



STATE BANK OF INDIA
Assistant General Manager,
RBO - 4 Gudur

REQUIREMENT OF PREMISES

SBI invites offers for leasing of premises for shifting of its **AGRI. COMMERCIAL BRANCH PODALAKURU, Nellore Dist, AP**. The premises should have about **3,500-4,000 Sq. ft.** carpet area with good frontage, adequate parking space for vehicles with all amenities. Bank prefers ground floor premises within 1 km radius from the existing bank premises.

Interested parties may download the proforma for Technical & Price bids from SBI website **“<https://bank.sbi/portal/web/home/procurement-news>”** and submit the same in separate sealed covers super scribed **“Technical Bid”** and **“Price Bid”** with name and address of the tenderer’s on or before **3.00 p.m. hours. on 28.02.2026.**

Bank reserves the right to reject any/all offer(s) without assigning any reasons thereof.

Assistant General Manager,
SBI, RBO-4, Gudur.



THE REGIONAL MANAGER,
STATE BANK OF INDIA

Phone no:

email: rmr4.aotpt@sbi.co.in

**REQUIREMENT OF NEW PREMISES FOR OUR
"AGRI COMMERCIAL BRANCH – PODALAKUR",
NELLORE Dist.. ANDHRA PRADESH**

Our Bank requires Premises on lease basis for AGRI. COMMERCIAL BRANCH - PODALAKUR, NELLORE DIST., **ANDHRA PRADESH**, having rentable area of approximately 3,500 - 4,000 **sq.ft.** Tender forms and complete details can be obtained from Regional Office at the above address or downloaded from our Bank's website at www.sbi.co.in/eprocurements

Willing Landlords / Owners of the premises may submit the completely filled tender documents in two separate sealed envelopes, superscribed "**Technical Bid AGRI. COMMERCIAL BRANCH - PODALAKUR**" and "**Financial Bid AGRI. COMMERCIAL BRANCH - PODALAKUR**", to The Regional Manager, State Bank of India, Regional Business Office, Gudur, to reach latest by 3.00 **p.m. on 28.02.2026**. Tenders will be opened at **4.00 p.m. on 28.02.2026** and for further details please contact

Tenders may be downloaded from the banks website and the same to be submitted by depositing in the Tender box provided in the office of :

**THE REGIONAL MANAGER,
REGIONAL BUSINESS OFFICE - GUDUR,
2nd FLOOR, ABOVE SBI GUDUR MAIN BRANCH
VEIVEKANDA ROAD, OPP RAILWAY PARCEL OFFICE
GUDUR, A.P. - 517501.**

Tenders proforma should not be altered / modified / changed as otherwise the your tenders stands rejected.

Bank reserves the right to reject any or all the applications without assigning any reasons thereof.

Assistant General Manager,
SBI, RBO, GUDUR,

General Guidelines for Bidders

Bidders must note that:

1. The '**Technical Bid**' and the '**Price Bid**' must be submitted in two **separate** sealed envelopes to the address mentioned in the forms.
2. Bank requires premises preferably on Ground Floor (Main Road), for shifting / opening of our **Agri. Commercial Branch at PODALKURU, NELLORE Dist., ANDHRA PRADESH**: Approximate carpet area **3,500-4,000 Sq. ft and adequate parking area to be provided**. Address and telephone/mobile numbers of the landlords/owners must invariably be written on the envelope covers. All the columns of the forms must be filled in and no column should be left blank.
3. The bids must be submitted before the last date and time mentioned in the advertisement.
4. Tenderer must sign on each page of the SBI standard lease deed (proforma enclosed) as token of concurrence of accepting the lease condition and the same must be enclosed with technical tender.
5. Permission to construct and lease the premises would be obtained by the tenderer / landlord, within a period of one month from the date of communication of Tender acceptance.
6. Conversion of Residential Plot/ Building for commercial purpose will be obtained by the builder / tenderer himself at his own cost.
7. Bank would give preference for ready built premises, ground floor premises, with good parking, central locations, having good approach to public etc.
8. The price bids will be opened in case of only those bidders, who are short listed on the basis of the scrutiny of the technical bids and who will sign on the Bank's standard terms and conditions and submit along with the technical bid.
9. No enquiries regarding the selection will be replied. This is strictly prohibited.
10. The Bank reserves the right to reject any or all pre-qualification application without giving any reasons.
11. The bids must be **valid for at least 6 months** from the last date of submission
12. Lease will be accepted for **10 YEARS WITH ENHANCEMENT OF RENT AT 15% FOR EVERY 5 YEARS**.
13. In case of open site is offered, the construction of building should be completed and handed over to us within 6-9 months for the date of acceptance.
14. Rent will be commenced after two months of handing over of the premises (after completion of all works in the building) for taking up interior works by the bank for its commencement of business.

