

STATE BANK OF INDIA
Regional Business Office, Tinsukia
TDA cultural Centre, Bordoloi Nagar
Tinsukia, Assam – 786 125

1	Tender ID	NE/AO/DBRG/2025-26/Tender 07 Dated 01.08.2025
2	Tender Name	Acquiring of premise on lease basis for opening of branch at Panitola, Tinsukia, Assam
3	Last Date of Submission	21.08.2025 Up to 05:00 PM

NOTICE INVITING TENDER (NIT)**STATE BANK OF INDIA****Regional Business Office, Tinsukia****TDA cultural Centre, Bordoloi Nagar****Tinsukia, Assam – 786 125****COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE****FOR OPENING OF BRANCH AT PANITOLA,****A T ROAD, ROAD, ASSAM**

SBI, Regional Business Office, Tinsukia invites offers from **Owners / Power of Attorney holders** for premises on lease rental basis for Commercial / Office use having carpet area of **approx. 2500-3000 SQFT located in Panitola (preferably within market area)**. In case of approach road, the road to the building shall be adequately wide for entry of four-wheeler vehicle and well built up. **The entire space shall be preferably on Ground floor or Ground + 1st floor only. The premises should be suitable for planning of interior layout as per Bank's requirements with minimum obstructions. If the premises not found suitable for layout planning, the offer may be rejected, and price bid of such bidder will not be opened.** The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be obtained from the office of **"Assistant General Manager, Regional Business Office, State Bank of India, Tinsukia, TDA Cultural Centre, Bordoloi Nagar, Near Civil Hospital, Tinsukia, Assam – 786 125"**. Preference will be given to the premises owned by the Government departments / Public Sector Units / Banks. The offers in a sealed cover complete in all respects should be submitted to **"Assistant General Manager, Regional Business Office, State Bank of India, Tinsukia, TDA Cultural Centre, Bordoloi Nagar, Near Civil Hospital, Tinsukia, Assam – 786 125"** on or **before 05:00 pm on 21.08.2025**. The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

Assistant General Manager**SBI RBO Tinsukia**

TECHNICAL BID (COVER-A)

TERMS AND CONDITIONS

OFFER/LEASING OF OFFICE PREMISES

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. Duly signed and completed **separate Technical (Envelope-A) and Price Bids (Envelope-B)** are to be submitted for each proposal using Xerox copies in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single cover super scribing **“Tender for leasing of office premises to State Bank of India, Panitola”** and should be submitted to the **“Assistant General Manager, Regional Business Office, State Bank of India, Tinsukia, TDA Cultural Centre, Bordoloi Nagar, Near Civil Hospital, Tinsukia, Assam – 786 125”** on or **before 05:00 pm on 21.08.2025.**

Important points of Parameters -

1	Carpet Area	Approx. 2500-3000 SQFT
2	Designated staff Parking Space (Free of cost)	Minimum 2 Cars & 3-4 Bikes/Scooters for the staff
3	Open parking area	Sufficient open parking area for customers.
4	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
5	Possession	Ready possession / occupation.
6	Premises under Construction	Will be considered if nearing completion.
7	Desired location	Preferably within market area and on the Main Road
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single floor. (iii) Govt. Departments / PSU / Banks.

9	Unfurnished premises	Only unfurnished premises will be considered, and Bank will do the interior and furnishing work as per requirement.
10	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent @ 15-25% after expiry of first term of 5 years, at the time of renewal.
11	Selection procedure	L-1 for the tender will be selected on the basis of Techno-Commercial Evaluation with 70% weightage to technical parameters and 30% weightage to price bid.
12	Validity of offer	6 months from the date of submission of the offer.
13	Stamp duty / registration charges	To be shared in the ratio of 50:50.

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 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 initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only 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 5 years subject to fulfilment of all terms & conditions & satisfactory performance.

1.2 Tender document received after due date and time i.e., **05:00 pm on 21.08.2025** shall be rejected.

1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as **Technical Bid** or **Commercial Bid** as the case may be, duly filled in with relevant documents/information at the following address:

“Assistant General Manager, Regional Business Office, State Bank of India, Tinsukia, TDA Cultural Centre, Bordoloi Nagar, Near Civil Hospital, Tinsukia, Assam – 786 125”

1.4 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. The SBI reserves the right to reject the incomplete tenders.

