# NOTICE INVITING TENDER (NIT)

**STATE BANK OF INDIA**
**Regional Business Office- VII**
**ROBERTSGANJ - 231216**

## COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE

State Bank of India Regional Business office (RBO-VII) Robertsganj invites offers for hiring of premises on lease for new branch opening at **GHORAWAL MARKET, DIST-SONBHADRA** from **owners / Power of Attorney holders** on rental basis for Commercial / Office use having **Built up area of approx. 185 sq.mt( approx. 2000 sq ft) to 232 sq.mt( approx. 2500 sq ft)** for new branch opening, located in prime vicinity and preferably on a main road with adequate open / covered parking space (free of cost). **The entire space should be on ground floor.**

The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from website **www.sbi.co.in** under procurement news. Preference will be given to the premises owned by the **Govt. departments / Public Sector Units/ Banks.** The offers in a sealed cover complete in all respects should be submitted to **State Bank of India, Regional Business office (RBO-VII), Chapaka, Robertsganj, Sonbhadra - 231216**, on or before **3:00 pm on 31.10.2026.** SBI reserves the right to accept or reject any offer without assigning any reasons thereof.

**Regional Manager** **CM (Operations)**

Signature of applicant

## TECHNICAL BID (COVER-A)

## TERMS AND CONDITIONS

## OFFER/LEASING OF OFFICE PREMISES

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 in separate envelope for each proposal using Xerox copies in case of multiple offers. **The Technical and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single cover super scribing "Tender for Hiring of premises on lease for NEW BRANCH OPENING AT GHORAWAL MARKET, DIST-SONBHADRA LOCATION" (please mention Location details for Bid is being submitted) should be submitted to the State Bank of India, Regional Business Office ( RBO-VII), Chapaka, Robertsganj, Sonbhadra – 231216 on or before 3:00 pm on 31.10.2026.**

**Important points of Parameters -**

| | | |
|---|---|---|
| 1 | Built up Area (BUA) | (i) **Built up area of approx. 185 sq.mt( approx. 2000 sq ft) to 232 sq.mt( approx. 2500 sq ft) for NEW BRANCH OPENING AT GHORAWAL MARKET, DIST-SONBHADRA** on ground floor. Front side width must be more than 30 foot.<br>(ii) Located in prime vicinity and preferably on a main road with adequate open / covered parking space (free of cost). |
| 2 | Covered Parking Space | 05 four wheelers and 10 two wheelers for staff |
| 3 | Open parking area | Sufficient open parking area for customers |
| 4 | Amenities | 24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc. |
| 5 | Possession | Ready possession / occupation shall be preferred |
| 6 | Premises Under Construction | Could be considered |
| 7 | Desired location | In prime Vicinity on **GHORAWAL MARKET** Road preferably on a main road with adequate open/ covered parking space (free of cost). |
| 8 | Preference | (i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority<br>(ii) Single floor<br>(iii) Govt. Departments / PSU / Banks |
| 9 | Unfurnished premises | Only unfurnished premises will be considered, and Bank will do the interior and furnishing work as per requirement. |

Signature of applicant

| | | |
|---|---|---|
| 10 | Initial period of lease | Initial 5 years with an option to renew after every 5 years block upto 20 years at predetermined increase in rent @ 15- 25% after expiry of first term of 5 years, with option of each block of 5 years at the time of renewal. |
| 11 | Selection procedure | Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage 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. |

Signature of applicant

## TERMS AND CONDITIONS

**1.1** The successful vendor should have clear and absolute title over the premises and authorize SBI carry out Title Search/Title Investigation Report from SBI empanelled advocate, the cost of which shall be borne fully by the landlord. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by 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 Bank**. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. **total lease period 20 years**) with requisite **exit clause** to facilitate full / part de-hiring of space by the Bank during the pendency of the lease. As regards **increase or decrease in rents** payable, increase in rent if any shall be **subject to market conditions** & to a **maximum ceiling upto 25% after initial term of 5 years is completed**. **After 20 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** after due date and time i.e. **31.10.2026 after 3:00 pm shall be rejected**.

**1.3** The intending lessors are requested to submit the **tender documents in separate envelope** super scribed on top of the envelope as Technical or price as the case may be (**TECHNICAL BID AND PRICE BID**) duly filled in with relevant documents/information at the following address:
**State Bank of India, Regional Business Office(RBO-VII), Chapaka, Robertsganj, Sonbhadra– 231216, 3:00 pm on 31.10.2026.**

**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 tendered.** Any over- writing or use of white ink is to be duly initialled by the tenderer. SBI reserves the right to reject the incomplete tenders.

