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 proposal (Photo copies may be used in case of multiple offers). The " Technical " and "Price Bid " for each proposal/offer should be enclosed in separate sealed envelopes duly super-scribed on top of the envelopes as " Technical " and "Price Bid " as the case may be and these envelopes are to be placed in a single cover super scribing " Tender for leasing of Commercial/Office premises for proposed new Branch at JAGATPURA, KHATOO SHYAM CHOURAHA Jaipur " and should be submitted at the Regional Business Office -4 State Bank of India, 2nd floor, A-5 Nehru Place Tonk Road Jaipur -302015 on or before **3.00 PM on 24.07.2026.**

Important points of parameters-

1.	**Carpet Area**	**As specified in NIT**
2.	**Parking Space**	**One dedicated car parking per 70 sq.m area & 4 to 6 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/expected to be ready within 1-2 (one to two months from the last date of submission of proposal).**
6	**Premises under construction**	**May not be considered**
7	**Location**	**In the vicinity of the existing Branch to be shifted & location as specified in NIT.**
8.	**Preference**	**(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority.** **(ii) Single Floor (Preference shall be given to GF)** **(iii) Offer from Govt./Semi Govt./PSU/Banks** **(iv) Ready to occupy premises/expected to be ready within three (3) 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**	**Five years, with one option to renew the lease agreement for five years each.**
11.	**Selection procedure**	**Techno –commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.**
12.	**Stamp duty/registration charges**	**To be shared in the ratio of 50:50 between bank and successful bidder**
13.	**Rental Advance**	**No advance payable**
14.	**Fit out period**	**1-2 months after completion of civil work and other mandatory approvals by Landlord.**

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. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the State 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 one tenures of 5 years each(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 subject to market conditions & to a maximum ceiling of 25% after initial term of 5 years is completed.

1.2 Tender document received by the Bank after due date and time i.e. **24.07.2026** after 3.00 PM shall be rejected.

1.3 The lessors are requested to submit duly filled **tender documents in separate envelopes** super scribed on top of the envelope as **"Technical Bid" or "Price Bid"** as the case may be (as stated earlier) with relevant documents/information at the **following address:**

REGIONAL BUSINESS OFFICE -4,
2nd FLOOR, AO JAIPUR,
A-5, NEHRU PALACE, TONK ROAD
JAIPUR 302015

1.4 All columns of the tender documents must duly filled 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 **Technical Bid** will be opened on as per the availability of the members of Premises Selection Committee in presence of tenderers who choose to be present at the office of Assistant General Manager, Regional Office -4, State Bank of India, 2nd floor, A-5 Nehru Place, Tonk Road Jaipur-302015. All tenderers are advised in their own interest to be present on that date at the specified time. SBI Reserves the right to reschedule the opening time of tender.

1.9 The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

1.10 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

1.11 The shortlisted lessors will be informed by the SBI 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 (Rent+ GST)** to the successful tenderer shall be made **by Account Payee Cheque or RTGS/NEFT.**

1.13Preference 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.**

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

1.14a Details of parameters and the technical score has been incorporated in **Annexure 1**.
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 monthly rental. **All taxes and service charges** shall be **borne by the landlord**.

However, **the landlord will be required to submit bill the SBI every month for the rent due to them indicating the GST component(if applicable) in the bill separately. The bill should also 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 evidence of such payment of tax to the Govt. indicating name, address and the GST tax registration number of the landlord.**

1.16 The interest free rental deposit equivalent to maximum six month's rent maybe 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.

1.17 Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Built-up 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 area shall include the following area

- **Wall Thickness)**
- **.Columns**
- **Staircase**
- **-Sanitary shafts**
- **Carpet Area**
- **•Space below window sill**
- **Box louver**
- **AC duct**

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

Floor to ceiling Height

- **-Above 2.6m :** **100% 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.**

1.19The successful lessor should arrange to obtain the municipal NOC/approval of layout; 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 of as required will also have to be arranged by the lessor at his/her cost** from the State Electricity Board or any other private

electricitycompany 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 the interior renovation work can commence, in case of unfurnished premises.

1.22 After 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 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. Flooring of the banking hall of the premises shall be of Doubled charged vitrified tiles and flooring of Record/Stationary Room shall be of Polished Kota stone. 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)
with seal if any

Date:

DETAILS OF OFFER (Part of technical bid)
OFFER SUBMITTED FOR LEASING PREMISES

(If anybody willing to offer more than one premises, separate application to be submitted for each premises).

With reference to your advertisement notice dated---------

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

General Information:

A.	Location	
A.1	Distance in Km from the existing Branch	
A.2	Distance in Km from the nearest City Bus Stop	
B.	Address:	
B.1	Name of the Building	
B.2	Plot No & Door No.	
B.3	Name of the street	
B.4	Name of the city	
B.5	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 mark/fill appropriately)

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	Built –up area
Total Floor 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----------
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 KVA (Mentioned)

Availability of Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities (Enclose copies) 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 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 to construct/addition /alteration i.e. cash safe room, 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 Bank's specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal

ANNEXURE-I (PART OF TECHNICAL BID)
PREMISES REQUIRED ON LEASE
Parameters based on which technical score will be assigned by SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

TECHNICAL SCORING FOR THE PREMISES

S. No	CRITERIA	MARKS	MARKS OBTAINED
1	Location/Prominence i. On main road junction : 15 ii. On main road : 10 iii. Inner side from main road : 5	15	
2.	Surroundings of the premises i. Adequate natural light and ventilation: 5 ii. Inadequate natural light and ventilation:0	05	
3.	Frontage/Elevation i. >= 40 feet: 10 ii. >= 30 feet: 07 iii. >= 20 feet: 05	10	
4.	Age of the building (max marks-10) i. New: 10 ii. 1-5 years old: 8 iii. 5-10 years old: 6 iv. 10-15 years old: 4	10	
5.	Availability of entire area in one floor i. On ground floor : 20	20	

	ii. Upper floors with lift and stair : 15 iii. Upper floors with stair : 05		
6.	Parking (max marks 10) i. Covered /Dedicated parking: 10 ii. Open Parking : 05	10	
7.	Government Authorities approval for the premises (Commercial conversion certificate, Occupancy certificate etc)	10	
8.	Suitability and construction of building for the branch as assessed by Premises selection committee	10	
9.	Ambience, Convenience, Elevation, Planning and utilization of space and construction with latest technologies as assessed by Premises selection committee	10	
	TOTAL MARKS -------100		