



STATE BANK OF INDIA,

ADMINISTRATIVE OFFICE EAST MUMBAI

5TH FLOOR, TOWER NUMBER -2, CBD BELAPUR RAILWAY STATION COMPLEX

NAVI MUMBAI: 400614.

TENDER ID: MUM AOE 2025/12/11

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES IN BELAPUR

State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises on Lease Rental basis for requirement of additional premises at following locations in Navi Mumbai and adjoining area.

SL NO.	Name of Branch/Office	Status of Branch	Desired Location	Carpet Area Requirement including strong room, (+/- 20%)	Special Requirement
1	Home loan Centre, Belapur Navi Mumbai (Storage)	New	Belapur	7500.00 Sq. ft	With 2 hours fire rating doors & walls

Note:

1. In case of requirement of strong room* (B or C) class for storing valuables, the same needs to be constructed in the premises as per enclosed specifications at owners cost.
2. The premises should be in prime locality in the **desired location** preferably near present branch with adequate dedicated parking space and on the **Ground or Upper floors** likely to be ready for immediate possession / Construction on open plot is also considered. 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.
3. **FORM - B Certificate Requirement:** If the premises categories under high rise building, commercial building or large office complexes shall have FORM - B Certificate as per the Maharashtra Fire Prevention and Life Safety Measures Act 2006.
4. Area offered shall be free of termite infestation / sub soil water and Polluted environment.
5. Site shall not be in the immediate neighborhoods of any hazardous occupancy.
6. A public fire brigade is within easy running distance as per statutory requirements of the area i.e 6m and 9m turning circle.
7. Adequate safety for stored materials against fire flood, theft or pilferage and deteriorating agents such as fungus, pest, extreme humidity and temperature.
8. All windows and ventilators shall be provided with wire fabric to avoid pilferage.



9. All walls shall be fire resistant with fire resistant doors and ventilator of not less than 2 hrs fire rating.

3. The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from the SBI website @ <https://sbi.co.in/web/sbi-inthe-news/procurement-news> from **11.12.2025 to 31.12.2025**.

4. The offers in a sealed cover complete in all respects should be submitted in tender box at the following address on or before **3.30 pm on 31.12.2025** during working hours.

CHIEF MANAGER (HR & Admin)

SBI Administrative Office East Mumbai
5th Floor, Tower Number -2,
CBD Belapur Railway Station Complex,
Navi Mumbai 400614.

The SBI reserves the right to accept or to reject any offer without assigning any reason therefor.

No correspondence in this regard will be entertained.

No Brokers please.

CHIEF MANAGER (HR & Admin)

SBI Administrative Office East Mumbai



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 may be used in case of multiple offers). The “Technical Bid” 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 superscribing “**Tender for leasing of Commercial/Office premises for proposed Home loan Centre storage** ” and should be submitted at the Office of CHIEF MANAGER (HR &Admin), SBI Administrative Office East Mumbai, 5th Floor, Tower Number -2, CBD Belapur Railway Station Complex, Navi Mumbai: 400614. on or before **3.30 PM on 31.12.2025**.

Important points of Parameters -

1	Carpet Area	As specified in NIT
2	Parking Space	Minimum 5-6 car parking & 2 to 4 dedicated Two wheelers parking for staff.
3	Open parking area	Sufficient open parking.
4	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.
5	Possession	Ready possession OC received with all requisite approvals in place & other approvals for running a Bank branch.
6	Premises under Construction	May be Considered.
7	Location	Location as specified in NIT
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single Floor (Preference shall be given to Ground Floor) (iii) Offer from Govt./Semi Govt. Departments / PSU / Banks (iv) Ready to occupy premises/ expected to be ready within 3 (three) months from the last date of submission of proposal.
9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work done 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. NOC/Permission from CIDCO for subletting the premises on leased basis to be provided by the owner within one month from the date of providing internal layout plan by SBI.



10	Initial period of lease	5 + 5 years (Max 15-25% hike after 5 years) with an option to renew for a further period on mutually negotiated rates after a period of 10 years.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% 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	Fit out period	3 Months after completion of civil work and other mandatory approvals by Landlord.
15	Rent payable	After the completion of the interior works, etc. by the bank, the lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation.

TERMS AND CONDITIONS

- 1.1 The successful vendor 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 vendor 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 SBI. The initial period of lease will be 5 years and will be further renewed for 5 years term (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI 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 & in the range of 25%(maximum) 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 10 years.
- 1.2 Tender document received by the SBI after due date and time i.e. **31.12.2025 after 3.30 p.m. 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:**

CHIEF MANAGER (HR &Admin)

SBI Administrative Office East Mumbai
5th Floor, Tower Number 2,
CBD Belapur Railway Station Complex
Navi Mumbai: 400614.

- 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 SBI 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.

The **Technical Bid** will be **opened on 31.12.2025 at 3.30 PM** in presence of tenderers who choose to be present at the office of CHIEF MANAGER (HR & Admin), SBI Administrative Office East Mumbai, 5th Floor, Tower Number -2, CBD Belapur Railway Station Complex, Navi Mumbai 400614.

