



**NOTICE INVITING TENDER (NIT)**  
STATE BANK OF INDIA  
LOCAL HEAD OFFICE, III/1, PT J N MARG  
BHUBANESWAR-751001

***TENDER ID: P&E/2023-24/03    DATED 12.05.2023***

**PART – A: TECHNICAL BID**

**TENDER FOR HIRING/ LEASING VIP SUITS FROM REPUTED HOTELS FOR  
VIP GUEST HOUSE OF SBI AT PURI**

State Bank of India intends to hire “VIP suits” from reputed Hotels, which are in ready-to-occupy condition, for use as “VIP Guest House” on Lease basis. For further details and downloading Tender Document please visit Bank’s website [www.sbi.co.in](http://www.sbi.co.in) under the link “Procurement and others” from **12.05.2023 to 01.06.2023**. The last date for submission of offers at this office will be on or before **01.06.2023**. Further **Notice/Clarification** in this regard will be posted only on the Bank’s above mentioned web site.

**No brokers please.**

Sd/-  
**Assistant General Manger (P&E)**  
**LHO Bhubaneswar**



**NOTICE INVITING TENDER (NIT)**

State Bank of India intends to hire on lease basis, VIP suits which are in ready to occupy condition for use as VIP Guest House from reputed Hotels under Two Bid system as per details given below:

<b>Number of Rooms Required</b>	<b>Location</b>	<b>Remarks</b>
<p><b>10 VIP suits with two beds/ Double bed in single floor or max two. In case of premises having 2 floors and above, lift facility should be provided.</b></p> <p>The suits preferably of size <b>250 sqft or more</b> should be Air-conditioned, fully furnished and should have facilities like attached bath/toilet with hot &amp; cold water facility, Intercom, LED TV with DTH connection, packaged drinking mineral water bottles (of 1 Litre) 2 No. per day, Kettle with Tea/ Coffee/ sugar sachet (2 sachets each per day), Bath Towels and Hand Towels (2 no. per day), Intercom, High speed Wi-Fi etc. Each room must have a double bed with mattress 5 inch thick or more, door mats at main entrance, toilet &amp; balcony, slippers 2 pairs, full length wardrobe cabinet, 2 no. side table with at least 2 chairs, one round table.</p> <p>(Refer <b><u>Annexure-II</u></b> for Check- list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.</p>	<p>The hotel should be located on beach road facing the sea with sea view rooms having balcony preferably within Puri Municipality Area and should be easily approachable by car (Innova Crysta or equivalent size).</p>	<p>The rooms will be available exclusively for SBI guest at any time. Two children below the age of 12 years should be allowed to stay in the rooms without any extra charges. Also in case of necessity one additional bed should be provided, without any extra charge to the visitor.</p>



<ul style="list-style-type: none"><li>○ There should be 24Hrs water supply &amp; electricity back-up.</li><li>○ Rooms should have regular Housekeeping facility.</li><li>○ Rooms should be maintained properly and should be painted every year.</li><li>○ Availability of adequate car/ vehicle parking for visitor.</li></ul>		<p style="color: red;">Complimentary breakfast and in-house restaurant/ catering facility on payment basis (by the occupant) is mandatory.</p>
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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](http://www.sbi.co.in) under important links “Procurement and others” from **12.05.2023 to 01.06.2023**.

The offers in a sealed cover complete in all respects should be submitted on or before **01.06.2023** during working hours at the following address-

**The Assistant General Manager (P&E), 2<sup>nd</sup> floor, Local Head Office, State Bank of India, III/1, PT J N Marg, Bhubaneswar – 751001.**

The SBI reserves the right to accept or to reject any offer without assigning any reason thereof. No correspondence in this regard will be entertained.

NB: The eligible bidders who have participated earlier in this regard need to apply afresh and no claims shall be entertained.

