



P&E/Guest House/2026-27/01 dated 02.04.2026

**STATE BANK OF INDIA**

**PREMISES & ESTATE DEPARTMENT, 3<sup>RD</sup>FLOOR,  
LOCAL HEAD OFFICE, STATE BANK OF INDIA  
DISPUR- 781005.**

**PART – A : TECHNICAL BID  
COVER-I**

**TENDER FOR HIRING OF PREMISES FOR SENIOR OFFICERS' GUEST HOUSE  
AT GUWAHATI**

**TENDER SUBMITTED BY:**

**NAME** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**DATE** : \_\_\_\_\_

**"NO BROKERAGE WILL BE PAID TO ANY BROKER"**



P&E/Guest House/2026-27/01 dated 02.04.2026

**NOTICE INVITING TENDERS (NIT)**

State Bank of India (herein after referred to as 'SBI / the Bank'), having its Local Head Office at Dispur, Guwahati invites sealed tenders in two-bid system (Technical bid and Price bid) from owners / Power of Attorney holders for hiring premises on lease rental basis for senior officers' guest house having built up area of approx. 5000 sqft, situated in a decent locality within 2 KM radius of SBI Local Head Office, Dispur flood free area. The details are given below:-

Sl.No	Particulars	Details
1	Name of tender	<b>TENDER FOR HIRING OF PREMISES FOR SENIOR OFFICERS' GUEST HOUSE AT GUWAHATI</b>
2	Requirements	The premises should be suitable for accommodating 4 to 5 suit type rooms and atleast 3 to 4 double bedded rooms with spacious dining hall, kitchen, storeroom, large recreation room, dedicated parking area for atleast 4 vehicles and other modern amenities.
3	Availability of tender documents	On Bank's Website: <a href="https://bank.sbi/web/sbi-in-the-news/procurement-news">https://bank.sbi/web/sbi-in-the-news/procurement-news</a>
4	Last date and time for submission of queries for clarification	The intended bidders may submit queries related to the tender, if any, up to 1600 hours 20.04.2026 via email at <a href="mailto:agmpne.lhoguw@sbi.co.in">agmpne.lhoguw@sbi.co.in</a>  The clarification of the queries will be given in the pre bid meeting only. No other mode of communication will be applicable for the same.
5	Pre-Bid Meeting (For clarification of queries)	<b>On 21.04.2026 at 1500 hours</b> at the following venue-  Premises & Estate Department 3rd floor "A" Block State Bank of India Local Head Office, Dispur, Guwahati-781006  <b>Note</b> : Only written queries received via email within the stipulated date and time will be clarified in the pre bid meeting. Queries not related to the above tender or queries related to other subjects will not be considered for clarification.
6	Last date and time for submission of tender	<b>On or before 24.04.2026 up to 1600 hours</b>
7	Tender submission place	In the tender box kept at <b>Premises &amp; Estate Department, 3rd floor, Block-A, State Bank of India, Local Head Office, Dispur, Guwahati- 781006</b>
8	Date and Time of opening of Technical bid (Cover-I)	<b>On 24.04.2026 at 16:30 hours</b> at Premises & Estate Department, 3rd floor, Block-A, State Bank of India, Local Head Office, Dispur, Guwahati- 781006. Intending bidders or their authorized representative may be present at the time of opening technical bid.



**P&E/Guest House/2026-27/01 dated 02.04.2026**

		However, the technical bid will be opened on the scheduled date and time even if no bidder or authorized representative is present at that time.
9	Date and time of opening of Price bid	The exact date and time will be intimated to the eligible bidders via email in due course after the site visit by the selection committee.
10	Address for Communication	Asst. General Manager Premises & Estate Department 3rd floor "A" Block State Bank of India Local Head Office, Dispur, Guwahati-781006 Email: agmpne.lhoguw@sbi.co.in
11	Validity of offer	90 days from the date of opening of price bids
12	Submission of Tender	Tender to be submitted in two cover system as under – Cover -I : Technical bid Cover -II : Price bid <ul style="list-style-type: none"><li>▪ Each envelop will be sealed separately and super scribed on the top as Cover-I (Technical Bid) and Cover-II (Price Bid).</li><li>▪ Both the envelopes will be again placed inside a third envelop and sealed. The Tender No. and name of the Tender will be written on the top of the third envelop . The name, address, mobile no. etc. of the owner will be clearly written on the reverse side of the third envelop.</li></ul>
13	Selection Procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids. (Refer Annexure I)
14	Initial period of lease	Initial 5 years with an option to renew for another 5 years at predetermined increase in rent on expiry of the first term of 5 years.
15	Stamp duty / registration charges and other incidental charges	To be shared in the ratio of 50:50 by the lessor and the Bank



