STATE BANK OF INDIA

Regional Business Office, RBO-Sambalpur
1st FLOOR, SAMBALPUR MAIN BRANCH
SAMBALPUR, ODISHA-768001

Part – I (Technical Bid)

TENDER FOR HIRING OF COMMERCIAL PREMISES ON LEASE BASIS FOR OPENING OF SBI- SINDURPANK BRANCH

Tender No: AO/SAM/06-2026/R-III/09 Date: 25.06.2026

Tender Submitted By:-

Name:
Address:

GST No:

Tender No. **AO/SAM/06-2026/R-III/09** **Date: 25.06.2026**

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR NEW BRANCH OF SBI AT SINDURPANK, SAMBALPUR

State Bank of India, Regional Business office (RBO-III), Sambalpur invites tenders in two bid system from owner / power of attorney holder / Govt. / PSUs having ownership of the commercial building on lease basis for opening of SBI Sindurpank Branch. Details of the tenders are as under:

Sl. No.	Events / Heading	Details of the Particulars
1	Name of the Event	Tender for hiring of commercial premises on lease basis for opening of SBI- Sindurpank Branch
2	Carpet area Requirement including Strong Room and Locker Room	1500-2000 Sqft. Carpet area is as per IS 3861 : 2002
3	Status of Branch	New
4	Desired Location	Premises on the main road in and around **Sindurpank**, Sambalpur locality.
5	Open area Requirement	1000 Sqft. (For DG set & Parking place)
6	Electrical Load requirement	**25 KW to 30 KW**. Detail loads will be after finalizing the premises.
7	Availability of the tender documents	Procurement News - SBI In the News (https://sbi.co.in/web/sbi-in-the-news/procurement-news)
8	Contact Details	RBO-Sambalpur: 7894460819
9	Date of Issue of tender	25/06/2026
10	Start Date of downloading	From 11.00 AM on 25/06/2026
11	End Date of downloading	Up to 5.00 PM on 15/07/2026
12	Last date of submission	Up to 3.30 PM on 17/07/2026. Tender received after due date shall be rejected.
13	Date of opening	On 18/07/2026 at 11.30 AM
14	Validity of the tender	6 (six) months from the last date of submission of tender.

Note:

A. In case of requirement of Locker Room* for lockers and storing other valuables, the same needs to be constructed in the premises of all sides RCC walls of 300mm thickness as per the layout (shall be provided after finalization of premises) with 12mm dia steel bars @ 150mm c/c in both ways and both sides of the walls and using M20 concrete at owners cost. Locker Room doors to be supplied by the Bank. Otherwise owner has to provide collapsible gate with rolling shutter/GI metal door as directed by the Bank.

B. In case of strong room class is not required as in A above, strengthening of floor slab is required to bear the additional load of "Locker Safe" to be kept in the premises.

2. The premises should be **preferably in prime locality and on a main road passing through Sindurpank** with **adequate dedicated parking space** and predominantly in the cluster of commercial establishment on the **Ground floor** ready/likely to be ready for immediate possession.

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 Bank's website www.sbi.co.in under important links "Procurement and others" from **25.06.2026 to 15.07.2026.**

5. The offers in a sealed cover complete in all respects should be submitted on or before **3.30pm on 17.07.2026** during working hours at the following address-

SBI reserves the right to accept or to reject any offer without assigning any reason therefor. No correspondence in this regards will be entertained. **No Brokers please**.

Sd/-
Regional Manager (RBO-III)
Regional Business Office, Sambalpur

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 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 be placed in a single cover super scribing **"Tender for leasing of Commercial/Office premises for _____ Branch"** and should be submitted at the Office of the Regional Manager, Sambalpur on or before **3.30PM on 17.07.2026.**

Important points of Parameters –

1	Carpet Area	As specified in NIT
2	Frontage of the building	30' minimum along the main road of the locality.
3	Parking Space	One dedicated parking of 92.94sqm (1000sqft) area for 2 nos. cars & 4 to 6 dedicated Two wheelers parking for staff.
4	Open parking area	Sufficient open parking area for customers
5	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.
6	Possession	Ready possession / occupation/expected to be ready within 3 (three) months from the last date of submission of proposal.
7	Premises under construction	May be accepted/rejected at the exigency of the Bank.
8	Location	In the vicinity of the existing Branch to be shifted (in case of shifting of Branch) & location as specified in NIT (in case of new Branch)
9	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. Departments / PSU / Banks (iv) Ready to occupy premises/ expected to be ready within 3 (three) months from the last date of submission of proposal.
10	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.
11	Initial period of lease	5 + 5 years (15-25% hike after 5 years) with an option to renew for a further period on mutually negotiated rates after a period of 10 years.
12	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.
13	Validity of offer	6 months from the last date of submission of the offer
14	Stamp duty / registration charges	To be shared in the ratio of 50:50.
15	Fit out period	3 Months after completion of civil work and other mandatory approvals by Land lord.

