



(A Wholly Owned Subsidiary of SBI Capital Markets Ltd.)

INVITES OFFERS FOR HIRING OF PREMISES

FOR

ZONAL OFFICE – KOLKATA

Last date for submission of Tenders: 16:00 hours on 23.11.2020

Opening of Offers: 17:00 hours on 23.11.2020

Offers To Be Submitted To

The Zonal Manger-East

**SBICAP Securities Ltd
Jeevandeep Building, Ground Floor,
1, Middleton Street,
Kolkata-700071**

OFFER SUBMITTED BY:

Name : _____

Address : _____

Signature and Seal of applicant

**SBICAP Securities Ltd
Jeevandeep Building, Ground Floor,
1, Middleton Street,
Kolkata-700071**

**NOTICE INVITING TENDER (NIT)
PREMISES REQUIRED FOR ZONAL OFFICE AT KOLKATA**

SBICAP Securities Ltd invites offers in Two Bid system from owners/ power of attorney holders for the commercial/office premises having carpet area of approximate 2000., (excluding Lavatory, lift lobby etc.) on Lease Rental basis for Zonal Office at Park Street Road, Kolkata.

2. The premises should be preferably in prime locality on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishment preferably ready/ likely to be ready for immediate possession.

3. Premises should be fully furnished and ready for possession / occupation or expected to be ready within a period of one month from the last date of submission of proposal. Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt./ Semi-Govt. departments / Public Sector Units / Public Sector banks.

4. The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from the Company's website www.sbismart.com under "Procurement news" till **23.11.2020**.

5. Tender Fees- a Non-refundable tender fees of Rs.5000/- to be submitted by means of Demand Draft drawn on SBICAP Securities Ltd., payable at Mumbai, along with Technical Bid.

The offers in a sealed cover complete in all respects should be submitted on or before **4.00 PM on 23.11.2020** during working hours at the following address-

**SBICAP Securities Ltd
Jeevandeep Building, Ground Floor,
1, Middleton Street,
Kolkata-700071**

The **SBICAP Securities Ltd** reserves the right to accept or to reject any offer without assigning any reason therefore. No correspondence in this regard will be entertained. **No Brokers please.**

**ZONAL HEAD-EAST,
SBICAP Securities Ltd**

TECHNICAL BID TERMS AND CONDITIONS

OFFER/LEASING OF COMMERCIAL/OFFICE PREMISES

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photo copies maybe used in case of multiple offers). The “Technical Bid”(accompanied with receipt of non-refundable application fee of Rs.5000/-(Rupees Five Thousand only) as described above) and “Price Bid” for **EACH proposal/ offer** should be enclosed in separate sealed envelopes duly super-scribed 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 Zonal Office** ” and should be submitted at the Office of the Chief Financial Officer, SBICAP Securities Ltd, Jeevandeep Building, Ground Floor, 1, Middleton Street, Kolkata-70001 on or before **4.00 PM on 23.11.2020**.

Important points of Parameters –

| | | |
|----|-----------------------------|--|
| 1. | Carpet Area | 2000 sq. ft., as specified in NIT |
| 2. | Parking Space | Four dedicated car parking area & sufficient two wheelers parking for staff. |
| 3. | Open parking area | Sufficient open parking area for customers |
| 4. | Amenities | 24 hours Potable water supply availability, Generator power back up, Electricity etc. |
| 5. | Possession | Ready possession / occupation/ expected to be ready within a period of one month from the last date of submission of proposal. |
| 6. | Premises under construction | may not be considered |
| 7. | Location | Preferably located within 500 metres from Park Street Metro Station, Kolkata |
| 8. | Preference | (i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Offer from Govt./Semi Govt. Departments / PSU /Banks (iv) Ready to occupy premises |
| 9. | Fit-out requirements | Work Stations: 55, Cubicles: 2, Cabins: 2, Meeting Room: 1, Separate Toilets for Ladies and Gents |

| | | |
|-----|-----------------------------------|---|
| 10. | Initial period of lease | Lease will be executed for 5 years with option of renewal on the basis of mutual negotiation after 3 years. |
| 11. | Selection procedure | Techno-commercial evaluation by assigning 50% weightage for technical parameters and 50% weightage for price bids |
| 12. | Validity of offer | 6 months from the last date of submission of the offer |
| 13. | Stamp duty / registration charges | To be shared in the ratio of 50:50 |
| 14. | Security Deposit | Non-Interest Bearing Security Deposit Equivalent to 6 month's rent without taxes. Security Deposit to be returned immediately on vacating the premises. |
| 15. | Fit out period | One month from the date of issuance of Letter of Intent |

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBICAP Securities Ltd., for the purpose, and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the company. The initial period of lease will be of 3 years and will be further renewed for 2 years (viz. total lease period 5 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBICAP Securities Ltd., during the pendency of the lease. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions on the basis of mutual negotiation. After 5 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term.

