

Tender ID	AHM/AAO-3/20240401
Date	16.03.2024



## **STATE BANK OF INDIA**

INVITES TENDERS

FOR HIRING OF PREMISES

FOR

**SBI, AYOJANNAGAR BRANCH (60240), DISTT- AHMEDABAD**

Last date for submission of Tenders: **19.04.2024 up to 5.00 PM**

Technical Bids will be opened on: **20.04.2024 at 11:30 AM**

Tenders to be submitted to:-

The Assistant General Manager,  
State Bank of India  
Regional Business Office- 3,  
2<sup>nd</sup> Floor, Administrative Office Ahmedabad,  
C N Vidyalaya Campus  
Ambawadi, Ahmedabad- 380006

### **TECHNICAL BID**

TENDER SUBMITTED BY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTICE INVITING TENDER (NIT)**  
**COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE**

SBI invites offers from **owners** for premises on lease rental basis for Commercial / Office use having built up area of about **232.25 sq.mtr. to 278.70 sq.mtr. (2500 sq.ft. to 3000 sq.ft.) located within 1.50 KM Radius from the SBI existing Ayojannagar Branch**, District- Ahmedabad with minimum parking for **6-two wheelers and 2-four wheelers**. The bidder shall provide space of 80 sq.ft to 100 sq.ft. for installation and running of the Generator Set (need base) within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities.

The entire space should be **on Ground Floor only** with proper water supply and electricity facilities. Premises should be ready for possession / occupation.

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](http://www.sbi.co.in) under<Sbi in the News> procurement news.

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 and Price Bids are to be submitted for each proposal using Xerox copies in case of multiple offers.

The Envelope (A) contains Technical Bid along with all supporting Property documents with approved plan etc and Envelope (B) contains Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single cover superscribing "Tender for leasing for SBI, Ayojannagar Branch, District-Ahmeddabad" and should be submitted to

The Assistant General Manager,  
State Bank of India  
Regional Business Office- 3,  
2<sup>nd</sup> Floor, Administrative Office Ahmedabad  
C N Vidyalaya Campus,  
Ambawadi, Ahmedabad – 380006

The bidder/s shall clearly mention their contact number and active e-mail ID on the envelop.

- ❖ Preference will be given to the premises owned by the Govt. Departments / Public Sector Units.
- ❖ The SBI reserves the right to accept or reject any offer at any stage without assigning any reasons thereof.
- ❖ Only authorized representative on behalf of bidder, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.
- ❖ No bidder/ representative shall be allowed to attend the meeting/ bid opening with mobile phones.

**IMPORTANT POINTS OF PARAMETERS -**

1	Type Of Building	<b>Commercial</b>
2	Built-Up-Area	Built-Up-Area of <b>232.25 sq.mtr. to 278.70 sq.mtr. (2500 sq.ft. to 3000 sq.ft.)</b>
3	Covered Parking Space	06- two wheelers and 2- four wheelers
4	Open parking area	Sufficient open parking area for customers/visitors
5	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
6	Possession	Ready possession / occupation
7	Open plot and other than Ground Floor	<b>Will not be considered</b>
8	Desired location	Located preferably <b>within 1.50 KM Radius of Ayojannagar Branch, &amp; near by branch Manekbaugh</b> District Ahmedabad with minimum parking for 6-two wheelers and 2-four wheelers. The bidders shall provide space of 80 sq.ft to 100 sq.ft. for installation and running of the generator (NEED BASE) within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities.
9	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Ground Floor (iii) Govt. Departments / PSU / Banks
10	Unfurnished premises	Only <b>unfurnished premises</b> will be considered and Bank will do the interior and furnishing work as per requirement.
11	Period of lease	Lease in the bank's prescribed format for initial period of 5 years with an option to Bank to renew for further period of 5 years at predetermined increase in rent @ 15-25% after expiry of initial term of 5 years, at the time of renewal.
12	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.
13	Validity of offer	6 (Six) months from the last date of submission of the offer (which may be extended due to exigency)
14	Stamp duty / registration charges of Lease Deed	To be shared in the ratio of 50:50.
15	Fit out/Fitment period	45 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank

The successful bidder shall hand-over the vacant possession of the premises to the Bank 45 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. It is clarified that Bank shall not be liable for any rent/ premium etc. to the successful bidder during the aforesaid period of 45 days.

