



P&E/Guest House/2025-26/13 dated 13.05.2025

STATE BANK OF INDIA

**PREMISES & ESTATE DEPARTMENT, 3RD FLOOR,
LOCAL HEAD OFFICE, STATE BANK OF INDIA
DISPUR- 781005.**

**PART – A : TECHNICAL BID
COVER-I**

**RESIDENTIAL SPACE REQUIRED ON LEASE
FOR SENIOR GUEST HOUSE (FOR DGMs and GMs)**

TENDER SUBMITTED BY:

NAME : _____

ADDRESS : _____

DATE : _____

“NO BROKERAGE WILL BE PAID TO ANY BROKER”



P&E/Guest House/2025-26/13 dated 13.05.2025

NOTICE INVITING TENDER (NIT)

RESIDENTIAL SPACE REQUIRED ON LEASE
FOR SENIOR GUEST HOUSE (FOR DGMs and GMs)

Local Head Office, Guwahati invites offers in ***TWO BID SYSTEM (TECHNICAL BID and PRICE BID)***, from owners / Power of Attorney holders for premises on lease rental basis for residential use having built up area of approx. 558 sqm (6000 sqft), located in and around LHO Guwahati in non-congested area. In case of approach road, the road to the building shall be well built up and adequately wide for uninterrupted movement of at least two four-wheeler vehicles simultaneously. The premises should be suitable for accommodating 5 to 7 rooms with attached washrooms, including dining hall, care-taker room, recreation room, sufficient parking areas (4 to 5 parking) and necessary amenities befitting the standard of the officials. *If the premises not found suitable for all the requirements, 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 downloaded from website www.sbi.co.in under SBI IN THE NEWS > Procurement news.** The offers in a sealed cover complete in all respects should be submitted to

Premises & Estate Department
3rd floor "A" Block
State Bank of India
Local Head Office Guwahati, Dispur-781006
on or before 3:00 pm on 02.06.2025.

SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

Assistant General Manager
Premises & Estate Deptt.
3rd floor A Block
State Bank of India
Local Head Office, Guwahati



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TERMS AND CONDITIONS FOR OFFER/LEASING OF RESIDENTIAL PREMISES:

The tender consists of two parts viz. the Technical Bid (mentioning the terms and conditions, details of offer) and the Price Bid. Duly signed and complete **separate Technical and Price Bids** are to be submitted for each offer in case the lessors wish to apply for multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes are to be placed in a single cover super scribing **“TENDER FOR LEASING OF PREMISES FOR SENIOR GUEST HOUSE (DGMs AND GMS) FOR STATE BANK OF INDIA AT GUWAHATI, ASSAM”** and should be submitted to the “Premises & Estate Department, 3rd floor “A” Block, State Bank of India , Local Head Office Guwahati, Dispur-781006 **on or before 3:00 pm on 02.06.2025** on the specified tender box.

Important points of Parameters -

1	Built up Area (BUA)	6000 sqft (variation @ $\pm 10\%$)
2	Parking Space	4 to 5 no's Four wheeler.
3	Amenities	24 hours water facility, Electricity with exclusive transformer for the building.
4	Possession	Preferably within 6 months from the date of Letter of Intent (LOI).
5	Desired location	Preferably within 2 km radius from LHO in non-congested and non-market area
6	Preference	i) Residential Premises that are likely to be completed within 6 months with required occupancy certificate and other statutory approvals of local civic authority. ii)Preference on premises will be given wherein bank can accommodate 5 to 7 rooms with attached washrooms including dining hall, care-taker room, recreation room, sufficient parking areas (4 to 5 parking) and necessary amenities befitting the standard of the officials.
7	Unfurnished premises	Only unfurnished premises will be considered.
8	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent after expiry of first term of 5 years, at the time of renewal.
09	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids. (Refer Annexure I)
10	Validity of offer	6 months from the date of submission of the offer.
11	Stamp duty / registration charges	To be shared in the ratio of 50:50



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TERMS AND CONDITIONS:

1.1 The successful bidder/lessor should have clear and absolute title to the premises and furnish legal title investigation report from Bank's empanelled advocate at his own cost. The successful bidder/lessor will have to execute the lease deed as per the standard terms and conditions finalized by the Bank 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. 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.

