



STATE BANK OF INDIA

**INVITES TENDERS / APPLICATIONS**

**FOR HIRING OF NEW PREMISES**

**FOR**

**SBI DAMODARPUR GHAGRA BRANCH**

**DIST: MEDINIPUR (W), WEST BENGAL- 721253**

Last date for submission of Tenders: **3.00 P.M.** on date: **30/06/2026**

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

**TENDER ID: ZOHOW-RBO-6/2026-27/02 dated 19.06.2026**

Tenders / Applications to Be Submitted To:

**THE REGIONAL MANAGER (RBO- VI), MIDNAPORE**

**1<sup>ST</sup> FLOOR OF SBI MIDNAPORE BRANCH, PO-MIDNAPORE, WEST BENGAL- 721101**

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 shifting of SBI DAMODARPUR GHAGRA Branch, (09889), Vill-DAMODARPUR GHAGRA, PO - NADASULI, Paschim Medinipur, West Bengal – 721253 from owners / power of attorney holders for premises on lease or rental basis for Commercial / Office use having Built Up area of Approx **2500-2800 sq ft.** located Vill - DAMODARPUR GHAGRA, PO - NADASULI or within distance of surrounding 1 km from the existing premises of SBI DAMODARPUR GHAGRA Branch with all facilities including good visibility, adequate power and water. The premises should have sufficient parking area with minimum parking for 05 two wheelers and 2 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 and 1<sup>st</sup> Floor (Lift is a must in case entire premises in on 1<sup>st</sup> floor). Premises should be ready/Open plot **for possession / occupation.**

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](http://www.sbi.co.in) under

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

This tender consists of **two parts** viz. the **Technical Bid** having terms and conditions, details of offer and the **Price Bid**. Duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using photo 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 leasing of **SBI DAMODARPUR GHAGRA BRANCH, Vill - DAMODARPUR GHAGRA, PO – NADASULI, Dist: Paschim Medinipur WEST BENGAL – 721253** and should be submitted to the Regional Manager, State Bank of India, Regional Business Office –RBO – VI, 1<sup>st</sup> floor of SBI Midnapore Branch, PO- Midnapore, on or before **30.06.2026** at **3:00 pm**.

The bidder/s shall clearly mention their **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.

***Signature and Seal of applicant***

## The Regional Manager, RBO- VI

### IMPORTANT POINTS OF PARAMETERS –

|    |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Type Of Building                                | Commercial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2  | Built Up Area                                   | 2500-2800 Sq. Ft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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 on Prominent Location, Adjacent to Bus Stand, or within distance of surrounding 1 km from the existing premises of SBI DAMODARPUR GHAGRA Branch with all facilities including good visibility, adequate power, and water. The premises should have sufficient parking area with minimum parking for 05 two wheelers and 2 four wheelers. <b>The bidder shall provide space of 80 sq.ft to 100 sq.ft. for installation and running of the generator within the compound</b> at no extra cost to the Bank and No separate payment shall be paid for these facilities. |
| 9  | Preference                                      | a. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority.<br>b. Ground floor if 1 <sup>st</sup> Floor Lift must.<br>c. 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 10 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 | <b>Fitment Period</b>                           | <b>60 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank.</b> 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](http://www.sbi.co.in) under SBI in the news under procurement News. Hence, bidders are advised to watch the website regularly.**

**Signature and Seal of applicant**



## TERMS AND CONDITIONS

1. The bidders should have clear and marketable title to the premises offered and furnish legal title report from the SBI empaneled 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 30.06.2026 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 of premises for the shifting of "SBI DAMODARPUR GHAGRA BRANCH , DIST-

MEDINIPUR (W) " at the following address:

**THE REGIONAL MANAGER (RBO- VI), MIDNAPORE**

**1<sup>ST</sup> FLOOR OF SBI MIDNAPORE BRANCH, PO-MIDNAPORE, WEST BENGAL- 721101**

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

- . 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 Ahmedabad only till finalization of the successful bidder.
- . 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.

**Signature and Seal of applicant**



- . 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., 25.06.2026. 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.
- . 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 (RBO- VI), MIDNAPORE**

**1<sup>ST</sup> FLOOR OF SBI MIDNAPORE BRANCH, PO-MIDNAPORE, WEST BENGAL- 721101**

- // . **SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof.**
- . 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.
- . 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.
- . 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.
- . Preference will be given to the buildings as well as offered premises on the main road.
- . 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.
- . The details of parameters and its weightage for 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 L1 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.

