

STATE BANK OF INDIA,

Regional Business Office-4 (AO-2),

1<sup>st</sup> Floor, Administrative office Building, 11 Parliament Street, New Delhi -110001

**NOTICE INVITING TENDER (NIT)**

**Del/AO2/RBO4/25-26/08**

**PREMISES REQUIRED ON LEASE**

State Bank of India invite offers from Owners/Power of Attorney holders for premises on lease rental basis for Commercial/Office use. The entire space should be on single floor. Multiple floors can be considered, provided lift is available for the following office:

| S.N | Name of Branch/Commercial /office       | Status of Branch      | Carpet Area (Approx.)     | Parking Space (free of cost)  | Location                       |
|-----|-----------------------------------------|-----------------------|---------------------------|-------------------------------|--------------------------------|
| 1   | Regional Business Office -4, AO-2 Delhi | Existing (Code 51452) | 3000-4000 Sq. Ft (APPROX) | Opened/ Covered parking space | Within Model Town area, Delhi. |

1. Premises should be ready for possession / occupation or expected to be ready within 2 to 3 months from the last date of submission of proposal. Preference will be given to the premises owned by the Govt. departments / Public Sector Units / Banks.
2. The format for submission of the "Technical Bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from SBI website [www.sbi.co.in](http://www.sbi.co.in) or <https://bank.sbi> "under Important Links - procurement news" from 31.08.2025 to 15.09.2025.
3. The offers in a sealed cover complete in all respects should be submitted on or before 3 00 PM on 16.09.2025. during working hours at the following address:

**The Regional Manager, Region-4, State Bank of India, 1<sup>st</sup> Floor, Administrative office Building, 11 parliament street, New Delhi -110001.**

The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

Regional Manager

RBO-4, AO-2

*[Signature]*



## TECHNICAL BID (COVER-A)

### TERMS AND CONDITIONS

#### OFFER / LEASING OF OFFICE PREMISES

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 photocopies in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single cover super scribing "**Tender for leasing of alternate premises of R.B.O.4, A.O.-2 Delhi**" to The Regional Manager, State Bank of India, RBO-4, 1st Floor, Administrative office Building, 11 Parliament Street, New Delhi-110001.

Important points of Parameters -

|    |                                    |                                                                                                                                                                                                             |
|----|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Built up Area                      | As specified in NIT                                                                                                                                                                                         |
| 2  | Parking Space                      | As specified in NIT                                                                                                                                                                                         |
| 3  | Amenities                          | 24 hours water facility, Generator power back up, Electricity etc.                                                                                                                                          |
| 4  | Possession                         | Ready for possession / occupation or should be available within 3-4 months.                                                                                                                                 |
| 5  | Premises under construction / Plot | May be considered and the owner will have to construct the building within 6 months as per Bank's requirement.                                                                                              |
| 6  | Desired location                   | As specified in NIT                                                                                                                                                                                         |
| 7  | Preference                         | i. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority<br><br>ii. Govt. Departments / PSU / Banks<br>iii. As specified in NIT |
| 8  | Unfurnished premises               | May be considered and Bank will get the interior and furnishing work as per requirement.                                                                                                                    |
| 9  | Initial period of lease            | 10 years                                                                                                                                                                                                    |
| 10 | Selection procedure                | Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids                                                                                           |
| 11 | Validity of offer                  | Minimum 4 months from the date of submission of the offer                                                                                                                                                   |

|    |                                   |                                                                                                                                 |
|----|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 12 | Stamp duty / registration charges | To be shared in the ratio of 50:50.                                                                                             |
| 13 | Fitment Period                    | 1 month rent free fitment period for completion of interior furnishing work by Bank after handing over of the premises to Bank. |
| 14 | Frontage                          | Premises having more than 7.0-meter frontage with adequate sunlight and ventilation will be given preference.                   |

### 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 SBI 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 Bank. The lease period will be for 5+5=10 years with increment in rent after 5 years (viz. total lease period will be of 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only 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 & to a maximum ceiling of 15% - 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 / 10 years.
- 1.2 Tender document received by the SBI after due date and time shall be rejected.
- 1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as Technical or commercial as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address:
- The Regional Manager,  
Regional Business office,  
Region-4, A.O.2  
State Bank of India,  
1st Floor, Administrative office Building, 11 Parliament Street, New Delhi-110001.
- 1.4 All columns of the tender documents must duly fill 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 initialled by the tenderer. The SBI reserves the right to reject the incomplete tenders.
- 1.5 In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
- 1.6 The **offer should remain valid** at least for a period of minimum **4 (four) months** to be **reckoned from** the last date of submission of offer i.e., **17.01.2026**
- 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 SBI 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 requirements.

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

**1.10 The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises.**

**1.11 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the successful vendor shall be made by Account Payee Cheque or RTGS/NEFT.**

**1.12 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.**

**1.13 The details of parameters and its weightage for technical score has been incorporated in Annexure I. The selection of premises will be done on the basis of techno commercial evaluation. 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 to the applicant.

