

NIT	GAU/AOSHI/RBOSHIU/2026-27/Tender/13
DATE	03/10/26



**STATE BANK OF INDIA
REGIONAL BUSINESS OFFICE SHILLONG RURAL
MEGHALAYA**

**INVITES TENDER FOR HIRING OF PREMISES ON LEASE RENTAL FOR OPENING OF
NONGTHYMMAI BRANCH**

Last date of submission of Tenders : 05:00 PM on 30.10.2026

Tenders to be submitted to:

The Regional Manager,
State Bank of India, RBO-I,
Regional Business Office Shillong Urban,
2nd Floor, Bawri Mansion,
Dhankheti,
Shillong – 793001, Meghalaya

TENDER SUBMITTED BY:

NAME:.....

ADDRESS:.....

.....

.....

EMAIL:.....



NOTICE INVITING TENDER (NIT)

COMMERCIAL SPACE REQUIRED ON LEASE AT NONGTHYMAI, SHILLONG

State Bank of India, Regional Business Office, Shillong (Urban) invites offers on behalf of SBI, from owners / Power of Attorney holders for premises on lease rental basis for Commercial / Office use at Ground Floor having Carpet area of approx. 2000 sq ft located in and around Nongthymmai, Shillong preferably on the main road. In case of approach road, the road to the building shall be adequately wide for entry of four-wheeler vehicles and well built up. The premises should be suitable for planning of interior layout as per Bank's requirements with minimum obstructions. If the premises is not found suitable for layout planning, the offer may be rejected and price bid of such bidder will not be opened. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from website <https://sbi.bank.in> =>SBI in the News => Procurement News. The offers in a sealed cover complete in all respects should be addressed to the Regional Manager, State Bank of India, Regional Business Office Shillong Urban, Bawri Mansion, Dhankheti, Shillong – 793001, Meghalaya and to be submitted at the above-mentioned address on or before 30.10.2026 upto 05:00 PM. SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers shall be entertained.

Regional Business Office Shillong Urban
Shillong , Meghalaya
CONTACT DETAILS: 7085052052

NOTICE INVITING TENDER (NIT)**PREMISES REQUIRED ON LEASE**

State Bank of India invites tenders in Two bid system from the Landlords/Legal owners/PA holders

1	Name of work	Tender to acquire office premises on lease rental for commercial Ready-built or under-construction or proposed construction on plots for commercial building/premises which will be regularized or converted into commercial use with a carpet area of approximately 2000 sq. ft (185 sq.m) (+/- 10%) at Nongthymmai.
2	Bid Document availability including Corrigendum if any	From 03.10.2026 to 30.10.2026 Refer Bank's website https://sbi.bank.in =>SBI in the News => Procurement News
3	EMD (Earnest Money Deposit)	Nil
4	Clarification of queries	In the Pre-Bid Meeting
5	Pre-Bid Meeting	From 03:00 PM to 04:00 PM on 28.10.2026
6	Pre-Bid Meeting Venue	Regional Business Office Shillong Urban, 2nd Floor, Bawri Mansion, Dhankheti, Shillong – 793001, Meghalaya
7	Last Date and Time of submission of tender	05:00 PM on 30.10.2026
8	Place, Address for submission of tender/contact person/Telephone No.	Regional Manager, Regional Business Office Shillong Urban, 2nd Floor, Bawri Mansion, Dhankheti, Shillong – 793001, Meghalaya Contact No - 7085052052
9	Date, Time & Place of opening of Technical Bids (Representatives of Bidders may be present during opening of Bids. However, Bids would be opened even in the absence of any or all of the Bidder's representatives)	On 31.10.2026 at 04:00 PM at Regional Business Office Shillong Urban, 2nd Floor, Bawri Mansion, Dhankheti, Shillong – 793001, Meghalaya
10	Date, Time & Place of opening of Commercial Bids	On a subsequent date which will be communicated to such bidders who qualify in the technical evaluation
11	Bid validity	The offers/tenders should be valid for 04 (Four) months from the last date of receipt of the tender
12	Technical Evaluation of Bids	By a Committee comprising of officers from SBI
13	MOU	To be signed by Bank and successful bidder