Please note that any addendum/corrigendum will be published on Bank's website only i.e., [www.sbi.co.in](http://www.sbi.co.in) under SBI in the news under procurement news. Hence, bidders are advised to watch the website regularly.

### **TERMS AND CONDITIONS**

**1.1** The entire property shall belong to same set of owners. The bidders should have clear and marketable title to the premises offered and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder shall have to execute the lease deed as per the standard terms and conditions finalized by the SBI. 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 at the discretion of bank (viz. total lease period 10 years) with requisite exit clause available to the Bank only to facilitate full / part de-hiring of space by the Bank during the pendency of the lease. However, such exit clause shall not be available to the Lessors. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 25% after initial term of 5 years is completed.

**1.2** Offers received after due date and time i.e., **19.04.2024 after 5:00 PM** shall not be considered for any reason whatsoever.

**1.3** The bidders are required to submit the tender documents in separate envelope super scribed on top of the envelope as Technical or Commercial as the case may be **TECHNICAL BID (Envelope -"A") & PRICE BID (Envelope -"B")** duly filled in with relevant documents/information at the following address:

The Assistant General Manager,  
State Bank of India  
Regional Business Office- 3,  
2<sup>nd</sup> Floor, Administrative Office Ahmedabad,  
C N Vidyalaya Campus,  
Ambawadi, Ahmedabad - 380006

**1.4** All columns of the tender documents must duly fill in and no column should be left blank or filled with vague/ambiguous information. All pages of the tender documents (Technical and Price Bid) are to be signed by the bidder/authorized signatory. Any over-writing or use of white ink is to be duly authenticated under full signature of the bidder/authorized signatory. The SBI reserves the right to reject the incomplete tenders or defective tenders. The SBI also reserves right to reject any or all the tenders at any stage or to cancel the entire tender process without assigning any reasons to any bidder.

The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc. to the bidder upon such rejection or cancellation of tender process. Bank's decision in this regard shall be final and binding on all the bidders. In case of any dispute, jurisdiction of Court in all cases shall be in Ahmedabad only till finalization of the successful bidder.

**1.5** There should not be any deviation in terms and conditions as have been stipulated in the tender documents. In case the space provided in the tender document for filling information is found

insufficient, the bidders may attach separate sheets, duly signed by the bidder/authorized representative, after putting remark to this effect in the provided place. If any deficiency in property related document /demarcation etc which may be ask by Committee later on.

**1.6** The offer should remain valid at least for a period of **6 (Six) months** (which may be extended in case of exigency) to be reckoned from the last date of submission of offer i.e., **19.04.2024**. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc. to the bidder upon such rejection or cancellation of tender process.

**1.7** The only Technical Bids will be opened **on 20.04.2024 at 11:30 AM** in the presence of bidders who wish to be present in the office of

The Assistant General Manager,  
State Bank of India  
Regional Business Office- 3,  
2<sup>nd</sup> Floor, Administrative Office Ahmedabad,  
C N Vidyalaya Campus,  
Ambawadi, Ahmedabad – 380006

No separate intimation will be sent to the bidders for the same. In case, the day of opening of Technical offers is declared a holiday or could not be opened due to unavoidable circumstances, the bidders will be informed the date and time well in time.

All bidders are advised in their own interest to be present on that day at the specified time and venue. As regards opening of Financial Bids, it will be opened of only short-listed offers and date of opening will be intimated to short-listed offerers only.

**1.8** 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.

**1.9** Canvassing in any form will disqualify the tenderer. No broker shall be allowed to attend any meeting/ bid opening/ site visit etc. Only authorized representative on behalf of bidder, carrying authority letter/power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.

**1.10** The short-listed bidder will be informed by the SBI on the contact details given by them over the envelop for arranging site inspection of the offered premises.

**1.11** 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.

**1.12** Preference will be given to the buildings as well as offered premises on the main road.

**1.13** Premises adjacent to petrol pumps/depots/LPG Godowns/LPG Bottling plants/Hydrogen filling plants/Oxygen filling plants/Kerosene Depot/underneath High Tension wires/Chemical shops/ low lying

area and water logging area or any other close-by area which could be categorized as highly inflammable may not be preferred.