1.2 Tender document received by the SBICAP Securities Ltd., after due date and time i.e.

23.11.2020 after 4.00 pm shall be rejected.

1.3 The lessors are requested to submit the **tender documents in separate envelopes**

superscribed on top of the envelope as **“Technical Bid”** or **“Price Bid”** as the case may be

duly filled in (as stated earlier) with relevant documents/information at the **following address:**

**SBICAP Securities Ltd
Jeevandeep Building, Ground Floor,
1, Middleton Street,
Kolkata-700071**

1.4 All columns of the tender documents must duly filled in and no column should be left blank. **All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer.** Any over-writing or use of white ink is to be duly initialed by the tenderer. The **SBICAP Securities Ltd** reserves the right to reject the incomplete tenders.

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

1.6 The **offer should remain valid** at least for a period of **6 (SIX) months** to be **reckoned from** the last date of submission of offer.

1.7 There should not be any deviation in terms and conditions as have been stipulated in the tender 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 tender document, the lessor is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid** will be **opened at 5.00 PM on the last date of submitting the bids** in presence of tenderers who choose to be present at the office of SBICAP Securities Ltd, Jeevandeep Building, Ground Floor, 1, Middleton Street, Kolkata-700071. All tenderers are advised in their own interest to be present on that date at the specified time. SBICAP Securities Ltd Reserves the right to reschedule the opening time of tender.

1.9 **The SBICAP Securities Ltd reserves the right to accept or reject any or all the tenders without assigning any reason therefore.**

1.10 Canvassing in any form will disqualify the tenderer.

1.11 The shortlisted lessors will be informed by the SBICAP Securities Ltd., for arranging site inspection of the offered premises.

1.12 **Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required. **All payments (Rent + GST) to the successful tenderer shall be made by Account Payee Cheque or RTGS/NEFT.**

1.13 **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 /Banks as stated earlier.**

1.14 Preference will be given to the buildings on the main road.

1.14a The details of parameters and the technical score has been incorporated in **Annexure I**. The selection of premises will be done on the basis of **techno commercial valuation 50%** weightage will be given for **technical** parameters and **50%** for **price bid**. The score finalized by Committee of the SBICAP Securities Ltd., in respect of technical parameters will be final and binding to the applicant.

1.15 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service/ maintenance charges** shall be **borne by the landlord**. While renewing the lease after expiry of initial lease period of 3 years, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

However, **the landlord will be required to bill the SBICAP Securities Ltd., every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST registration number of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the**

company to bear the burden of GST, otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the SBICAP Securities Ltd., to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST tax registration number of the landlord.

1.16 The interest free rental deposit equivalent to maximum six months' rent without taxes 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 will have to be returned immediately upon vacating the premises.

1.17 Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Built-up area" which is to be measured only after addition and alteration work carried out as per company's approved layout plan for the Office.

Rentable area shall include the following area

- **Wall Thickness**
- **Columns**
- **Staircase**
- **Sanitary shafts**
- **Carpet Area**
- **Space below window sill**
- **Box louver**
- **AC duct**

1.18 The floor wise area with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The **number of additional car parking spaces/ Slot offered should be indicated separately.**

1.19 The successful lessor should arrange to obtain the municipal NOC/approval of **layouts, internal addition/alteration works etc. from Local Civic Authority/ collector/**

town planning etc. Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of all the interior works**. The required **additional electrical power load and Civil work of as 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 (in case Generator is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Company.

1.20 Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.

1.21 The lessor shall also 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, in case of unfurnished premises.

1.22 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.

1.23 All the civil work as per plan & specifications provided by SBICAP Securities Ltd., pertaining to construction of System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door and Flooring will be carried out by the lessor at his cost.

Flooring of the hall/ cabins of the premises shall be of Doubled charged vitrified tiles.

The entire activities of construction, at their own cost.

1.24 SBICAP Securities Ltd., 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 SBICAP Securities Ltd., and fulfilment of all other terms and conditions of technical bids as mentioned above.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any

DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING PREMISES

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

With reference to your advertisement in the _____ dated 17 Nov 2020

we hereby offer the premises owned by us for Commercial / Office use on lease basis:

General Information:

| A | LOCATION | |
|----------|--|--|
| A.1 | Distance in Metres from the Park Street Metro Station, Kolkata | |
| A.2 | Distance from nearest Bus Stand in meters | |
| B | Address | |
| B.1 | Name of the Building | |
| B.2 | Plot No & Door No | |
| B.3 | Name of the Street | |
| B.4 | Name of the City | |
| B.5 | PIN Code | |
| C | Name of the owner | |
| C.1 | Address | |
| C.2 | Name of the contact person | |
| C.3 | Mobile number | |
| C.4 | Email address | |

Technical Information (Please at the appropriate option)

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

| Level of Floor | Built-up area | Efficiency | Carpet Area |
|-------------------------|---------------|------------|-------------|
| | | | |
| | | | |
| Total Floor area | | | |

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.17 of “**Technical Bid**”.

