

**STATE BANK OF INDIA
ADMINISTRATIVE OFFICE
2 ND FLOOR, BHUBANESWAR ZONE-II
RAJPATH, UNIT-1, BHUBANESWAR-751009**

PREMISES REQUIRED ON LEASE

State Bank of India requires suitable alternate premises measuring about 1600 to 2000 Sqft. within Paradeep Township (preferably in Tarinigada locality) for its **Paradeep Bazar Branch**. Premises with 3 phase electricity connection preferably on ground floor with adequate parking space on long lease basis will be preferred. Vacant land situated in these locations will also be considered in case of non-availability of suitable premises. **Desirous premises owners/ land owners** (willing to construct the premises as per Bank's specifications without Bank finance within least possible time) within the location/ area who satisfy the terms and conditions **may apply in the prescribed Application Form in the following address so as to reach latest by 01.00 P. M. on or before 07th March, 2015.**

REGIONAL MANAGER,
STATE BANK OF INDIA,
REGIONAL BUSINESS OFFICE,
REGION-II, PURI, (ZONE-II)
MAIN BRANCH BUILDING
(3rd FLOOR), UNIT-I
NEAR CAPITAL POLICE STATION
BHUBANESWAR-751009

Application form with terms and conditions and other details can be downloaded from the Bank's Web-site www.sbi.co.in under procurement news.

AUTHORISED OFFICER

TECHNICAL BID

**STATE BANK OF INDIA
ADMINISTRATIVE OFFICE
2 ND FLOOR, BHUBANESWAR ZONE-II
RAJPATH, UNIT-1, BHUBANESWAR-751009**

PREMISES REQUIRED ON LEASE

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Offer/Leasing of Office Premises

This tender consists of two parts viz. The Technical Bid including terms and conditions **cover “A”** and the Price Bid **cover - “B”**. Both the covers should be placed in another **cover - “C”** superscribing **“Tender for leasing of Office premises for Paradeep Bazar Branch”**.

TERMS & CONDITIONS:

1.1 The land/building owners, who are eligible to apply should have clear & absolute title to the premises and furnish legal title report from the Bank's empanelled advocate at their own cost. The successful land/building owners will have to execute the lease deed as per the standard terms and conditions finalised by the Bank for the purpose affixed with adequate stamp duty and registration charges (if required). The initial period of lease will be 10 years (2 terms of 5 years each i.e. initial 5 years plus 2nd block of 5 years with option for hike in rent upto a maximum of 25% on expiry of 1st term of 5 years).

1.2 Tender document received by the Bank after due date and time i.e. 07.03.2015 at 1.00 P. M. shall be rejected.

1.3 The intending owners are requested to submit the offer along with Technical Bid and Price Bid duly filled in with relevant documents/ information in closed cover addressed to the Regional Manager as mentioned above.

1.4 All columns of Technical Bid and the Price Bid must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the offer. Any over-writing or use of correction ink is to be duly initialed by the owner. **The Bank reserves the right to reject in-complete tender document.**

1.5 In case the space in the tender document is found insufficient, the lesser may attach separate sheets.

1.6 The offer should remain valid at least for a period of 4 (four) months to be reckoned from the last date of submission of offer i.e. 07.03.2015.

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1.7 There should not be any deviation in terms and conditions as have been stipulated in the offer documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the offer document, the lesser is required to attach a separate sheet marking "list of deviations".

1.8 The Technical Bid and Price bid will be opened on 10.03.2015 at 11.30 A. M. at the address of the concerned Regional Manager in the presence of persons or authorized persons, who have applied. All tenderer are advised in their own interest to be present on the specified date and time.

1.9 **The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof.** In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirement.

1.10 Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.

1.11 The short-listed lesser will be informed by the Bank for arranging site inspection of the offered premises.

1.12 Income Tax and other statutory clearances shall be obtained by the lesser at their own cost as and when required. All payments to the successful owner shall be made by Account Payee cheques / credit to owners account only.

1.13 Preference will be given to the exclusive building / floor in the building having ample parking space within the compound of the building.

1.14 Preference will be given to the buildings, which are closer to the local Bus station and main road and located in a decent commercial locality / having proper access etc.

1.15 Income Tax and Education cess as applicable will be deducted at source while paying the rentals. The service tax if levied on rent will be paid by us.

