



STATE BANK OF INDIA

INVITES OFFERS

FROM

OWNERS/POWER OF ATTORNEY HOLDERS

FOR

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE

FOR

SARGASAN BRANCH

**LAST DATE FOR SUBMISSION OF TENDERS: 15:00 hours on
31.08.2026**

**OPENING OF ONLY TECHNICAL BIDS: Will be intimated to bidders 24
hours prior to date of opening on the e-mail ID / Mobile No. given by them
on the envelope**

Offers To Be Submitted To: -

**The Assistant General Manager,
State Bank of India,
Regional Business Office-1,
4th Floor, Admin Office Building,
Sector-10/B,
Gandhinagar-382 010**

TECHNICAL BID

OFFER SUBMITTED BY:

Name : _____

Address : _____



TENDER/ OFFER NOTICE CHART

HIRING OF PREMISES FOR	SARGASAN BRANCH , Ahmedabad, Gujarat
CARPET AREA	2700 sq ft (+ 10%) (Premises should be on Ground Floor only)
TENDERING SYSTEM	TWO COVER SYSTEM (TECHNICAL BID AND PRICE-BID)
TENDER EVALUATION SYSTEM	70:30 (70% TECHNICAL SCORE: 30% PRICE SCORE)
Bid Document Availability including Corrigendum if any	From 17.08.2026 to 31.08.2026 Refer Bank's website sbi.bank.in => SBI in the news => Procurement news
ADDRESS FOR SUBMISSION OF OFFERS/ TENDERS	The Assistant General Manager, State Bank of India, Regional Business Office-1, 4th Floor, Admin Office Building, Sector-10/B, Gandhinagar-382 010
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)	- FRONT FACADE WITH ROLLING SHUTTER with double interlock arrangement, TOUGHEN GLASS, MS GRILL - RCC LOCKER ROOM - CASH / SAFE ROOM & Strong Room (RCC) with Metal Door - RECORD/STATIONARY ROOM - SERVER/UPS ROOM - PANTRY ROOM WITH COUNTER & SINK 2 Separate TOILETS WITH WASH, EWC & URINAL - COLLAPSIBLE GATE AT ENTRY/EXIT. - ATM ROOM WITH R. SHUTTER with double interlock arrangement, TOUGHENED GLASS. - RAMP with SS Railing FOR BOTH BRANCH AND ATM (Slope @ 1:10) - FLOORING: GRANITE/ KOTA STONE for CASH/STRONG Room, Vitrified tile for other rooms. - Doors with granite frame for Utilities. A DETAILED SPECIFICATION OF WORKS IS GIVEN IN ANNEXURE-1
ELECTRICAL POWER CONNECTION	40-45 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	17.08.2026 to 31.08.2026 can be downloaded from the Bank's website www.sbi.co.in
LAST DATE & TIME FOR SUBMISSION OF TENDERS (BOTH TECHNICAL & PRICE BIDS)	31-08-2026 At 15:00 HRS



DATE OF OPENING OF TENDERS	Will be intimated to bidders 24 hours prior to date of opening on the e-mail ID / Mobile No. given by them on the envelope
FOR TECHNICAL QUERIES CONTACT	

NOTICE INVITING TENDER FOR
HIRING COMMERCIAL/ OFFICE PREMISES ON LEASE

State Bank of India invites offers for alternate premises of **SARGASAN BRANCH, GANDHINAGAR (Gujarat)** from owners for premises on lease/rental basis for Commercial / Office use having **CARPET area of 2700 Sq. Ft. ($\pm$ 10%) on Ground Floor only**, located within radius of 2 km from existing SARGASAN BRANCH, preferably on main road with essential amenities including adequate water & power supply, open 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 only. Premises on First Floor & above shall not be considered. Premises should be ready for possession / occupation within a period of 3 months

The format for submission of the technical offer containing detailed parameters, terms and conditions and price offer can be downloaded from website www.sbi.co.in under procurement news Link <https://bank.sbi/web/sbi-in-the-news/procurement-news>.

