NIT NO	RBO-1/LDH/2025-26/BS/01
Date	20/12/2025

NOTICE INVITING TENDER (NIT) FOR PREMISE

REQUIREMENT OF COMMERCIAL/OFFICE PREMISES FOR SBI Industrial Area BRANCH DISTT LUDHIANA

PREMISES REQUIRED ON LEASE

State Bank of India invites sealed offers from Owners / Power of Attorney Holders for ready built premises on lease/ rental basis Commercial / Office use for shifting of branch in **Location Industrial Area District Ludhiana Approx area 230 sq. mt. to 280 sq. mt. or (2500-3000 sq.ft.)** with adequate open / covered parking space. The premises should be ready build. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from SBI website @ https://.sbi.co.in/web/sbi-in-the-news/procurement-news under link "Procurement news" from **20.12.2025 to 12.01.2026.** The offer in a sealed cover & to be submitted duly filled along with one Demand drafts of any Scheduled bank of ₹ 20,000/- payable at Ludhiana in favor of State Bank of India (refundable) during the office hours at the following address. The offers in sealed covers, complete in all respects, should be submitted to above office on or before **12.01.2026 up to 5.00 pm**. Any corrigendum shall be informed through bank website. The SBI reserves the right to accept or reject any offer without assigning any reasons, therefore. No Brokerage shall be paid. In case of bank's holiday bid will be submitted to next working days.

Sd/-

Regional Manager,

State Bank of India,

Regional Businness Office -I, Fountain Chowk,

Ludhiana

TECHNICAL BID

LEASING OF OFFICE PREMISES

GUIDELINES FOR BIDDERS

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid in separate sealed envelopes. Duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using xerox copies in case of multiple offers. One Demand drafts of Rs.20,000/- (Rs. Twenty Thousand Only) in favor of State Bank of India payable **at Ludhiana** (refundable) should be enclosed with Technical Bid as a security amount. Bid without accompanying the security amount will not be considered. The signed Technical bid along with required **DD, application form (page 1 to 14), copy of poof of power of attorney, registry, site layout plan, google map photograph** of offered premises be kept in **envelope-A** and Price Bid (Page 15-16) be kept in **envelope-B** in separate sealed envelopes and these two envelopes be placed in a single sealed envelope superscribing "**Tender for leasing of Office / Branch premises for Industrial Area branch, Ludhiana District Ludhiana"** and submitted to.

Regional Manager
State Bank of India
Fountain Chowk, RBO I, Ludhiana

On or before 12.01.2026 up to 5:00 PM.

Important points of Parameters -

1	Build up area	Approximately 2500-3000 Sq ft area preferably at Ground floor**.**
2	Covered parking space	Preferably a dedicated parking space. It is desirable to have parking space for 4-5 four-wheelers and 15-20 two-wheelers for staff of parking area approx (500-600 Sq Ft)
3	Open parking area	Sufficient open parking area for staff/customers.
4	Basic Amenities	24 hours water supply, preferably generator power back-up and approx. 30-40 KW electrical power supply connection.
5	Possession	Ready possession / occupation or to be constructed within 4 months.
6	Premises under Construction	Will be in case of building is completed and handed over within next 4- 6 months in all respect.
7	**Desired location**	**Industrial Area, near to the existing branch (50347) maximum within a radius of 500 meter.**
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority. (ii) Ground floor (iii) Govt. Departments / PSU / Banks. (iv) Ready to occupy premises/expected to be ready within 4-6 months from the last date of proposal.
9	Unfurnished premise	May be considered and Bank will get the interior and furnishing work as per requirement. However, all the mandatory Municipal licenses/NOC/approval of layout plan/internal additions/alterations in the premises by the bank will be arrange by the owner.
10	Initial period of lease	Total minimum 15 years/ Initial 5 years with two options to renew after 5 years at predetermined increase in rent @ 15 % after expiry of each 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.

12	Validity of offer	6 months from the date of submission of the bids.
13	Stamp duty / registra charges	To be shared in the ratio of 50:50 between the lessor (s) and Bank.
14	Fit out period	2-3 months after completing civil work and other mandatory approval by Landlord.