1.8 All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor.**

1.10 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

1.11 The shortlisted lessors will be informed by the SBI 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.

1.15 The offered premises should be free from water logging during rainy season.

1.16 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 evaluation**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by the Committee of the SBI in respect of technical parameters will be final and **binding to the applicant.**

1.17 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes, society maintenance and service charges** shall be **borne by the landlord**. While renewing the lease after expiry of initial lease period of (5+5) 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 SBI 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 bank to bear the burden of GST, otherwise, the 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 GST tax registration number of the landlord.**



1.18 **The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

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.

A. Rentable Carpet area shall be area at any floor excluding the following area

Walls

Columns

Balconies

Portico/Canopy

Staircase

Lofts

Sanitary shafts

Lift wells

Space below window sill

Box louver

AC duct

B. Measurement of Mezzanine floor area (if any) shall be considered as under:

Floor to ceiling Height

Above 2.6m: 100% of carpet area. Above 2.1m upto 2.6m:

50% of carpet area.

Below 2.1m: Not to be considered

C. The following shall be including in wall area and shall not be measured.

Door and door opening in the walls

Build in cupboards

D. The measurement will be taken from the internal face of wall to the glass façade provided adjacent to the rolling shutter for demarcating/ calculating the area.

1.20 The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The **number of car parking spaces/Slot offered should be indicated separately.**

1.21 **The successful lessor should arrange to obtain the municipal NOC/ Society NOC/ approval of layouts, internal addition/alteration works 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 the above works.** The required **additional electrical power load will 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, NOC and the space required for installation and running of the Generator (in case Generator is not provided) will also have to be provided by the lessor within the compound by the lessors at no extra cost to the Bank.

1.22 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.

1.23 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.

1.24 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 All the civil work as per plan & specifications provided by SBI including construction of Cash Room, Strong Room for locker, ATM / e-lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows, glass façade with toughened glass, ramp at main entrance, Rolling shutters and collapsible door to Main and Exit doors, etc. will be carried out by the lessor at his cost. Flooring of the banking hall of the premises shall be of Doubled charged vitrified tiles and flooring of Record/Stationary Room shall be of Polished Kota stone. Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.
- 1.26 The lessor shall arrange to provide space on terrace or suitable location within the boundaries for **installation of antenna (Dual connectivity)** on 3m/ 6m/9m pole (as per site condition & requirement to ensure proper connectivity) for branch connectivity. All required NOC's/ approvals/ permissions from society/ local authority shall be obtained by the lessor for installation of antenna.
- 1.27 Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfilment of all other terms and conditions of technical bids as mentioned above.



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 _____

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

General Information:

A	Location:	
A.1	Distance in Km from the Desired location	
A.2	Distance in Km from the nearest City Bus Stop.	
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 no.	
C.4	Email address	



Technical Information (Please ✓ at the appropriate option)

- a. Building: Load bearing (-----) RCC Framed Structure (-----)
- b. Building: Residential (-----), 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	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 Bank 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. Cash safe Room, Record/Stationary room, System/ups Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Verified Tile Flooring and other works as per Banks specifications and requirement.



ANNEXURE – I (PART OF TECHNICAL BID)

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI.

(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:

Sr No	Parameter	Maximum Marks
1	Distance from the desired location (as per NIT) i) Upto 0.5 Kms (20 marks) ii) More than 0.5 Km and upto 01 kms (10 marks) iii) More than 01 and up to 02 Kms (5 marks) iv) More than 2 Kms (0 marks)	20
2	Available Frontage of the Premises above 15 metres (10) above 10m to 15 m (7) above 6m to 10 m (5) Less than 6 m (0)	10
3	Nearby surroundings, approach road and location i) Commercial Market Place with wide approach (10 marks) ii) Partly Commercial/ Residential locality with wide approach (7 marks) iii) Commercial Market Place with narrow approach (5 marks) iv) Partly Commercial/ Residential locality with narrow approach (0 marks)	10
4	Quality of construction, Load Bearing/ RCC framed structure & adequately Ventilated, Ambience & Suitability of premises. Excellent (30) Construction on open plot (20) Good (20) Satisfactory (10) Unsatisfactory (0)	30
5	Availability of Premises in respect of branch on Ground Floor (20) First Floor (0)	20
6	Availability of Parking as specified (10) Availability of parking less than as specified (0)	10
	TOTAL	100



PRICE BID

(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 Newspapers 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:

General Information:

Location:

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.	i. Name of the owner ii. Address iii. Name of the contact person iv. Mobile no. v. Email address	



Rent:

Level of Floor/Floor No.	Carpet Area (sqft)	Rent per sqft. per month (Rs.) #Please refer note below	Total rent per month
Total			

Rentable area will be based on “Carpet area” of the floor in accordance with the one mentioned under para / clause / item 1.17 of technical bid. Please note that the rent should be inclusive of municipal taxes/Property tax/cess, service charges like society charges, maintenance charges etc. and will not be paid separately by the Bank.

The GST if levied on rent paid, shall be reimbursed by the SBI 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(s) with seal if any