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 (Photocopies 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 super scribing “Tender for leasing of Commercial/Office premises for SARGASAN 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-1,
4th Floor, Admin Office Building,
Sector-10/B,
Gandhinagar-382 010**

- The offerer 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 does not reach the bidder or any other technical fault.**
- Please note that any corrigendum will be published on Bank’s website only i.e., www.sbi.bank.in under SBI in the news under procurement News. Hence, bidders are advised to watch the website regularly.
- 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 sign the document/Application/attend any meeting/ bid opening.
- Incomplete or late received offers will not be entertained. No brokerage will be paid. The Bank reserves the rights to cancel/reject any offer without assigning any reason thereof.
- All pages of the draft agreement shall be signed as a token of acceptance and shall be submitted along with technical bid. Applications without signed agreement copy shall summarily be rejected.



IMPORTANT POINTS OF PARAMETERS

1	Type Of Building	Commercial
2	CARPET Area	2700 Sq. Ft. ($\pm 10\%$)
3	Covered Parking Space	Preferable as mentioned in NIT
4	Open parking area	Adequate open parking area for customers/visitors
5	Amenities	24 hours potable water supply facility, Electricity load as per requirement, ramp with SS-304 Handrails Generator power back up for essential services like lift, pump etc.
6	Possession	Ready possession / occupation within 3 months
7	Open plot	Will not be considered
8	Floor	Premises on Ground Floor only
9	Desired location	Located within the 2 to 3 km area from existing SARGASAN BRANCH within Sargasan area Gandhinagar 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 (10 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.



TECHNICAL BID (Cover-1)

**TENDER FOR
HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR
SARGASAN BRANCH,
GANDHINAGAR, GUJARAT**

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"> <tr> <th>Level of Floor</th> <th>CARPET Area (sqft)</th> </tr> <tr> <td>Ground Floor</td> <td></td> </tr> <tr> <td>Total CARPET Floor Area (sqft)</td> <td></td> </tr> </table>	Level of Floor	CARPET Area (sqft)	Ground Floor		Total CARPET Floor Area (sqft)	
Level of Floor	CARPET Area (sqft)							
Ground Floor								
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 & seal if any

Name:

Address:

Mobile Number:

Place:

Date:

Note: 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.



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. **31.08.2026** 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-1,
4th Floor, Admin Office Building,
Sector-10/B,
Gandhinagar-382 010**

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. 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 The date of opening of Technical Bid will be intimated to the bidders 24 hours prior to the date of opening of the bids. Only Technical offers will be opened 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-1,
4th Floor, Admin Office Building,
Sector-10/B,
Gandhinagar-382 010**

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 **SARGASAN 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 SARGASAN 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/Stationary, UPS 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 up to 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 40-45 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, firefighting work before possession



by the Bank. Rent should be inclusive of all civil works. Provision and installation of all electrical conduits and air conditioning drainage conduits with conceal in wall and flooring is required to be carried out by owner as per the layout provided by Bank's Electrical Engineer/ Architect. Provision of 3 nos. electrical earthing with earthing connection strip is required to be carried out by owner as per Bank's norms. All lights/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. **The Office will use fireproof 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.

Name & Signature of lessor with seal if any

Place:

Date:



MODE OF SELECTION OF PREMISES

1) All Technical bids will be first opened, and applications will be screened. All the eligible premises will be visited by the committee to verify the suitability on various aspects.

2) BIDDER'S ELIGIBILITY CRITERIA: -

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the bidder/premises does not satisfy the below mentioned eligibility criteria, the bid will be rejected.

Sl. No.	Eligibility Criteria	Documents to be submitted
1	Should have/should undertake to submit Local Authority approval for Building	Plan Approval/Permit Order from Govt. Authorities/Gram Panchayat
2	Should have/should undertake to submit Occupancy certificate/ BU of the building	Occupancy Certificate/BU issued by competent authority or any acceptable documents to the satisfaction of premises selection committee
3	Should have/should undertake to submit permission for commercial use of premises	approved plan/ any other acceptable proof for commercial use
4	Should not have Hindrance from other occupants/ structures	As assessed by Premises Selection Committee
5	Suitability of Location and surrounding	Assessed by Premises Selection committee
6	Suitability of Building for setting up the Branch/Office	Assessed by Premises Selection committee
7	Should have sufficient space for vehicle parking	Assessed by Premises Selection committee
8	Premises offered should be in Ground Floor(or) Ground Floor + First Floor (with internal stair)	As per the offer submitted by bidder
9	Should have Access to Divyangjan by Ramp/LIFT	Assessed by Premises Selection committee
10	Landlord should be willing to carryout modification; civil works as per bank requirement at his/her own cost (refer Specification of building).	Undertaking as per Annexure-2

Documentary evidence must be furnished against each of the above criteria. All documents must be signed by the authorized signatory of the bidder.