1.5 In case the space in the tender document is found insufficient, the lessor 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., **21.08.2025**.

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 & Price Bid** will be **opened** in the presence of tenderers who wish to be present at the office of **“Assistant General Manager, Regional Business Office, State Bank of India, Tinsukia, TDA Cultural Centre, Bordoloi Nagar, Near Civil Hospital, Tinsukia, Assam – 786 125”**. **The date and time for the same will be informed later.** All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 The SBI reserve 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 its total requirements.

1.10 Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.

1.11 The short-listed lessor 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 lessor at their own cost as and when required. All payments to the successful vendor shall be made by Account Payee Cheque or RTGS/NEFT.

1.13 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.

1.14 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 the committee of 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, 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 Branch Manager, SBI every month for the rent due to them indicating the 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.

1.16 Mode of measurement for the 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.

1.17 **The successful lessor should arrange to obtain the municipal license/NOC/approval of layouts 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 interior furniture work. The required **additional electrical power load of approximately 40 KW with a dedicated 40 KVA transformer and substation along with dedicated energy meter will also have to be provided by the lessor at his/her own cost** through the State Electricity Board/ State Power department etc. NOC and the space required for installation and running of the generator set, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, VSAT, etc will also have to be provided within the compound by the bidders/ lessor **at no extra cost to the Bank.**

1.19 **The rent shall be only payable from the date after the completion of agreed construction / alteration / addition and modification as per the drawings & Scope of works to be carried out by the landlord (Will be advised later)**

1.20 To permit the Bank to provide the Name Board / Glow Sign Board / Advertisement Board at the front & side façade of the building, indication mark for bank's entrance etc. with no additional charge.

1.21 To provide adequate reinforced bedding for generator installation at the ground floor. No additional / separate rent is payable for Generator space & vehicle parking space. The area of Generator & vehicle Parking will not be measured for making / paying rent calculation.

1.22 Construction of Cash Safe room and Locker room has to be carried out as defined by the Bank. The building should have the strength of bear the load of **10-12 no's Fireproof Filling cabinet & Locker cabinets.**

1.23 Permitting the Bank to carry out any alteration / addition works in connection with improving the ambience.

1.24 Provision of MS Rolling Shutters, Collapsible MS gate in the entrance door, exit door & vault room door which will have to be provided by the landlord.

1.25 The premises shall be taken over from the date after the landlords completing the works in all respect as per approved drawing, conditions agreed and Instructions of Bank, list of works to be carried out by the landlord which will be advised/ provided later.

1.26 The bank shall not be bound to accept the lowest tender (L1) and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. Quoted rate by the bidders is not final and Bank reserves the right to negotiate further on quoted rent if felt very highly quoted.

1.27 Preference will be given to the buildings on the main road and Bank also reserves the right to choose any building which fits for Bank's requirement, feasibility and choice. A committee will be constituted for inspection & technical evaluation of offered buildings and committee's decision will be the final decision.

1.28 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

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

1.30 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.

1.31 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.

1.32 Electricity charges will be borne by the Bank, but water supply should be maintained by the Landlord/owner within the rent.

1.33 All Civil & Allied Works such as construction of Cash room/ Locker room (RCC/ Brick walls as per RBI Guidelines), Record/ Document room, UPS room, Ladies & Gents Toilets (including Plumbing & Sanitary fittings like Water-closet, Washbasin of Parryware/Hindware brands), Pantry/ Canteen with required accessories (Granite slab, Sink, Washbasin) with running water supply, Doors etc. as per Bank's requirements, Iron Rolling Shutter & Collapsible Grill as per Bank's extant Security related guidelines at Entry, Exit doors & Cash/ Locker Room, Ramp, Lift (For First & above floors for Differently Abled & Senior Citizens as per extant guidelines), Iron/ Stainless Steel Grill at staircase portion, Vitrified Tiles flooring in Banking hall, Ceramic Wall & Floor Tiles in washrooms, inside and outside painting with Acrylic Emulsion (Plastic) Paint/Synthetic Enamel Paint along with wall putty & Primer etc., Safety Grill to Windows & Ventilators, Exhaust provision with required accessories etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank. Landlords will submit Approved Plan, Competent Authority permission, Structural Stability and Soundness certificate before possession by the Bank.