PROCESS OF SELECTION:

Committee shall visit all the offers and bids will be evaluated based on the marks criteria furnished for the premises details. Price bids shall also be opened with due information to the bidders. After opening the priced bids, taking into account the rate quoted, final list based on percentile of marks obtained shall be ranked and the top ranked premises owner shall be called for negotiations. Evaluation of the offers will be made by assigning weightage of 30% to technical parameters and 70% weightage to price quoted by the bidders in the price bids.

REGIONAL MANAGER, RBO GUDUR.

CRITERIA FOR EVALUATION OF THE BIDS:

Sl No	Parameters	Actual situation	Total Marks
1)	Ready Usable building	1. Ready usable :10 2.Addition / alteration required :05 3.Plot :00	10
2)	Age of construction of building	Less than 5 years :10 Between 5 to 10 years :08 Between 10 to 20 years :05 More than 20 years :00	10
3)	On main road or within 300 mtrs from leading road.	On main Road :10 Inner side from main road- 100 Mtrs :08 Inner side from main road- 200 Mtrs :05 Inner side from main road- 300 Mtrs :03	10
4)	Frontage	More than 40 ft :10 31-40 ft :08 25-30 ft :03 Less than 25 ft :00	10
5)	Ceiling height	> = 11 ft from the bottom of beam : 10 > = 10 ft from the bottom of beam : 08 > = 09 ft from the bottom of beam : 05 < 09 ft from the bottom of beam : 03	10
6)	Parking space	Having parking on front and cellar : 10 Having cellar or front parking only : 08 Common parking : 03 No Parking : 00	10
7)	Ambiance, Convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20
8)	Business Potential	As assessed by Premises Selection Committee	20
		Total	100



THE REGIONAL MANAGER,
REGIONAL BUSINESS OFFICE, GUDUR.

**TECHNICAL BID FOR AGRI. COMEMRCIAL BRANCH, PODALAKURU,
NELLORE DIST. ANDHRA PRADESH**

From (Address of The landlord):

DATE:

To,
The Regional Manager
STATE BANK OF INDIA
RBO, GUDUR,
OPPOSITE RAILWAY PARCEL OFFICE.
GUDUR, ANDHRA PRADESH.

Dear Sir,

**Technical Bid (Tender Part-I): Offer for Premises for your Agri. Commercial
Branch at PODALAKURU, NELLORE DIST on Lease / Rental Basis**

With reference to your advertisement published in _____ newspaper, dated _____ for hiring of premises on lease / rental at _____, we submit here-with our offer for the same with following technical particulars / details for your con-siderations:

(Note: Mention 'Not Applicable' against inapplicable columns. No column should be left blank)

1.Name of owners / developers with address & telephone nos.	
2. Location & address of property	
3. Whether location is in commercial Market or residential area	
4. Distance from other nearby Bank and name of the Bank	
5. Plot area (details of plot such as size, area, FSI, lease etc.	

