

TENDERID: PREM/26-27/3

Date: 09.09.2026

STATE BANK OF INDIA ADMINISTRATIVE OFFICE,
INDORE

NOTICE INVITING TENDER (NIT)

**REQUIREMENT OF COMMERCIAL SPACE DAC (DOCUMENT ARCHIVAL CENTER)
INDORE**

State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises on lease rental basis for branch at INDORE (M.P.)

Sr.No	Name of the Branch	Status of the Branch	Desired Location	Carpet area in Sq ft
1	DAC	Shifting to nearby location within 15 kms from Administrative Office 5 YN Road Indore within the limits of Indore Municipal Corporation.	Within the range of 15 kms from Administrative office Indore within the limits of Indore Municipal Corporation.	10000 sq ft

2. The branch premises should be preferably in prime locality in the vicinity of respective above mentioned area preferably on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishments on the Ground floor ready/likely to be ready for immediate possession.

3. Premises should be ready for possession / occupation or expected to be ready within three months from the last date of submission of proposal. Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt. / Semi-Govt. departments / Public Sector Units / Public Sector Banks.

4. The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from the Bank's website bank.sbi under link "Procurement News" from 09.09.2026 to 24.09.2026

5. The offers in sealed cover complete in all respects should be submitted on or before 3.00 pm on 24.09.2026 during working hours at the following address. Bids shall be submitted separately for the above mentioned branches.

SBI reserves the right to accept or to reject any offer without assigning any reason, therefore no correspondence in this regard will be entertained. No Brokers please.

**DEPUTY GENERAL MANAGER
STATE BANK OF INDIA
ADMINISTRATIVE OFFICE
5 Y N ROAD INDORE**

TECHNICAL BID
TERMS AND
CONDITIONS

OFFER/LEASING OF COMMERCIAL/OFFICE
PREMISES

This tender consists of two parts viz. the "Technical Bid" (having terms and conditions, details of offer and Annexure-I) and the "Price Bid". Duly signed and completed "Technical Bid" and "Price Bid" are required to be submitted separately for each proposal (Photocopies may be used in case of multiple offers). The "Technical Bid and "Price Bid" for each proposal/offer should be enclosed in separate sealed envelopes duly super scribed on top of the envelope as "Technical Bid" or "Price Bid" as the case may be and these envelopes are to be placed in a single cover super scribing "Tender for leasing of Commercial/Office premises for **"DAC (DOCUMENT ARCHIVAL CENTER)"** and should be submitted at the office of the **Deputy General Manager, Administrative Office , 1st FLOOR, STATE BANK OF INDIA BUILDING, 5 Y N Road Indore 452003, Madhya Pradesh**

Important points of Parameters –

1	Built Up area	As specified in NIT (10000 Sqft)
2	Building Frontage	Minimum frontage of 60 ft along the main road of the locality
3	Parking Space	One dedicated car parking per 500 Sqft area and 8 to 10 dedicated two wheeler parking for staff.
4	Open Parking area	Sufficient open parking area for customers (around 600- 800 Sqft.
5	Amenities	24 Hours Potable water supply availability, Electrical Load (Min. 25 KW or as per actual requirement, three phase), etc.
6	Possession	Ready possession / occupation /expected to be ready within 3 (three) month from the last date of Submission.
7	Premises under construction	Will be in case the building is completed and handed over within next one month in all respect
8	Location	NEARBY 15 KMS FROM ADMINISTRATIVE OFFICE INDORE WITHIN THE LIMITS OF INDORE MUNICIPAL CORPORATION
9	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of Local Civic Authority.
		(ii) Single Floor (Preference shall be given to Ground floor)
		(iii) Offer from Govt/Semi Govt Departments/PSU/Bank
		(iv) Ready to occupy premises / expected to be ready within three months from the last date of submission of proposal.

10	Unfurnished Premises	May be considered and Bank will execute the Interior, Furnishing, electrical and AC works as per requirement. However, all mandatory Municipal license/Fire NOC/approval of layouts from Local Civic Authority/Collector/Town planning etc and internal additions/alterations as per Bank's requirements for carrying out the interior works in the premises will be arranged by the Owner.
11	Initial Period of Lease	Initial 5 years + 5 years with predetermined increase in rent after expiry of first term of 5 year at the time of renewal. After 10 years rent can be negotiated and finalized by PSC so that the new lease can be executed for further term of 5+5 year
12	Selection Procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bid. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant
13	Validity of Offer	Six months from the last date of submission of the offer
14	Stamp/ Duty	To be shared in the ratio of 50:50
16	Fit out Period	One month after completion of civil work and other mandatory approvals by Land lord.
17	Works to be done by the Landlord	1. The landlord has to construct the building as per approved layout plan. 2. The building shall be of RCC framed structure. 3. The general requirements of branch are BM cabin and hall for documents (Record room), Stationary room, UPS Room, Two no of toilets for gent's and ladies, Pantry room, sprinklers & hydrant system for fire safety, etc with 230 mm/115mm as per requirements. 4. All brick wall shall be plastered with 15 mm thick plaster, POP/birla putty and two or more coats of plastic emulsion paint. 5. All toilets shall be finished with digital wall tile up to ceiling height as per approved by the Bank. 6. All toilet accessories (WC, Wash Basin, Urinals, taps, etc) of Jaguar/Hindware make. 7. All security related works shall be done by the landlord for e.g. fixing of rolling shutter and collapsible gate at the entrance, MS grill (12X12 mm Square bar @ 4" C/C, both ways) over windows, etc