3) Premises meeting the above eligibility criteria will be awarded marks based on following parameters **(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD):** -

Sl. No.	Parameters	Actual situation	Total Marks	Marks obtained
1	CARPET area as per requirement	CARPET area in the range of 2700 Sq. ft. ($\pm 10\%$)- 10 Beyond range: 00	10	
2	Premises location	On Main Road: 10 Inner side road: 05 Others: 00	10	
3	Distance from existing NAVRANGPURA BRANCH	Within 2 km meter: 10 Within 2 km to 5 km: 05 >5 km: 0	10	
4	Frontage	≥ 50 feet = 10 ≥ 40 feet = 07 ≥ 30 feet = 04 < 30 feet = 00	10	
5	Open/Allotted Parking space	Cellar + Open Parking: 10 Cellar Parking Only: 07 Open Parking Only: 04 No allotted parking: 00	10	
6	Age of building	1. Newly constructed within 01 year: 05 2. Constructed within 01-05 years : 03 3. Building older than 05 years : 00	5	
7	Surrounding of building	Adequate natural light and ventilation: 05 In-adequate natural light and ventilation: 00	05	
8	Quality of construction, Load Bearing/ RCC framed structure & adequately ventilated, finishing etc.	1. Excellent: 10 2. Good: 07 3. Satisfactory: 04 4. Unsatisfactory: 00	10	
9	Convenience, Ambiance Visibility, ease of access, suitability from future Business point of view as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	30	
		Total=	100	



4) TECHNO-COMMERCIAL EVALUATION

The selection of premises will be done on the basis of techno commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price quoted.

5) EXAMPLE FOR TECHNO-COMMERCIAL EVALUATION

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 sqft for CARPET area

B : Rs 60 per sqft for CARPET area

C: Rs 50 per sqft 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 with highest percentile score shall be 'A' and Bank may invite 'A' for further negotiation.



Annexure-1

SPECIFICATIONS OF BUILDING

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

- 1) Premises should be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high-tension electrical wires, industrial area, thermal plants, air polluted area etc. Premises should not be located on low lying area, water logging area/prone to flooding etc.
- 2) The structure should be RCC FRAMED construction with all external walls of min. 9" thick Brick wall.
- 3) The property including setback and frontage area to be properly secured with compound wall (min 5' from plinth level) with necessary Main gate & wicket gate.
- 4) RCC Strong Room with a carpet area as per bank requirement each for locker room & safe room should be constructed as per Bank's specification. Landlord should consult Building's Structural Engineer for structural stability and obtain necessary advice.
- 5) High strength floor to withstand min. load of 167 kgs per sq.ft (Certificate is to be obtained from a qualified Structural Engineer who is registered & licensed from nearby local municipal authority)
- 6) The flooring should be of first/premium quality double charged Vitrified Tiles (min. 2'x2' or above) of Johnson, Kajaria, Nitco, Marbitto, RAK of Glossy white/pearl white shade as required by Bank. **Landlord should coordinate with UPS and data cable vendors of Bank for laying pipes below flooring.**
- 7) Record Room having carpet area of min. 100 sq. ft. or as required by the bank with 9" (230 mm) brick wall to be constructed with box of size 3' X 2' X 1'6" (depth) Kadappa/cement shelves along all sides of wall. The shelves shall have vertical support at every 3' interval. The room shall have flush door finished with bison panel and paint. There should not be direct power supply to the room.
- 8) UPS room having carpet area of min. 50-80 sq. ft. to be constructed with 9" (230mm) brick wall with door opening of size 1.0 m x 2.10m with neatly finished edges for fixing fire rated door. The room shall have two 1' dia. Openings or one 3' X 2' opening secured with MS grills for fixing exhaust fans. Fire rated door & exhaust fans will be fixed by the Bank.
- 9) Pantry room having carpet area of min. 80-100 sq. ft. to be constructed with 9" (230mm) brick wall and should be provided with granite platform with SS sink, necessary plumbing lines etc.