Building ready for occupation-Yes-----No-----

If no, how much time will be required for occupation ----- with end date.

Amenities available

Electric power supply and sanctioned load for the floors

Offered in KVA (Mentioned) -----

Availability of Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Yes/No

(Enclose copies)

Whether NOC from the local authorities has been received Yes/No

Whether occupation certificate has been received Yes/No

(Enclose copy)

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 car parking/scooter parking which can be offered Car-

Exclusively to the Company Scooter-

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. Record/ Stationary Room, System/ UPS Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Flooring and other works as per Company's specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal

**ANNEXURE – I (PART OF TECHNICAL BID)
PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBICAP Securities Ltd.,

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS

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

| S. No | Parameters | Actual Situation | Total Marks | Marks Obtained |
|-------|---|--|-------------|----------------|
| 1 | Carpet area as per requirement | Required area in sq ft \pm 5% : 10 Required area in sq ft \pm 10% : 5 | 10 | |
| 2 | Premises location | On main road junction : 10 On main road : 7 Inner side from Main road : 5 | 10 | |
| 3 | Distance from Park Street Metro Station | i) Upto .5 Km (15 marks) ii) More than 0.5 Km and upto 1 Km (10 marks) iii) More than 1 Km and upto 2 Kms (5 marks) iv) More than 2 Kms (0 marks) | 15 | |
| 4 | Frontage | \geq 40 feet = 10 \geq 30 feet = 07 \geq 20 feet = 05 | 10 | |
| 5 | Covered/Built up exclusive parking for SSL (Alloted Parking) | 1. 3 four wheeler + sufficient two wheeler : 10 2. 2 four wheeler + sufficient two wheeler : 08 3. 1 four wheeler + sufficient two wheeler : 05 4. 0 four wheeler + sufficient two wheeler : 02 5. No parking : 00 | 10 | |
| 6 | Surrounding of building | Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00 | 05 | |
| 7 | Quality of construction, finishing etc. | 1. Excellent : 10 2. Good: 07 3. Average : 05 4. Poor : 02 | 10 | |
| 8 | Ambiance, convenience and suitability of premises as assessed by Premises Selection Committee | As assessed by Premises Selection Committee | 25 | |
| 9 | Age of the Building | 1. Newly constructed within 05 year : 05 2. Constructed within 05-10 years : 02 3. Building older than 10 years : 00 | 05 | |
| | TOTAL | | 100 | |

Place:

Date:

Name & Signature of lessor with seal if any

Signature of the applicant

**PRICE BID (ENVELOPE -B)
HIRING OF PREMISES FOR ZONAL OFFICE, KOLKATA,PARK STREET)
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)**

**SBICAP Securities Ltd
Jeevandeep Building, Ground Floor,
1,Middleton Street,
Kolkata-700071**

With reference to your advertisement in the _____ dated _____ and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I/We offer the premises owned by us for housing your branch/office on lease basis on the following terms and conditions:

General Information:

Location:

| | | |
|-----|--|--|
| a.1 | Name of the Building | |
| a.2 | Plot No & Door No | |
| a.3 | Name of the Street | |
| a.4 | Name of the City | |
| a.5 | PIN Code | |
| b | Name of the owner Address Name of the contact person Mobile number Email address | |

Rent:

| Level of Floor | Built up Area (Sq. ft) | Rent per sq. ft. per month (Rs.) | Total rent per month of built up area (Rs.) |
|------------------|------------------------|----------------------------------|---|
| | | | |
| | | | |
| Total (A) | | | |

Total Rent per month (A) = Rs. _____
(Rupees _____ only)

Rentable area will be based on built up area of the floor in accordance with the one mentioned under para / clause / item 1.17 of technical bid. Rent shall be quoted on built-up area basis only, taking into account the parking space, area for installation of generator 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 municipal taxes/ cess, service charges like maintenance charges etc. and will not be paid separately by SBICAP Securities Ltd.. The GST if levied on rent paid by us shall be reimbursed by the SBICAP Securities Ltd to the landlord on production of such payment of tax 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.

Place:

Date:

Name & Signature of lessor with seal if any

Signature of the applicant