**No Brokers please.**

**Sd/-  
Assistant General Manger (P&E)  
LHO, Bhubaneswar**



**TECHNICAL BID**  
**TERMS AND CONDITIONS**

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. The “Technical Bid” and “Price Bid” 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 to be placed in a single cover super scribing “**Tender for Hiring/ Leasing of Air Conditioned VIP suits in HOTEL at Puri for SBI to use as VIP Guest House**” and should be submitted at the Office of “the Assistant General Manager (P&E), 2<sup>nd</sup> floor, Local Head Office, State Bank of India, III/1, PT J N Marg, Bhubaneswar – 751001” on or before **01.06.2023**.

**Important points of Parameters –**

1	Name of Work	Tender for Hiring / Leasing of Air-Conditioned VIP suits having balcony with sea view from reputed HOTELS for use as VIP Guest House in <b>Puri</b> for SBI on lease basis.
2	Parking Space	Availability of adequate parking for visitors.
3	Amenities	The rooms should be Air-conditioned, fully-furnished with false ceiling and should have facilities like separate entry, attached bath/toilet with 24 hour hot & cold water facility, accessorized with hand & bath towels (2 no. per day) & basic toiletries, intercom, High Speed Wi-Fi, LED TV with DTH connection with subscription to all major channels, packaged drinking mineral water bottles (of 1 Litre) 2 No. per day, 2 glasses, Kettle with Tea/ Coffee/ sugar sachet (2 sachets each per day), Each room must have a double bed with mattress 5 inch thick or more, door mats at main entrance, toilet & balcony, slippers 2 pairs, full length wardrobe cabinet, 2 no. side table with at least 2 chairs, one round table. Round the clock availability of Room Service / House Keeping Staff.  (Refer <b>Annexure-II</b> for check-list of services required which includes Housekeeping, Generator power back up, Electricity, Parking etc.)
4	Possession	Ready possession / occupation/expected to be ready to use within <b>10 (Ten) Days</b> from the last date of submission of proposal.
5	Premises under construction	Will not be considered and summarily rejected.
6	Location	Premises should be situated on beach road facing the sea with easy accessibility from Public Transport services Terminals like Bus Stand, Taxi Stand etc. The premises should be easily approachable by car (Innova Crysta or equivalent size).



7	Preference	<p>All the rooms should be of <b>size 250 sqft or more, balcony with sea view, well-furnished and located in a single building of Hotel</b></p> <p>Premises offered by Govt. Units / PSUs with Caretaker / Catering facility.</p> <p>Offers with Elevator facility (in case the offered rooms are on the first floor or higher).</p> <p><b>Premises in vicinity of Tourist attractions of the city.</b></p> <p>Premises with closed parking facility for visitors’.</p> <p>Decent arrangement for stay of Driver accompanying the staff:-Offers with Chauffeur facility</p>
8	Unfurnished premises	Will not be considered.
9	Initial period of lease	5 years (minimum) + another 5 years on mutually agreed terms
10	Selection procedure	<p>The technical bid will be opened on <b>02.06.2023 at 11.00 AM</b> in the Presence of bidders or their authorized representatives who may like to be present.</p> <p>After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises and assessment of the offers, the financial bids of only those bidders, whose offers are found suitable, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders whose offers are found suitable.</p>
11	Validity of offer	6 months from the last date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of <b>50:50</b> .
13	Documents to be enclosed with the offers	<p>Room size with Drawings &amp; dimensions, Room Numbers offered. Photograph of rooms and site plan of the hotel/building showing the main approach road, road on either side if any, width of the road/s and landmarks around the hotel.</p> <p><b>The bidder must submit copies of valid Trade License, valid Fire License/NOC and all other statutory Licenses / permits along with the offer.</b> The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract.</p> <p>The bidder should submit a self-declaration on their letter head that the establishment/agency is not blacklisted by any Local Authority as on date.</p>