10) Separate Toilets for Ladies & Gents cladded with latest tiles on wall and floor. Ladies toilet shall have wash basin and EWC. Gents Toilet shall have Urinal, wash basin and EWC.

1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided. Exhaust Fans are to be provided in each toilet for proper Air circulation. Sanitary fitting (Cera, Parryware, Hindware, Roca, Jaquar etc.,) of first quality and modern should be provided in the toilets. Walls should have DADO of vitrified tile of size 2'x4' cladding with highlighter up to 7' height. Floors should have anti-skid tile. Toilets are to be provided with ventilators secured with MS grills.

11) ATM room shall be constructed with 9" Brick wall and shall be provided with rolling shutter, Fixed Glass glazing and vitrified tile flooring.

12) Concrete bed to be provided for an area of say 80 to 100 Sq. ft. for installing/running a Generator within the compound at no extra cost to the bank (No separate payment shall be paid for this space). This area should have good accessibility.

13) All four sides of the building shall have plinth protection and shall have easy access for maintenance.

14) All openings/windows to have glazed lockable windows preferably of UPVC or Anodized Aluminum with security M.S. grills. The security M.S. grills (12mm square bars spaced at 4"c/c both ways made in angle framework. The angle framework shall be embedded in the wall all-round).

15) Round the clock adequate water supply, underground/overhead water tank storage to be provided by the landlord.

16) Plinth level of the building to be at least 2' (Two Feet) above the center of present road level. The Ground floor entrance of Branch & ATM and up to LIFT should be provided with 4' width ramp having slope of 1:12 with SS 304 handrails on both sides.

17) The Entrance steps of Ground Floor Lobby and ATM/E-Corner Room at Ground Floor shall have the Jet-Black Granite steps.

18) As per the non-discrimination clause of RPWD Act 2016, premises should comply with requirements of providing ramps (as above) in buildings, adaptation of toilets for wheelchair users and Braille symbols and auditory signals in elevators or lifts to facilitate the disabled persons.

19) Collapsible grill door (clear height 7') and rolling shutter with double faced central lock is to be provided at the entrance and emergency exit (if any).

20) The inner walls should be finished with wall care putty of Birla, altek etc. The walls should be painted with at least two coats of premium interior plastic emulsion paint of reputed brands like Asian/Berger/Nerolac etc. (final coat of paint to be applied after completion of interior works). All wood/M. S are to be painted with two coats of Enamel paint. The shade/color to be approved by Bank. Ceiling to be painted with white color.



- 21) Repainting to be done by the owner/s after every 3 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.
- 22) Provision of AC Machines, Lighting fixtures, Signage's, UPS and wiring related to furniture/ cabins etc. will be done by the Bank at its own cost as per requirement.
- 23) Doors should have teak wood frames and Flush doors with brass/SS hardware.
- 24) Proper building plan showing various dimensions side elevations proposed designs etc. should be submitted by the landlord to Bank
- 25) Steps are to be provided with anti-skid tile / granite with SS railing
- 26) Premises should have an independent access/direct access from road and not through some other establishment. Premises should have 24x7 free accesses.
- 27) Proper sewerage connection shall be arranged by the owner
- 28) The building should be constructed with modern fittings and fixtures. Natural light and ventilation should be available
- 29) In case of multi-storied building with common power backup setup, landlord shall arrange for 24hours Generator back up for essential services such as lift, pump etc. should be provided covering under maintenance charges.
- 30) Building should be treated with anti-termite treatment at regular intervals i.e., once in 05 years.
- 31) Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction/ alteration etc. at their own cost. Landlords shall submit approved plan, Competent Authority permission, structural stability and soundness certificate, firefighting work before possession by the Bank. Rent should be inclusive of all civil works. 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.
- 32) At least one toilet to be made operational before commencement of interior works facilitating proper sanitation for workers.
- 33) 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).
- 34) Owner of the Building is solely responsible for the construction and Structural stability of Premises.



35) Any other addition/alterations in the premises are as per Bank requirement have to be constructed by landlord within a period of one month.

36) Landlord shall not construct any structure obstructing view of the proposed branch building and shall not utilize/occupy the vacant/setback/parking space within the compound wall.