**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**. Equal weightage i.e. **70%** weightage will be given for technical parameters and **30%** for price bid. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding on the bidders and no representation in this regard shall be entertained. The SBI may negotiate the rent with L1 bidder to reduce the offered rent. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the SBI.

The bidder who is declared successful in the combined result of technical and financial bids shall be required to execute lease deed in the bank's prescribed lease deed format. No request for any deviation in the terms and conditions stipulated in the draft lease deed shall be entertained.

Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the lessor shall be made by Account Payee Cheque or RTGS/NEFT.

**1.15** The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes, cess, service charges shall be borne by the landlord. However, the GST, if applicable, shall be borne by the Bank. 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.

The landlord shall submit the bill to the BRANCH every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the GSTIN 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 Branch to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord.

**1.16** The interest free rental deposit equivalent to maximum **three 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 **three months** of occupation.

**1.17** Mode of measurement for premises is as follows:

Rental will be paid on the basis of built-up area (outer to outer walls) which will be jointly measured by SBI and landlord.

Components/ Areas like Lift, Lift wall, Ducts, Service shafts, staircase, Balcony, Projection, Terrace, parking space, space for DG set, AC outdoor unit etc. will not be counted in built up Area. Landlord is advised to quote the rates as per Built up area while filling the price bid. **The bidder shall submit Built-up area measurement sheet along with the application/ bid.** The proposals should contain the Built-up area calculations sheet.

In case, the area measured at site during joint measurement differs with the area approved by the Municipal Corporation, the smaller area will be considered for rent purpose.

**1.18** The floor wise area viz. Ground, First, if any, etc. with the corresponding rate for rent/taxes should be mentioned in the Price Bid as applicable. The number of car parking spaces and two wheelers offered should be indicated separately. Rent shall be quoted on built-up area basis only, taking into account the parking space, area for installation of generator, Bank sign board and VSAT etc., and no separate rent shall be paid for these facilities.

**1.19** The 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 Fire NOC/ or any other required permission from local/ state authority and completion certificate from Municipal authorities after the completion of interior furniture work. The required additional electrical power load of approximately **30 to 35 KW** (or more if 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 the space required for installation and running of the generator will also have to be provided within the compound by the lessors at no extra cost to the Bank and will not be considered in rent area.

**1.20** Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost. No separate payment shall be made to the landlord for this purpose. The Lessor shall provide space for installation of V-SAT device on the terrace of the selected/ finalized premises, and direct/suitable access for reaching the place for repair and maintenance. This area will not be considered in rent area and No separate payment shall be made to the landlord for this purpose.

**1.21** The 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.

**1.22** 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.

**1.23** Rent should be inclusive of all present and future taxes what so ever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid extra.

**1.24** Electricity Charges will be borne by the Bank but water supply should be maintained/ arranged by Landlord/ owner.

**1.25** All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank such as ATM Room, Toilets & sanitary works, Store room / record room, Stationary Room, Pantry with all accessories and doors etc.(additional / alteration) as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, server room & UPS room made up of brick work, locker room (RCC locker room as per Bank's guidelines) as per Bank's design and specifications however the door and ventilator shall be provided by the Bank, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls,

collapsible grill door at entry, front façade including glass glazing, glass door with patch fitting, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill, anti-termite treatment 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, firefighting work before possession by the Bank. Rent should be inclusive of all civil works. All basic light /fan/general circuit wiring should be done as per the requirements of bank with suitable MCBs wherever required as per the layout provided by Bank.

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).

**Note-** Owner of the Building is sole responsible for the construction and stability of entire Premises/Building. Premises should be capable enough to take load of FRFC, Compactor, lockers& other loading factor etc. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost. If any Structural Strengthening required as per loading factor which has to be carried out by Landlord in consultation with Structural Engineer with no extra cost.

**1.26** Interior works like loose furniture, dry-wall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signages, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.

Plastic paint of walls, ceilings, enamel painting of doors and windows etc. as per the Bank's instructions shall be done by the owner/s after every two/ three year 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.

**1.27** Obtaining NOC from local authority regarding fire safety shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor any amount/ Bill shall be paid by the Bank for this purpose.