14	Other Amenities	<p>The bidder shall be prepared to rent fully furnished, well maintained &amp; air-conditioned rooms, and the rooms should be equipped with modern facilities along with the following facilities preferably available in the hotel as mentioned hereunder:</p> <ul style="list-style-type: none"><li>• 24 Hour Room Service.</li><li>• Laundry and Velvet Services.</li><li>• Travel &amp; Tour Facility.</li><li>• Car Parking.</li><li>• LED Colour Television with 24hrs Cable connection (All popular National/regional Sports, Entertainment channels).</li><li>• 24 Hours water, hot and cold running water in the bathrooms with western type toilets.</li><li>• 24 Hours electricity supply with generator back-up.</li><li>• Intercom facility in the room.</li><li>• Room heaters in the room.</li><li>• Water purifier for drinking water.</li><li>• Rooms should be cleaned every day and as &amp; when demanded.</li><li>• Toilets should be cleaned every day and as &amp; when demanded.</li><li>• Bed linen and towels should be changed every day.</li><li>• Curtains to be washed at regular interval of 30 days.</li></ul> <p>Rooms should be airy with sufficient sunlight in the day time, with proper ventilation.</p>
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## **INSTRUCTION TO TENDERERS**

1.1 The successful bidder should have clear and absolute title or registered Power of Attorney holder 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 of State Bank of India** 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 / as found appropriate) with requisite exit clause to facilitate full / part de-hiring of space by the SBI during the pendency of the lease after serving notice period of minimum 3 months. After completion of 5 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 document received by the Premises & Estate Department, LHO, Bhubaneswar after due date i.e. **01.06.2023 shall be summarily 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:**

**THE ASSISTANT GENERAL MANAGER (P&E)  
STATE BANK OF INDIA,  
2<sup>nd</sup> floor, Local Head Office,  
III/1, PT J N Marg,  
Bhubaneswar – 751001.**

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 cutting is to be duly authenticated 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. **01.06.2023.**

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 offerer is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid** will be **opened on 02.06.2023 at 11.00 AM** in presence of tenderers who choose to be present at the office of the Assistant General Manager (P&E), 2<sup>nd</sup> floor, Local Head Office, State Bank of India, III/1, PT J N Marg, Bhubaneswar – 751001. All tenderers are advised in their own interest to be present on that date at the specified time. The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.9 **The 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 Successful bidders will have to maintain a complaint and feedback register exclusively for SBI guests. All the guest should register their feedback/complaints if any. Time of complaint should also be recorded. Remedial measures should be taken on daily basis. Remarks along with date and time with signatures of authorized person of hotel/ should be recorded on the register. This register should be presented to the Bank officer coming for inspection. A copy of the same should be submitted to SBI along with monthly bill for review. SBI shall deduct **Rs.4000/- per day** as penalty in case the complaint of guests are not addressed within 24 hours of complaint being recorded in the register.

1.12 The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.

1.13 The tenderer should not have been black listed by any of the Government /PSU/ Trusts and no case should be pending or filed or pending in any courts for any illegal activities.

1.14 The HOTEL ROOMS/ S offered should be in good and ready to occupy condition. The rooms should be ready for occupation **within 10 days** after the acceptance of their offer by SBI.

1.15 It may be noted that no negotiations will be carried out, except with the lowest tenderer and therefore most competitive rates should be offered.

1.16 Rate quoted should be **per room per month inclusive of all taxes and other charges if any excluding GST, which will be paid by the Bank.** Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of each month.

1.17 Lease period: **Minimum period of lease will be Five (5) years and minimum notice period of Three months from Bank’s side** for termination of agreement during the pendency of the lease. The lease period will be extendable for mutually agreed period & rent after completion of 5 years.

1.18 **Water Supply:** The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory to the rooms throughout the lease period.





1.19 **Electricity:** The building should have sufficient electrical / power load / power back up / Lifts sanctioned and made available to the SBI's guests.

1.20 **Parking:** The Hotel/ shall provide adequate four wheeler parking for guests of SBI and no charges should be collected for parking.

