

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" 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 superscribing "Tender for leasing of Commercial/Office premises for proposed new SBI branch at GARHI Centre- Distt. Banswara (Raj.)" and should be submitted at the following address:**

STATE BANK OF INDIA
Regional Business Office-Banswara
1st Floor Khadi Flex Building, Housing Board
Udaipur Road
(Banswara)
RAJASTHAN

On or before **3.30 PM on 07.01.2026**

Important points of Parameters -

1.	Carpet Area	As specified in NIT
2.	Parking Space	Two dedicated car parking area & 6 to 8 dedicated Two wheelers parking for staff.
3.	Open parking area	Sufficient open parking area for customers
4.	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.
5.	Possession	Ready possession / occupation/ unconstructed plot expected to be ready within 3 (three) months from the last date of submission of proposal.
6.	Premises under construction	may be considered
7.	Location	Premises to be on Main Road, and at a prime location
8.	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Premises should be on Ground Floor

		(iii) Offer from Govt./Semi Govt. Departments / PSU /Banks (iv) Ready to occupy premises/ unconstructed plot expected to be ready within 3 (three) months from the last date of submission of proposal.
9.	Unfurnished premises	May be considered and Bank will get the interior and furnishing work done as per requirement. However, all mandatory Municipal license/NOC/approval of layouts, Internal additions/alterations etc. as necessary from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing/ internal additions/alterations etc. in the premises by the Bank will be arranged by the owner.
10.	Initial period of lease	5 years with an option to renew for a further period of two terms of (5 + 5) years on mutually negotiated rates (Total lease period 15 years).
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 last date of submission of the offer
13.	Stamp duty /registration charges	To be shared in the ratio of 50:50
14.	Rental Advance	No advance payable.
15.	Fit out period	3 Months after completion of civil work and other mandatory approvals by Landlord.

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 two terms of 5 years (viz. total lease period 15 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI 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 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 + 5 years.
- 1.2 Tender document received after due date and time i. e. **07.01.2026 after 3.30 pm shall be rejected.**

- 1.3 The lessors are requested to submit the **tender documents in separate envelopes** superscribed 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 **following address:**

STATE BANK OF INDIA
Regional Business Office-Banswara
1st Floor Khadi Flex Building, Housing Board
Udaipur Road
Banswara
RAJASTHAN

- 1.4 All columns of the tender documents must be 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. 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/ 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.
- 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 SBI reserves the right to accept or reject any or all the tenders without assigning any reason, therefore.**
- 1.9 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**
- 1.10 The shortlisted 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 (Rent + GST) to the successful tenderer shall be made by 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 as stated earlier.**
- 1.13 Preference will be given to the buildings on the main road.
- 1.14 The detail of parameters and the technical score has been incorporated in **Annexure I.**

The selection of premises will be done on the basis of **techno commercial valuation, 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 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.**

1.16 Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Carpet area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch.

1.17 Rentable area shall include the following area

- **Carpet Area of the branch (measured excluding outer walls of the proposed premises)**

B. Measurement of Mezzanine floor area (if any) shall be considered as under:

Floor to ceiling Height

- **Above 2.6m : 100% of carpet area.**
- **Above 2.1m upto 2.6m : 50% of carpet area.**
- **Below 2.1m : Not to be considered**

1.18 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 parking spaces/Slot offered should be indicated separately.**

1.19 **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 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 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 (in case Generator is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Bank.**

1.20 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.

1.21 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 that interior renovation work can commence, in case of unfurnished premises.

1.22 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.

1.23 All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room, ATM / e lobby, 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 will be carried out by the lessor at his cost.. Lessor will give the space for V-SAT at roof top. 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.

1.24 Bank shall take possession of the demised premises only after completion of all the civil construction works & 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.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any