		8. The flooring shall be of Double charged Vitrified tile. 9. The rent of the building will commence from the actual date of possession. Bank engineer will visit the site and submit the report regarding the completion of work. 10. Required minimum electrical works shall be carried out by the landlord, for e.g. wiring in record room, toilet, pantry, etc (accessories will be fixed by the Bank) 11. The landlord shall apply for electrical load (Min. 25 KW or as per actual requirement, three phase) and they have to submit security deposit at their end. Actual electricity charges will be paid by the bank. 12. All wooden flush doors with all accessories shall be provided and fixed by the landlord. 13. All Aluminum windows (Power coated with three track channel) shall be provided and fixed by the landlord. 14. Water storage tank of sufficient capacity and to provide water to taps is the responsibility of the landlord. 15. Proper water proofing on terrace to be done by the landlord. A certificate/undertaking shall be required from the landlord.
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TERMS AND CONDITIONS:

- 1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful vendor 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 lessors and the SBI. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI during the pendency of the lease. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 + 5 years.
- 1.2 Tender document received by the DGM,AO,Indore after due date and time i.e 24.09.2026 after 3.00 pm shall be rejected.
- 1.3 The lessors are requested to submit the tender documents in separate envelopes super scribed on top of the envelope as "Technical Bid" or "Price Bid" as the case may be duly filled in (as stated earlier) with relevant documents/information at the address mentioned above.
- 1.4 All columns of the tender documents must duly filled in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. SBI reserves the right to reject the incomplete tenders without assigning any reason.
- 1.5 In case the space in the tender document is found insufficient, the lessors/ tenderers may

attach separate sheets.

- 1.6 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. 24.09.2026).
- 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 is required to attach a separate sheet "list of deviations", if any.
- 1.8 The Bids will be opened on 24.09.2026 at 3.30 PM in presence of tenderers who choose to be present at the office of the **DEPUTY GENERAL MANAGER, STATE BANK OF INDIA, ADMINISTRATIVE OFFICE , 1st FLOOR, STATE BANK OF INDIA BUILDING, 5 Y N ROAD , INDORE-452003**. All tenderers/participants are advised in their own interest to be present on that date at the specified.
- 1.9 The SBI reserves the right to accept or reject any or all the tenders without assigning any reason therefore.
- 1.10 Canvassing in any form will disqualify the tenderer. NO BROKERAGE WILL BE PAID TO ANY BROKER.
- 1.11 The shortlisted lessors will be informed by the SBI for arranging site inspection of the premises offered.
- 1.12 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments (Rent + GST) to the successful tenderer shall be made by Account Payee Cheque or RTGS/NEFT by SBI.
- 1.13 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes and service charges shall be borne by the landlord. While renewing the lease after expiry of initial lease period of (5+5) years, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent. However, the landlord will be required to bill the SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the 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 GST, otherwise, the 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 GST tax registration number of the landlord.
- 1.14 Mode of measurement of premises is as follows: Rental will be paid on the basis of carpet area basis, which could be measured jointly by the Bank and Landlord. The measurement of carpet area shall be as per definition of IS code. The carpet area shall be measured only after addition and alteration work carried out by the landlord as per banks approved layout plan for the Branch.
- 1.15 The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car and scooter parking spaces/Slot offered rent free should be indicated separately.
- 1.16 The successful lessor should arrange to obtain the municipal NOC/approval of layouts internal addition/alteration works etc. from Local Civic Authority/collector/town planning, fire NOC etc. for carrying out the interior furnishing of the premises by the Bank. Lessor

should also obtain the completion certificate from Municipal authorities after the completion of the above works. The required additional electrical power load and Civil work of as required will also have to be arranged by the lessor at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the Generator will also have to be provided within the compound by the lessors at no extra cost to the Bank.