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1.16 The approximate floor area requirement for each of the branches have been

specified. Hall type premises will be given priority. The mode of "Floor Area" measurement for premises is as follows :

The floor area is the covered area excluding the following:

- 1.16 a. All walls including load bearing partition, external and internal.
- 1.16 b. Columns
- 1.16 c. Balconies
- 1.16 d. Portico / Canopy
- 1.16 e. Staircase
- 1.16 f. Loft
- 1.16 g. Sanitary Shaft
- 1.16 h. Lift well
- 1.16 i. Space below the window sill
- 1.16 j. Box louver
- 1.16 k. A.C. Duct / electrical duct or any other duct used for services.
- 1.16 l. Common lobby / passage / entrances / foyer in case of common building

NOTE :

The floor area as per above mode will be physically measured jointly at the site at the time of taking possession for deciding the total rent payable.

1.17 The floor-wise area with the corresponding rate for rent / taxes should be mentioned separately in the Price Bid. The number of covered car parking spaces / covered Two-wheeler Parking offered along with areas should be indicated separately. The rent for the open parking areas will not be paid. The space required for installation and running of the Bank's generator will also have to be provided within the compound by the lesser at the rent equal to the covered parking area.

1.18 The successful lesser should have a valid occupancy / completion certificate and approved plans with all clearances from the Local statutory bodies to occupy the Premises. **The premises should have connected with three phase Electrical Line of min. 30 KW and required additional electrical power lines**, if required in future will also have to be arranged by the lesser at his / her cost from local supply agency.

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1.19 The Lesser should obtain the structural stability certificate from the licensed

structural consultant and carry out the structural strengthening of the floor to withstand additional load on account of Bank's records, if necessary.

1.20 The bank will undertake the furnishing work for the interior renovation including furniture / false ceiling / ducting / electrical wiring / partition etc. Necessary permission / NOC shall be given by lesser to the bank / their representing architects / consultant / contractor to commence the interior work.

1.21 The lesser will have to enter into agreement for construction, in case the building / floor / premises is not complete with minor internal modification, if any required as per the bank's requirement. After the completion of works / including the interior works, the lease agreement will be executed and the rent payable shall be reckoned from date of handing over of the premises to the Bank after completion of all the civil & electrical works including supply of requisite three phase electrical supply.

SPECIFICATIONS REQUIRED FOR THE BRANCH :

2.1 While taking up the construction work, utmost care should be taken to construct the building as per the plan and specification supplied by the Bank.

2.2 While planning the building by the owner, he should take proper care for designing the foundation, structures (columns and beams) as per the soil condition of the area.

2.3 The plinth of the building should be at least 2'6" (min) above the front side road level. While casting the roof, sufficient slope should be provided for disposal of rain water and grading plaster should be laid over the roof and at least 0"6" cornice should be provided on all sides. Rain water pipes should be provided for disposal of rain water from the roof.

2.4 The height of the building should be 11'0" clear. All the external wall should be of 250 mm (0'10") thick and internal walls. The external walls of the Safe room and the Locker Room should be fortified with 150 mm (6'0") thick R.C.C. Wall with 12 mm diameter Tr bar placed 150 mm c/c in both ways inside the room as shown in the plan.

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2.5 The flooring of the banking hall and other rooms be provided with vitrified tiles flooring. The Record and stationary room, Safe Room and Locker Room will be with ordinary A.S. flooring. The colour of the tiles is to be approved by the Bank.

2.6 The walls of the Toilets and Kitchen are to be provided with ceramic wall tiles up to 7'0" height. The floors should be Anti-skid ceramic tiles. The colour of the tiles is to be approved by the Bank.

2.7 The staff toilet should be provided with one W. C. , two standing urinals, and a washbasin with mirror. The toilet for the Branch Manager should be provided with one Commode and one washbasin with mirror. One towel rail should be provided in the B. M.'s toilet. The Ladies toilet should be provided with one skirting urinal with one washbasin and mirror.

2.8 The inside walls are to be properly distempered with oil bound distemper of Beige (pale cream) colour over a coat of wall putty and primer and the ceiling should be of white colour.

2.9 The rise of the staircase steps is to be 0'6" and Tread should be 1'0".

2.10 The electrical wiring of the building for lights and fans should be with concealed wiring and the electrical layout will be given during the construction of the building.

2.11 The building should be with three-phase electrification, for electrical load for the building of 35 Kilowatt approximately and the distribution of the load should be done accordingly. The electrical points should be given for outside lighting and provision to be kept for front side name board lighting during nighttime. The building may be provided with separate transformer, if required , at the owner's cost.