TECHNICAL BID (COVER-A)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title to the premises and furnish legal title investigation report from the SBI's empaneled advocates, at his/her 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 lessor (s) and the Bank. The initial period of lease will be 5 years with two options 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 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 in rents payable, increased or decreased in rent payable if any shall be subject to market conditions& subject to a maximum ceiling of 15-25 % after initial term of 5 years is completed. After 15 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 -15 years.

1.2 Tender document received after due date and time i.e. **12.01.2026 after 5:00** pm shall be rejected.

1.3 **Any bidder who submits the tender document without supporting documents viz proof of ownership, Power of attorney, copy of registry, Google map of the site, One Demand drafts of Rs.20,000, site layout plan, photograph of offered premises such bid will not be considered.**

1.4 The bidders/lessor (s) are requested to submit the tender documents in separate envelop super superscribed on top of the envelope as Technical Bid or Price Bid as the case may be duly filled in the relevant supporting documents/information at the following address

Regional Manager
State Bank of India
RBO –I, Fountain Chowk, Ludhiana

GENERAL TERMS AND CONDITIONS

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

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

1.7 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 i.e**. 12.01.2026**

1.8 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 (s) is required to attach a separate sheet "list of deviations", if any.

1.9 Technical bid will be opened **on 13.01.2026** at 11.00 AM or as notified in presence of bidders who choose to be present at the office of:

Regional Manager
State Bank of India
Fountain Chowk, RBO -I, Ludhiana
Ph No 0161-4704902

1.10 **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.

1.11 Canvassing in any form will disqualify the bidder. **No brokerage will be paid to any broker.**

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

1.13 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments of rent/service tax/ GST, if applicable to the Lessor(s) shall be made by the Bank through Account Payee Cheque or RTGS/NEFT.

1.14 Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. **NO RENT SHALL BE PAID FOR PARKING AREA.** Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.

1.15 Preference will be given to the buildings on the main road of location specified in NIT.

1.14.a 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.

1.16 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All other taxes and service charges except service tax/ GST, if applicable, shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges/ GST shall be taken into account for the purpose of fixing the rent.

1.17 However, the landlord will be required to bill the concerned Branch Manager, SBI every month for the rent due to them indicating the service tax/GST component also in the bill, separately. The bill also should contain the service tax/ 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 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.

1.18 Mode of measurement for premises is as follows:

The rent will be paid based on build up area of the premises. Rentable area of the premises should be clearly mentioned as **Floor Area** as per IS 3861 code which could be always measured jointly by the Bank and the landlord. The buildup area shall be measured only after addition and alteration work carried out by the landlord as per bank's approved layout plan for the branch.

1.19 The floor wise area viz. Ground 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.

1.20 The successful bidder/ lessor(s) should arrange to obtain the Municipal License/ NOC for a) Banking activities in the subject premises along and Approval of maps of the building/ premises from Concerned Authority and b) Layouts/ maps/ drawings etc.

from Concerned Authority/ Collector/ Town Planning etc. for carrying out the civil addition/ alteration, interior furnishing of the premises by the Bank. Bidder/Lessor (s) should also obtain the completion certificate from Concerned Authorities after the completion of civil addition/ alteration and interior furnishing works. The required additional electrical power load of approximately 30-40 KW will also have to be arranged by the bidder/ lessor(s) at his/her cost from the State Electricity Board or any other Private Electricity Supply 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. within the compound will also have to be provided by the bidders/ lessor(s) at no extra cost to the Bank.

1.21 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed Structural Consultant, at his/ her cost.

1.22 The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/ Collector/ Town Planning Deptt. 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.

1.23 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. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.24 Lease Deed shall be executed between the Lessor (s) and the Bank on the standard format of the Bank.