**1.5** In case the space in the tender document is found insufficient, the intending lessors 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. **31.10.2026.**

**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 intending lessor is required to attach a separate sheet "list of deviations", if any

**1.8** The **Technical Bid** will be **opened on 02.11.2026 at 15:00 Hrs** in the presence of tenderers who wish to be present at **State Bank of India, Regional Business office (RBO-VII), Chapaka, Robertsganj, Sonbhadra - 231216.** All tenderers are advised in their own interest to be present on that date at the specified time.

**1.9** SBI reserve 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.

**1.10** Canvassing in any form will disqualify the tenderer. **No brokerage will be paid to any broker.**

Signature of applicant

**1.11** The short listed lessors will be informed for arranging site inspection of the offered premises.

**1.12 Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required. **All payments** to the successful vendor shall be made **by Account Payee Cheque or RTGS/NEFT**.

**1.13 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**.

**1.14** Preference will be given to the buildings on the main road :

**1.14(a)** Premises to be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high tension electrical wires etc. Premises should not be located on low lying area, water logging area.

**1.14(b)** 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**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.

**1.15** 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, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent. In case, the landlord fails to pay the taxes or charges levied by government or any statutory bodies, the Bank may make the payment of the same at his sole discretion and thereafter it shall be entitled to be reimbursed by the landlord and also will be entitled to deduct the payment made from the rent payable to the landlord.

It is to be noted that **landlord will be required to raise the bill to the Branch every month for the rent due to them indicating the GST component also in the bill separately if applicable. The bill also should contain the GSTIN 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 Branch** to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.

**1.16 Mode of measurement for premises is as follows:**

Rental will be paid on the basis of built up area which will be measured as per relevant IS code / Bank's Premises Manual, Components/ Areas like Lift, Lift wall, Ducts, Staircase, Service shafts, Shafts for sanitary & water supply installations, Balcony, Projection, Terrace, parking space, space for DG set, overhead and underground storage tank, Pump room, Architectural features, canopy, Chhajja, area of loft etc. **will not be counted in Built up Area. Landlord is advised to quote the rates as per Built up area while filling the price bid.**

**1.17** The floor area i.e. Ground floor with the corresponding rate for rent / taxes should be mentioned in the Price Bid. **The number of car parking spaces and two wheelers offered should be indicated separately.**

**1.18 The successful intending lessor should arrange to obtain the municipal license /NOC /approval of layouts etc from Local Civic Authority /collector / town planning etc. for carrying out the interior furnishing of the premises by the Bank**. Intending Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work.** The required **electrical power load of approximately 25-30 KW will also have to be arranged by the intending 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, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/ lessor at no extra cost to the Bank.

**1.19** Intending **Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost.**

**1.20** The intending lessor 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.

**1.21** 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.

**1.22** Rent should be inclusive of all present and future taxes what so ever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid extra.

**1.23** Electricity Charges will be borne by the Bank but the provision for adequate water supply and its incidental costs should be maintained and borne by Landlord/ owner.

**1.24** All civil works such as Toilets, Store room, Pantry with all accessories and doors etc. (additional / alteration) as per Bank's requirements and as per Bank's Specifications, server room & UPS room made up of brick work, RCC locker room as per RBI specifications (locker room door and ventilator shall be provided by the Bank), Rolling shutter, collapsible grill door at entry, ramp with S.S (grade 304) railing for disabled/old people, **double charged white vitrified tile flooring**, inside and outside painting with acrylic emulsion paint / synthetic enamel paint etc., windows, safety grill etc as advised by the Bank directly or through Bank's appointed Architect **will be carried out by landlords' at their own cost before handing over possession to the Bank,** Landlords will submit **approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.**

**1.25** The landlord has to construct locker rooms per RBI specifications are as follows:
**Walls-** R.C.C.1:1.5:3[M20] 30 cm (12'') thick, reinforced with 12 mm did bars@15 cm c/c both ways and on both faces, one such mesh placed staggered on both the faces of each wall in such a manner so as to make less than 75x75c/c through opening.
**Floor-** R.C.C.1:1.5:3[M20] 15 cm (6'') thick reinforced with 12 mm did bars@15 cm c/c both ways, over the existing plain cement concrete flooring for vaults in ground floor & over existing R.C.C. slabs in vault in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead & super imposed load).

**Ceiling-** R.C.C.1:1.5:3[M20] 30 cm (12'') thick, reinforced with 12 mm did bars@15 cm c/c both ways and on both faces, one such mesh placed staggered on both the faces of each wall in such a manner so as to make less than 75x75c/c through opening.