14	Timeline for handing over the complete possession of premises as per Bank's requirement	Ready-built : 30 days (or as decided by the Bank) Under-construction : 2 months (or as decided by the Bank) Proposed construction : 6 months (or as decided by the Bank) from the date of signing MOU, to hand over ready-to-occupy premises as per the plan approved by the Bank.
15	Contact info of RBO/ Branch officials	7085052052

The interested landlords/ owners/ PA should submit their offers in the Bank's prescribed formats in **Two Cover system, i.e. "Technical Bid" and "Price Bid" separately.**

These formats can be downloaded from the Bank's website <https://sbi.bank.in> =>SBI in the News => Procurement News

The application/tender forms in two separate sealed covers shall be superscribed as under:

Cover-1 : 'Technical Bid: Lease/ Hiring of Premises for **OPENING OF NONGTHYMMAI BRANCH'**

Cover-2: 'Price Bid:Lease/ Hiring of Premises for **OPENING OF NONGTHYMMAI BRANCH'**

Name, address and contact no. of bidder shall be clearly written on each cover.

The above two covers should be sealed in a third cover with name, mobile no. and active email ID of the applicant and the name of the branch/office for which the premises is being offered clearly indicated thereon, should be submitted/ sent to below mentioned address to reach up to **05:00 PM on 30.10.2026.**

Regional Manager,
State Bank of India,
Regional Business Office Shillong Urban,
2nd Floor, Bawri Mansion,
Dhankheti,
Shillong – 793001,
Meghalaya

Only the bidder/ authorized representative on behalf of bidder, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to sign the Document/Application/ attend any meeting/Bid opening.

Incomplete or late-received offers will not be entertained. Brokers are not entertained and no brokerage will be paid by Bank.

The Bank reserves the rights to cancel/reject any offer without assigning any reason thereof.

Corrigendum, if any, would be posted on the Bank's website only. Hence, applicants are advised to visit Bank's website regularly for the above purpose.

All pages of the draft document shall be signed as a token of acceptance and shall be submitted along with technical bid. Applicants without signed agreement copy shall summarily be rejected.

-Sd-
Regional Manager

Important points of parameters:

1)	Carpet Area	Apoximately 2000 Sq.ft (185 Sq.m) +/- 10%) preferably at Ground Floor <i>(The measurement of Carpet Area shall be as per definition of RERA carpet area/ carpet area measured in the document)</i>
2)	Covered Parking Space	Prefearble for minimum 02 cars and 05 two wheelers at free of cost
3)	Open Parking Area	Exclusive Parking area fro Bank's customers to be provided at free of cost
4)	Amenities as per terms and conditions	24 hours water facility, Electricity load of 30kW , Ramp with SS 304 handrails, Space for Generator, Rooftop Solar, V-SAT Antenna, space for AC Outdoor units, earthpits, etc.
5)	Desired location	Within a radius of 0.20 km from Nongthymmai Post Office
6)	Preference	i. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority ii. Single Floor (Ground Floor) iii. Govt. Depts./PSUs/Banks
7)	Premises requirements	Least clear width of the premises shall not be less than 30 feet and least height from FFL to Roof beam bottom shall not be less than 9'6". Landlord has to carry out all civil works and external electrical works including providing electrical meter as per the specifications & layout issued by the Bank. Interior furnishing, internal wiring, Air-conditioning will be carried out by the Bank.
8)	Initial period of lease	10 years (Initial 5 years +5 years with predetermined increase in rent @ 15%-25% after expiry of 1 st term of 5 years, with option of renewal for another 10 years (5years+5 years) on mutually agreed terms.
9)	Selection Procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids (to be decided by the appropriate authority)
10)	Validity of offer	4 months from the last date of submission of the offer
11)	Stamp duty / registration charges, TIR/ Advocate charges	To be shared in the ratio of 50:50
12)	Fitment Period (wherever possible)	45 days rent free fitment period from hand over of premises for completion of interior furnishing work by the Bank

Corrigendum/Addendum can be issued up to the last date of submission. Hence, bidders are advised to visit Bank's website regularly till one week after the last date of submission.