6. Whether Municipal permission to construct premises obtained (Yes / No)	
7.Distance from Railway Station	
8.Distance from Post/ Telephone Office	
9.Distance from nearby Wholesale / Retail Market (furnish names of the markets)	

10. Details Of Proposed Building Offered:

A) Foundation	
B) Frame structure	
C) Super structure (Thickness of wall etc.)	
D) Inside & outside plaster	
E) Inside& outside painting	
F) Doors (nos.& specifications)	
G) Windows (nos.& specifications)	
H) Flooring (mention room-wise flooring as also in toilet with skirting / dedo etc.)	
I) If multi-storied complex furnish details of total no. of floors in the building & whether facility of lift is available.	
J) Whether plan approved by local Municipal Authority	
K) Situation of building i.e. floor on which located	
L) Water supply arrangement (Please mention no. of bores with diameter and Corporation connection etc.) Whether Separate connection for Bank will be arranged?	

M) Sanitary arrangement (no. of W.C./Toilet blocks)	
N) No. of balconies (with size)	
O) Electricity (no. of points, type of Wiring, meter etc.) (Separate electric meter for Bank will have to be arranged by landlord)	
P) Mention whether additional / 3 phase electric connection, if required by the Bank for computerization will be Provided at your cost?	
Q) Mention whether agreeable to carry out distemper / color wash at your cost after every 2 years?	
R) Mention details of area in sq.ft.(carpet) of free of cost parking facility, if any, for scooters /cars that can be available exclusively to the Bank. If exclusive area is not possible, please specify details of general parking facilities available. If parking facilities are not available, please specifically mention this.	
11) Condition of Building: e.g. Old building, New building or Under construction (mention likely date of completion)	
12) Details of other infrastructure (compound wall, porches, garage, stilt floor etc.)	
13) Area of flat/building (please mention super built-up/built-up area along with carpet area with number of floors)	

14) Whether willing to construct the strong room/locker room, if required by the Bank, as per R.B.I. norms? (yes/No)	
15) Whether willing to carry out additions/alterations/repairs as per specifications/plan given by the Bank (yes/No)	
16) Whether willing to offer premises on lease for period of 10 years or more? (Yes/No)(Reasonable increase in rent can be considered after 5 years)	
17)Whether any deposit/loan will be required? (Give brief details)	
18) Any other information (Give brief details)	
19) List of enclosures (attached) such as copy of plan approved by the competent authority, latest Municipal house tax receipt, last sale deed etc.	a) b) c) d) e)

A) Copy of lease deed Proforma, IS PERUSED BY ME and token of acceptance signed on all pages in token of concurrence with lease condition is enclosed.

B) We have not made any alteration in the Tender and Lease proforma.

Yours faithfully,

(_____)

Note:

- 1) No enquiries regarding the selection will be replied. This is strictly prohibited.
- 2) The Bank reserves the right to reject any or all pre-qualification applications without giving any reasons.



The Regional Manager
STATE BANK OF INDIA
RBO, GUDUR

Price Bid Application Form (Part -II)

In Respect Of Premises to Be Offered On Lease to STATE BANK OF INDIA FROM
(Landlord address):

To,
The Regional Manager
STATE BANK OF INDIA
RBO, GUDUR,
OPP RAILWAY PARCEL OFFICE,
GUDUR
ANDHRA PRADESH.

FINANCIAL BID FOR AGRI. COMMERCIAL BRANCH PODALAKURU, NELLORE DIST., ANDHRA PRADESH
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Dear Sir,
**Price Bid (Tender Part-II): Offer for Premises for your Branch at AGRI.
COMMERCIAL BRANCH PODALAKURU, NELLORE DIST., ANDHRA
PRADESH on Lease / Rental Basis**

I/We offer my/our premises situated at _____ for your proposed
Branch/Office on the following terms & conditions:

- i) I/We will construct the building or carry out additions/alterations to it as required by you, strictly according to your plan and specifications, and carry out the work of decorations etc. in accordance with the details to be furnished by you and as advised by you from time to time. The building will have a clear internal area of about _____sq.ft. On various floors, as per details provided in

'Technical Bid', submitted by us. Carpet area means actual floor area available for use after deducting the areas of wall, passages, staircases, sanitary blocks, water room, entrance area, balcony etc. The possession of the premises will be given to you only after the Bank is fully satisfied that the entire work has been carried out to the Bank's requirement and specifications and if after taking possession, it is found that any item or work remains unattended or not according to your specifications, I/We undertake to complete the same within a reasonable time from the date of possession of premises and in case of default, the Bank will be at liberty to complete the unfinished jobs and realize the expenses incurred, from the monthly rent payable to me/us by the Bank.