1.25 All the civil works pertaining to construction of RCC Locker Room, Cash Room, Record Room, Stationary Room, System Room, UPS Room, Ladies and Gents Toilets, Pantry, Staircases etc. as may be required, as per site conditions shall be got executed by the Lessor(s) as per specifications laid down by the Bank and instructions of Bank's Engineer upto the entire satisfaction of Bank, at their own cost. For construction of RCC Locker Room, Lessor (s) will be constructed as per the RBI (Reserve bank of India) guidelines required to engage Architect, as approved by the Bank for supervision of the entire activities of construction, at their own cost. Bank shall only take the possession of the demised premises after completion of all the construction works, submission of desired certificates from licensed structural consultant and Architect, as approved by the Bank and fulfillment of all other terms and conditions as mentioned above.

1.26 Necessary arrangements for continuous water supply, and independent underground and overhead water tanks of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply.

1.27 Proper sewerage connection shall be arranged by me for the Bank.

1.28 All external doors and windows shall be provided with steel grills & shutters by landlord.

1.29 Bank can make additions and alterations/dismantling, if necessary, without involvement of basic design at any stage during currency of lease.

1.30 Landlord will provide vitrified tiles flooring (Johnson & Johnson) (salt & pepper shade in the Bank Hall and marble/ceramic tiles in toilet area and 1st class bathroom fittings including wall tiles

1.31 Landlord will arrange to provide all sanitary fittings as per requirements of the Bank.

1.32 Landlord will carry out major structural civil, sanitary, and electrical, repair/maintenance works, if required at my cost and landlord will also ensure the roof remains water tight. In case the above repairs are required, and landlord fail to attend to the same, the Bank will carry out necessary repairs at landlord risk and cost.

1.33 Main door and Safe room door will be provided with Collapsible grill gate.

1.34 Plastic paint, oil bound distempering and painting etc. as per the Bank's instructions shall be done after every two years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.

1.35 Landlord will at his own cost, arrange for separate electricity meter/sub meter having three phase electric connection up to 30-40 KW of load depending on or actual requirement of the Bank and electric points including power/AC points required for the branch as per Bank's requirements. Actual electricity charges and water charges or as per mutual agreement shall be borne by the Bank.

Place:
Date: Name & Signature of bidder/ lessor (s) with seal, if any

GENERAL & TECHNICAL INFORMATION ABOUT THE OFFERED PREMISES
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

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

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your branch / office on lease basis: For Industrial Area Branch District Ludhiana

General Information:

Location as name of the nearest local railway/ metro station and its distance from the site:

a.	Location	
a.1	Distance in Km from existing branch premises	
a.2	Distance in Km from existing branch premises	
b	Name of the Building	
b.1	Plot No / Door No.	
b2	Name of the Street	
b3	Name of the City	
B 4	Pin Code	
C.	(i) Name of the Owner (s) (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) E-mail 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_____
If building to be constructed, how much time will be required for occupation_____

e. **Floor of the offered premises**

Level of Floor	**Floor area** (As per IS 3861code)
Ground Floor	
Total Floor Area	

Note: The final rentable area shall be in accordance with the one mentioned under clause/para 1.15 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 KW _____

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 copies) Yes/No

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

Whether car parking/scooter parking which can be offered exclusively to the Bank. Yes/No

If yes, no. of four wheelers_____ & no. two wheelers_____

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

I will handover the possession of the building after getting it constructed/renovated as per Bank's requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank

Place:
Date: Name & Signature of bidder/ lessor (s) with seal, if any

ANNEXURE – I

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

	Parameters	**Actual situation**	**Total Marks**	**Marks obtained**
1	Built up area as per requirement	2500 Sqft ± 5%: 10 2500 Sqft ± 10%: 5	10	
2	Premises location	On Main road: 10 Inner side from Main road: 5	10	
3	Ready for occupation	Ready build:10 Partially constructed:7	10	
4	Premises located on	On ground floor: 20 GF + immediate Upper floor with internal lift + stair: 10 GF + Immediate Upper Floor with internal stair : 05	20	
5	Frontage	>= 25 feet = 10 <25 feet = 05	10	
6	Covered/Built up/Open exclusive parking for SBI (Allotted Parking)	1. >= 1000 square feet = 10 2. >= 800 square feet = 07 3. >= 500 square feet = 05 4. >= 300 square feet = 02 5. No parking = 00	10	
7	Surrounding of building	Adequate natural light and ventilation: 05 In-adequate natural light and ventilation: 00	5	
8	Quality of construction, finishing etc.	1. Excellent: 05 2. Good: 04 3. Average: 03 4. Poor: 02	5	
9	Ambience, convenience, and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
	Total		100	