37) Landlord shall not undertake any vertical expansion of the branch building without obtaining 'No Objection' from the Bank.

38) The owner shall obtain a three-phase sanctioned load as per Bank's requirements from Local Electricity department (based on Branch's Geographical location) including all the switch gears, transformer, cables up to and including EB energy meter required for the above power connection, at his own cost. (Cost including the security deposit, OYEC charges or any other applicable fees/ charges with Local department Govt. of Gujarat for energizing the connection. All the necessary approvals and sanction to be obtained from Electricity department Govt. of Gujarat for energizing the power connection to be arranged by the landlord at his cost before occupation.

39) The required power connection should have termination arrangement at the proposed Energy meter panel area with suitable MCCB with HRC fuses and required earthing (Rating and make approved by Banks Engineer).

40) Monthly Electricity Charges on actual usage will be borne by the Bank and separate metering to be arranged by landlord.

41) Necessary LED light fittings/Fans (ceiling & Exhaust) for Locker, Safe, record, dining, Toilet area and other utility areas shall be provided as per the Bank's layout / Bank Engineer requirements. 6 way 3 phase lighting DB to be provided as per given: Main incomer – 40A, 4pole MCB, Outgoing – 3 nos. 32A RCBO and 6 nos. 6/10/16A SP MCB in each phase. Necessary wiring will be done by Bank.

42) In case of any increase in statutory deposit viz. EB, taxes etc. shall be borne by the landlord.

43) NOC and the space required for installation and running of the Diesel Generator have to be provided within the compound by the landlord at no extra cost to the Bank and will not be considered in rentable area. The space provided should be as per Department of Electrical Inspectorate standards and with good accessibility. The landlord should also arrange to construct a platform (Length 2.5 M x Width 1.3 M) of 30 cm high PCC foundation for placing the Diesel Generator set at the site.

44) If it is a compounded property it should have pucca steel gate with wicket gate. The wicket gate shall be open able and kept open round the clock for access to ATM / e corner by Bank customers.



SPECIFICATION FOR CONSTRUCTION OF STRONG ROOM

- 1.The Strong Room shall be of Class B of IS 15369: 2003 and with updated modifications.
- 2.Construction shall be done as per the design of concerned building's structural consultant subject to minimum requirement given here.
- 3.In the offered existing premises necessary strengthening to be done as per the advice of structural consultant for construction and to bear the weight of lockers/SAFE etc.

4. WALLS

A	WALL	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum M25
C	Reinforcement	Double mat 12mm dia TMT bars spaced @ 6 inches C/C in both ways and to form mesh pattern with staggered arrangement in such a way so that the reinforcement bars shall be at every 3 inches C/C in cross section with clear cover of 25mm.

5. FLOOR

A	FLOOR	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum M25
C	Reinforcement	Double mat 12mm dia TMT bars spaced @ 6 inches C/C in bothways and to form mesh pattern with staggered arrangement in such a way so that the reinforcement bars shall be at every 3 inches C/C in cross section with clear cover of 25mm.

6. SLAB

A	SLAB	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum M25
C	Reinforcement	Double mat 12mm dia TMT bars spaced @ 6 inches C/C in bothways and to form mesh pattern with staggered arrangement in such a way so that the reinforcement bars shall be at every 3 inches C/C in cross section with clear cover of 25mm.

Note: In case of existing slab, fortification with 20mm MS bars at 3 inches C/C both ways in appropriate Angle Iron frame firmly fixed to the walls just below the ceiling level to be installed. The number and diameter of rods shall vary if the span and thickness of floor is increased. This is in addition to the normal structural reinforcement required for the roof and floor as the design and the users of these specifications are encouraged to consult a qualified structural consultant for designing the structure namely roof, walls, floors, etc.

7. Compaction of cement concrete during casting shall be done mechanically by use of vibrators.



8. Opening in the wall for strong room door and ventilator shall be left unconcreted at the position shown in the plan as per the direction of door/ventilator supplier.

9. Strong room Door/ventilator will be supplied by Bank. Its erection shall be arranged by the Landlord/premises owner under the supervision of technicians from suppliers of Door/ventilator. A concrete bed as required by supplier to be provided at the entrance for erecting the door.