**1.28** The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.

**1.29** Bank shall take possession of the demised premises only after completion of all the civil construction works as per Bank's requirement & 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:

Date:

Name & Signature of lessor with seal if any



### **DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES**

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_ I / We hereby offer the premises owned by us for housing your branch / office on lease basis: (A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information are given as under):

<b>A</b>	<b>GENERAL INFORMATION</b>	
i	Name of the Landlord/Owner	
ii	Mobile Number	
iii	E-mail address	
iv	Location of the premises offered	
v	Floor of the premises offered (GF, 1 <sup>st</sup> Floor, 2 <sup>nd</sup> Floor, upper Floors)	
vi	Name of the Building	
vii	Door No.	
viii	Name of the Street	
ix	Name of the City/Town	
x	PIN Code	
<b>B</b>	<b>TECHNICAL INFORMATION</b>	
i	Building – Load Bearing or Framed structure	
ii	Type of Building (Commercial/Residential/Institutional/Industrial)	
iii	Number of floors	
<b>C</b>	<b>STATUS OF PREMISES</b>	
	Building ready for occupation (Yes/No)	
	If no, how much time will be required for occupation	
	Built-Up-Area of the offered premises	
<b>D</b>	<b>AMENITIES AVAILABLE</b>	
i	Electric power supply and sanctioned load for the floors offered in KW (Mentioned) (Yes/No)	
ii	Running Municipal Water Supply (Yes/No)	

iii	Whether plans are approved by the local authorities (enclose copies) (Yes/No)	
iv	Whether NOC from the department has been received (Yes/No)	
v	Whether BU Permission/Occupation certificate has been received (enclose copy) (Yes/No)	
vi	Whether direct access is available from the main road (Yes/No)	
v	Whether captive power (Gen Set) supply is available (Yes/No)	
vi	Whether fully air conditioned or partly air-conditioned (Yes/No)	
vii	Whether lift facilities are available (Yes/No)	
viii	No. of car parking/scooter parking which can be offered exclusively to the Bank (Yes/No)	
ix	Mention the list of any other amenities provided	
x	Any additional information	

Enclosure:

- i) Copy of approved plans
- ii) Location Map / Google Location
- iii) Copy of property document/Title Clearance Report
- iv) Copy of BU Permission / occupancy certificate
- v) Photo of the offered premises

#### **Declaration**

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 of Civil works as per Tender, Bank's specifications and requirements etc. complete.

I will hand over the possession of the building after getting it constructed / renovated as per Bank's requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

Signature of owner

Name :

Address:

Mobile Number:

Place:

Date:

**ANNEXURE – I****PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned by SBI.

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

Hiring of Commercial Building with Built up area of **232.25 sq.mtr. to 278.70 sq.mtr. sq.mtr. (2500 sq.ft. to 3000 sq.ft.)** on **GROUND FLOOR ONLY** acceptable, located within 1.50. KM Radius from the SBI existing Ayojannagar, Branch, District- Ahmedabad

Name of firm:

SN	Parameters	Actual situation	Total Marks	Marks obtained
1	Built up area as per requirement	Built up area in the range of <b>232.25 sq.mtr. to 278.70 sq.mtr. (2500 sq.ft. to 3000 sq.ft)</b> : 10 Beyond range : 0	10	
2	Premises location	On Main road : 10 Inner side from main road: 5 Others : 0	10	
3	Distance from the existing SBI Ayojannagar Branch premises	Within 1 .5 KM: 05 Within 1.5 to 2 KM: 03 >3 KM : 0	5	
4	Premises on Ground Floor	On Ground floor : 10 On First floor fully : 00 On Second floor fully : 00	10	
5	Frontage	>= 50 feet = 10 >= 40 feet = 05 < = 30 feet = 02	10	
6	BU (Building Use) Permission	Available: 05 Not available: 00	5	
7	Parking space	Availability of parking as specified : 10 Availability of parking less than as specified: 05	10	
8	Age of building	1. New : 05 2. 01-05 years old: 02 3. More than 05 years old: 01	5	
9	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00	5	
10	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	15	
11	suitability for Business potentiality, as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	15	
	Total		100	

**Example for evaluation of proposals:**

The example to calculate most successful offerer based on marks given on each of the above parameters is as follows:

Total marks 100.

Three premises short listed- A, B, & C.

They get following marks

A-78; B-70; C-54

Convert them to percentiles

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

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

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

Now that technical offers are evaluated, financial offers can be opened.