Strong room (steel) door & Ventilator shall be supplied by the Bank. **Landlord has to arrange to fix the same while construction of the locker room at his own cost.**

**Note-** Owner of the Building is sole responsible for the construction and stability of locker room. It is strictly advisable to construct locker room as per the instructions of the Structural Engineer of the Building for safety & stability. Stability Certificate by Competent Structural Engineer should be given to the Bank on completion of construction of locker room, Bank shall not be responsible for any loss or damage caused to the Building due to construction of locker room.

**1.26** Plastic paint of walls, ceilings, enamel painting of doors and windows etc. as per the Bank's instructions shall be done by the owner/s after every two/ three years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner/s and deduct all such relative expenses from the rent payable to the owner/s.

**1.27** The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period. In case the above repairs are required and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner/s and deduct all such relative expenses from the rent payable to the owner/s.

**1.28** Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.

Place:

Date: **Name & Signature of lessor with seal if any**

Signature of applicant

**DETAILS OF OFFER**

**OFFER SUBMITTED FOR LEASING 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:

**General Information:**

Location as name of the nearest local railway 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<br>ii Address<br>iii Name of the contact person<br>iv Mobile no.<br>v Email address | |

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

a. Building - Load bearing / Frame Structure
b. Building - Residential / Institutional / Industrial / Commercial
c. No. of floors - ……..
d. Year of construction and age of the building - …….
e. Floor of the offered premises -

| **Level of Floor** | **Built Up area** |
|---|---|
| Ground Floor | |
| Total Area | |

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.17 of Technical Bid.

Building ready for occupation Yes/No

Signature of applicant

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 (Mentioned) 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 copy) 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. ☐

* **Please enclose plans/ layouts of the building.**

* **Declaration**

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.

Place:
Date: Name and signature of lessor with seal

Signature of applicant

**ANNEXURE – I**

**PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBI**.**

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

Hiring of Commercial Building **approx. ……. sq.mts. Built Up area in ,** and preferably on a main road.

Name of Bidder : _____

| Sl. no | Parameters | Actual situation | Total Marks | Marks Obtained |
|---|---|---|---|---|
| **1** | Area of premises: | **For NEW BRANCH OPENING AT GHORAWAL MARKET, DIST-SONBHADRA:**<br>**185-232 sq.mt i.e. approx. 2000-2500 sq ft ±5-10%** | **10** | |
| **2** | Plot/Premises Location | On main /Wide road :**20**<br>Inner Side from Main Road: **10** | **20** | |
| **3** | Plot /Existing Building | *Existing building with possibilities of modification as per Banks requirement :**20**<br>*Open Plot without any existing structure/ Under construction Building as per Banks requirement : **15**<br>*Existing Premises without any Possibility of modification for as per Banks Requirement : **00** | **20** | |
| **4** | Plot/Premises Frontage from road | >=40 feet =**10**<br>>=30feet = **07**<br>>=25feet = **05**<br>< 25feet =**00** | **10** | |
| **5** | Covered Parking /Built up exclusive parking for SBI (Allotted Parking) | 1. Having cellar parking+ front/ back/side : 10<br>2. Having cellar parking only:07<br>3. Having front/ back/side parking:05<br>4. No parking : 00 | **10** | |
| 6 | Surrounding of plot of building | Adequate natural light and ventilation :**10**<br>Inadequate natural light and ventilation :**05** | **10** | |
| 7 | Ambience, convenience and suitability of plot as assessed by Premises Selection Committee | As assessed by Premises Selection Committee. | **20** | |
| | **Total** | | **100** | |

Signature of applicant

**PRICE BID**
**(To be submitted in a separate sealed envelope)**

**State Bank of India**
**Regional Business office (RBO-VII), Chapaka, Robertsganj, Sonbhadra - 231216**

**PREMISES REQUIRED ON LEASE FOR NEW BRANCH OPENING AT GHORAWAL MARKET, DIST-SONBHADRA**

Parameters based on which technical score will be assigned by SBI**.**

| S.No. | Location of building | Area (Sq. mtr) | Rate per sq mtr. (in figure & words) |
|---|---|---|---|
| | | | |

(i) Numbers of car parking offered covered/ open : ……..
(ii) Numbers of two wheelers parking offered : ……..
(iii) Space for generator offers (area Approx) : ……..

I/we have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBI.

Signature of applicant with Name & Address and Mobile No.

Signature of applicant