

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. 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 drafts of Rs.20,000/- payable at Srinagar in favor of State Bank of India (refundable) should be enclosed with each Technical Bid as cost of tender. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single sealed envelope super scribing **“Tender for leasing of Branch premises for NOWGAM Branch District ANANTNAG J&K”** and submitted to

**Regional Manager
State Bank of India
Regional Business office -IV Srinagar
Maulana Azad Road Srinagr-190001**

on or **before 09.09.2026 up to 05:00 PM.**

Important points of Parameters -

1	Floor area	Approximately 1500 to 2500 Sqft area preferably at Ground floor for Branch premises Frontage: 30 ft { Approx }
2	Covered parking space	Preferably a dedicated parking space. It is desirable to have parking space for 2/3four-wheelers and 5 two-wheelers for staff.
3	Open parking area	Sufficient open parking area for staff/customers.
4	Amenities	24 hours water supply, preferably generator power back up and approx. 30 KW (3 Phase) electrical power supply connection.
5	Possession	Ready possession / occupation or to be constructed within 2-3 months.
6	Desired location	
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority. (ii) Ground floor for Branch (iii) Govt. Departments / PSU / Banks.
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
9	Initial period of lease	Total minimum 15 years/ Initial 5 years with two options to renew after 5 years at predetermined

		increase in rent @ 15-25 % after expiry of each term of 5 years, at the time of renewal.
10	Selection procedure	Techno-commercial evaluation by assigning 60% weightage for technical parameters and 40% weightage for price bids.
12	Validity of offer	4 months from the date of submission of the bids.
13	Stamp duty / registration charges	To be shared in the ratio of 50:50 between the lessor (s) and Bank.

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, increase in rent 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 -15 years.
- 1.2 Tender document received by the **RBO-IV** after due date and time i.e 09.09.2026 **after** 05:00 pm shall be rejected.
- 1.3 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 Srinagar
Maulana Azad Road Srinagar-190001**
- 1.4 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.
- 1.5 In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
- 1.6 The offer should remain valid at least for a period of 4 (four) months to be reckoned from the last date of submission of off.

- 1.7 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor (s) is required to attach a separate sheet "list of deviations", if any.
- 1.8 **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.
- 1.9 Canvassing in any form will disqualify the bidder. **No brokerage will be paid to any broker.**
- 1.10 The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises.
- 1.11 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.
- 1.12 Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.
- 1.13 Preference will be given to the buildings on the main road.
- 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. **60%** weightage will be given for **technical parameters** and **40%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.
- 1.14 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.
- 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.

1.15 Mode of measurement for premises is as follows:

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.

1.16 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.

1.17 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 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.

1.18 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed Structural Consultant, at his/ her cost. Further the bidder/lessor should hire the services of Consultant/Architect for construction/alteration/addition of his/her own premises being offered as per Bank's requirement and have to submit completion certificate from Consultant/Architect at the end.

1.19 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.

1.20 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.

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

1.22 All the civil works pertaining to construction of RCC Locker Room, RCC Cash Room, ATM/ E-Lobby, 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 Architect up to the entire satisfaction of Bank, at their own cost and supervision. For construction of RCC Locker Room and strong room, Lessor (s) will be required to engage the 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

- 1.23 Necessary arrangements for continuous water supply, and independent underground and overhead water tanks of enough capacity will be provided along with electric pump for lifting of water to have continuous water supply.
- 1.24 Proper sewerage connection shall be arranged by me for the Bank.
- 1.25 All external doors and windows and any separate entrance/ exit of the branch shall be provided with steel grills & shutters by lessor/bidder.
- 1.26 Bank can make additions and alterations/dismantling if necessary, without involvement of basic design at any stage during currency of lease.
- 1.27 Landlord will provide vitrified tiles flooring (Johnson & Johnson/ Somany/RAK) (salt & pepper shade in the Bank Hall and marble/ceramic tiles in toilet area and 1st class bathroom fittings including wall tiles
- 1.28 Landlord will arrange to provide all sanitary fittings as per requirements of the Bank.
- 1.29 Landlord will carry out major structural civil, sanitary, and electrical, repair/maintenance works, if required at his/her cost and will also ensure the roof remains water-tight. In case the above repairs are required and he/she fail to attend to the same, the Bank will carry out necessary repairs at his/her risk and cost.
- 1.30 Main door and Safe room doors and any separate entrance/exit of the branch premises will be provided with Collapsible grill gate.
- 1.31 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.
- 1.32 Landlord will at my cost, arrange for separate electricity meter/sub meter having three phase electric connection up to **30 KW** of load depending on 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

**Regional Manager
State Bank of India
RBO-IV Srinagar**

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 Daily ***The Rising Kashmir*** and ***Kashmir Uzma*** dated 25.08.2026

We hereby offer the premises owned by us for housing your branch / office on lease basis:

General Information:

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

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	

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)
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Ground Floor	
Any other 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 Yes/No

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 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