Financial quotes for three premises are as follows:

A : Rs 70 per sqm for Built up area

B : Rs 60 per sqm for Built up area

C: Rs 50 per sqm for Built up area

As C is lowest, to work out percentile score, following will be the calculation:

C :  $(50/50)*100 = 100$

B:  $(50/60)*100 =83.33$

A:  $(50/70)*100=71.43$

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

A:  $(100 \times 0.70) + (71.43 \times 0.30) = 91.43$

B:  $(89.74 \times 0.70) + (83.33 \times 0.30) = 87.817$

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

Therefore Most successful offerer shall be 'A' and Bank may invite 'A' for further negotiation.

## **(PART OF TECHNICAL BID) PREMISES REQUIRED ON LEASE**

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

#### **SPECIFICATIONS:**

- ❖ Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. thick.
- ❖ All partition walls will be 11.5 cm. thick and will have 6mm steel @ third course (Hoop Reinforcement).  
Floor finish
- ❖ Banking hall / B.M.'s room / toilets / canteen / locker / system/conference – double charged vitrified tiles/granite of approved shade, duly covered with POP & polythene to avoid damage from interior works.
- ❖ Inside other rooms-double charged vitrified tiles.
- ❖ Open area-Kota stone/cement concrete pavers.  
Wall finish
- ❖ Internal-plastic emulsion/oil bound distemper /enamel paint of approved shade / make.
- ❖ External-waterproofcementpaint-apexorstonecladdingorfrontstructuralglazing as per case.
- ❖ M.S.grill for windows / openings -16mm square bars @7.62cm.c /c both ways in frame, with openable window for air-conditioners/desert coolers.
- ❖ Main entry & exit to have Rolling Shutter & Collapsible Grill Gate.
- ❖ Building should have floor to ceiling height approx. 3.10m.
- ❖ In toilets, pantry & drinking water area wall tiles of approved make/shade up to full height will be fixed.
- ❖ All sanitary & C.P. fittings will be of approved make as per Bank's approval.
- ❖ In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7').
- ❖ In case of other doors, it shall have wooden choughats with 38 mm block board shutter doors with approved laminated both side.
- ❖ Only in case of RCC strong room & RCC locker room, Door & Ventilator will be supplied by Bank, otherwise all other doors will be provided by owner.
- ❖ All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").
- ❖ ~~For currency chest branch, the chest strong room specifications will be "AAA" category of RBI specification.~~
- ❖ For cash room (non-currency chest branch) it will be constructed with 9 inches thick brick walls, duly plastered and encasing of safes/lockers.
- ❖ Pantry will have granite top platform 2 feet wide with steel sink.
- ❖ Electrical wiring and fixtures to be provided as per bank's Electrical Engineer's direction.
- ❖ In case of non-currency chest branch, safe will be embedded with RCC in cash room.
- ❖ Locker room specifications are as follow-
- ❖ Walls & Roof: 304.8 mm thick R.C.C. (1:2:4).
- ❖ Reinforcement-12 mm dia. tor steel @ 152.4 mm c/c placed both ways in two layers (staggered way), side covers-40 mm, duly finished with cement plaster, painted.
- ❖ Openings to be left for security type ventilators/doors.
- ❖ Floor: 203.2 mm thick R.C.C.(1:2:4) with proper bedding and suitable floor finish. Reinforcement- same as of wall.
- ❖ Note: Patrolling Corridor to be left on sides of strong room, if the Branch is Currency Chest Branch as applicable

- ❖ A void to be left on top of roof or bottom floor, if upper or lower floor is not with Bank where it is not feasible to provide RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm iron rods spaced 75 mm centre to centre in angle iron frame work.

Above specifications are subject to vary as per actual site condition & as per recommendation of SBI.

