STATE BANK OF INDIA, CORPORATE CENTRE

NARIMAN POINT, MUMBAI,

9TH FLOOR, STATE BANK BHAVAN, NARIMAN POINT, MUMBAI- 400021

TENDER ID: CC/LEASE/01/2026 dated 18.08.2026

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR FINANCIAL INSTITUTIONS BRANCH, SBI AT BKC, MUMBAI

State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises on Lease Rental basis for shifting of existing office at following locations in Mumbai and adjoining area.

SL NO	Name of Branch/Office	Desired Location	RERA Carpet Area Requirement including strong room, E-Lobby (+/- 10%)	Dedicated minimum Car parking space requirement
1	Financial Institutions Branch	Located in Bandra Kurla Complex (BKC), Mumbai	929 sqm (10,000 sqft) +/- 10% in carpet area	5 cars & 5 two wheelers

2. The premises
   a. Shall be in a prime locality in the desired location mentioned above**.**
   b. Located on a main road and should have close proximity to railway station.
   c. Shall be having adequate dedicated parking space of minimum 5 cars & 5 two wheelers.
   d. Shall be preferably in a single floor and can be on the **any floor** where commercial activity is permitted.
   e. ready/likely to be ready for immediate possession within 3 months.
   f. Shall have adequate lifts.

3. Premises should be ready for possession / occupation or expected to be ready within 3 (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 SBI

website @ https://sbi.co.in/web/sbi-inthe-news/procurement-news from 18.08.2026 to 10.09.2026.

5. The offers in a sealed cover complete in all respects should be submitted in tender box at the following address on or before **3.30pm on 10.09.2026** during working hours.

Deputy General Manager (P&E),

Premises & Estate dept, 9th Floor,

State Bank Bhavan, Nariman Point, Mumbai-400021.

The SBI reserves the right to accept or to reject any offer without assigning any reason therefor. No correspondence in this regard will be entertained.

No Brokers please.

DEPUTY GENERAL MANAGER (PREMISES)

CORPORATE CENTRE, MUMBAI

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” and “Price Bid” are required to be submitted separately for each offer. The “Technical Bid” and “Price Bid” for **each offer** should be enclosed in separate sealed envelopes duly superscribed on top of the envelope as **“Technical Bid”** or **“Price Bid”** as the case may be and these envelopes are be placed in a single cover superscribing **“Tender for leasing of Commercial/Office premises for Financial Institutions Branch”** and should be submitted at the Office of the DEPUTY GENERAL MANAGER (P&E), State bank of India, 9th floor, Premises & Estate department, State Bank Bhavan, Mumbai-400 021 on or before **3.30PM on 10.09.2026.**

Important points of Parameters -

S No	**Particulars**	**Details**
1	Carpet Area	10,000 sq.ft. +/- 10%
2	Parking Space	Minimum dedicated 5 cars & 5 two wheelers parking spaces.
3	Open parking area	Sufficient open parking area
4	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.
5	Possession	Ready for possession / occupation/ expected to be ready within 3 (three) months from the last date of submission of proposal. All requisite approvals in place such as OC & other approvals for running a Commercial establishment / Bank branch.
6	Premises under Construction	Will not be considered and rejected.
7	Location	Located in Bandra Kurla Complex (BKC), Mumbai
8	Preference	i. In prime location in the desired location and on main road. ii. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. iii. Single Floor. iv. Offer from Govt./Semi Govt. Departments / PSU / Banks.

		v. Ready to occupy premises/ 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.
10	Initial period of lease	5 + 5 years (15% hike after 5 years) with an option to renew for a further period on mutually negotiated rates after a period of 10 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 between Landlord and Bank, as per mutual consent.
14	Rent payable	The rent will start from the date of execution of lease deed and handing over the possession of the premises.
15	Fire safety and security arrangements	The fire safety and security requirements as per Bank's usage norms are fully met by the Landlord and a certificate is available from the local fire authority for said usage, wherever such certificates are mandatory for occupation of the same.
16	Rental deposit	The interest free rental deposit equivalent to maximum 6 month's rent shall be paid to the landlord and such deposits will have to be adjusted during the last six months of occupation or refunded to the Bank at the time of vacation of the premises.

TERMS AND CONDITIONS

1.1 The successful Bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost.

1.2 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 by the lessors and the SBI.

1.3 The initial period of lease will be 5 years and will be further renewed for 5 years term (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. As regards increase or decrease in rents payable, increase in rent if any shall be 15% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 10 years.

1.4 Tender document received by the SBI after due date and time i.e **10.09.2026 after 3.30 pm. Late tenders shall be rejected**.

