



TECHNICAL BID

OFFER /LEASING OF COMMERCIAL/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. 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 favour of State Bank of India payable at Chandigarh (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 DD, application form (page 1 to 16), copy of proof of power of attorney, registry (title documents), site layout plan, photograph of offered premises be kept in envelope-A and Price Bid (Page 17-18) be kept in envelope-B in separate sealed envelopes and these two envelopes be placed in a single sealed envelope super scribing "Tender for leasing of premises for Shifting of existing branch to a new premises" at Kazheri, Chandigarh" and submitted to

**Regional Manager,
State Bank of India,
Regional Business Office-IV
Pragati Bhawan, SCO 99-107
Sector 8-C, Chandigarh –160009
on or before 09/03/2026 up to 5:00 PM.**



Important points of Parameters -

1	Build up area	Approximately (1500-1800 Sq. ft) on ground floor.
2	Covered parking space	Preferably a dedicated parking space. It is desirable to have parking space for 05-10 cars and 15-20 two-wheelers for staff/customer's parking.
3	Amenities	24 hours water supply, preferably generator power back up and approx. 25-30 KW electrical power supply connection.
4	Open parking area	As mentioned above in column no.2.
5	Possession	Ready possession / occupation within 3-4 Months.
6	Premises under construction	Will be in case the building is completed and handed over within next 3-4 months in all respect.
7	Desired location	Kazheri, Chandigarh
8	Preference	<ul style="list-style-type: none"> (i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority. (ii) Main Road (iii) Govt. Departments / PSU / Banks. (iv) Ready to occupy premises/expected to be ready within 3-4 months from the last date of submission of proposal.
9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement. However, all the mandatory Municipal licensees/NOC/approval of layout plan/internal additions/alterations etc. as necessary from the local Civic Authority/Collector/Town planning etc. will be arranged by the owner for carrying out interior furnishing /interior Addition/ alterations in the premises by the bank.
10	Initial period of lease	Total minimum 15 years/ Initial 5 years with two options to renew after every 5 years at predetermined Increase in rent @ 15-25 % (negotiable at the time of final decision) after expiry of every 5 years, at the time of renewal.
11	Selection procedure	Techno-commercial evaluation by assigning 50%weight age for technical parameters and 50% Weight age for price bids.



12	Validity of offer	6 months from the date of submission of the offer.
13	Stamp duty registration charges	To be shared in the ratio of 50:50 between the lessor (s) and Bank.
14	Fit out period	3-4 months after completing of civil work and other mandatory approval by Land lord.
15	Rent	Rent will be started after the possession of the premises by the bank.
16	Provision of Lift	Landlord/bidder will also provide the lift from basement to top floor at their own cost in the premises.

TERMS AND CONDITIONS

The successful bidder should have clear and absolute free hold commercial 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 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 every 5 years at predetermined increase in rent @ 15-25% (negotiable at the time of final decision) after expiry of every 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, increase or decrease in rent payable if any shall be subject to market conditions & subject to a maximum ceiling of 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 + 5 years. Bid shall be rejected if submitted without furnishing of duly signed copy of application form (page 1 to 16), copy of proof of power of attorney, registry, site layout plan, and photograph by the Landlord/Power of attorney holders/authorized persons. Such type of tenders are called incomplete tenders. Tender document received by the **SBI RBO-IV, Chandigarh** after due date and time i.e. **09/03/2026 after 05:00 pm shall be rejected**. The bidders/ lessor (s) are requested to submit the **tender documents in separate envelope super-scribed on top of the envelope** as Technical Bid or Price Bid as the case may be duly filled in with relevant supporting documents/information at the following address:

**Regional Manager, State Bank
of India,
Regional Business Office-IV
Pragati Bhawan, SCO 99-107
Sector 8-C, Chandigarh -160009**



GENERAL TERMS & CONDITIONS

1) 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 Bidder (Owner)/ authorized signatory of the bidder.** POA/Authority letter authorizing Authorized signatory by owner should be enclosed. Any over-writing or use of white ink is to be duly initialed by the bidder/POA holder. **The SBI reserves the right to reject the incomplete tenders.**

2) The copy of the Title deed of the ownership of the premises offered in the name of applicant must be attached with technical bid otherwise bank has right to reject the tender application without providing grace period for submission of title documents. Details of any financial liability like loans, charge must be disclosed by applicant.

3) In case the space in the tender document is found insufficient, the lessor may attach separate sheets.

4) 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. **09/03/2026**

5) 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. In absence of separate sheet illustrating the deviations, same will not be considered and terms and conditions mentioned in tender documents will be enforceable.