EXAMPLE FOR EVALUATION OF PROPOSALS

1.0 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

Convert them to percentiles

A : (78/78)*100= 100

B : (70/78)*100 =89.74

C : (54/78)*100=69.23

2.0 **Now that technical bids are evaluated, financial bids can be opened.**

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: Rs210 per sqm for floor area

As desired one is lowest, to work out percentile score, we will get

C : (210/210)*100 = 100

B:(210/250)*100 =84

A:(210/300)*100=70

3.0 Technical score (percentile form)

A : (78/78)*100= 100

B : (70/78)*100 =89.74

C : (54/78)*100=69.23

4.0 Financial score (percentile form)

A:(210/300)*100=70

B:(210/250)*100 =84

C : (210/210)*100 = 100

5.0 Proportion of technical to finical score is specified to be 50:50, hence final score will be worked out as follows:-

A: (100*0.50)+(70*0.50)= 85 Rank-2

B: (89.74*0.50)+(84*0.50)= 86.87 Rank-1

C: (69.23*0.50)+(100*0.50) = 84.61 Rank-3

Successful Rank-1 bidder as shown above will be called for further negotiation by the Bank.

ANNEXURE-II (Part of Technical Bid)

Premises required on lease

GENERAL SPECIFICATIONS FOR CONSTRUCTION/ADDITION OF A BRANCH BUILDING CUM CURRENCY CHEST & STRONG ROOM TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND OTHER TERMS & CONDITIONS

SPECIFICATIONS:-

1. Building will consist of RCC Strong room framed structure as per the specification of Reserve Bank of India (RBI) and all the peripheral walls will be 23 cm thick.
2. All the partitions will be 11.50 cm thick and will have 6mm steel @ third course.
3. FLOOR FINISH:-
4. Banking hall/BM's room/toilets/canteen/Locker room/System/Conference room shall have double charged vitrified tiles/granite of approved shade.
5. Insides other rooms-Double charged vitrified tiles.
6. Open area-Kota stone/Cement concrete pavers.
7. WALL FINISH:
8. Internal- Plastic emulsion/oil bound distemper/enamel paint of approved shade / makes.
9. EXTERAL: Water proof pain apex or stone cladding of front structural glazing as per requirement.
10. M.S Grill for windows-16 mm square bars @7.62 Cm , C/c both way in frame.
11. Main entry & exist to have rolling shutter & collapsible gate.
12. Building should have floor to ceiling height approx 3.10 Mt.
13. In toilet, pantry and diking water area wall tiles of approved makes/shade upto full height will be fixed.
14. All sanitary & CP fittings will be of approved makes as per Bank's approval.
15. In locker room will have iron collapsible door.
16. In case of other doors, it shall have wooden choukhats with 38 mm wooden frame and door shutter with approved laminated both side.
17. Only in case of RCC strong room/locker room, door and ventilator will be supplied by the Bank, otherwise all other doors will be provided by the owner.
18. For strong room specification as per RBI.
19. Pantry will have granite top platform 2 feet wide with steel sink.

20. Electrical wiring and fixtures to be provided by the Bank's Electrical Engineer direction.

21. **Strong room Specification:** Wall & roof shall be 304.8mm thick RCC as per RBI specifications. Patrolling corridor to be left on all side of currency chest.

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

With reference to your advertisement in the _____ dated __/__/2025 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 rent:

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

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 (s) (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) E-mail address	

Rent:

Level of Floor	Floor Area (sq.ft.) As per IS 3861code	Rent per sq. ft. per month (Rs.)	Total rent per month of floor (Rs.)
Ground Floor			
Any other Floor			
Total Rent			

Maintenance charge per sq. ft. per month, if any, Rs. _____ (Rupees_____ only).

The service tax/GST, if levied, on rent paid by us shall be reimbursed by the Bank, to us on production of such proof/ challan of 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 bidder/ lessor (s) with seal, if any