(To be submitted in separate envelope superscribing **Technical Bid for OPENING OF NONGTHYMMAI BRANCH**)

TENDER FOR HIRING OF PREMISES FOR OPENING OF NONGTHYMMAI BRANCH

COVER-1: TECHNICAL BID

Regional Manager,
State Bank of India, RBO-I,
Regional Business Office Shillong Urban,
2nd Floor, Bawri Mansion,
Dhankheti,
Shillong – 793001,
Meghalaya

Dear Sir

With reference to your advertisement in the local dailies _____ dated _____, I / we hereby offer the premises owned by me / us for housing your branch / office on lease basis: (A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information is given as under):

A	General Information:	
1	Name of the Landlord/Owner Address	
2	Mobile No.	
3	Email Address	
4	Complete address of premises/property offered	
6	Name of the building, if any	
7	Door No.	
8	Name of the street	
9	Name of the city/taluka/district	
10	Pin code	

B	Technical information: (For ready built/under construction building)	
1	Building – Load bearing or Framed structure	
2	Type of building – Residential/commercial/Institutional/Industrial/	
3	Total No. of floors	
4	Level of the premises offered i.e. GF / GF+FF / FF	
5	Year of construction and age of the building	
6	Building ready for occupation – Yes / No	
7	If No, how much time will be required for occupation	
8	RERA Carpet area of the premises offered (enclose detailed calculation)	
9	Whether the offered property is under mortgage — Yes / No	
10	If yes, provide details	
C	Technical information: (For vacant plot only)	
1	Dimensions of the plot in feet / area of the plot in sq.ft.	
2	Classification of the plot- (Residential/Commercial)	
3	Distance from Main Road	
4	Whether free of Encumbrance – Yes / No	
5	Min. Setback required as per local approving authority (Front, Rear, Sides)	
6	Any other issues viz. court cases, partitioning etc. – Please mention	

D	Misc. requirements:	
1	Electrical power supply – Yes / No	
2	Total Load available in KW	
3	Running water supply – Yes / No	
4	Whether plans are approved by the local authorities – Yes / No (Enclose copies)	
5	Whether NOC from the Govt. department obtained – Yes / No (Enclose copies)	
6	Whether occupation certificate has been received – Yes / No (Enclose copies)	
7	Whether direct access is available from the main road – Yes / No	
8	Whether captive power supply is available – Yes / No	
9	Whether fully air-conditioned or partly air-conditioned or not air-conditioned	
10	Whether lift facilities are available – Yes / No	
11	a) No. of covered car parking/scooter parking which are to be offered Exclusively to the Bank. b) No. of open car parking/scooter parking which are to be offered Exclusively to the Bank.	1) Car – nos. 2) Scooter – nos. 1) Car – nos. 2) Scooter – nos.
12	Mention the list of any other amenities which are provided	
13	Any additional information	
14	Whether the building offered will be exclusive for SBI	YES / NO
15	Space for: - AC outdoor unit - DG - Earth pit - V-SAT / Antenna on terrace	
16	If NO, please provide details of other tenants.	

Please Enclose:

1. Copy of Approved Plan
2. Copy of Encumbrance Certificate
3. Location Map/Site Plan
4. Photos of the premises
5. Copy of occupation certificate
6. Copy of proof for commercial use/license
7. Documents in support of Eligibility Criteria
8. Premises Carpet area Statement
9. Proof of ownership – Title deed, latest property tax receipt
10. Proof of electrical load availability / feasibility
11. Tentative Plan showing proposed building for SBI with space for parking, DG Set, etc.
12. Other documents if any

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 for the premises is accepted.