**1.14 The income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service charges shall be borne by the landlord.** 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.

However, **the landlord will be required to bill the concerned Branch Manager, SBI every month for the rent due to them indicating the GST component also in the bill separately.** The bill also should contain the service tax registration number/ GST 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 service tax/GST otherwise, the service tax/GST if levied on rent paid by landlord directly, shall be reimbursed by the SBI to the landlord on production of



such payment of tax to the Govt. indicating name, address and the service tax/GST registration number of the landlord.

**1.15 Mode of measurement for premises is as follows:**

Rentable area of the premises should be clearly mentioned as built up area as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord.

1.16 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately.

1.17 The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Bidder/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 50 KW will also have to be arranged by the bidder/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, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.

1.18 Bidder / Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.19 The bidder/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, in case of unfurnished premises.

1.20 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.

1.21 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra at applicable rate and manner.

1.22 Electricity & Water charges will be borne by the Bank provided the requisite connection are arranged by the landlord in the name of Bank.

1.23 All civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories and doors etc. as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, Rolling shutter, collapsible Gate at entry, doors & windows, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, inside and outside painting with acrylic emulsion paint / synthetic enamel paint etc., windows, safety grill etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlord at their own cost before handing over possession to the Bank. Landlord will submit approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.

1.24 Interior works like loose furniture, dry wall partition system, cubicles, and cabins false ceiling, AC lighting fixtures, signage, compactors for storage, electrical wiring for interior work etc., will be done by the Bank at its own cost as per requirement.

Place:

Date, Name & Signature of bidder / lessor

## Annexure 'A'

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

**SPECIFICATIONS:**

1. Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. Thick.
2. All partition walls will be 11.5 cm. Thick and will have 6mm steel @ third course.
3. Floor finish of Banking hall / B.M.'s room / toilets / canteen / system/conference-double charged vitrified tiles/granite of approved shade, duly covered with pop & polythene to avoid damage from interior works. The Open area will be of Kota stone/cement concrete pavers.
4. Wall finish - Internal-plastic emulsion/oil bound distemper /enamel paint of approved shade / make. External-water proof cement paint-apex or stone cladding or front structural glazing as per case.
5. M.S. Grill for windows - 16 mm square bars @ 7.62 cm. C/c both ways in frame with openable window for air-conditioners/desert coolers.
6. Main entry to have rolling shutter, collapsible gate & exit will have collapsible gate & rolling shutter.
7. Building should have floor to ceiling height aprx-3.66 m.
8. In toilets, pantry & drinking water area wall tiles of approved make / shade upto full height will be fixed.
9. All sanitary & C.P. Fittings will be of approved make as per bank's approval.
10. In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7').
11. In case of other doors, it shall have wooden frame (choukhat) with 38 mm block board shutter doors.
12. 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.
13. Windows shall have suitable shutters so as to accommodate desert coolers or air-conditioners in it.
14. All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").
15. For cash room (non-currency chest branch) it will be constructed with 9 inches thick brick walls, duly plastered.
16. Pantry will have granite platform 2 feet wide with steel sink.



17. Periodical maintenance of building to be done by owner.

18. Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by bank.

- Structural suitability certificate of premises.
- Approved Layout Plan from Local Civil Authority for bank's commercial use.
- Built up area certificate.
- Completion certificate as per plans/specifications provided by bank.
- "NOC" from civic authority for commercial use of premises.

19. Suitable place to be provided for display of bank's sign boards, hanging of outdoor unit of air-conditioners and v-set with monkey cage on roof top (no rent for this facility).

20. Twenty -four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for bank.

21. In case of floor lower or upper of strong/locker room, if not with bank, it will be left vacant for security reasons and if it is not being rented to bank at present, bank's permission will be required in future to let it out to other party, if bank's requirement does not exist then.

## ANNEXURE – I

**PREMISES REQUIRED ON LEASE**

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

| S. No | Parameters                                                                                    | Actual Situation                                                                                                                                                                                                              | Total Marks | Marks Obtained |
|-------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| 1     | Distance from Desired Location                                                                | <ul style="list-style-type: none"> <li>As per NIT : 10</li> <li>Not as per NIT : 0</li> </ul>                                                                                                                                 | 10          |                |
| 2     | Premises location, nearby surroundings and approach road                                      | <ul style="list-style-type: none"> <li>Commercial Market place on main road : 10</li> <li>Commercial Market place on narrow approach road : 5</li> <li>Partly Commercial / Residential on narrow approach road : 2</li> </ul> | 10          |                |
| 3     | Availability of Premises in respect of branch on                                              | <ul style="list-style-type: none"> <li>Ground floor/Upper Ground Floor : 20</li> <li>GF + FF : 10</li> <li>FF : 5</li> </ul>                                                                                                  | 20          |                |
| 4     | Frontage                                                                                      | <ul style="list-style-type: none"> <li>Above 7 metres : 10</li> <li>5 m to 7 m : 5</li> <li>Less than 5 m : 0</li> </ul>                                                                                                      | 10          |                |
| 5     | Exclusive Parking for SBI                                                                     | <ul style="list-style-type: none"> <li>As per NIT : 10</li> <li>50% of NIT : 5</li> <li>Otherwise : 0</li> </ul>                                                                                                              | 10          |                |
| 6     | Quality of construction, Load Bearing/RCC Framed Structure, Ventilation                       | <ul style="list-style-type: none"> <li>Excellent : 20</li> <li>V Good to Good: 10</li> <li>Satisfactory : 5</li> <li>Unsatisfactory : 0</li> </ul> <p>* (in case of plot, average marking will be given)</p>                  | 20          |                |
| 7     | Ambience, convenience and suitability of premises as assessed by Premises Selection Committee | As assessed by Premises Selection Committee                                                                                                                                                                                   | 20          |                |
|       | Total                                                                                         |                                                                                                                                                                                                                               | 100         |                |