- 1.17 Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.
- 1.18 The lessor shall also 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.
- 1.19 **The lessor shall obtain the certificate for commercial use of the property from the local department / authority at his own cost and risk.**
- 1.20 After the completion of the interior works, etc. 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 All the civil work as per plan & specifications provided by SBI pertaining to construction of Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows. Rolling shutters and collapsible door to Main and Exit doors. Flooring of the banking hall and record room of the premises shall be of Doubled charged vitrified tiles. Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost. A separate sheet of detailed building Specifications along with layout plan shall be issued to the successful bidder after finalization of offers.
- 1.22 Bank shall take possession of the demised premises only after completion of all the civil construction works, electrical & water connection & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.
- 1.23 At the time of vacating the premises the Bank shall hand over the possession of the building to the landlord as and when basis.

PLACE:

DATE:

Name & Signature of the Bidder / Lessor(s) of with Seal if any.

DETAILS OF OFFER (Part of Technical Bid)
OFFER SUBMITTED FOR LEASING PREMISES
BRANCH NAME:.....

(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:

General Information:

A	LOCATION:	
A1	Distance in KM from the existing branch	
A2	Distance in KM from the nearest City Bus Stand	
B	ADDRESS:	
B1	Name of the Building	
B2	Plot No & Door No:	
B3	Name of the Street	
B4	Name of the City	
B5	Pin Code	
C	NAME OF THE OWNER	
C1	Address	
C2	Name of the Contact Person	
C3	Mobile No:	

C4	Email Address	
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Technical Information (Please tick at the appropriate option)

- a. Building : Load Bearing (_-----), RCC Framed Structure(-----)
- b. Building; Residential (-----), Institutional(-----)
- c. No of floors(-----)
- d. Year of construction and age of the Building(-----)
- e. Floor of the offered premises:

LEVEL OF FLOOR	CARPET AREA IN SQFT
Total Carpet Area In Sq ft	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.16 of “**Technical Bid**”.

Building ready for occupation YES / NO

If no, how much time will be required for occupationwith end date

Amenities Available

Electric power supply and sanctioned load for the floors Offered in KVA (Mentioned)	
Availability of Running Municipal Water Supply	Yes / N o
Whether plans are approved by the local authorities (Enclose Copies)	Yes / N o
Whether NOC from the local authorities 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

No. of car parking/scooter parking which can be offered Exclusively to the Bank	Car / Scooter
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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. Record/Stationary room, System / UPS Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Vitrified Tile Flooring and other works as per Banks specifications and requirement.

Place:

Date:

Name and signature of lessor (s) with seal

ANNEXURE – I (PART OF TECHNICAL BID)**PREMISES REQUIRED ON LEASE****BRANCH NAME:.....**

Parameters based on which technical score will be assigned by SBIIMSPL/SBI. **(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**
TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS

The detailed list and marks assigned to each parameter is as under:

Sr.No	Parameter	Maximum Marks
1	Available frontage of the Premises (i) 15 metres and above (20) (ii) 10 metre to 15 metre(10) (iii) 6 metre to 10 metre(5) (iv) Less than 6 metre(0)	20
2	Nearby surroundings, approach road and location (i) Commercial Market Place with wide approach (20 marks) (ii) Commercial Market Place with narrow approach (5marks)	20
3	Quality of construction, Load Bearing/ RCC framed structure& adequately Ventilated, Ambience & Suitability of premises. (i) Excellent (20) (ii) Good(10) (iii) Satisfactory(5) (iv) Unsatisfactory(0)	20
4	Availability of Premises on (i) Ground floor (20) (ii) First floor / Ground + First floor(05)	20
5	(i) Availability of Parking as specified(20) (ii) Availability of Parking less than as specified (05)	20
	Total	100

Place:

Date:

Name and signature of lessor with seal if any.

PRICE BID**BRANCH NAME:.....****(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOP)**

With reference to your advertisement in the_____dated and having studied and understood all terms and conditions stipulated in the newspaper's advertisement and in the technical bid, I/We offer the premises owned by us for Commercial/office use on lease basis on the following terms and conditions:

GENERAL**INFORMATION:****LOCATION:**

A	Name of the Building	
A1	Door No.	
A2	Name of the Street	
A3	Name of the City	
A4	Pin Code	
B	(i) Name of the Owner (ii) Address (iii) Name of the Contact person (iv) Mobile No; (v) Email address	

Place:

Date:

Name and signature of lessor with seal if any.

RENT:

Level of floor / Floors	Carpet Area in Sqft	Rent per Sqft per month in Rs. # Please refer note below	Total rent per month
Total			

Rentable area will be based on "Carpet Area" of the floor in accordance with the one mentioned under para / clause / item 1.16 of technical bid. Please note that the rent should be inclusive of municipal taxes/cess, service charges like society charges, maintenance charges etc. and will not be paid separately by the Bank.

The GST if levied on rent paid shall be reimbursed by the SBI to the landlord on production of receipt of such 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 lessor (s) with seal if any