I/We also hereby agree to construct / addition/ alteration as per Specification of Building given here under such as strong rooms, record room, ATM, Lunchroom, UPS room, toilets, platform for DG, space for AC outdoor units with proper facility for maintenance etc. with all fittings and fixtures, vitrified tile flooring, other works as per Bank's specifications and requirement

I/We shall not demand any increase in rent apart from mutually agreed terms & conditions during currency of the agreement.

Place: Signature of Owner/General Power of Attorney Holder

Date: _____ Name _____

Note: In case the space provided in the tender document for filling information is found insufficient, the bidders may attach separate sheets, duly signed by the bidder/authorized representative, after putting remark to this effect in the provided place.

MEASUREMENT OF (RENTABLE) RERA CARPET AREA / CARPET AREA

- 1) RERA Carpet Area / Carpet Area shall be measured while taking the premises before any modification are made by the Bank. This area shall be considered for rent payment.
- 2) Rent will be paid for the RERA Carpet area / Carpet area of the Branch & ATM premises occupied by the bank which will be jointly measured by SBI and landlord. No extra in rent/area shall be entertained for the setback/frontage in & around the building, DG & entrance porch, external steps & ramp etc.
- 3) Exclusion: The Carpet area excludes the following: External walls, inner/external columns, common area, duct, lift, lift well, lift machine room, service shafts, common staircase, porch/canopy, open verandas, open and covered balcony, projection, substation, sanitary shaft, space below the window, box louver, terrace, open and covered parking space, space for DG set / V-SAT / AC outdoor units / earth pits.
- 4) Inclusion: The Carpet area includes internal walls, exclusive internal staircases, if any, at one floor for G+1 structure (There will be deduction at other floors).

Note: The bidder shall submit carpet area measurement sheet along with the application/bid.

(Please refer sample tender documents for further terms and conditions, specifications, evaluation criteria etc)

(To be submitted in separate envelope superscribing Price Bid for **OPENING OF NONGTHYMMAI
BRANCH**)

TENDER FOR HIRING OF PREMISES FOR OPENING OF NONGTHYMMAI BRANCH

COVER-2: PRICE BID

Regional Manager,
State Bank of India,
Regional Business Office Shillong Rural,
3rd floor,
Shillong Branch Building,
MG Road, Shillong- 793 001,
Meghalaya

Dear Sir

With reference to your advertisement in the local dailies _____dated_____, and having studied and understood all terms and conditions stipulated in the technical bid, I/We offer the premises owned by us for housing your branch at _____on lease basis on the following terms and conditions:

A	General Information	
1	Name of the Landlord/Owner Address	
	Mobile No.	
	Email Address	
2	Location: Name of the Building with Complete address of premises offered	
3	Door No.	
4	Name of the street	
5	Name of the city	

6	Pin code	
---	----------	--

B. Rent

S. N	Description	Rate
1	Rent for Initial 5 Years per sq.ft. per month of Carpet area	₹ _____ per sq.ft. per month
2	Maintenance Charges if any for Initial 5 Years per sq.ft. per month of Carpet Area <i>(applicable only for multi-storied complex building where common amenities are provided)</i>	₹ _____ per sq.ft. per month
3	The Incremental Rate (Maximum 15 - 25%) for the Rent from 6 th Year to 10 th Year (over and above the rate quoted in Sr.No. 1)	 %
4	The Incremental Rate (Maximum 15 - 25%) for the Maintenance from 6 th Year to 10 th Year (over and above the rate quoted in S.No.2)	 %

NOTE:

- 1) Rent quoted remains unchanged for the period of first five years and increment in % as quoted above shall be applicable over & above, for next five years after the initial period of 5 years.
- 2) Maintenance Charges shall be applicable only to the multi-storied complex building with lift (if first Floor), common electricity and security / cleaning staff arrangements engaged by landlords where more number of tenants are occupied. Others such as offering for independent buildings need not quote.
- 3) If Maintenance Charges quoted for individual building or not quoted for complex, the same shall be treated as '0' and will not be considered for evaluation and payment.
- 4) Tenders will be evaluated clubbing rent and maintenance charges (if applicable) for entire 10 years period and average rent per sq.ft. per month including maintenance charges shall be arrived for purpose of techno-commercial evaluation.