1.2 Tender documents received after due date and time i.e. **03:00 PM on 02.06.2025** shall be rejected.

1.3 The bidders are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as **Technical Bid and Price Bid** as the case may be, duly filled in with relevant documents/information at the above-mentioned address.

1.4 All columns of the tender documents must be 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 lessor. Any over-writing or use of white ink is to be duly initiated by the bidder. Bank reserves the right to reject incomplete tenders.

1.5 *In case the space in the tender document is found insufficient, the bidders may attach separate sheets.*

1.6 The offer should remain valid at least for a period of 06 (six) months to be reckoned from the last date of submission of offer i.e. **03.06.2025**.

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 will be opened after the last date of submission of bid and after which technical scrutiny will be carried out by the Bank's internal Committee. **The Price Bid will be opened later (which will be informed in due time)** in the presence of the bidders who wish to be present at the above-mentioned office. All bidders are advised in their own interest to be present on that date at the specified time.



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1.9 Bank 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, 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 brokers will be entertained.

1.11 The short-listed bidders will be informed by the Bank for arranging site inspection of the premises offered by them.

1.12 Income Tax and other statutory clearances shall be obtained by the bidders at their own cost as and when required. All payments to the successful bidder/lessor 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 parking space in the compound / basement of the building.

1.14 The details of parameters and its weightage for 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 the 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. However, the landlord will be required to submit bill to the concerned department every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the GST No. of the landlord, apart from name, address etc. of the landlord and the serial number of the bill. GST levied on rent paid by landlord directly, shall be reimbursed by the Bank to the landlord on production of challan/receipt of tax to the Govt. indicating name, address and the service tax/GST registration number of the landlord.

1.16 Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as built-up area as per IS code 3861-1975 which could be always measured jointly by the Bank and the landlord.

1.17 The floor wise area viz. Ground, First, if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid.



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1.18 The successful bidder/lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/Collector/Town Planning etc. along with the required **electrical power load (Transformer) of approximately 63 KW**. 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 bidder/ lessor **at no extra cost to the Bank**.

1.19 Bidders should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost.

1.20 The bidder 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.

1.21 **After the completion of the Interior, Electrical, AC works, etc. the lease agreement will be executed, and the rent payable shall be reckoned from the date of handover of the premises by the landlord.** The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.22 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.

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

1.24 All civil works such as washrooms with all fixtures etc., UPS rooms with brick walls, ramp with hand railing, double charged vitrified tile flooring, antiskid tile for wash rooms, wall tiles, internal painting with acrylic emulsion paint and external painting with waterproof paint, aluminum sliding windows, safety grill for windows and all glass surfaces, etc. as advised by the Bank will be carried out by landlord's at his own cost before handing over possession to the Bank (for further clarification, kindly refer "Scope of Works to be arranged by Successful Bidder").

1.25 Interior works like loose furniture, dry wall partition system, false ceiling, internal electrical wiring, AC, lighting fixtures, signage boards, cabinets, electrical wiring etc, will be done by the Bank at its own cost as per requirement. The landlord should not raise any objection during necessary wall drilling/cutting required for Interior, Electrical, AC works, etc.

Place:

Name & Signature of bidder/ lessor with seal if any

Date:



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SCOPE OF WORKS TO BE ARRANGED BY SUCCESSFUL BIDDER

CIVILS WORK FOR SENIOR GUEST HOUSE (FOR DGMs and GMs)

All the civil works are to be done by landlord to make the premises at per with a **3-star quality hotel premises**. The gist of civil works that are to be undertaken by the landlord are given below.

1. 600 mm x 600 mm or 1200 mm X 600 mm double charged Vitrified tiles of reputed brand to be laid in floor.
2. Sufficient space for at least 5 no's of single room of approx. size 12' x 12' with attached toilet and two no's room for VIP's of minimum size 15' x 16' with attached toilet.
3. Sufficient Space for one kitchen with dining hall along with recreation room.
4. Space for one living room cum reception.
5. UPVC windows along with MS grill of approved design with painting to be provided in all the windows by the landlord.
6. Premium Quality Flush doors to be provided in all rooms by the landlord.
7. Toilets/Bathrooms are to be provided with anti-skid floor tiles and wall tiles up to full height of wall of approved design and reputed brands.
8. All the fittings of toilet and bathroom shall be of reputed brands such as Kohler/ Jaquar or equivalent to be installed by the landlord.
9. Kitchen to be provided with kitchen slab finished with granite top and edge along with a sink.
10. Walls to be finished with putty, primer and premium quality acrylic interior paints as approved by Bank after carrying out the conceal wiring from Bank's end.
11. External walls of Building shall be finished with premium quality exterior paints.
12. Periodical repainting of the buildings and rooms to be done by landlord.
13. The Parking shed for parking of cars to be provided by landlord as per Bank's requirements.
14. Paver's tiles/blocks to be provided in the open space within the campus as per Bank's requirements.