1.21 **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.**

1.22 **Preference** will be given to the exclusive building/floor in the Hotel building/ having ample parking space in the compound / basement of the Hotel building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units/ Trusts as stated earlier.**

1.23 **Preference will be given to the buildings on beach road facing the sea with close proximity to Public Transport services Terminals like Bus Stand, Taxi Stand etc.**

1.24 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 raise the bill to the SBI every month for the rent due to them indicating the GST component in the bill separately. The bill also should contain the GST registration number of the landlord as well as of Bank's GST No. i.e. 21AAACS8577K1Z1, 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.**

1.25 **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.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any



## **TERMS & CONDITIONS**

1. Property should be situated in good commercial with congenial surroundings and preferably located on beach road facing the sea near proximity to public amenities like Bus Stand, Taxi Stand, Banks, Market, Hospitals etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer to provide adequate parking space for vehicles of staff availing the VIP Guest House facility. The premises should have good frontage and proper access.
4. **Preference will be given to premises ready for occupation.** The owners of such premises will have to hand over the possession of premises within 10 days of the acceptance of their offer by the Bank.
5. Offers with rooms having balcony with sea view available on beach road facing the sea and near to bus stand will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility would be preferred.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed.
7. Lease agreement for the premises finalized will be entered into with the landlord/s.
8. **Period of lease will be 10 years with enhancement in rent for the second block of 5 years @ mutually agreed rent with minimum notice period of 3 month for vacation by the Bank.**
9. Payment of rent will be on LUMPSUM basis only (quoted for all 10 rooms and other offered facilities). The rent shall be inclusive of basic rent including all usage charges, consumption charges, maintenance charges plus all taxes / cess present and future – House tax, property tax, Municipal taxes, Maintenance charges and services charges like society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent.
10. GST at the applicable rates on rental payment shall be borne by the Bank.
11. 24 Hours room service, Hot water supply, 24 Hours Power Backup etc should be available.
12. The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof / water proof as per the requirement. Painting of the premises is to be done once in every year.
13. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
14. Income-tax and Statutory clearances shall be obtained by the Lessor at their own cost as and when required.
15. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.



**TECHNICAL INFORMATION**

1	Name and Address of the Hotel	
2	Phone Nos.	
3	Email ID	
4	Contact Person with designation and Mobile No.	
5	Total No. of Floors	
6	Lift with generator facility available	
7	Generator supply given to Rooms	
8	Whether restaurant available. Timing of restaurant, Vegetarian or Non-Veg. Seating capacity of restaurant. Room service available.	
9	Hotel distance from Bus stand	
10	License Nos./Registration No to run the Business from Government Authorities (Attach copies/ separate sheet)	
11	Total Built-up area and No. of four wheeler parking available for guests.	
12	Total Number of Rooms with category and tariff charged for your customers for each type of rooms. (Attach separate sheet).	
13	Provision of additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available in the hotel.	



14	Any discount allowed to SBI guests for the paid services. If yes, mention in %	
15	Any welcome kit given to guests on arrival. Furnish the items in the welcome kit.	
16	Whether newspaper supplied to rooms.	
17	Details of furniture and appliances provided in the room (if required attach separate sheet)	
18	Locker facility is available for guests.	
19	Cloak room facility available	
20	LED TV with Cable TV connection	
21	Room Nos. offered with Details such as floor No., No. of beds, Carpet area of room, furniture, other appliances etc. available in the room (if required attach separate sheet). Attach Photos of rooms offered.	
22	Laundry facility available	
23	Whether emergency medical facility available or tie up available with any hospital nearby.	
24	Total No. of persons available for room service.	
25	Tourist car or van service available, if any	
26	Any other detail(s) other than the aforesaid you would like to add	

**Date:**

**(Name & Seal of the authorized signatory)**



**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 FOR SHORTLISTING THE OFFERS**

The detailed list of parameter is as under:

SI No.	Parameters	Remarks
1	Location	Premises should be situated on beach road facing the sea with easy accessibility from Public Transport services Terminals like Bus Stand, Taxi Stand etc. The premises should be easily approachable by car (Innova Crysta or equivalent size).
2	Quality of construction of the building	The building with RCC framed structure shall be given preference.
3	Nearby surroundings, approach road	The premises on beach road facing the sea with sea view shall be given preference.
4	Availability of rooms	All 10 rooms having balcony and sea view with two beds/ Double bed should be in single floor or max two. In case of premises having 2 floors and above, lift facility should be provided.
5	Quality of rooms	All rooms with attached toilet should be of ample in size, adequately ventilated, false ceiling and appealing ambience.
6	Availability of Restaurant/Catering Facility	Complimentary breakfast and in-house restaurant/ catering facility on payment basis (by the occupant) is mandatory.
7	Parking Facility	Premises should have adequate covered parking space to accommodate the vehicles of guests of SBI.
8	Recommendation of Premises Selection Committee(PSC)	The Premises Selection Committee shall scrutiny and shortlist the offers considering the various technical parameters and factors stated in this NIT & tender. The assessment and shortlisting of offers by the committee of SBI for opening of price bids will be final and binding to the applicant.