ii) No changes in the plan will be made during the construction work and if any changes are required the same will be carried out only after obtaining Bank's prior approval in writing, therefore. All general notes shown in the plan will strictly comply with by me/us.

iii) I/We will construct TWO NUMBER OF STRONG ROOMS, ONE FOR THE LOCKERS AND THE OTHER ONE FOR THE CASH AND GOLD.

iv) STRONG ROOMS:

AREA OF STRONG ROOM FOR CASH/GOLD: 150-200 sft.

AREA OF STRONG ROOM FOR LOCKER: 250-300 SFT

STRONG ROOMS should be strictly in accordance with the RBI specifications AS MENTIONED BELOW

ROOF: 30cm thick RCC- M20 grade concrete, 12mm dia rods spaced at 15cm centre to centre on both faces in both directions.

Walls: same as roof.

FLOOR: 15cm Thick RCC- M20 grade concrete With 12mm Dia Rods Spaced 15cm Centre To Centre In Both directions on one Face only over a Proper C C Bed. STEEL DOOR SHALL BE SUPPLIED BY THE BANK.

v) The strong room doors, grills and ventilators will be supplied by the Bank but will be got fixed by me/us into the walls of the respective rooms at my / our cost and the company's supervision charges therefore will be borne by me/us. The work of constructing the building and the strong room(s) will be entrusted to the Contractors of my/our Architect's choice and all the expenses in that connection including the Architect's fees will be borne by me/us. Construction of the strong

room(s) will be carried out under the supervision of the Bank's Architect / Engineer or Public Works Department Officials. The supervision charges will be borne by me/us. The required certificate from the P.W.D. / Bank's Architect / Engineer will also be obtained and handed over to the Bank by me / us. It is clearly understood by me/us that the door(s) for cash strong room and safe deposit vault will at all times remain the property of the State Bank of India. Notwithstanding what is stated in paragraph (i) above, the counters and enclosures for the Cash Department only, will be provided by the Bank at its own cost. The electric points will be provided by me/us as per the Bank's requirements.

The ceiling fans and tube lights will be supplied by the Bank but will be fitted by me/us at my/our cost in the portion of the building occupied by the Bank. Expenses for loose wires, chain of pipes for handling electrical fixtures etc. will be borne by me/us. These fans and tube lights will at all times remain the property of STATE BANK OF INDIA. The premises complete in all respect will be made available as early as possible, but in any case, not later than _____ months from date of acceptance of this offer by the Bank. The Bank may at its discretion extend this period. However, it will be open to the Bank to decline to accept the offer if the delay is in the opinion of the Bank too much.

- vi) I/We will provide the necessary arrangement for the continuous and regular supply of water throughout day and night. I will provide electric motor and pump of required capacity as suggested by the Bank's Engineer/Architect. All maintenance charges in this connection except actual electrical consumption shall be borne by me/us. The required number of water taps including on directly from Municipal water connection, for drinking water will be borne by the Bank. I/We provide sanitary, privy, urinals, ladies toilet, hand-wash basin, towel rails etc. as per the Bank's lay out plan exclusively for Bank's use.
- vii) The entrance to the Bank will be finished in Granite stones polished. The internal flooring will be of Vitrified tiles of 800x800mm (of basic rate not less than Rs 70/- sft of model and) colour as approved by the bank. The internal and external walls of the building will be finished with Birla Wall care and two coat of best and premium quality emulsion paint of Asian or equivalent make. Doors, Windows, Rolling shutters, collapsible shutters shall be painted with best quality

synthetic enamel paint of best quality such as Asian or equivalent. The wood and iron work in the premises will be oil painted. Two toilets to be constructed. Internal walls will have Glazed tiles (basic rate Rs 45/ sft) up to 7" height and matching floor tiles in the flooring. Wash basin along with 2'x1-1/6, A big sized Mirror (2'x18") will be provided in the both toilets.