1.34 Interior works like furniture, drywall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signage, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

1.35 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 SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

Place and Date:

Name & Signature of bidder/ lessor with Seal if any

Signature and Seal of applicant

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**GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF A
BRANCH BUILDING TO BE CARRIED BY OWNER AT HIS OWN EXPENSES AND OTHER
TERMS & CONDITIONS**

1. Superior quality flooring as required by Bank and skirting for the entire area and non-slippery tiles/glazed tiles for toilet floors/walls have to be provided. Separate toilet for Ladies with sanitary fittings/ fixtures (with Wash basin) & gents (With Urinal & wash basin).
2. Electrical wiring with concealed conduits including light/fan points, switches, DB, panels etc. to be provided as per Bank's requirements.
3. Record/ Stationery room, Dining Room with sink, UPS room with doors, will be constructed with Brick walls. Semi-RCC Cash room and RCC Locker room (size & specification will be advised later) as per bank's specification shall be constructed with RCC for Walls, Floor and Roof as per RBI / SBI specifications as required by the Bank. Toilet at Branch Manager's Cabin & separate two toilets for gents & ladies also to be constructed by the landlord as a part of civil work.
4. Anodized aluminum paneled/ glazed main door, collapsible grill gate and Steel rolling shutter shall be provided at the main entrance.
5. All external doors including Vault room/ cash room shall be provided with Rolling shutters and collapsible gate. All windows, ventilators and cut outs will be provided with Strong steel grills and shutters as directed by the Bank.
6. Buildings having entire specified area in ground floor shall be preferable to the Bank. In case the proposed building is having split floors of the specified area and spread in ground and first floor, should have internal staircase as per the Bank specified drawing. If the staircase is not available, it shall be added suitably by structural addition with a structural Engineer advice.
7. **Before offering of the premise for the first floor, the applicant must ensure that the RCC slab must be strong enough structurally to bear the heavy weight of Cash Safe, Locker & FRFC units. The weights for Cash Safe & Locker are generally in range of (2000-3000) KG and for FRFC unit (400-450) KG. In case of any kind of failure in terms of cracks development/ punching failure, the landlord will be responsible for the same. The landlord may submit the structural stability certificate from Authorized Structural Consultant to the Bank.**
8. Vitrified tiles as approved by Bank (Mega white shade of approved brand) flooring in the Branch/ Office and ceramic tiles flooring, false ceiling and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided.

9. Steps – Riser and tread – Jet black. Stainless steel handrails to be provided for the entrance steps and staircase. Physically Challenged Ramp Provision as per government specification of minimum slope of 1:12 with SS Handrail needs to be provided for the Branch.
10. Covered generator room to be provided along with provision for installation of main electrical panel box with adequate bed & ventilation and this will not be included in the rent payable area (floor area). Compound wall to be constructed all around the building.
11. The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period. In case the above repairs are required, and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner(s).
12. Plastic Emulsion Paint over partition walls, false ceiling and ceilings, enamel painting on doors and windows, rolling shutters, Grill etc. as per the Bank's instructions shall be done by the owner(s) after every three years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.
13. The owner/s shall provide separate electricity meter having three phase electric Connection of required capacity as directed by the Bank.
14. Necessary arrangements for continuous water supply and independent Underground and overhead water tanks of sufficient capacity along with electric pump for lifting of water shall be provided by the owner.
15. Proper sewerage connection shall be arranged by the owner.
16. The owner shall hand over the possession of the building after getting it constructed/ renovated / modified / altered as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g., Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.
17. Bank can make additions and alterations/ dismantling, install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the

Bank may require without causing any material damage or affecting the safety of the structure.

18. The owner shall not have any objection for installation of ATM, V-Sat, D.G Set, glow signage's (all sides), Air Conditioner outdoors by the Bank at suitable locations in the building. The owner shall obtain a sanctioned EB Power load AS GIVEN IN THE TENDER CHART at his own cost.
19. Dimensions, positions of rooms and column grid in the banking hall should not be altered / deviated without prior permission from the bank. Any additions and alterations in the building including the position and size of the windows/doors/ventilators/rolling shutters & partition works are to be carried out as per Bank's plan and as per the request of the bank.
20. The above points are the general scope of the lessor (landlord). Other works depending upon the site conditions & as directed by the bank are to be complied with.