Place:

Date:

Name & Signature of lessor with seal if any



**ANNEXURE – II (PART OF TECHNICAL BID)**

**TENTATIVE LIST OF INFRASTRUCTURE & AMENITIES REQUIRED**  
**(TO BE ENSURED BY THE PROSPECTIVE LANDLORD)**

<b>Sr No.</b>	<b>Services/ amenities</b>	<b>Remark</b>
1	Bank's Signboard at the Entrance & visible Location	Yes/ No
2	Emblem on Room doors as desired by SBI	Yes/ No
3	Regular Maintenance/ Up keeping of Rooms	Yes/ No
4	Proper Lighted/ Ventilated Rooms with Good Aesthetics/ Furnishing	Yes/ No
5	Amenities Available in the Rooms	
a	LED TV	Yes/ No
b	Cable/ DTH connection	Yes/ No
c	Hi speed Wi-fi	Yes/ No
d	Cupboard	Yes/ No
e	Mirrors	Yes/ No
f	Double bed (or Two-single beds) with Mattress & Soft Pillows	Yes/ No
g	Clean Bed Cover & Sheets	Yes/ No
h	Clean Pillow Covers	Yes/ No
i	Clean Curtains	Yes/ No
j	Clean Blanket/ Quilt	Yes/ No
k	Sitting Chairs	Yes/ No
l	Writing Table	Yes/ No
m	Mosquito Repellent	Yes/ No
n	Water Jug	Yes/ No
o	4 no. Glasses	Yes/ No
p	Tea, Coffee, Sugar & Salt Sachets	Yes/ No
q	Electric Kettle	Yes/ No
r	Battery operated Room Fresheners	Yes/ No
s	Enough LED lighting, Fans & Exhaust	Yes/ No
t	Room heater	Yes/ No
u	Air Conditioner	Yes/ No
v	Slippers	Yes/ No
w	Door mats	Yes/ No
6	Amenities in Toilet	
a	Geyser	Yes/ No
b	Bucket & Mug	Yes/ No
c	Shower	Yes/ No
d	Wash Basin with Liquid Soap/ Bar Soap	Yes/ No



e	Bath & Face Towels	Yes/ No
f	Naphthalene Balls	Yes/ No
g	Exhaust Fan	Yes/ No
7	Housekeeping	Yes/ No
8	Power Back-up / Generator	Yes/ No
9	Ample Parking space	Yes/ No
10	Restaurant/Catering Facility in premises/ nearby	Yes/ No

**(Kindly note that above list is inclusive but not exhaustive.)**



## SAMPLE FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this day of 20\_\_ between \_\_\_\_\_ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part. (If the Lessor is a firm, company etc., the description should be accordingly be changed).

### AND

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai and a branch office at Local Head Office, Pt.J.N Marg, Bhubaneswar – 751001 (hereinafter referred to as “The Lessee” or “The Bank” which expression unless repugnant to the context shall include its successors and assigns) of the other part.

Whereas the Lessor is the absolute owner of Property No.-\_\_\_\_\_, with the free hold rights of the land under the said property, (hereinafter called the property), vide **Sale Deed** Registered as document No \_\_\_\_

### WHEREAS

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the rooms from reputed Hotel i.e. \_\_\_\_\_ with the free hold rights of the said Property No.-\_\_\_\_\_ more fully described in Schedule hereunder and the Lessee has agreed to take the rooms on lease under the terms and conditions specified herein below.