**Signature and Seal of applicant**

- . 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.
- . 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.
- . 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 DAMODARPUR GHAGRA 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 DAMODARPUR GHAGRA 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.
- . 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.
- . 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, space for DG set, etc. will not be counted in build up Area. Landlord is advised to quote the rates as per Build 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.

- . 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 built-up 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.
- . Separate electric Meter should be provided along with general electrical points for lights and fans with separate DB-s and as per the Banks specifications.
- . Supply of drinking water and overhead tank (preferably dedicated tank) are to be provided on the round the clock basis.

**Signature and Seal of applicant**

- . 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 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.
- . 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.
- . 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.
- . 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.
- . 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.
- . Electricity Charges will be borne by the Bank but water supply should be maintained / arranged by Landlord/ owner.
- . 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 (RCC locker room as per Bank's guidelines) as per Bank's design 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 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 light /fan/general circuit wiring should be done as per the requirements of bank with suitable MCBs wherever required as per the layout by Bank's Electrical Engineer

**Signature and Seal of applicant**



28. **In case the offered Premises is divided in split floors of the required area and spreaded in ground floor and first floor, then Landlord should construct internal staircase as per the drawing provided by the Architect under the Instructions/supervision by the Structural Engineer & the entire cost for construction of stair case with Structural Engineer charges etc. shall be borne by the landlord.** In case of spreaded 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.**

29. The clear height between Finished Floor Level(FFL) and Ceiling of the Building should be at least 10' or 3.0 m (preferably). The building may be designed as per the latest IS codes and prescribed guidelines.
30. Pre and Post Construction Anti-Termite, Rodent Control Measurements and Roof Treatment should be applied to avoid damage to the Bank's property and documents by white ants, rodents, water leakages, seepage, etc. These treatments should bear a guarantee of not less than 5 years each.
31. The Plinth Level (PL) of the building should be as high as 450mm to 750 mm or as required above maximum flood level of the locality to avoid any harm to documents and floors due to floating water infiltration, etc, if any.
32. Interior works like loose furniture, dry wall 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.
33. 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.
34. 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.
35. The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.
36. 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**

**Signature and Seal of applicant**





## **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:

|           |                                                                                                          |  |
|-----------|----------------------------------------------------------------------------------------------------------|--|
| <b>A</b>  | <b>Name of the Building</b>                                                                              |  |
| <b>A1</b> | Door No.                                                                                                 |  |
| <b>A2</b> | Name of the Street                                                                                       |  |
| <b>A3</b> | Name of the City                                                                                         |  |
| <b>A4</b> | Pin Code                                                                                                 |  |
| <b>B</b>  | 1. Name of the owner<br>2. Address<br>3. Name of the contact person<br>4. Mobile no.<br>5. Email address |  |

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

- Building - Load bearing Structure .....Framed Structure.....
- Building - Residential ----- Institutional -----Industrial \_\_\_\_\_ Commercial
- No. of floors.....
- Year of construction and age of the building.....
- Floor of the offered premises.....

| Level of Floor          | Built Up Area |
|-------------------------|---------------|
| Ground Floor            |               |
| First Floor             |               |
|                         |               |
| <b>Total Floor Area</b> |               |

**Note : - The rentable area shall be in accordance with the one mentioned under clause/para 1.18 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.                 | <b>Required Time:</b><br>.....Month..... Day<br><b>End date (Approx) :</b> |   |    |
| Amenities available                                                                       | <b>Description:</b>                                                        |   |    |
| 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 lift facilities are available                                                     | YES                                                                        | / | NO |
| No. of <b>car parking</b> /scooter parking which can be offered Exclusively to the Bank.  | YES                                                                        | / | NO |
| <b><u>* Please enclose plans/ layouts of the building, copy of property document.</u></b> |                                                                            |   |    |

### 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  
(RBO- VI) MIDNAPORE, FIRST  
FLOOR, SBI MIDNAPORE  
BRANCH, PO- MIDNAPORE,  
WEST BENGAL-721101**

**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 2200.00 Sq. Ft located at any prominent location of Bus Stand in or within distance of surrounding 1 km from the existing premises of SBI DAMODARPUR GHAGRA Branch with all facilities including good visibility, adequate power and water. The premises should have sufficient parking area with minimum parking for 05 two wheelers and 2 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.**

Name of firm :

|          | <b>Parameters</b>                  | <b>Actual Situation</b>                                                                                  | <b>Total Marks</b> | <b>Marks Obtained</b> |
|----------|------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------|-----------------------|
| <b>1</b> | Built Up area as per requirement   | Built up area<br>in the range of 2500-2800 sq. ft. : 10<br><br>Beyond range : 0                          | 10                 |                       |
| <b>2</b> | Premises location                  | On Main road : 10<br><br>Others: 0                                                                       | 10                 |                       |
| <b>3</b> | Premises on Ground or upper floors | On ground floor : 10<br><br>On Ground Floor + First Floor :05 On<br><br>First floor and above : 00       | 10                 |                       |
| <b>4</b> | Building structure                 | Frame structure : 5<br><br>Load Bearing : 00                                                             | 5                  |                       |
| <b>5</b> | Parking space                      | 3. Having Ground Floor parking : 10<br><br>4. Having cellar/ basement parking : 05<br><br>5. Others : 00 | 10                 |                       |

**Signature and Seal of applicant**

|           |                                                                                                                                    |                                                                                              |                                |    |
|-----------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------|----|
| <b>6</b>  | Availability of water supply, electricity, drainage etc.                                                                           | Available : 05<br>Not available : 00                                                         | 5                              |    |
| <b>7</b>  | Building use Permission                                                                                                            | Available : 10<br>Not available: 00                                                          | 10                             |    |
| <b>8</b>  | Surrounding of building                                                                                                            | Adequate natural light and ventilation : 05<br>In-adequate natural light and ventilation: 00 | 5                              |    |
| <b>9</b>  | Quality of construction, finishing etc.                                                                                            | 1. Excellent :10<br>2. Good : 07                                                             | 1. Average: 05<br>2. Poor : 00 | 10 |
| <b>10</b> | 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                             |    |
|           | <b>Total</b>                                                                                                                       |                                                                                              | 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 are 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 :  $(54/78)*100=69.23$**

**Signature and Seal of applicant**



Now that technical bids are evaluated, financial bids can be opened.

Financial quotes for three premises are as follows:

A : Rs 70 per sqm for Built up area

B : Rs 60 per sqm for Built up

area C: Rs 50 per sqm for Built

up area

As C is lowest, to work out percentile score, following will be the calculation: C :  $(50/50) \times 100 = 100$

B:  $(50/60) \times 100 = 83.33$

A:  $(50/70) \times 100 = 71.43$

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 bidder shall be 'A' and Bank may invite 'A' for further negotiation.***

***Signature and Seal of applicant***



**(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:**

- (i) Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 250 mm thick Brick-wall.
- (ii) All partition walls will be 150 mm. thick brick wall.
- (iii) Banking hall / B.M.'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.
- (iv) Inside other rooms-double charged vitrified tiles.
- (v) 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.
- 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 & 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, the chest strong room specifications will be provided in due course.
- 13. For cash room (non-currency chest branch) it will be constructed with 9 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-**

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- . Walls & Roof: 225 mm thick R.C.C. (1:2:4).
- . Reinforcement-12 mm dia. tor steel @ 150mm 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: 150 mm thick R.C.C.(1:2:4) with proper bedding and suitable floor finish.  
Reinforcement- same as of wall.
- . Note: Patrolling Corridor to be left on sides of strong room.
- . 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:**

- I. Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction etc.
- II. 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.
- III. Rent will be based on actual Built-Up-Area to be measured jointly after completion of civil works.
- IV. Title / Owner ship proof should be clear & lease will be executed as per Bank's standard format.
- V. 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.
- VI. All taxes & service charges except GST to be borne by owner. GST if applicable will be reimbursed by Bank.
- VII. Owner will arrange required electrical load from electricity authority.
- VIII. Periodical maintenance of building to be done by owner.
- IX. **Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by Bank-**

***Signature and Seal of applicant***



- **Structural Suitability**
  - **Certificate of premises.**
  - **Built Up Area Statement / Certificate.**
  - **Completion Certificate as per plans/specifications provided by Bank.**
  - **“NOC” from Civic Authority for commercial use of premises.**
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- ii. 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.
  - iii. 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).
  - iv. Building plans to be got cleared from Local Civic Authority For Bank's commercial use, in case of new construction.
  - v. Bank will have separate & exclusive access to Branch from main road.

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

***Signature and Seal of applicant***