**Other Terms & Conditions:**

- ❖ Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction etc.
- ❖ E-Lobby, stationary, record room, pantry, wash rooms (Gents & Ladies), strong room or cash room, locker room, ramp for physically challenged etc. are to be constructed as per layout plan approved by Bank and expenditure in this regard will be borne by the owner. Floors are to be structurally strengthened to sustain additional live load of approx. 15-20 ton on account of lockers /cash safes.
- ❖ Stamp Duty & registration expenses to be shared equally @ 50:50 basis by Bank & Owner.
- ❖ Rent will be based on actual Built-Up-Area to be measured jointly after completion of civil works
- ❖ Title / Owner ship proof should be clear & lease will be executed as per Bank's standard format.
- ❖ Possession of premises will be taken after completion of all works as per layout plan/as per specifications enumerated, after production of "NOC" from Competent Authority, all certificates from architects etc. as mentioned below.
- ❖ All taxes & service charges except GST to be borne by owner. GST if applicable will be reimbursed by Bank.
- ❖ Owner will arrange required electrical load from electricity authority.
- ❖ Periodical maintenance of building to be done by owner.
- ❖ Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by Bank-
  - ❖ Structural stability & Soundness Certificate of premises.
  - ❖ Built Up Area Statement / Certificate.
  - ❖ Completion Certificate as per plans/specifications provided by Bank.
  - ❖ "NOC" from Civic Authority for commercial use of premises.
- ❖ Obtaining NOC from local authority regarding fire safety shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor any amount / Bill shall be paid by the Bank for this purpose.
- ❖ Suitable space to be provided for staff parking, public parking & generator set (no rent will be given by Bank for this area). Generator set will not be placed on branch front.
- ❖ Suitable place to be provided for display of Bank's sign boards, hanging of outdoor unit of air conditioners and V-Sat with monkey cage on rooftop (no rent for this facility).
- ❖ Twenty-four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for Bank.
- ❖ Building plans to be got cleared from Local Civic Authority for Bank's commercial use, in case of new construction.
- ❖ Bank will have separate & exclusive access to Branch from main road.

Signature of owner of Building (In Token of Acceptance of Above)

### **SAMPLE FORMAT OF LEASE AGREEMENT**

The Lease Agreement is made on this  
\_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 200\_\_ between Shri /Smt. \_\_\_\_\_  
\_\_\_\_\_ son/wife of Shri \_\_\_\_\_

(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, a Local Head Office at \_\_\_\_\_ a branch / office at \_\_\_\_\_ (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**

- I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified hereinbelow.

The lessors being seized and possessed or otherwise well and sufficiently entitled to the premises particularly described in the Schedule hereto and entitled to grant a lease of premises have agreed to grant a lease of the 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 \_\_\_\_\_ years commencing from \_\_\_\_\_ with the absolute option to the Bank to renew the lease for further \_\_\_\_\_ terms of \_\_\_\_\_ years, yielding and paying thereof unto the lessors the monthly rent of Rs. \_\_\_\_\_ subject to TDS on or before the \_\_\_\_\_ 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 \_\_\_\_\_ months rent as advance deposit which is refundable at the time of determination of lease with interest at a rate applicable to overdraft. However, the lessor/s at the time of termination of lease

and vacation of the premises thereon, is/are entitled to adjust the said deposit with interest towards the rent (subject to TDS) due if any, as on the date.

- (iii) 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 Lessors had been titled 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) on site ATMs
- (b) Housing of outfits of the subsidiaries/associates of the lessee.
- (c) For cross selling purposes
- (d) Branch/Office of the lessee
- (e) Guest House etc.

- (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 outerwall 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 or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.

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 hereby declare and acknowledge the availment of \_\_\_\_\_ loan of Rs. \_\_\_\_ for the construction of new premises / for carrying out additions / alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the installments / dues for liquidation of the said loan with interest within a maximum period of 7 years as stipulated under the loan documents dated \_\_\_\_\_ and is also bound by the terms and conditions agreed to under the said loan documents.

- (iii) 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.
  - (v) 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.
  - (vi) 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 tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipments 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 at least once in every three years, including painting of the doors and windows.
  - (vii) 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.
  - (viii) 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.
  - (ix) 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.
  - (x) The Lessor has no objection for Lessee to assign / transfer / sublet the demised premises or part thereof.
  - (xi) The Lessor shall have no objection whatsoever to the Bank installing, providing and operating a DG Set of required capacity in the demised premises.
  - (xii) In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the Bank's cost and expenses.
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, outgoings 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, outgoings 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 \_\_\_\_ 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.
- (vii) 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 \_\_\_\_\_ 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 \_\_\_\_% 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- utilised 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 landlord shall make suitable arrangement so that the exclusive independent entry /use for/ofthe branch/office is not affected in any manner.

- (ix) In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area 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) 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 WHERE OF 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

Address :

By the above named

In the presence of

For and on behalf of

State Bank of India,.....Br.Lessee

Witness :-

Signature 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Name:- 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Address: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Signature: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_