P&E/Guest House/2026-27/01 dated 02.04.2026

**IMPORTANT PARAMETERS -**

1	Built up Area (BUA) required	5000 sqft (Maximum permissible variation @ $\pm 10\%$ )
2	Parking Space (Dedicated)	4 to 5 Four wheeler.
3	Amenities	(i) 24 hours potable water supply (ii) 3 phase electricity connection of minimum 25 KW load. (iii) Superior quality flooring (iv) False ceiling (v) High gloss painting (vi) High end sanitary fittings (vii) Polished wooden doors.
4	Possession	Preferably within 3 months from the date of Letter of Intent (LOI).
5	Desired location	Within 2 km radius from LHO in flood free residential area.
6	Preference	i) Ready built premises or Premises that are likely to be completed within 3 months. ii) Preference will be given to space located on the ground floor and 1 <sup>st</sup> floor with lift facility. iii) Premises situated in clean, tranquil and courteous neighborhood will get preference.
7	Unfurnished premises	Only unfurnished premises will be considered.

**TERMS AND CONDITIONS:**

1.1 bidder/lessor should have clear and absolute title to the premises and required to furnish supporting documents for verification through Bank's empanelled advocate. The successful bidder/lessor will have to execute lease deed as per mutually agreed terms and conditions. The stamp duty, registry charges and other incidental charges will be shared equally (50:50) by the lessors and the Bank. The initial period of lease will be 5 years and may be further renewed for 5 years at a predetermined increase of rent with requisite exit clause to facilitate full / part de-hiring of space during the pendency of the lease. After 10 years (5+5), rent may be negotiated and finalized with mutual agreement by both parties and new lease may be executed for further term of 5 years.

1.2 Tenders received after scheduled date and time i.e. **04:00 PM on 24.04.2026** shall be rejected summarily.

1.3 Bidders are requested to submit the tender in separate sealed envelope super-scribed on top of the envelope as **Technical Bid and Price Bid**, duly filled in with relevant documents/information at the above-mentioned address. Both the envelope will be again placed inside a third envelope and sealed with superscription as **"TENDER FOR HIRING OF PREMISES FOR SENIOR OFFICERS' GUEST HOUSE AT GUWAHATI"**.



**P&E/Guest House/2026-27/01 dated 02.04.2026**

1.4 All columns of the tender documents must be duly filled in and no column should be left blank. Incomplete information/partially filled or column left unfilled will be treated as non-responsive bid and will not be considered for evaluation. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the lessor. Any over-writing, correction or use of white ink is to be duly authenticated with the signature of the bidder.

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

1.6 The bidder should submit an undertaking as per Annexure II along with the technical bid(Cover-I).

1.7 The bidder should submit the declaration of near relative in SBI as per the format in Annexure-III along with the technical bid(cover-I).

1.8 The offer should remain valid at least for a period of 90 days to be reckoned from the date of opening of the Price Bid.

1.9 There should not be any deviation in terms and conditions as have been stipulated in the tender. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet "list of deviations", if any. The Bank reserves the right to accept or reject any such deviation without giving justification to the bidders.

1.10 The Technical Bid will be opened on the scheduled date and time at the scheduled venue in presence of the bidders or their authorized representative who wish to be present. In case the date of opening of the Technical Bid is a Bank holiday, the technical bids will be opened on the next working day at the same time and venue. After opening of technical bids, scrutiny of documents and site visit will be carried out by Bank's designated committee and technical evaluation will be done as per the marking matrix given in **Annexure-I. The Price Bid will be opened later (which will be informed in due time)** in the presence of the bidders who wish to be present at the above-mentioned office. All bidders are advised in their own interest to be present on that date at the specified time.

1.11 Bank 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, Bank may as well accept more than one proposal to suit its total requirements.

1.12 Canvassing in any form will disqualify the tenderer. No brokers will be entertained.

1.13 The short-listed bidders will be informed by the Bank for arranging site inspection of the premises offered by them.

1.14 Income Tax and other statutory clearances shall be obtained by the bidders at their own cost as and when required. All payments to the successful bidder/lessor shall be made online or RTGS/NEFT to the Bank account provided by the successful bidder. TDS and other statutory deductions will be applicable at the time of payment.



