc.	1. Excellent : 05 2. Good: 03 3. Others : 0	05	
11	Ambiance, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	25	
		Total=	100	

NOTE: In case of open plot, bidder is required to submit its detailed construction plan and marking will be done accordingly.

Example for evaluation of proposals:

The example to calculate most successful offerer 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 offers are evaluated, financial offers 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:

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

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

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

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

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

$$B:(89.74 \times 0.70) + (83.33 \times 0.30) = 87.817$$

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

Therefore Most successful offerer 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:

- ❖ Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. thick.
- ❖ All partition walls will be 11.5 cm. thick and will have 6mm steel @ third course.
- ❖ Superior quality flooring as required by Bank and skirting for the entire area and non-slippery tiles/glazed tiles for toilet floors/walls have to be provided. Separate toilet for Ladies with sanitary fittings/ fixtures (with Wash basin) ≥nts (With Urinal & wash basin)
- ❖ Record/ Stationery room, Dining Room with sink, UPS room with doors, will be constructed with Brick walls. Semi-RCC Cash room and RCC 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 aluminum panelled/ 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.
- ❖ Vitrified tiles as approved by Bank (Mega white shade of approved brand) flooring in the Branch/ Office and ceramic tiles flooring, 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 1:10 with SS Hand rail needs to be provided for the Branch.
- ❖ Covered generator room to be constructed on the rear side (6'0''' x 10'0'') 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 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 over partition walls, false ceiling and ceilings, enamel painting on doors and windows, rolling shutters, Grill etc. as per the Bank's instructions shall be done by the owner(s) after every three years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.
- ❖ The owner/s shall provide separate electricity 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.
- ❖ The owner shall hand over the possession of the building after getting it constructed/ renovated / modified / altered as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g. Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.
- ❖ 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 ATM, V-Sat, D.G Set, glow signage's by the Bank at suitable locations in the building. The owner shall obtain a sanctioned Electricity Board Power load AS GIVEN IN THE TENDER CHART at his own cost.
- ❖ The following are the general scope of the lessor (landlord). Other works depending upon the site conditions & as directed by the bank are to be complied with:

1) RCC LOCKER ROOM – (DOOR WILL BE PROVIDED BY BANK) Construction of RCC LOCKER ROOM as per bank's specification with reinforced cement concrete

i) Walls : RCC 1: 1.5: 3, 30 cm thick with steel reinforcement 16 mm dia. rods placed vertically and horizontally at 15cm (6") centre to centre in two rows, staggered centrally and placed along both faces of the walls with a clear cover of 40 mm on either side.

ii) Floor : RCC 1: 1.5: 3, 15 cm (6") thick with reinforcement same as above, over the existing PCC flooring in ground floor and over the existing RCC slabs in upper floor, total thickness should be 30 cm. The strength of the slabs in such cases will have to be checked to allow for the additional dead load and super imposed load.

iii) Roof/Ceiling : RCC 1: 1.5: 3, 30 cm thick with reinforcement same as above. (Where it is not possible to provide the RCC slab as specified, RCC 1:1.5:3, 15cm thick slab with reinforcement same as above to be provided below the existing RCC ceiling slab leaving a gap in between the slabs or the existing RCC ceiling slab is fortified with MS Grills consisting of 20mm rods spaced @75mm centre to centre both ways in MS angle frame work all around below the slab.)

iv) In case of Locker room: A void to be left on top of roof or bottom floor, if upper or lower floor is not in the Bank's possession 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.

2) Construction of Record/Stationary Room, UPS Room, ATM Room shall be 230 mm thk wall.

3) Entrance opening: clear opening size: 8' wide and 8' high

4) Entrance gate for Branch & e-corner: Standard MS ROLLING SHUTTER with double locking system in the external and standard COLLAPSIBLE GATE. Collapsible gate size shall be 8' wide and 8' high with locking system.

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

6) Windows – Inner– 3"x3" size M.S. Grill with 12 MM Square Bar with wooden / aluminum shutters.

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

8) Painting

External Wall- waterproof cement paint-apex or stone cladding or front structural glazing as per case.

Internal Wall- plastic emulsion/oil bound distemper /enamel paint of approved shade / make with wall putty.