- 5) In case of a tie between the offers, the offer which has scored higher marks under the technical evaluation shall be awarded the tender.
- 6) Interest free rental deposit up to an amount equivalent to six month's rent will be paid by the Bank while taking possession of premises i.e. after completion of all works in all respects by the landlord.
- 7) The rate quoted above is inclusive of vehicle parking charges, space for generator, V-SAT, earth pit, AC outdoor units etc. No separate charges will be paid for the same.
- 8) I/We agree to pay municipal taxes & charges, cess, water/drainage tax & charges and service charges.
- 9) The Maintenance Charges quoted above is inclusive of:
 1. Common electricity charges viz. common areas lighting, driveway, Lift, Pump, etc.
 2. AMC for LIFT (if in floors above ground floor)
 3. Daily cleaning & upkeeping of the building.
 4. Generator maintenance for common area/amenities
 5. Maintenance of electrical substation, transformer etc. and liaison with electricity department.
 6. Salary for security guards if any in case of common premises
 7. Maintenance of sanitary, water supply, plumbing and firefighting equipment etc
 8. If maintenance charges are not applicable, the rent quoted will be all or any of the above as applicable.

Declaration

We have studied all terms and conditions and accordingly submit this offer and will abide by the said terms and conditions in case our offer of premises is accepted. I/we agree to execute lease deed as per Bank's standard format. I/We agree to make alteration/modification/construct as per the specification of building given by the Bank.

Place:

Signature of Owner/GPA Holder

Date:

Name:

SCOPE OF CIVIL WORKS TO BE CARRIED OUT BY LANDLORD

a) Vitrified tiles of ivory color to be laid. *No tiles required to be laid in Cash & UPS rooms.*

b) Walls

- i. UPS Room (60 sft) : 4 inch thick brick wall. (UPS room door will be provided by Bank)
- ii. Cash room (80 to 100 sft) : 4 inch thick brick wall.
- iii. Canteen with Kitchen (150 sft): 4 inch thick brick wall with cooking Counter, sink and wash basin.

c) Safe embedding: 150mm thick RCC with 12mm bar reinforcement for right, left, bottom, top and back sides to be done.

d) Rolling shutter (03 Nos.): Cash room, Entrance & Exit.

e) Collapsible gate (02 Nos.): Entrance & Exit.

f) Provision of 200 mm/8 inch dia opening (03 Nos.) to be made at UPS room, cash Room, washrooms & kitchen for providing exhaust fan.

g) Washrooms (02 Nos.) with tiles, accessories and door (02 Nos): Ladies & Gents. Tiles with Commode (02 nos.), Urinal (01 nos.), Wash basin (02 Nos.), Mirrors (02 Nos.).

h) 4 feet wide Ramp with railing to be provided at entrance.

i) Finishing: Walls to be finished with putty, primer and one coat of white color paint initially. The final coat to be painted after all Interior, Electrical and allied works are completed in all respects.

ANNEXURE – I**PREMISES REQUIRED ON LEASE****Parameters based on which technical score will be assigned****(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

Sl. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Premises location	On main road: 20 Adequately wide well built Inner road : 10 Small/poor quality inner roads: 00	10	
2	Premises on ground floor / 1st floor/2 nd floor	On ground floor / 1 st floor / upper floors with lift facility : 10 1 st floor without lift facility : 05 Higher than 1 st floor without lift facility: 00	10	
3	Premises on single floor / multiple floor	Entire space is on single floor: 10 Divided in two floor with internal stair: 07 Divided in more than two floor: 03	10	
4	Frontage of building	>= 40 feet = 10 >= 30 feet = 07 < 30 feet =00	10	
5	Ready for occupation	Ready built =10 Partially constructed=05 Plot:00	10	
6	Surrounding of building	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 00	10	
7	Quality of construction, finishing etc.	Excellent : 05 Good: 03 Average : 02	10	
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee.	30	
	Total		100	

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