1.5 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:**

Deputy General Manager (P&E),

Premises & Estate dept, 9th Floor,

State Bank Bhavan, Nariman Point, Mumbai-400021.

1.6 All columns of the tender documents must duly filled in and no column should be left blank. **<u>All</u> <u>pages of the tender documents (Technical and Price Bid) are to be signed by the authorized</u> <u>signatory of the tenderer</u>**. 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.

1.7 In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets.

1.8 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.

1.9 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.

The **Technical Bid** will be **opened on 11.09.2026 at 11.30 AM** in presence of tenderers who choose to be present at the office of Deputy General Manager (P&E), Premises & Estate dept, 9th Floor, State Bank Bhavan, Nariman Point, Mumbai-400021.

1.10 All tenderers are advised in their own interest to be present on that date at the specified time.

1.11 **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor**.

1.12 Canvassing in any form will disqualify the tenderer. **<u>NO BROKERAGE WILL BE PAID TO</u> <u>ANY BROKER.</u>**

1.13 The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.14 **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**.

1.15 **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**.

1.16 Preference will be given to the buildings on the main road.

1.17 The offered premises should be free from water logging during rainy season.

1.18 The details of parameters and the technical score has been incorporated in **<u>Annexure I</u>**. 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 <u>binding to the applicant.</u>

1.19 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes, society maintenance 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.**

1.20 **The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation or to be refunded to the Bank at the time of vacation of premises.

1.21 <u>Mode of measurement for premises is as follows:</u>

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**.

A. Rentable Carpet area shall be RERA Carpet area at any floor.
Preferred height from floor level to beam bottom should be 3.00 m.

B. The following shall be including in wall area and shall not be measured.
Door and door opening in the walls
Build in cupboards

C. The measurement will be taken from the internal face of wall/ glass façade for demarcating/ calculating the area.

1.22 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.**

1.23 **The successful lessor should arrange/ help in arranging to obtain the municipal NOC/ Society NOC/ approval of layouts, internal**

 Signature & Stamp of the Bidder

addition/alteration works etc. from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank, if required as per local municipal norms along with obtention of the **completion certificate** from Municipal authorities after the **completion of the above works, obtaining additional electrical power load** from the State Electricity Board or any other private electricity company in that area. NOC and the space required for installation and running of the Generator (in case Generator is not provided) will also have to be provided by the lessor within the compound by the lessors at no extra cost to the Bank.

1.24 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 outdoor units of air-conditioners/ display of signboards etc.

1.25 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.

1.26 The lease agreement will be executed, and the rent payable shall be reckoned from handing over of the premises or after completion of interiors by the Bank, whichever is earlier. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises. Bank may execute a MoU or give Letter of intent to the landlord after finalization of premises.

1.27 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 fulfilment of all other terms and conditions of technical bids as mentioned above.

DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING PREMISES

(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 __________________ dated ________

We hereby offer the premises owned by us for Commercial / Office use on lease basis:

General Information:

A	**Location & Address of the property:**	
A.1	Distance in Km from the nearest City Bus Stop/ Metro station.	
B.1	Name of the Building	
B.2	Plot No & Door No.	
B.3	Name of the Street	
B.4	Pin Code	
C	Name of the owner	
C.1	Address	
C.2	Name of the contact person	
C.3	Mobile no.	
C.4	Email 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 (-------------------).

e. Separate electric meter connection of 60KW available (______).

f. Floor(s) of the offered premises:

Floor	**Carpet area offered in sq.m.**
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.21 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

Electric power available in the offered premises in KVA (Mention the electric connection wattage)	Yes/No	
Availability of Running Municipal Water Supply	Yes/No	
Whether plans are approved by the local authorities (Enclose copies)	Yes/No	
If part of floor is offered whether approval for bifurcation of the floor is available	Yes/ No	
Whether NOC from the local authorities has been received	Yes/No	
Whether occupation certificate has been received (Enclose copy)	Yes/No	
Whether direct access from main road 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	

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 agree for/ to allow construction/addition/alteration i.e. Record/Stationary room, System/ups Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Verified Tile Flooring and other works as per Banks specifications and requirement.