The lessors being seized and possessed or otherwise well and sufficiently entitled to the property/premises particularly described in the Schedule hereto and entitled to grant a lease of property/premises have agreed to grant a lease of the property/premises particularly described in the schedule.

Now this INDENTURE WITNESSES that in consideration of the rent hereinafter reserved and the covenants and stipulations hereinafter contained and on the part of the lessees to be performed and observed, the lessors doth hereby demise unto the lessee the premises as described in schedule here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the “demised premises”) unto the lessee for the term of **10 years (Ten years)( 5+5)** commencing from \_\_\_\_\_ with the absolute option to the Bank to renew the lease for further one terms of **10 years**, yielding and paying thereof unto the lessors the monthly rent of **Rs.**\_\_\_\_\_, subject to **TDS** on or before the **7th** day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that :-





1. The Lessee to the intent that the obligations may continue throughout the term hereby created doth hereby covenant with the Lessor (s) as follows:-

(i) To pay by Banker's Cheque or otherwise as agreed / the said monthly rent hereby reserved on the day and in the manner aforesaid subject to **TDS**.

(ii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric metre or water metres to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

2. (i) The Lessee shall be entitled at any time during the said terms; to 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 Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.

(ii) To use the demised premises for the purpose/s mentioned herein below:-

(a) VIP Guest House/ Holiday Home etc.

(b) Canteen

(iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

(iv) To yield and deliver up peacefully and quietly vacant possession of the demised premises to the Lessor (s) at the expiration or earlier determination of the lease period as the case may be, in a good condition except reasonable wear and tear.

(v) To allow the Lessor/s or his / their agents to enter, with or without workmen and / or architects, contractors etc. the demised premises or any part thereof by giving prior notice in writing to the Lessee to inspect the state and condition of the premises/property or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.

(vi) If the Lessee use the lift services in that case maintenance charge of the lift as well as consumption charges for the electricity will be borne by the Lessor.

3. The Lessor (s) do and each of them doth hereby covenant with the Lessee as follows:-

(i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.

(ii) The Lessor (s), shall not nor shall he/they allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.

(iv) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable



by the owner and / or occupier in respect of the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in respect of the same.

(iv) The Lessor/s shall maintain at his / their cost adequate and continuous supply of electricity and hygienic, potable filtered and / or tube-well water by means of electrical water pumps and overhead tanks or otherwise for the use of the lessee in the demised premises and to operate and maintain the water pumps in proper condition at their cost.

(v) The Lessor (s) at his / their own cost, shall effect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water and maintain proper repair and condition, the electric, sanitary, water fittings, equipment and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the demised premises atleast once in every three years, including painting of the doors and windows.

(vi) The Lessor/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

(vii) The Lessor(s) warrants that he / they has / have good, rightful power, absolute authority and indefeasible title to demise the demised premises to the Lessee in the manner herein appearing free from all encumbrances, trusts, his dependents, executions and attachments whatsoever.

(viii) The lessor(s) will not during currency of the lease transfer, mortgage, sell, assign or otherwise create any interest in the demised premises without the prior consent of the Bank in writing.

(ix) The Lessor has no objection for Lessee to assign / transfer / sublet the demised premises or part thereof.

4 It is hereby agreed by and between the parties hereto as follows:-

(i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may make payment of the same and such payment shall be against adjustment of future rents payable.

(ii) If the Lessor (s) shall fail or neglect to pay rents, revenues, rates, taxes, impositions, outgoing and ceases howsoever or whatsoever payable by owner or occupant in respect of the demised premises and / or to keep the demised premises and every part thereof in good repair and condition and /or to keep the demised premises insured for such sum and against such risks as may be required for by the Lessee it shall be lawful (but not obligatory) for the Lessee to pay such rates, revenues, taxes, impositions, outgoing and ceases, to



incur expenses to keep the demised premises and every part thereof in good repair and condition to keep the demised premises insured for such sum and against such risks as the Lessee in its absolute discretion may think fit and in any one or more of such cases the Lessee will be entitled in its absolute discretion to deduct such payments and such expenses as aforesaid with applicable interest from the rent hereby reserved.