**P&E/Guest House/2026-27/01 dated 02.04.2026**

1.15 The details of parameters and its weightage for technical score has is given in **Annexure-I**. The selection of premises will be done on the basis of techno-commercial evaluation where 70% weightage will be given for technical parameters and 30% for price bid. The score awarded by the Committee of the Bank in respect of technical parameters will be final and binding on the applicants. An example of the techno-commercial evaluation is illustrated in Annexure-IV

1.16 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. However, the lessor will be required to submit bill to the concerned department every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the GST No. of the lessor, apart from name, address etc. of the lessor and the serial number of the bill. GST levied on rent paid by lessor directly, shall be reimbursed by the Bank to the lessor on production of challan/receipt of tax to the Govt. indicating name, address and the service tax/GST registration number of the lessor.

1.17 Mode of measurement for premises is as follows:

Rentable area of the premises will be the built-up area as per IS code which will be measured jointly by the Bank and the lessor before signing the agreement.

1.18 The floor area with the corresponding rate for rent/ should be mentioned in the Price Bid.

1.19 The successful bidder/lessor should arrange to obtain all statutory license/NOC etc from competent Govt. Authority before handing over the possession of the premises to the Bank. Successful bidder should arrange to get atleast 25KW 3-phase electricity connection with dedicated meter. 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 fascia, Earth stations, etc will also have to be provided within the compound by the bidder/ lessor **at no extra cost to the Bank.**

1.20 The bidder 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, Electrical, AC works, etc. the lease agreement will be executed, and the rent payable shall be reckoned from the date of handover of the premises by the lessor.** The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.22 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance cost.

1.23 Electricity charges will be borne by the Bank, but water supply should be maintained by the Lessor/owner within the rent i.e the borewell/other source of water will not be connected to electric meter dedicated to the Bank.



**P&E/Guest House/2026-27/01 dated 02.04.2026**

1.24 All civil works such as washrooms with all fixtures etc, double charged vitrified tile flooring, antiskid tile for wash rooms, wall tiles, internal painting with acrylic emulsion paint and external painting with waterproof paint, safety grill for windows and all glass surfaces, etc. as advised by the Bank will be carried out by lessor's at his own cost before handing over possession to the Bank (for further clarification, kindly refer "Scope of Works to be arranged by Successful Bidder").

1.25 Interior works like loose furniture, dry wall partition system, false ceiling, internal electrical wiring, AC, lighting fixtures, signage boards, cabinets, electrical wiring etc, will be done by the Bank at its own cost as per requirement. The lessor should not raise any objection during necessary wall drilling/cutting required for Interior, Electrical, AC works, etc.

Place:

Name & Signature of bidder/ lessor with seal if any

Date:



P&E/Guest House/2026-27/01 dated 02.04.2026

**SCOPE OF WORKS TO BE ARRANGED BY SUCCESSFUL BIDDER**

**CIVILS WORK FOR SENIOR OFFICERS' GUEST HOUSE**

All the civil works are to be done by lessor to make the premises worthy of hosting Bank's senior officers' guest house. The gist of civil works to be undertaken by the lessor are given below.

1. Superior quality vitrified floor tiles of reputed brand.
2. All rooms as per Bank's requirement with brickwall & cement plaster finish.
3. Concealed electrical wiring with sufficient no. of lights, fans, A.C point, sockets, switches and other safety features.
4. Windows with security grill.
5. Wooden door with premium quality polish.
6. Anti-skid floor tiles in toilets and glazed wall up to 7' height of reputed brands.
7. High end sanitary fittings with mixer, telephone shower, wall mounted shower, bathing console, bathtub, towel rack, robe hook, mirror, shelf, wash basin, European W.C, hygienic shower etc.
8. Kitchen to be provided with kitchen slab finished with granite top with a sink.
9. Walls to be finished with high gloss premium quality acrylic interior paints as approved by Bank.
10. External walls of Building shall be finished with premium quality exterior paints.
11. Periodical repainting of the buildings and rooms to be done by lessor.
12. Covered parking for parking 4 cars to be provided.
13. Paver's tiles/blocks to be provided in the open space within the campus as per Bank's requirements.

**Electrical works:**

1. Minimum 25KW electrical load to be provided through 3-phase connection with dedicated meter.
2. A convenient space for installation of DG Set by Bank's to be provided at a suitable place.