10. Reinforcement & cement concrete being used for construction of Strong room should be of superior quality of reputed brand.

NOTE:

1. Door opening & ventilator opening for the strong rooms to be provided as per the instructions of door supplier identified by the Bank. Prior intimation to be given to the Bank before casting the RCC for strong rooms.

2. Clear ceiling minimum height of 260 cm shall be provided inside the strong room.

3. The construction of strong room should be carried out in consultation with the Building Structural Engineer. A strong room construction certificate is to be obtained from a qualified Structural Engineer under whose supervision the strong room is constructed.

NOTE: STRONG ROOMS SHOULD BE STRICTLY IN COMPLIANCE WITH THE BANK'S SPECIFICATIONS. NO DEVIATIONS OF ANY KIND SHALL BE ENTERTAINED. PRIOR CLEARANCE FROM THE BANK'S ENGINEER TO BE OBTAINED BEFORE CASTING OF RCC. IT IS SOLE RESPONSIBILITY OF THE LANDLORD TOWARDS FITNESS OF THE BUILDING, IN PARTICULAR THE STRONG ROOMS.

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.

Declaration:

We understand the bank's requirements and alterations/constructions to be carried out in the building and undertake to modify the building in accordance with the above specifications and as per layout plan provided by the Bank. We have consulted with building structural engineer for construction of strong rooms and we confirm to construct as per above specification. In case it is found at any stage after the building is taken over by the Bank that any of the above work has not been executed by me, I undertake that the same may be carried out by the Bank at my cost.

**Signature of Owner (with seal if applicable)
Name:**

Place:

Date:



Annexure-2

TENDER FOR PREMISES FOR SARGASAN BRANCH

**UNDERTAKING FOR WILLINGNESS TO CARRYOUT CIVIL WORK,
MODIFICATIONS IN THE BUILDING**

I/We _____ (Name) or M/s. _____ (Name of the
Company/Body/Firm etc.) hereby confirm that I/we are the owner(s) of the Premises as
described/situated at _____
_____ (Address)

I/We hereby agree to carryout Civil works, modifications of the building, construction of
strong rooms etc. as per bank requirement (specification of building) mentioned in the tender.

Name & Signature of Owner (with seal if applicable)

Place:

Date:



PRICE BID (Cover-2)

TENDER FOR
HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE
FOR
SARGASAN BRANCH,
GANDHINAGAR, GUJARAT

PRICE BID

HIRING OF COMMERCIAL/OFFICE PREMISES ON LEASE FOR
SARGASAN BRANCH, GANDHINAGAR, GUJARAT

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____ dated ____ and having studied and understood all terms and conditions stipulated in the newspaper's advertisement and in the technical bid, I/We offer the premises owned by us for Commercial/office use on lease basis on the following terms and conditions:

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	

Rent:

Level of Floor/ Floor No.	CARPET Area/ #Rentable Area (sqft)	Rent per sqft per month in Rupees #Please refer note below	Total rent per month in Rupees
Ground			
Total=			

NOTE:

- Rent quoted remains unchanged for the period of first five years.
- Rentable area will be based on CARPET area of the floor in accordance with the one mentioned under para/clause/item 1.19 of technical bid. 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.
- The Service/Maintenance Charges shall be inclusive of:
 1. Common electricity charges viz. common areas lighting, driveway, Lift, Pump, etc.
 2. AMC for LIFT, if any.
 3. Daily cleaning & upkeeping of the building.
 4. Generator maintenance for common area/amenities



5. Maintenance of electrical substation, transformer etc. and liaison with electricity department.

6. Salary for security guards if any in case of common premises.

7. Maintenance of sanitary, water supply, plumbing and firefighting equipment etc.

- In case of a tie between the offers, the offer which has scored higher marks under the technical evaluation shall be awarded the tender.
- The rate quoted above is inclusive of vehicle parking charges. No separate charges will be paid for vehicle parking.
- I/We agree to pay municipal taxes & charges, cess, water/drainage tax & charges and service charges.

The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by us. However, the GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of such payment of Service tax/GST to the Govt

Declaration

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted. I/we agree to execute lease deed as per Bank's standard format. I/We agree to make alteration/modification/construct as per the specification of building given by bank.

Name & Signature of lessor(s) with seal if any

Place:

Date: