



OFFER FOR PREMISES - AO Guwahati

STATE BANK OF INDIA.
ADMINISTRATIVE OFFICE
GUWAHATI

Sl. No.	Description	
(a)	Tender ID	AOGHY/Prem/Ten/2025-26/01
(b)	Tender Name	Acquiring of premises on lease basis for Administrative Office, Guwahati,
(c)	Date of opening of Technical Bid	09.01.2026 at 05:00 PM
	Last date of submission of Tender	09.01.2026 UPTO 04:00 PM



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NOTICE INVITING TENDER (NIT)

State Bank of India.
ADMINISTRATIVE OFFICE,
Guwahati
Guwahati, Assam-781006

COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE

FOR ADMINISTRATIVE OFFICE, GUWAHATI AT G S ROAD or R G BARUA ROAD , GUWAHATI, ASSAM.

State Bank of India, Administrative Office, Guwahati invites offers on behalf of the SBI, from **owners / Power of Attorney holders** for premises on lease rental basis for Commercial / Office use having built up area of **approx. 975 sqm (10500 sq ft) located in and around G S Road or R G Barua Road, Guwahati, Assam (preferably on main road).**In case of approach road, the road to the building shall be adequately wide for entry of four wheeler vehicle and well built up. The premises should be suitable for planning of interior layout as per Bank's requirements with minimum obstructions. If the premises not found suitable for layout planning, the offer may be rejected and price bid of such bidder will not be opened. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be **downloaded from website www.sbi.co.in under procurement news.** Preference will be given to the premises owned by the Govt. Departments / Public Sector Units / Banks. The offers in a sealed cover complete in all respects should be addressed to the Deputy General Manager (B&O), State Bank of India , Administrative Office Guwahati and **submitted in the Tender Box kept at SBI Dispur Branch , Guwahati-781006 on or before 09.01.2026 upto 4:00 PM .**The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

Deputy General Manager (B&O)
Administrative Office, Guwahati

State Bank Institute of Learning and Development, Dispur, Guwahati-781006

CONTACT DETAILS:

- 1. ASSISTANT GENERAL MANAGER(P&E): 9836363645**
- 2. CM HR, AO GUWAHATI: 9435009821**



TECHNICAL BID (COVER-A)

TERMS AND CONDITIONS

OFFER FOR 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 **separately sealed Technical and Price Bids** are to be submitted for each proposal. 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 Office premises to State Bank of India, Administrative Office, Guwahati.**" and should be submitted to **on or before 09.01.2026 upto 4:00 PM.**

Important points of Parameters -

1	Carpet Area	Approx : 975 sqm 10500 sqft)
2	Designated staff Parking Space	30 to 35 Four wheeler & 20 two wheeler for staff.
3	Open parking area	Sufficient open parking area for customers.
4	Amenities	Sound built , finished with vitrified tiles , adequate power supply (100 to 120 KW) with 3 phase connection , 24 hours water facility, Generator power back up for essential services like lift, pump etc.
5	Possession	Ready possession / occupation.
6	Premises under construction	Will be considered if it is nearing completion.
7	Desired location	located on G S ROAD or R G BARUA ROAD, GUWAHATI, Assam.
8	Preference	(i) Premises completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single floor. (iii) Premises offered by Govt. Department / PSU / Public Sector Bank
9	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.



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10	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent @ 15-25% after expiry of first term of 5 years, at the time of renewal.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids. (Refer annexure-I)
12	Validity of offer	3 months from the date of submission of the offer.
13	Stamp duty / registration charges	To be shared by landlord and the Bank in the ratio of 50:50.

TERMS AND CONDITIONS

1.0 The following terms are used interchangeably and carries same meaning in the context –

- (i) **Bank / SBI –State Bank of India**
- (ii) **Landlord / lessor / bidder / tenderer – Person submitting the Tender as owner / authorized representative**

1.1 The successful bidder should have clear and absolute title to the premises offered for leasing. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by 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 initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 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 +5 years.

1.2 Tender document received after due date and time i.e. **09.01.2026 upto 4:00 PM** 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 Bid** or **Commercial Bid** as the case may be, duly filled in with relevant documents/information at the following address:

Tender Box kept at SBI Dispur Branch, Guwahati-781006

1.4 All columns of the tender documents must be duly filled in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) must be signed by the authorized signatory of the tenderer. **Tenders without signature by the tenderer are liable for rejection summarily.** 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.



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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 3 (three) months to be reckoned from the last date of submission of offer i.e. 09.01.2026.

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 **Price Bid** will be **opened** in the presence of tenderers who wish to be present at the office of **"SBI LHO, Guwahati, State Bank of India, Guwahati-781006 Assam"**. **The date and time for the same will be informed later.** 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 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.

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

1.11 The short-listed 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 to the successful vendor 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.

1.14 **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.

1.15 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month such as Municipal tax , Property Tax and other statutory taxes imposed by the Govt/local authorities.



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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 GST** otherwise, GST shall not be payable by the Bank. Bank's GST number shall also be specified in the invoice.

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

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

1.17 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate of rent should be mentioned in the Price Bid.

1.18 **The successful 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, if necessary.** The required **additional electrical power load of approximately 100 to 120 KW with a dedicated transformer and substation along with dedicated energy meter will also have to be provided by the lessor at his/her own cost.** NOC and the space required for installation and running of the generator set, provision of installation of AC Outdoors Units, Bank's Signage at front & side fasciae, Earth stations, VSAT, etc will also have to be provided / allowed within the compound by the bidders/lessor **at no extra cost to the Bank.**

1.19 (a) Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.19 (b): The successful bidder will have to furnish a certificate from Govt. Fire Department stating that the fire safety and security requirements are fully met before signing the lease agreement.

1.20 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.

1.21 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.



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1.22 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.

1.23 Electricity charges will be borne by the Bank but water supply should be maintained by the Landlord/owner within the rent.

1.24 All civil works such as, Toilets, with all accessories and doors etc. as per Bank's requirements, Rolling shutter, collapsible grill door at entry, ramp, 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 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, **Fire safety certificate etc.** before occupation by the Bank.

1.25 RECORD ROOM/CASH ROOM/LOCKER ROOM: Will have to be constructed as per RBI and Bank's specification/requirements.

1.26 Interior works like loose furniture, drywall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signages, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement and the landlord will have no objection to the same.

Place and Date:

Name & Signature of bidder/ lessor with
seal if any.



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DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

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

With reference to your advertisement in the _____ dated _____

I /We hereby offer the premises owned by us for housing your office on lease basis at.....

General Information:

Location and its distance from the SBI LOCAL HEAD OFFICE:

a.	Name of the Building	
a. 1	Door No.	
a. 2	Name of the Street	
a. 3	Name of the locality	
a. 4	Pin Code	
b.	(i) Name of the owner(s) (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Technical Information **(Please tick (√) at the appropriate option)**

a. Building structure : Load bearing / Frame Structure

b. Building type : Residential / Institutional / Industrial / Commercial

c. No. of floors:.....

d. Year of construction and age of the building:

e. Floor of the offered premises:



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Level of Floor	Carpet area as per IS code 3861-2002
Ground Floor	
First Floor	
Second Floor	
3 rd floor	
.....Floor	
Total Carpet Area	

Note- The rentable area shall be in accordance with the one mentioned under clause / **para 1.16** of Technical Bid.

Building ready for occupation : Yes / No

If No , how much time will be required for occupation:

Amenities available:

Electric power supply and sanctioned load for the floors : Yes / No

Offered in KVA (Mentioned)

Running Water Supply : Yes / No

Whether plans are approved by the local authorities : Yes / No

(Enclose copies)

Whether NOC from the department has been obtained : Yes / No

Whether occupation certificate has been received : Yes / No

(Enclose copy)

Whether direct access is available from the main road : Yes / No

if yes give details

Whether lift facilities are available : Yes / No

If yes, give details (number of lifts and capacity)

Note : Copy of Approved building plan to be submitted with tender

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. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement

Place:

Date:

Name and signature of the lessor with seal if any

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	Carpet Area as per requirement	975 Sqm± 5%: 10 975 Sqm± 10%: 05 975 Sqm± above 10%: 00	10	
2	Premises location	On G S Road/RG Baruah Road : 20 Adequately wide well built Inner road : 10 Small/poor quality inner roads: 00	20	
3	Premises Locality and fire tender movement	Open on all four side: 05 Open three side: 03 Others : 00	05	
4	Premises on ground floor / 1st floor/2 nd floor	On ground floor / 1 st floor / upper floors with lift facility : 10 1 st floor without lift facility : 05 Higher than 1 st floor without lift facility: 00	10	
5	Premises on single floor / multiple floor	Entire space is on single floor: 10 Divided in two floor with internal stair: 07 Divided in more than two floor: 03	10	



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6	Frontage of building	<p>>= 45 feet = 05</p> <p>>= 40 feet = 03</p> <p>< 40 feet > 35= 02</p> <p><35 ft =00</p>	05	
7	Covered/Built up exclusive parking for SBI (Allotted Parking)	<ol style="list-style-type: none"> 1. Having cellar parking + Ground parking for 35 four wheelers and 20 two wheelers =10 2. Having cellar parking + ground parking for 25 four wheelers and 15 two wheelers =06 3. Having cellar parking + ground parking for 20 two wheelers and 10 two wheelers = 04 4. Less than above = 02 5. No Parking = 00 	10	
8	Surrounding of building	<p>Adequate natural light and ventilation : 05</p> <p>Poor natural light and ventilation : 02</p>	05	
9	Quality of construction, finishing etc.	<ol style="list-style-type: none"> 1. Excellent : 05 2. Good: 03 3. Average : 02 	05	
10	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee.	20	
	Total		100	

Date:

Signature and Seal if any of applicant



Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

$$A: (78/78)*100=100 =100$$

$$B: (70/78)*100=100 =89.74$$

$$C: (54/78)*100=100 =69.23$$

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

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

$$C: (210/210)*100 = 100$$

$$B: (210/250)*100 = 89.74$$

$$A: (210/300)*100 = 70$$

4. Technical score (percentile form)

$$A: (78/78)*100=100 =100$$

$$B: (70/78)*100=100 =89.74$$

$$C: (54/78)*100=100 =69.23$$

5. Financial score (percentile form)

$$A: (210/300)*100 = 70$$

$$B: (210/250)*100 = 89.74$$

$$C: (210/210)*100 = 100$$

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

$$A: (100*0.70) + (70*0.30) = 91$$

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

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

Date:

Name and signature of lessor with sea