2.12 The Kitchen should be provided with a working platform of 2'0 wide along the wall . A sink should be provided within the Kitchen. Two washbasins are to be provided in the Dining room with mirror.

2.13 Grading plaster should be laid over the roof for protection of valuables of the branch.

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2.14 The staircase headroom should be provided with a door to the roof, which should be properly protected with wooden door and collapsible door.

2.15 All the external windows are to be provided with box type fins to protect from raindrops.

2.16 The windows should be with anodized aluminum sliding shutters with M. S. Grill embedded to walls and doors are to be provided with fully paneled single leaf wooden doors, as per the plan.

2.17 The doors of Safe room and Locker room will be with full paneled single leaf wooden door with double locking arrangements. The doors should be provided with M. S. Collapsible door.

2.18 The entrance Doors will be with double locking arrangements. The doors should be provided with M. S. Collapsible doors and with rolling shutters.

2.19 The building should be provided with 24 hours potable water supply either through Deep tube well / Municipality water.

2.20 A parking space with asbestos roof should be provided for the vehicles of the staff members. A generator room of required size is to be constructed by the side of the parking shed. The front open area may be provided with chequered tiles.

2.21 The premises may be bounded with a compound wall all-round with a gate for proper security of the branch premises with proper approach road from the Main road.

Name & Signature of lesser with seal, if any.

Place :

Date :

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TECHNICAL BID

OFFER SUBMITTED FOR LEASING OF PREMISES FOR PARADEEP BAZAR BRANCH

With reference to your advertisement in the local dailies dated _____, we hereby offer the premises owned by us for housing your captioned Branch on lease basis :

General Information : -

Location :

(Name of the nearest railway station/bus-stand and its distance from the site.

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the street	
a.3	Name of the City	
a.4	Pin Code	
b.	Name and address of the owner with Mobile No.	

Technical Information (Please tick appropriate option)

a. **Building** – Load bearing ----- Frame Structure -----

b. **Type of Building** – Residential ----- Institutional ----- Industrial ----- Commercial -----

c. **No. of floors**

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Status of the building :

Building ready for occupation -

Yes / No

If no, how much time will be required for occupation -----

Amenities Available

Three phase electrical power supply and sanctioned load for the floors offered in KVA (Mention)	Yes/No
Electrical Contract Demand sanctioned	KVA
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 from the main road	Yes / No
Whether captive power supply is available, if yes give the details	Yes / No
Whether fully air conditioned or partly air conditioned	Yes/ No
Whether lift facilities are available	Yes / No
No. of car parking / scooter parking which can be offered exclusively to the bank :	

Declaration : -

We have studied the above terms and conditions, accordingly submit an offer, and will abide by the said terms and conditions in case our offer of premises is accepted.

Name and Signature of lesser with seal

Place :

Date :

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PRICE BID

With reference to your advertisement in the local dailies dated-----, I/We offer the premises owned by me/us for housing your **Paradeep Bazar Branch** on lease basis on the following terms and conditions:

General Information :

Rent : -

Rent per sq. ft per month of floor area or lump sum per month

- i) Building Floor area _____ Sqft. - Rs. _____/Sqft. Rs. _____
ii) Covered parking area _____ Sqft Rs. _____/Sqft. Rs. _____
Total : Rs. _____

(Rupees.....) only

(Please note that municipal taxes / levies / Cess, service charges like society charges, maintenance charges etc. are to be borne by the landlord) and will not be paid separately by the bank. The service tax if levied on rent will be paid by the Bank..

Please note that stamp duty and registration charges in respect of the lease deed (if required) will be paid by the landlord.

1.1 Mode of "Floor Area" measurement for premises will be as follows : The floor area is the covered area excluding the following :

- 1.1 a. All walls (including external / internal and partition walls)
- 1.11 b. Columns
- 1.1 c. Balconies
- 1.1 d. Portico / Canopy
- 1.1 e. Staircase
- 1.1 f. Loft
- 1.1 g. Sanitary Shaft
- 1.1 h. Lift well
- 1.1. i. Space below the window sill
- 1.1. j. Box louver
- 1.1 k. A. C. Duct / electrical duct or any other duct used for Service.
- 1.1 l. Common lobby / passage / entrances in case of common building.

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1.2 Floor-wise viz. Ground, First , Second and of parking spaces etc. with the corresponding respective rate for lease rental should be mentioned separately in the Price Bid.

Name & Signature of lesser with seal

Place :

Date :