6) Technical bid will be opened by the Premises Selection Committee on **10/03/2026 at 12.00 PM** or as notified in presence of bidders who choose to be present at the office of:-

**Regional Manager
State Bank of India
Regional Business Office-IV
Pragati Bhawan, SCO 99-107
Sector 8-C, Chandigarh - 160009**

7) All the bidders are advised in their own interest to be present on that date at specified time. **In case of presence through representative/ Authorised signatory, POA/Authority letter authorizing Authorised signatory by owner should be provided.**



8) The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

9) Branch premises should have reasonable number of telecom players available (MINIMUM TWO) for the dual connectivity of Network. Bidder has to submit Longitude and Latitude of the premises offered in Technical Bid for verification of connectivity. Bank reserve the right to reject bids if connectivity of network is not available.

10) Canvassing in any form will disqualify the bidder. No brokerage will be paid to any broker.

11) The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises. After site inspection by the premises selection committee (PSC), price bid will be opened of only those bidders who have technically qualified & fulfill the bank's required parameters. Technically disqualified bidders will not be considered for further process of premises selection and after completing tendering / premises selection process their security amount / DD will be returned. Security amount / DD of finally selected bidder by PSC who have achieved maximum score based on techno-commercial percentile (as per the parameters given in scoring chart) among the bidders will be retained by the Bank till final handing over of the premises. In case of refusal of L1 bidder to execute the work and fails to hand over the premises the security amount furnish shall stand forfeited. In event of Bank decides of issue afresh tender then Bank may also debar him from participating in further tendering process.

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

13) 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.

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

15) The details of parameters and its weightage for technical score have been incorporated in Annexure 1. The selection of premises will be done on the basis of techno commercial evaluation. **50%** weightage will be given for **technical parameters** and **50%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.



16) The income tax / TDS and other taxes as applicable on rent will be deducted at source at the time of paying the rentals per month. All other taxes and service charges except service tax / GST, if applicable, shall be borne by the landlord. While renewal 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.

17) However, the landlord will be required to issue the bill to Branch Manager of SBI, Kazheri, Chandigarh, 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.

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.

19) Mode of measurement for premises is as follows:

The rent will be paid on the basis of carpet up area of the premises & the same should be as per IS 3861: 2002 code which could be measured jointly by the Architect and the landlord. The carpet up area shall be measured only after addition and alteration work carried out by the Landlord as per the bank's approved layout plan for the branch.

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

21) The successful bidder/ lessor(s) must 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 and occupation certificate from Concerned Authorities after the completion of civil addition/ alteration and interior furnishing works.** The required additional electrical powerload of approximately 25-30 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. The space 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.

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

23) 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.

24) 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 Possession. The Bank shall start paying the rent from the date of taking possession from the landlord. Before taking possession, it shall be ensured that the building is constructed as per the plan given by the Bank and **necessary occupation certificate is obtained from the appropriate authorities by the landlord and it is submitted to the Bank.** The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

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

26) Landlord/bidder will also provide the lift from basement to top floor at their own cost in the premises.

27) All the civil works pertaining to construction of ATM / E-Lobby, Record Room, Stationary Room, System Room, UPS Room, Ladies and Gents Toilets on each floor, 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 up to the entire satisfaction of Bank, at their own cost. Lessor will be required to engage the Architect, structural consultant 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.

28) 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 will be provided by the Land Lord.

29) Proper sewerage connection shall be arranged by landlord for the Bank.

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



31) Bank can make additions and alterations/dismantling if necessary without changing of basic design at any stage during currency of lease.

32) Landlord/lessor will provide vitrified tiles flooring (Johnson & Johnson/NITCO/KAJARIA)(salt & pepper/MARBLE shade) in the Bank Hall and marble/Anti-skid ceramic tiles in toilet area and 1st class bathroom fittings including wall tiles. Landlord/lessor will arrange to provide all sanitary fittings/toilets fully completed on each floor as per requirements of the Bank.

33) Landlord/lessor will carry out major structural civil, sanitary, and electrical, repair/ maintenance works, if required at his cost and Landlord/lessor will also ensure the roof remains water-tight. In case the above repairs are required and Landlord/lessor fail to attend to the same, the Bank will carry out necessary repairs at landlord risk and cost. Cost on such expenditure of will be recovered from rent payable.

34) Safe room door with Collapsible grill gate if required will be provided by the Bank.

35) Plastic paint, oil bound distemper and painting etc. as per the Bank's instructions shall be done by the Land Lord after every two years failing which the Bank shall beat liberty to get the same done at your risk and as per actual cost.

36) Landlord/lessor will at his cost, arrange for separate electricity meter/sub meter having three phase electric connection up to 25-30 KW of load depending or actual requirement of the Bank and electric points including power/AC points requiredfor the branch as per Bank's requirements. After occupation of building actual electricity consumption bill and waterconsumption bill shall be borne by the Bank.

