TENDER ID PAT/CAO/2025-26/02
TENDER START DATE: 25.06.2026 at 10:00 Hrs
TENDER END DATE : 20.07.2026 at 17:00 Hrs

STATE BANK OF INDIA
CIRCLE AUDIT OFFICE, PATNA
2nd FLOOR, SHREE RATAN SHARDA SADAN, ABOVE HDFC BANK, GOLA ROAD, PATNA, 801503
PREMISES REQUIRED ON LEASE RENTAL BASIS FOR "BANK'S TRANSIT GUEST HOUSE" AT PROMINENT PLACE WITHIN MUNICIPAL AREA AT RANCHI CENTRE

TENDERS TO BE SUBMITTED TO:

THE GENERAL MANAGER
STATE BANK OF INDIA
CIRCLE AUDIT OFFICE, PATNA
2nd FLOOR, SHREE RATAN SHARDA SADAN, ABOVE HDFC BANK, GOLA ROAD, PATNA, 801503

TENDERS SUBMITTED BY:

NAME	
ADDRESS	
MOBILE	
E=MAIL	

STATE BANK OF INDIA

CIRCLE AUDIT OFFICE, PATNA

NOTICE INVITING TENDER (NIT)

PREMISES REQUIRED ON LEASE

2nd FLOOR, SHREE RATAN SHARDA SADAN, ABOVE HDFC BANK, GOLA ROAD, PATNA, 801503

TENDER ID PAT/CAO/2025-26/02
TENDER START DATE: 25.06.2026 at 10:00 Hrs
TENDER END DATE : 20.07.2026 at 17:00 Hrs

This tender consists of two parts viz the Technical Bid having terms and conditions, details of offer and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal using photocopy in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelops should be placed in a single envelop and applicants should mention their name, Address, Phone no. and "OFFER FOR TRANSIT GUEST HOUSE AT RANCHI" over the sealed envelope to: -

THE GENERAL MANAGER
STATE BANK OF INDIA
CIRCLE AUDIT OFFICE, PATNA
2nd FLOOR, SHREE RATAN SHARDA SADAN, ABOVE HDFC BANK, GOLA ROAD, PATNA, 801503

Basic Requirements:

1.	No. and Type of Rooms	a) 3 fully furnished rooms of atleast 12x12 feet size for Double Bedded Occupancy. b) 1 servant room of atleast of 6x8 feet.
2.	Facilities required	a) In-built wardrobes in each room (size: min. 3 by 4 feet). b) Study Table with Chair in each room c) Long hanging mirror in all rooms and in all bathrooms d) Attached bathrooms in each room having Anti-skid tile floor. e) Dining Area with common area or separate Drawing room and dining area. f) 3-in-1 mixture in each bathroom. g) Wash Basin in dining area g) Common bathroom cum toilet with all rooms. h) Dining table with 6 Chairs

		i) Chimney in Kitchen (Suction power min. 1000 m3/hr). j) 24 Hour power backup or Invertor wiring. k) Preferably Exhaust fan in kitchen and in all bathrooms. l) Doorbell m) Electric fittings & Power points for installation of air conditioners in each room, dining area and drawing room area. 0) Electric Power points for Geyser in each bathroom & Kitchen. p) Atleast 1 power point and 5 other points other than AC power point in each room, dining area, drawing room. q) 1 set double bed with 2 side tables in each room. r) 3-piece 2-seater sofa at drawing room
3.	Parking Space	1 car
4.	Possession	Ready possession/ occupation.
5.	Location	a) Premises will be on rental/ lease basis at a prime location of municipal area at Ranchi with lift facility (if flat). b) Centrally located within the municipal area of Ranchi Centre.
6.	Preference	a) Individual House. b) Provision of lift is compulsory, if flat. c) Adequate covered/ open parking space in the compound/ basement of the building. d) Rooms with attached balcony.
7.	Initial period of lease	The initial period of lease will be of 5 years and will be renewed further for 5 years with mutual consent of both the parties.
8.	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bid.
9.	Validity of tender	15 days from-the last date of submission of the tender
10.	Stamp duty payable in registration	To be shared in the ratio of 50:50 i.e., 50% of the cost of registration of lease agreement to be borne by lessor and remaining 50% by the lessee.

	of lease agreement	
11.	Rental Advance	No advance payable.

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title to the promises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as 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 bank. The lease period will be for 10 years with increment in rent after 5 years (viz. total lease period will be of 10 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 of 15% - 25% 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 5 / 10 years,

1.2 Tender documents received by the SBI after due date and time shall be rejected.

1.3 All columns of the tender documents must duly fill 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.

I.4 In case the space in the tender document is found insufficient the lessors may attach separate sheets.

1.5 The offer should remain valid atleast for a period of 15 days to be reckoned from the last date of submission of offer.

1.6 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.

1.7 The Technical Bid will be opened after 20.07.2026 in the presence of tenderers who choose to be present. All tenderers are advised in their own interest to be present on the specified time and address.

1.8 SBI reserves 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 it's total requirements.

1.9 Canvassing.in any form will disqualify the tenderer. NO brokerage will be paid to any broker.

1.10 The short-listed lessors will be informed by the SBI for arranging site inspection of the offered premises.

I .11 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.

1.12 Preference will be given to the independent building/ or flat on the ground floor having ample parking space in the Compound / basement of the building.