Electrical works:

1. Transformer of minimum 63 KW load and necessary security deposit to DISCOM to be arranged by the landlord .
2. Space for installation of DG Set as per bank's requirements to be provided by landlord within the campus without any additional cost.



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Please note, the requirements given above are indicative in nature, in case of any changes are made in the above requirements to make the premises up to the standard of Bank's officers stay, the landlord have to provides the same at his cost.

GENERAL INFORMATION OF THE BIDDER:

1	Name of the applicant	
2	Name of the House	
3	House No.	
3	Name of the Street	
4	Name of the City	
5	Pin Code	
6	(i) Name of the owner : (ii) Address: (iii) Name of the contact person: (iv) Mobile no. (v) Email address:	
7	Total Area of the premises (Sqft)	Ground floor: 1 st floor: 2 nd floor: Total :



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Annexure-I

Parameters based on which technical score will be assigned

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

SL NO.	DESCRIPTION	PARAMETER	TOTAL MARKS	MARKS OBTAINED
1	Built up area as per requirement	± 5% : 10	10	
		± 10% : 05		
		± above 10%: 00		
2	Distance from the Local Head office, SBI, Dispur by road in shortest route	0 to 1 km : 10	10	
		1km to 2 km : 06		
		2km to 3 km : 03		
		Greater than 3 km : 00		
3	Stage of construction	Ready for Occupancy within 6month or ready for occupancy and OC received after 01.05.2025 : 10	10	
		Occupancy within 12 month : 06		
		Occupancy greater than 12 month : 03		
4	Quality of construction, finishing etc.	1. Excellent : 10	10	
		2. Good: 06		
		3. Average : 03		
		4. Poor : 00		
5	Exclusivity for the Bank	Exclusively for Bank : 10	10	
		Exclusively offered in one to two floors : 07		
		Exclusively offered in three or more floors : 03		
6	Efficacy of the Internal layout in terms of natural Light, room size, Usage etc and provision of balcony	Excellent: 10	10	
		Very Good: 07		
		Good: 04		
		Not recommended: 00		
7	Ambience, location convenience and suitability of premises as assessed by Premises Selection Committee	Excellent: 10	10	
		Very Good: 07		
		Good: 04		
		Not recommended: 00		
8	Premises environment	Not Crowded: 05	5	
		Semi Crowded: 02		
		Congested area: 00		
9	Nos of floors of the premises	Exclusively in single floor : 05	5	
		Ground + one floor (minimum 1500 sqft area on ground floor) : 03		
		Ground + more than 2 floors: 01		
10	Covered / Built up exclusive parking for	5 four wheeler + 5 two wheeler : 05	5	
		3 four wheeler + 3 two wheeler : 03		



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	Bank	Less than above: 00		
11	Surrounding of building	Adequate natural light & ventilation: 05	5	
		In-adequate natural light & ventilation : 00		
12	Provision of lift	Available/provision kept : 05	5	
		Not available : 00		
13	Water logged prone area	If No: 05	5	
		If yes : 00		
	Total		100	

NOTE: 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.



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Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

A: $(78/78)*100=100 =100$

B: $(70/78)*100=100 =89.74$

C: $(54/78)*100=100 =69.23$

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. As desired on is lowest, to work out percentile score, we will get

C: $(210/210)*100 = 100$

B: $(210/250)*100 = 89.74$

A: $(210/300)*100 = 70$

4. Technical score (percentile form)

A: $(78/78)*100=100 =100$

B: $(70/78)*100=100 =89.74$

C: $(54/78)*100=100 =69.23$

5. Financial score (percentile form)

A: $(210/300)*100 = 70$

B: $(210/250)*100 = 89.74$

C: $(210/210)*100 = 100$

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

A: $(100*0.70) + (70*0.30) = 91$

B: $(89.74 * 0.70) + (84*0.30) = 88.02$

C: $(69.23*0.70) + (100*0.30) = 78.46$