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 empaneled 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 5 years terms (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. 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.

1.2 Tender document received by Regional Business Office, Sambalpur after due date and time i.e **17.07.2026 after 3.30 pm shall be rejected**.

1.3 The lessors are requested to submit the **tender documents in separate envelopes** super scribed 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:**

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 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 **(i.e 17.07.2026)**

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

1.8 The **Technical Bid** will be **opened on 18.07.2026 at 11.30 AM** in presence of tenderers who choose to be present at the office of **The Regional Manager, Regional Business Office, RBO-Sambalpur, 1st FLOOR, SAMBALPUR MAIN BRANCH SAMBALPUR, ODISHA-768001**. 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 therefor**.

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**.

1.13 **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 as stated earlier**.

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

1.14a The details 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 evaluation**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by Committee of the Bank 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 **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.

1.17 **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.

A. Rentable Carpet area shall be area at any floor excluding the following area

1. **Walls**
2. **Columns**

3. **Balconies**
4. **Portico/Canopy**
5. **Staircase**
6. **Lofts**
7. **Sanitary shafts**
8. **Lift wells**
9. **Space below window sill**
10. **Box louver**
11. **AC duct**

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

Floor to ceiling Height

1. **Above 2.6m: 100% of carpet area.**
2. **Above 2.1m up to 2.6m: 50% of carpet area.**
3. **Below 2.1m: Not to be considered**

C. The following shall be including in wall area and shall not be measured.

1. **Door and door opening in the walls**
2. **Build in cupboards**

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 as applicable for building plan/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**.

1.20 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 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.

1.21 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.

1.22 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.

1.23 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 interalia, a suitable exit clause and provision of de-hiring of part/full premises.

1.24 All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room/Strong room/Locker 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.

1.25 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

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:**	
A.1	Distance in Km from the Existing Branch/Desired Location (in case of New 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 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**
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 Yes/No
(Enclose copies)

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 agreed 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 Banks 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 PARAMETERS AND SCORING BASED ON THEIR MARKS

The detailed list and marks assigned to each parameter is as under:

Sl. No.	Parameters	Marks
1	**Distance from Desired Location as decided by the Bank (Maximum 10 Marks)**	
1.1	Up to 0.5 KM	10
1.2	More than 0.5 KM & up to 1.5 KMs	7.5
1.3	More than 1.5 KMs and up to 2.5 KMs	5
1.4	More than 2.5 KMs	0
2.0	**Available of Frontage of the Premises (Maximum 10 Marks)**	
2.1	30 feet and above	10
2.2	More than 25 ' and up to 30 '	5
2.3	Less than 25 '	0
3.0	**Nearby surroundings & approach road (Maximum 10 Marks)**	
3.1	Commercial market place with 6.0 m wide approach road	10
3.2	Commercial market place with approach road less than 6.0 m	7.5
3.3	Partly commercial with 6.0 m wide approach road	5
3.4	Partly commercial with approach road less than 6.0 m	0
4.0	**Suitability of the premises (Based on business) (Maximum 20 marks)**	
4.1	Excellent	20
4.2	Good	15
4.3	Satisfactory	10
4.4	Unsatisfactory	5
5.0	**Age of the building (Maximum 15 Marks)**	
5.1	Open plot / Fresh construction (Not older than 5 years)	15
5.2	More than 5 years up to 10 years	10
5.3	More than 10 years	5
6.0	**Type of the Premises (Maximum 10 Marks)**	
6.1	Commercial	10
6.2	Residential	5
6.3	Neither commercial nor residential	0

7.0	**Availability of the Premises (Maximum 15 Marks)**	
7.1	Ground Floor	15
7.2	Ground floor + First floor	10
7.3	First floor	5
8.0	**Availability of the parking & DG space (Maximum 10 Marks)**	
8.1	As specified in the tender	10
8.2	Less than the space specified in tender	5
Note: In case the offered premises are open plot and at Bank's exigencies, the marks will be given by the committee considering the offer as fresh construction. Marks allotted by the committee are binding and final.		

Place:

Date: Name & Signature of lessor with seal if any

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____ dated ____ and having studied and understood all terms and conditions stipulated in the newspapers 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	

Name & Signature of lessor with seal if any

Rent:

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

Other information: Rent at Rs _____ per sqm per month for additional parking area, if provided to the Bank other than as specified in the tender.

Please note that the offered rate for additional parking area will not be considered for evaluation process. All the prospective landlords are advised to quote their offer considering the exclusive parking area to be provided to the Bank as specified in the tender.

Rentable area will be based on "Carpet area" of the floor in accordance with the one mentioned under para / clause / item 1.17 of technical bid. 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