1.13 The details of parameters and its weightage for technical score have 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.

1.14 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. However, the landlord will be required to bill the concerned office every month for the rent due to them indicating the service tax/GST component also in the bill separately. The bill also should contain the service tax registration number/ GST 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 service tax/ GST otherwise, the service tax/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 service tax/GST registration number of the landlord.

1.15 Mode of measurement for premises is as follows:
Rentable area of the premises should be clearly mentioned as carpet area as per IS Code 3861-2002 which could be always measured jointly by the Bank and the landlord.

1.16 The floor wise area viz. Ground, First, Basement if any, etc. with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately. Bank as per exigencies, may take more or less area of the advertised area.

1.17 NOC and the space required for installation and running of the generator, provision of installation of AC Outdoor Units, Bank's Signage Board at front, side

facing, etc. will have to be provided within the compound by the bidders/lessor at no extra cost to the bank,

1.18 The bidder/ 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 interior renovation work can commence, in case of unfurnished premises.

1.19 The rent payable shall be reckoned from the date of occupation. The lease agreement will include inter-alia, a suitable text clause and provision of de-hiring of part/ full premises.

1.20 Rent should be inclusive of all present and future taxes whatsoever, municipal Charges/ Society charges, maintenance. However, GST Shall be paid extra at applicable rate and manner.

1.22 Electricity & Water Charges will be borne by the Bank provided the requisite connection is arranged by the landlord in the name of Bank.

1.23 Price Bid of only the selected bidders will be opened after short-listing based on the parameters of the advertisement and only the short-listed bidders will be informed to remain present on the date and time of opening of the Price Bids.

Place:

Date.

ANNEXURE-I

PREMISES REQUIRD ON LEASE

Parameters based on which technical score will be assigned:

S.No.	Parameters	Actual Situation	Total Marks
1	Built up area as per requirement	*Required area in sqft (+- 5%) :10 *Required area in sqft (+- 10%) :5 *Required area in sqft (+- 25%) :2	10
2	Floor Level of Rooms	*All rooms offered in single floor:10 *Rooms offered in two immediate floors: 5 * Rooms offered in more than two floors: 0	10
3	Floor Details	*Ground floor or First Floor with Lift:15 *Upper Floors with Lift Facility:5 *Upper Floor with staircase & without lift:0	15
4	Dedicated Parking (Free of cost)	*Parking area for 1 car:10 *No Parking area:0	10
5	Location of the Premises	*Park Facing Premises:10 *Green Belt Facing Premises:5 *Others:0	10
6	Light and ventilation	*Adequate natural light and ventilation:5 *In-adequate natural light and ventilation:0	5
7	Quality of finishing, Amenities, Fittings and Fixtures	*Excellent: 15 *Good:10 *Satisfactory:5 *Unsatisfactory:0	15

8	Ambience, convenience and suitability of premises	As assessed by Premises Selection Committee	25
9	**Total**		**100**

DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING/ HIRING OF 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 housing your **Transit Guest House** on monthly rental basis at Ranchi Centre, Jharkhand.

General Information:

A.	Location:	
	Name of the Premises	
	Address of the Premises in detail	
B.	Distance from Ranchi Railway Station (in Km)	
	Distance from Ranchi Airport (in Km)	
	Name of the owner	
	Address of the owner	
	Name of the contact person	
	Mobile no.	
	E-mail address: -	

A. **Technical information (Please tick 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. Floor of the offered premises: -

Level of Floor	**Carpet Area (In sqft)**
Ground floor	
First floor	
Second floor	
Total Build up Area	

Note: The rentable area shall be in accordance with the one mentioned under clause/ para 1.15 of Technical Bid.

B. Rooms ready for occupation: **Yes/No**

(If no, how much time will be required for occupation _____with end date.)

C. Amenities available:

Electric power supply and sanctioned load for the floors Offered in KVA = ___

Description	Yes	No
Building ready for occupation. (if no, how much time will be required for occupation _____ with end date.		
Electric power supply and sanctioned load for the floors (…….…KVA)		
Running Municipal Water supply		
Whether plans are approved by the local authorities (Enclose copies)		
Whether NOC from the department has been received		
Whether occupation certificate has been received (Enclose copy)		
Whether direct access is available, if yes give details		
Whether exclusive parking facility has been provided		

Declaration: -

1. 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 rooms is accepted.
2. I/ We also confirm that the General Manager (IA), State Bank of India, Circle Audit Office, Patna reserves absolute rights to reject any bid or all bids without assigning any reason thereof.
3. I/ We also declare that there are no Govt./ Municipal restrictions barring the letting of the proposed rooms on rent and I/we am/are the legal owner of the proposed building/ premises.
4. I/ We have not been blacklisted by any Govt. organization/ institution from participating in any Govt. tendering process.

Place:

Date:

Name and signature of lessor(s) with seal,if any

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

General Information:

A	Name of the Premises: Address: City: Pin Code:
B	Name of the Owner: Address: Name of the Contact person: Mobile no.: E-Mail Address:

Rent: -

Level of Floor/Floor No.	Carpet Area of Rooms (sq.ft.)	Rent Per room Per month (Rs.)	Total rent per month in Rupees including GST
Total			

Rentable area will be based on "Carpet area" of the Rooms. 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 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**