Signature of applicant

**Example for evaluation of proposals:**

1. Each of the above parameters given marks.

Total Marks 100.

Three premises short-listed – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

$$A: (78/78) \times 100 = 100$$

$$B: (70/78) \times 100 = 89.74$$

$$C: (54/78) \times 100 = 69.23$$

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for Built Up Area

B: Rs.250 per sqm for Built Up Area

C: Rs.210 per sqm for Built Up Area

3. As desired on is lowest, to work out percentile score, we will get

$$C: (210/210) \times 100 = 100$$

$$B: (210/250) \times 100 = 84$$

$$A: (210/300) \times 100 = 70$$

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

$$A: (100 \times 0.70) + (70 \times 0.30) = 91 \text{ (Rank I Successful Bidder)}$$

$$B: (89.74 \times 0.70) + (84 \times 0.30) = 88.02$$

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

**DETAILS OF OFFER (COVER-A)**  
**TECHNICAL BID**  
**OFFER SUBMITTED FOR LEASING PREMISES**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_

We hereby offer the premises owned by us for housing your branch / office on lease basis:

**General Information:**

|   |                        |  |
|---|------------------------|--|
| 1 | Name of the owner      |  |
| 2 | Address of Property    |  |
| 3 | Address of owner       |  |
| 4 | Telephone / Mobile No. |  |
| 5 | Email address          |  |

**Technical Information (Please ✓ at the appropriate option)**

- a. Building - Load bearing \_\_\_\_\_ Framed Structure \_\_\_\_\_
- b. Building – Residential \_\_\_\_\_ Institutional \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_
- c. No. of floors \_\_\_\_\_
- d. Year of construction and age of the building \_\_\_\_\_
- e. Details of Floor / Plot of the offered premises

| Level of Floor             | Built up area<br>(as per IS code 3861-2002) |
|----------------------------|---------------------------------------------|
| Ground Floor               |                                             |
| First Floor                |                                             |
| Second Floor               |                                             |
| And so on                  |                                             |
| <b>Total Built Up Area</b> |                                             |

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.16 of Terms and Conditions.

| Description                                                                                            | Yes | No |
|--------------------------------------------------------------------------------------------------------|-----|----|
| Building ready for occupation If no, how much time will be required for occupation _____ with end date |     |    |
| Electric power supply and sanctioned load for the floors (.....KVA)                                    |     |    |
| Running Municipal Water Supply                                                                         |     |    |
| Whether plans are approved by the local authorities (Enclose copies)                                   |     |    |
| Whether NOC from the department has been received                                                      |     |    |
| Whether occupation certificate has been received (Enclose copy)                                        |     |    |
| Whether direct access is available, if yes give details                                                |     |    |
| Whether exclusive parking facility has been provided                                                   |     |    |

#### 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 agree to construct/ addition/ alteration i.e. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, double charged vitrified flooring, other works as per Bank's specifications and requirement

Place:

Date:

Name and signature of lessor with seal



**PRICE BID (COVER-B)**

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the \_\_\_\_\_ dated \_\_ / \_\_ /2023 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 at \_\_\_\_\_ on lease basis on the following terms and conditions.

**General Information:**

|    |                        |  |
|----|------------------------|--|
| 1. | Name of the owner      |  |
| 2. | Address of Property    |  |
| 3. | Address of owner       |  |
| 4. | Telephone / Mobile No. |  |
| 5. | Email address          |  |

**Rent:**

| Level of Floor                           | Built up Area (sq.ft)<br>As per IS code 3861-2002 | Rent per sq. ft.<br>per month (Rs.) | Total rent per<br>month of Built up<br>area (Rs.) |
|------------------------------------------|---------------------------------------------------|-------------------------------------|---------------------------------------------------|
| Ground Floor                             |                                                   |                                     |                                                   |
| First Floor/Other Floor                  |                                                   |                                     |                                                   |
| Maintenance charge per<br>month (if any) |                                                   |                                     |                                                   |
| <b>Total Rent</b>                        |                                                   |                                     |                                                   |

The service tax/GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of receipt of such payment of tax to the Govt.

**Declaration**

We have studied the above terms, conditions, 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 bidder / lessor