ANNEXURE – I (PART OF TECHNICAL BID)

Parameters based on which technical score will be assigned by 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	Distance of premises from nearest Metro station (as per NIT). i) Up to 01 kms (10 marks) ii) More than 01 and up to 03 Kms (7 marks) iii) More than 3 Kms (5 marks)	10
2	Age of the building (from the date of this tender):- (i) Newly built- less than 2 years (10) (ii) 3-15 years old (8) (iii) 15-30 years old (5) (iv) More than 30 years old (2)	10
3	Availability of Natural Light/ Ventilation i) Structural Glazing on all sides (10 marks) ii) Structural Glazing partially available (05 marks)	10
4	Quality of construction, Load Bearing/ RCC framed structure & adequately Ventilated, Ambience & Suitability of premises (to be assessed by the Committee). i. Excellent (10) ii. Good (8) iii. Satisfactory (5) iv. Unsatisfactory (0)	10
5	Availability of Premises in Single Floor (10) Two adjacent Floors (05) In more than two floors (0)	10
6	Availability of Parking as specified, i.e. 5 cars & 5 two wheelers (10) Less than 5 cars & 5 two wheelers (0)	10
7	Availability of premises i. Hall shaped with no pillars (10) ii. Hall shaped with pillars (8) iii. Not hall shaped (5)	10
8	Availability of electric connection of 65 KW (10) Lesser than 65 KW available (8) No connection available (0)	10
9	If part of floor is offered approval for bifurcation is available (10) Not available (0)	10

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10	Availability of services & amenities i. Availability of electrical backup & centralised HVAC (10) ii. Availability of electrical backup (8) iii. Availability of centralised HVAC provision (5) iv. Non availability (0)	10
	TOTAL	**100**

Example : Techno Commercial Evaluation:

The Criteria for Technical Evaluation and Commercial Evaluation will have weightage of **70:30.** Bidders scoring **less than 60%** marks in the Technical Evaluation will not be considered for the selection process, and their Commercial Bids will not be opened.

The proposal with the Highest Weighted Combined Score (quality and cost / **TC1**) shall be selected.

In case of tie between two or more bidders for the Highest Total Combined Score, then the bidder with **Highest Technical Score** amongst such bidders shall be the successful bidder.
Illustration:

i. Bids will be evaluated as per Combined Quality Cum Cost Based System. The Technical Bids will be allotted weightage of <70>**%** while Commercial Bids will be allotted weightage of <30>**%**.
ii. A combined score "**Score (S)"** will be arrived at after considering the Commercial quote and the marks obtained in Technical evaluation with relative weights of <70> **%** for Commercial bid and <30> % for Technical Bid according to the following formula:

$$\textbf{Combined Score of A} = <\mathbf{70}\%> \times \frac{\textbf{Technical Bid Score of A}}{\textbf{Highest Technical Score}} + <\mathbf{30}\%> \times \frac{\textbf{Lowest Commercial Bid}}{\textbf{Commercial Bid of A}}$$

The bidder obtaining the Highest Total Combined Score in evaluation of technical and commercial evaluation will be ranked **TC – 1** followed by proposal securing lesser marks as **TC – 2, TC – 3** etc. **Bidder securing Highest Combined Marks and ranked TC – 1 shall be recommended for award of contract.** Bank will follow the internal procedure for necessary approvals and thereafter proceed with notification of award of contract.

Sr. No	**Bidder**	**Technical Evaluation Marks (t)**	**Commercial Bid (f)**	**Weighted technical Score** **=**{(t)/t highest}× 70	**Weighted Commercial Score** **=**(f lowest / f) × 30	**Score "S" out of 100**
1	A	90	60	(90/90) × 70 = 70	(50/60)×30 = 24.99	**94.99**
2	B	80	70	(80/90) × 70 = 62.22	(50/70)×30 = 21.43	**83.65**
3	C	70	50	(70/90) × 70 = 54.44	(50/50)×30 = 30	**84.44**

In the above example, "A" the bidder with the highest score becomes the successful bidder (TC-1).

Final Evaluation:

The commercials will be finalized among the shortlisted bidders who obtain <60>**% or more marks in technical evaluation.** The Final bidder will be selected on the basis of **TC -1** as given above. The bidder securing highest combined marks (Technical score + Commercial score) and ranked **TC-1** shall be recommended for award of contract.

REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR FINANCIAL INSTITUTIONS BRANCH, SBI IN MUMBAI

PRICE BID
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the ***CC/LEASE/01/2026 dated 18.08.2026*** 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	
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 (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	
c.	Type of lease with period	
d.	Whether ready to bear the stamp duty equally (50:50) basis	

Rent:

Level of Floor/Floor No. offered	**Carpet Area (sqm)**	**Rent per sqm. per month (Rs.)** #Please refer note below	Total rent per month
Total			

Please note that the rental increase shall be 15% after initial 5 years.

 Signature & Stamp of the Bidder

Rentable area will be based on "RERA Carpet area" of the floor in accordance with government rules. Please note that the rent should be inclusive of municipal taxes/Property tax/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 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