- viii) The color scheme to be executed will be in accordance with Bank's approval.
- ix) Wall paintings of the building, polishing/oil painting of the wood and iron work will be carried out by me/us once in three years. Whenever necessary,
- x) I/We will carry out tenable repairs to the premises. If I/We fail to do this, the Bank will have right to recover this from me or from the rent payable to me.
- xi) During the tenancy of the lease, I/We undertake to carry out the additions/alterations to suit the Bank's requirements, if the same are structurally feasible and technically permissible by the local authorities, with a suitable increase in rent based strictly on the additional expenditure involved. If the Bank desires to carry out any such alterations at its own cost, I/We will permit same on the existing terms & conditions.
- xii) The Municipal Corporation or local authorities' permission to construct and lease the premises in question to the Bank, for use as office premises, will be obtained by me/us and produced for your inspection. Any other permission if required will be obtained by me/us. In case, I/We will decide to sell the premises, at first it will be offered to Bank at a reasonable price and in case the Bank is not agreeable to purchase the same, I/We shall dispose off the same subject to Bank's tenancy rights.
- xiii) The lease agreement will contain an undertaking that I/We will not during the currency of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased to you/with any party affecting your right of occupation and any of the terms of the lease without your consent.
- xiv) Expenses in connection with drafting and execution of the lease agreement will be borne half to half between me/us and the Bank, but if loan is required the charges for investigating the title including search charges of Bank's solicitor Advocate will be borne by me/us entirely.

- xv) The Bank will have the right to sub-let the premises, but that should be for the un-expired period of lease and any extension thereto and with prior approval.
- xvi) Separate electric meters along with a suitable panel board with 40 KVA load (electrical license load) , shed for parking vehicles, rolling shutter or collapsible gate to the main entrance, grill partition in the strong room to separate the cash area, safety bars to all the windows and compound walls with gate, all around the building will be provided by me/us at my/our cost. Electrical wiring, switches, MCS, circuits shall be in concealed electrical wires required for general lighting and fans and power plus shall be at the cost of landlords.
- xvii) I/We have clearly noted that in order to start its office as early as possible, Bank reserves its right to install steel/wooden furniture, electrical fitting etc. in the premises before taking possession of the building for which no rent will be paid by the Bank.

Rent/Lease Charges:

- A. The rent of the premises will be Rs._____per sq.ft.(RENTABLE AREA) per month.
- B. RENTABLE AREA: CARPET AREA OF THE PREMISES, measured as per IS code 3861. Rentable area does not include area of the floors under the walls, (internal and external walls,), toilets, under the staircase, parking areas, garages, kitchen, etc)
- C. The house tax and all Municipal/Government taxes present and future, will be paid by us (landlord).The present rate of Municipal/Government taxes is ____% of rent per annum.
- D. Other service charges for garage/parking/lift/maintenance/cleaning (if any) will be paid by us (landlord).
- E. _____sq.ft (carpet) area will be earmarked for the Bank for parking at _____for which no rent/cost will be charged.
- xv) **Period of Lease etc.:** The initial period of lease will be for MINIMUM OF TEN YEARS WITH ENHANCEMENT OF RENT 15% FOR EVERY FIVE YEARS.

xvi) **Loan/Advance Requirements:** I/We require a loan/advance of Rs. _____ (Rupees _____ only) for construction of the building to be made available to me/us as under:

- A) Rs. _____ on my/our creating the equitable mortgage by deposit of title deeds.
- B) Rest of the amount in suitable installments with the progress of the construction work.
- C) I/We agree to pay interest, installments of the loan and create/furnish necessary security to the Bank therefore, including equitable mortgage of my/our property. The loan will be recoverable with interest as per R.B.I. directives and Bank's norms with in _____ months. The Bank will recover the installments and interest from the monthly rent.
- D) I will claim the rent two months after handing over the premises after its completion in all respects and for the branch to take up their interior works for the commencement of its business.

xviii) **Validity:** This firm offer is open to you for acceptance till.

xix) Terrace will be used for installation of V sat or any electrical or electronic gadgets or solar power panels at no extra rent.

Yours faithfully,

(_____)