(iii) In the event of the demised premises or any part thereof being materially damaged or destroyed by earthquake, tempest or other act of God, fire, riots or any irresistible force so as to render the demised premises or any part thereof substantially and permanently unfit for the purposes for which they were let, this lease shall, at the option of the Lessee, be void but in the event of the Lessee desiring to continue the lease and the Lessor (s) agreeing to repair the damage or injury the Lessee shall vacate such portion of the demised premises as may be required to enable the Lessor (s) to repair and to restore them to their former state and condition and in such event the whole or proportionate part of the rent as the case may be shall abate till demised premises are restored to their former conditions and the Lessee shall continue to pay the full rent from the date of such completion of repairing or restoration to the satisfaction of the lessee.

(iv) In the event of the demised premises or any part thereof being acquired or requisitioned by Government or any local authority under any Act for the time being in force this Lease shall be determined and the parties shall be entitled to such compensation as they may respectively be entitled under the law.

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving **Three months** calendar months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

(vi) If the lessors shall at any time fail and neglect to perform and observe any of the covenants and conditions herein contained and on his/their part to be observed and performed then the Lessee shall be entitled at its option to forthwith determine this Lease.

(vi) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessees a lease for further period/s of **5 (Five) years** from the date of expiration of term hereby created on the same terms and conditions as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated and in any case the increase in rent shall not be more than 25% (Twenty Five Percent) of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein. That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e lessors and the Bank in equal sharers.

(viii) Notwithstanding anything contained herein above the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilized and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion



surrendered by the Lessee. And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the lessors(s) shall make suitable arrangement so that the exclusive independent entry /use for/of the branch/office is not affected in any manner.

(ix) In case the Lessee desires to obtain a Lease of further floor area/rooms in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area/rooms will be determined considering the prevailing circumstances for the time being but in and the period of such Lease shall be co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.

(x)SALE AND /OR TRANSFER OF SAID PREMISES : that if the lessor at any time during the initial lease period or any extended period thereof sell and / or transfer rights in said demise premises as a whole or any part thereof to any one person or more than one person or agency etc. then this will be subject to the terms of this lease deed and in such event the lessee shall pay the rent to such transferee or transferees on the same terms and condition as are contained herein provide the transferees except all terms and conditions in to and agree to continue the lease. The Lessor shall arrange and ensure that term and condition of lease deed are agreeable to the transferee and no inconvenience is caused to SBI/lessee on account of such transfer during currency of lease term or any extension thereof.

(xi) In the event of the Lessor (s) deciding to sell the demised premises during the tenancy, they shall in the first instance offer the premises to the Bank and the Bank shall within one calendar month from the date of receipt of such offer either accept or reject such offer.

The Schedule above referred to IN WITNESSES WHEREOF THE PARTIES hereto have executed these presents the day and year first above written.

SIGNED SEALED AND DELIVERED

By the above named

In the presence of Lessor (s)

SIGNED SEALED AND DELIVERED

By the above named

In the presence of For and on behalf of  
State Bank of India,  
Br. Lessee

Witness :-

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_



**FINANCIAL BID (ENVELOPE – II)**

**TO BE SUBMITTED BY THE BIDDER  
SEPERATELY UNDER TWO BID SYSTEM**

=====

**Name and Address of Hotel/Property:**

Nearest Landmark/ milestone:

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

<b>Sl. No.</b>	<b>Number of Rooms</b>	<b>Room Rent per room per month (all inclusive)</b>	<b>Total Rent for all Rooms per month</b>	<b>Annual Rent for Rooms</b>

**(Please quote rate for one room for one month all inclusive- except GST)**

Lease Period : 5 years

**NOTE:**

1. The offer should remain valid at least for a period of 06 months (six) to be reckoned from the date of opening of “Technical Bid”.
2. L-1 bidder will be decided on the basis of total outgo per annum.
3. The rate quoted shall be inclusive of all taxes and other expenses except GST.
4. Financial bid of only those bidder is to be opened after scrutiny of Technical bids, inspection of premises and shortlisting of the hotels/ s.

**(Name & Seal of the authorized signatory)**