The above conditions are only illustrative not exhaustive. Other works depending upon the site conditions & as directed by the bank are to be complied with.

DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

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

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your office on lease basis at
.....

General Information:

Location as name of the nearest local railway/ Metro station and its distance from the site:

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	

Technical Information **(Please ☐ at the appropriate option)**

- a. Building: Load bearing / Frame 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 as per IS code 3861-2002
Ground Floor	
First Floor	
Total Carpet Area	

Note- The rentable area shall be in accordance with the one mentioned under clause / para 1.16 of Technical Bid.

Building ready for occupation : Yes / No

Amenities available:

Electric power supply and sanctioned load for the floors : Yes / No

Offered in KVA (Mentioned)

Running Municipal Water Supply : Yes / No

Whether plans are approved by the local authorities : Yes / No

(Enclose copies)

Whether NOC from the department has been received : Yes / No

Whether occupation certificate has been received : Yes / No

(Enclose copy)

Whether direct access is available, if yes give details : Yes / No

Whether lift facilities are available : Yes / No

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. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement

Place:

Date:

Name and signature of lessor with seal if any

ANNEXURE – I
PREMISE REQUIRED ON LEASE
Parameters based on which technical scores will be assigned
(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Premises Carpet area	2500-3000 SQFT premises possible ground floor: 20 2500-3000 SQFT premises possible at first floor: 10	20	
2	Premises/Plot location	On main road: 20 Inner side from main road (well build & wide): 10 Poor quality/small inner road: 00	20	
3	Premises/Plot Location	Commercial area/ market area (as per tender requirement): 10 Residential area: 05 Not as per tender requirement: 00	10	
4	Premises Frontage from the road	>= 40 feet: 10 >= 35 feet: 07 >= 20 feet: 05 < 20 feet: 00	10	

5	Covered / Built up exclusive parking for SBI (Allotted Parking)	1. 2 Cars + 4 Bikes/Scooters: 10 2. 1 Car + 4 Bikes/Scooters: 05 3. No parking: 00	10	
6	Quality of construction in terms of columns size, spacing, clearance of beam & ceiling wrt floor level, structural stability & age of the building	Good Quality: 10 Average Quality: 05 Poor Quality: 00	10	
7	Ambience, convenience, and overall suitability of the premise in terms of Business Potential, Natural Light & Ventilation	As assessed by the Premises Selection Committee (PSC) members Very Good: 20 Good: 15 Average: 10 Poor: 05 Premise not suitable: 00	20	
	Total		100	

- If a bidder scores 00 marks in any of the above-mentioned criteria, his/her offer will be disqualified, and price bid of such bidder will not be opened.

Date:

Signature and Seal if any of applicant

Example for evaluation of the Proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B & C.

Let's say, they get following marks.

A-90, B-60, C-75

2. Convert them to percentiles **(Technical Score)**

$$A: (90/90) \times 100 = 100$$

$$B: (60/90) \times 100 = 66.66$$

$$C: (75/90) \times 100 = 83.33$$

Let's say, financial quotes for three premises are as follows:

A: Rs. 20 per sqft for floor area

B: Rs. 10 per sqft for floor area

C: Rs. 15 per sqft for floor area

3. As desired one is the lowest, to work out percentile score **(Financial Score)**

$$A: (10/20) \times 100 = 50.00$$

$$B: (10/10) \times 100 = 100$$

$$C: (10/15) \times 100 = 66.66$$

4. If proportion of technical to financial score is specified to be 70:30, then final score will work out as follows:

$$A: (100 \times 0.70) + (50 \times 0.30) = 85.00$$

$$B: (66.66 \times 0.70) + (100 \times 0.30) = 76.66$$

$$C: (83.33 \times 0.70) + (66.66 \times 0.30) = 78.33$$

05. Hence, premise A is found to be L-1 for the tender.**

Date:

Name and signature of lessor with seal

** Refer point 1.26 for selection of successful bidder