Rolling Shutter – Grey. SBI emblem at Centre.

Grill & collapsible gate – Black/Silver color as per requirement.

9) Urinal in gents toilet & wash basin, Western type WC, common wash basin and kitchen sink for wash.

10) In toilets, pantry & drinking water area Ceramic tiles DADO are to be fixed in the toilet upto full height and anti-skid tiles for the flooring. Colour and brand of the tiles are to be approved by the Bank.

11) M.S.grill for windows-16mm square bars at 7.62cm.c/c both ways in frame, with openable window for air-conditioners/desert coolers.

12) Covered generator room to be constructed on the rear side (10'x 6'0") with adequate bed & ventilation and this will not be included in the rent payable area (floor area).

13) Dimensions, positions of rooms and column grid in the banking hall should not be altered / deviated without prior permission from the bank. Any additions and alterations in the building including the position and size of the windows/doors/ventilators/rolling shutters & partition works are to be carried out as per Bank's plan and as per the request of the bank.

14) Building plan approval for construction to be obtained from the Local Municipal Authorities (Corporations /Municipality / Panchayats) & other statutory Government Bodies (building plan as given by the Bank).

15) Construction work by the landlord has to commence only after the proposal is approved by the Bank and preliminary agreement is entered with the Bank. The building plan approval has to be obtained from Local Municipal Authorities before commencement of the work. Construction to be carried out strictly as per the plan approved by the local municipal authorities. No deviation will be permitted.

16) The landlord has to get the structural design of the building designed by a reputed structural engineer. Landlord has to submit the Structural Stability Certificate and Construction Certificate for Strong rooms / Locker rooms to be issued by a reputed structural engineer who has designed and supervised the construction work.

Floor finish

- ❖ Banking hall / B.M.'s room / toilets / canteen / locker / system/conference – double charged vitrified tiles/granite of approved shade, duly covered with POP & polythene to avoid damage from interior works.
- ❖ Flooring- Vitrified tile (600mm x 600 mm/ 800 × 800 mm) of make SOMANY: Crown snow, NITCO: vintage pearl Skirting – same floor tile.
- ❖ Inside other rooms-double charged vitrified tiles.
- ❖ Open area- Kota stone/cement concrete pavers.

Other finishes:

- ❖ Building should have floor to ceiling height approx. 3.10m.
- ❖ In toilets, pantry & drinking water area wall tiles of approved make/shade upto 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').
- ❖ In case of other doors, it shall have wooden choughats with 38mm blockboard shutter doors with approved laminated both side.
- ❖ Only in case of RCC strong room & RCC locker room, door & ventilator will be supplied by Bank, otherwise all other doors will be provided by owner.
- ❖ All rooms are to be provided with suitable openings for ventilators/exhaust fans(12"x12").
- ❖ ~~For currency chest branch, the chest strong room specifications will be "AA" category of RBI specification.~~
- ❖ For cash room (non-currency chest branch) it will be constructed with 9 inches thick brick walls, duly plastered and encasing of safes/lockers.
- ❖ Pantry will have granite top platform 2 feet wide with steel sink.
- ❖ Electrical Light fixtures are to be provided as per Bank's standard specifications/electrical engineer direction.
- ❖ In case of non-currency chest branch, safe will be embedded with RCC in cash room.

Cash safe Room / Locker room specifications are as follow:-

- ❖ Construction of following rooms with 230mm thick brick as per the layout plan: Record room, UPS room, wash rooms(Gents & Ladies), e-corner room,
- ❖ In case of Locker room: A void to be left on top of roof or bottom floor, if upper or lower floor is not in the Bank's possession 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.

Other Terms & Conditions:

- ❖ Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction etc.
- ❖ 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.
- ❖ Stamp Duty & registration expenses to be shared equally @ 50:50 basis by Bank & Owner.
- ❖ Rent will be based on actual Carpet area to be measured jointly after completion of civil works in all respect.
- ❖ Title / Owner ship proof should be clear& lease 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.
- ❖ 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, 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 signboards, hanging of outdoor unit of air conditioners and V-Sat with monkey cage on rooftop (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, in case of new construction.
- ❖ Bank will have separate & exclusive access to Branch from main road.

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.

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