**Please note that the requirements given above are indicative and not exhaustive. In case of any changes in the above requirements the lessor have to provide the same without extra charge.**



**GENERAL INFORMATION OF THE BIDDER:**

1	Name(s) of the applicant & address	Aadhar No:.....(copy enclosed)
2	Location of offer	
3	House No.	
4	Name of the Street/Lane/Path	
5	Pin Code	
6	(i) Name of the owner : (ii) Address: (iii) Name of the contact person: (iv) Mobile no. (v) Email address:	
7	Total Area of the premises offered in (Sqft)	Ground floor: 1 <sup>st</sup> floor: 2 <sup>nd</sup> floor: Total :
8	Copy of drawings	(i)Plan (ii)Elevation (iii)Section (iv) Site plan
9	Copy of permission & NOC	(i)GMDA (ii)GMC (iii) Fire NOC
10	Identifications of the premises	(i) Photographs (ii) Google Map printout (iii)Co-ordinates



**P&E/Guest House/2026-27/01 dated 02.04.2026**

Technical Information (**Please✓ at the appropriate option**)

- a. Building: Load bearing (.....) / RCC Frame Structure (.....)
- b. Building: Residential(.....) / Institutional(.....) / Industrial(.....) / Commercial(.....)
- c. No. of floors:.....
- d. Year of construction and age of the building:.....

***The information given above are true to the best of my/our knowledge & belief and are duly supported with documents. I/We shall be held responsible for any false/incorrect information later at any stage.***

**Signature of the Bidder**



P&E/Guest House/2026-27/01 dated 02.04.2026

Annexure-I

Parameters based on which technical score will be assigned

**(NOT TO BE FILLED BY THE PROSPECTIVE LESSOR)**

SL NO.	DESCRIPTION	PARAMETER	TOTAL MARKS	MARKS OBTAINED
1	Built up area as per requirement (5000 sqft)	± 5% : 10	10	
		± 10% : 05		
		± above 10%: 0		
2	Distance from the Local Head office, SBI, Dispur by road in shortest route	Upto 2 km : 10	10	
		2km to 3 km : 05		
		More than 3 km : 0		
3	Stage of construction	Ready for Occupancy within 3month: 10	10	
		Occupancy within 3 month to 6 month: 06		
		Occupancy greater than 6 month: 03		
4	Quality of construction, finishing etc.	1. High : 10	10	
		2. Standard: 05		
		3. Average : 01		
5	Offered floors	Ground or Ground + 1 <sup>st</sup> : 10	10	
		1 <sup>st</sup> floor : 05		
		1 <sup>st</sup> floor & 2 <sup>nd</sup> floor : 03		
		Above 2 <sup>nd</sup> floor : 0		
6	Flood effect	Flood free: 10	10	
		Flood prone: 0		
7	Availability of lift	With lift : 05	05	
		Without lift : 0		
8	Approach road	Wide: 05	05	
		Narrow: 0		
9	Neighborhood	Decent, courteous and tranquil: 05	05	
		Commercial/mixed and crowded: 0		
10	Parking facilities	4 vehicle : 05	05	
		2 to 3 vehicle : 03		
		Less tha 2 vehicle : 00		
11	Overall suitability as assessed by the committee	High : 20	20	
		Average : 05		
		Not suitable : 0		
	Total		100	

Seal & Signature of lessor



**P&E/Guest House/2026-27/01 dated 02.04.2026**

**ANNEXURE-II**

**UNDERTAKING**

01. I/We have gone through the tender terms & conditions and are fully aware of the provisions contained therein.

02. I /We have submitted my/or offered price in a separately sealed cover (**Cover 2: Price Bid**)

03. I/We are fully aware that an offer is subject to technical scrutiny and evaluation done by the designated committee of the Bank and my/our price bid will be opened only if my/our offer qualifies in the technical parameter.

04. I/We have fully understood the marking matrix as given in Annexure-I and also the techno commercial evaluation in the 70:30 ratio where 70% weightage will be given to technical parameters and 30% weightage to the price bid.

05. I/We have not disclosed my/our offered price to any other bidder nor we have collected any information from the bidders.

06. I/We are fully aware that on selection of my/our premises, stamp duty / registration charges and any other incidental charges will be shared in the ratio of 50:50 by the lessor and the Bank.

**Signature of the bidder**

**Name of the bidder : .....**



**DECLARATION OF NEAR RELATIVES IN SBI**

With reference to the tender for leasing of premises for senior officers' guest house at Guwahati vide NIT No:.....dated .....

I/we hereby declare as under:-

(strike out which is not applicable)

- 1. I/We have no near relative working in SBI at present.
- 2. I/We give below the details of my/our near relatives working in SBI.

SI No	Name of the near relative	Name of the Branch/Office where posted

Place :

Date :

Signature of the bidder

Name of the bidder :.....



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