37) The owner/lessor shall not have any objection for installation of ATM, V-set, D.G Set, glow signages/solar panels by the bank at suitable locations in the building or terrace of premises and shall not claim any additional rent for same.

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 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 housing your branch / office on lease basis: Sector 36-D, Chandigarh.

General Information:

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

A.	Location	
A.1	(a) Bus Station, Sector 17, Chandigarh	
A.2	Distance in Km from the nearest bus stop.	
B.	Address of offered premises	
B.1	Name of the Building	
B.2	Plot no and Door No.	
B.3	Name of the street	
B.4	Name of the city	
B.5	Pin No	
B.6	Longitude Latitude	
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
If building to be constructed, how much time will be required
for occupation
- e. Floor of the offered premises

Level of Floor	Build up area (Sq. Mt)
Ground Floor	
Basement Floor	
First Floor	
Second Floor	
Total Floor Area	

Note: The final rentable area shall be in accordance with the one mentioned under clause/para 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 floor offered in KVA

Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Yes/No
(Enclose copies)

Whether NOC from department has been received Yes/No
(Enclose copies)



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 Yes/No o
exclusively to the Bank.

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 hand over 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 FOR KAZHERI, CHANDIGARH

Parameters based on which technical score will be
assigned by SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

	Parameters	Total Marks
1	(a) Village Kazheri, Chandigarh (Main Road) (5 marks) (b) Other (1 marks)	5
2	Ready for occupation:- (a) Ready built: (20 marks) (b) Partially constructed: (10 marks) (c) Plot: (5 marks)	20
3	Floor Area:- (a) Between 1500 sq ft to 1800 sq ft: (15 marks) (b) Between 1800 sq ft to 2100 sq ft stair: (10 marks) (c) Between 1200 sq ft to 1500 sq ft stair: (5 marks)	15
4	Nearby surrounding, approach road, location:- (a) Commercial market place with wide approach (10 marks) (b) Partly commercial / Residential locality with wide approach (7marks) (c) Commercial market place with narrow approach (5 marks) (d) Partly commercial/Residential locality with narrow approach (3 marks)	10
5	Frontage:- More than 20 feet (10 marks) Between 15 feet to 20 feet (5 marks)	10
6	(a) Availability of parking as specified (10 marks) (b) Availability of parking less than as specified (3 marks) (c) No parking (0 marks)	10



7	Quality of construction, Load bearing / RCC frame structure, Ambiance and suitability of premises:- (a) Excellent (10 marks) (b) Good (5 marks) (c) Satisfactory (3 marks)	10
8	Ambience, convenience and suitability of premises 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)

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

$$B:(210/250)*100 =84$$

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

If proportion of technical to final score is specified to be 50:50, then final score will work out as follows:-

$$A: (100*0.50)+(70*0.50)= 85 \text{ Rank-2}$$

$$\mathbf{B: (89.74*0.50)+(84*0.50)= 86.87 \text{ Rank-1}}$$

$$C: (69.23*0.50)+(100*0.50) = 84.61 \text{ Rank-3}$$

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 (if Required). The RCC walls to be constructed as per requirement of the bank for keeping loan files.
2. All the peripheral walls of the building will be of 23 cm thick & all the partition walls will be 11.50 cm thick and will have 6 mm steel @ third course.
3. FLOOR FINISH:-
4. Banking hall/BM's room/toilets/canteen/System/Conference room shall have double charged vitrified tiles/granite/ wooden 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 paint 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 collapsible gate.
12. Building should have floor to ceiling height approx 3.10 Mt.
13. In toilet, pantry and drinking water area wall tiles of approved makes/shade up to fullheight will be fixed.
14. All sanitary & CP fittings will be of approved makes as per Bank's approval.
15. In case of other doors, it shall have wooden chouxhats with 38 mm wooden frame and door shutter with approved laminated both side.
16. Only in case of RCC strong room door and ventilator will be supplied by the Bank; otherwise all other doors will be provided by the owner.
17. Pantry will have granite top platform 2 feet wide with steel sink.



18. Electrical wiring and fixtures to be provided by the Bank's Electrical Engineerdirection.
19. **Apart from above, bank may add specifications as per requirement of Bank.**

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



**PRICE BID (COVER-B) FOR SHIFTING OF EXISTING BRANCH PREMISES
TO A NEW PREMIES AT KAZHERI, CHANDIGARH**
(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 at Kazheri, Chandigarh 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.Mt.) As per IS 3861code	Rent per Sq. Mt. per month (Rs.)	Total rent per month of floor (Rs.)
Ground Floor			
Basement Floor			
First Floor			
Second Floor			
Total Rent			

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