



STATE BANK OF INDIA  
REGIONAL BUSINESS OFFICE, REGION-V  
1, NEW CANNT. ROAD, DEHRADUN-248001

Part – I  
(Technical Bid)

Tender for Premises Selection of SBI PHERUPUR

**Tender reference No: DEL/DDN/R-V/01-2022-01**

**Date: 04.01.2022**

**TENDER SUBMITTED BY:**

**NAME :**

**ADDRESS :**

**GSTIN NO :**

**DATE :**

## **NOTICE INVITING TENDER (NIT)**

### **STATE BANK OF INDIA REGIONAL BUSINESS OFFICE, REGION-V, DEHRADUN PREMISES REQUIRED ON LEASE**

State Bank of India, invite offers, on behalf of the SBI, from owners / Power of Attorney holders for premises on lease rental basis for Commercial / Office use having built up area of about **196 Square Meter [2100 Square Feet]** (as per IS Code 3861:2002) for alternate premises of **SBI PHERUPUR BRANCH**, with **28 Square Meter (300 Square Feet)** covered and **56 Square Meter (600 Square Feet)** open parking space (free of cost) and space for keeping Generator, existing branch premises on Main Road. The entire space should preferably be on Ground floor . 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 SBI website <https://bank.sbi> from **04.01.2022 to 24.01.2022** and to be submitted duly filled to the **Regional Manager, Region-V, State Bank of India, 1, New Cantt. Road, Dehradun-248001. Mob No. .** Preference will be given to the premises owned by the Govt. departments / Public Sector Units / Banks. The offers in a sealed cover complete in all respects should be submitted to above office on or before **5:00 p.m on 24.01.2022**. SBI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokers please.

**Regional Manager,  
State Bank of India,  
Region-V, Dehradun**

**TECHNICAL BID (COVER-A)**  
**TERMS AND CONDITIONS**

**OFFER / LEASING OF OFFICE PREMISES**

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. Duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using Xerox copies in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single cover superscribing “Tender for leasing of premises for alternate premises of SBI Pherupur Branch” to The Regional Manager, State Bank of India, Region-V, 1, New Cantt. Road, Dehradun-248001, on or before 5:00 PM on 24.01.2022.

Important points of Parameters -

1	Built up Area	Approximately 196 Square Meter (2100 square feet) at Ground Floor. In case of exigencies, Bank may take less or more area.
2	Covered Parking Space	28 Square Meter (300 Square Feet)
3	Open parking area	56 square meter (600 square feet) for customers
4	Amenities	24 hours water facility, Electricity etc.
5	Possession	Ready for possession / occupation
6	Premises under construction / Plot	Not to be considered.
7	Desired location	Within 500 Meters of existing Branch Premises on Main Road.
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Ground floor (First floor of the premises may be considered for Canteen/ Record Room/ UPS Room and Toilets) (iii) Govt. Departments / PSU / Banks

9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
10	Initial period of lease	10 years (5 + 5 years)
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
12	Validity of offer	Minimum 4 months from the date of submission of the offer
13	Stamp duty / registration Charges	To be shared in the ratio of 50:50.
14	Fitment Period	1 months rent free fitment period for completion of interior furnishing work by Bank after handing over of the premises by the landlord to Bank.

## **TERMS AND CONDITIONS**

1.1 The successful bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by SBI for the purpose, and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank. The lease period will be for 10 years with increment in rent after 5 years (viz. total lease period will be of 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the pendency of the lease. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 15% - 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 / 10 years.

1.2 Tender document received by the SBI after due date and time i.e. **24.01.2022 after 5:00 pm** shall be rejected.

1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as Technical or commercial as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address:

**The Regional Manager,  
Regional Business Office, Region-V  
1, New Cantt. Road, Dehradun**

1.4 All columns of the tender documents must duly fill in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. SBI reserves the right to reject the incomplete tenders.

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

**1.6 The offer should remain valid** at least for a period of **4 (four) months** to be reckoned from the last date of submission of offer i.e. **24.01.2022**.

1.7 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid** will be **opened on 25.01.2022 at 2:30 PM or after as decided by the Premises Selection Committee based on availability of members** in the presence of tenderers who choose to be present at the office of **Regional Manager (Region-5), State Bank of India, 1, New Cantt. Road, Dehradun-248001**. All tenderers are advised in their own interest to be present on that date at the specified time. Financial bids will be opened only of shortlisted offers & date/time will be informed telephonically.

1.9 **SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof**. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

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

1.11 The short listed lessors will be informed by SBI for arranging site inspection of the offered premises.

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

1.13 **Preference** will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.**

1.14 The details of parameters and its weightage for technical score has been incorporated in Annexure I. The selection of premises will be done on the basis of **techno commercial evaluation**.

**70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by Committee of SBI in respect of technical parameters will be final and binding to the applicant.

1.15 The **income tax and other taxes** as applicable will be **deducted at source** while paying the rentals per month. **All taxes and service charges** shall be **borne by the landlord**. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

However, **the landlord will be required to bill the concerned Branch Manager, SBI every month for the rent due to them indicating the GST component also in the bill separately**. The bill also should contain the registration number of GST of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of 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 registration number of the landlord.

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

Rentable area of the premises should be clearly mentioned as **built up area** as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord.

1.17 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately.

1.18 **The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank.** Bidder/Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work**. The required **additional electrical power load of approximately 25-35 KW/KVA or as required will also have to be arranged by the bidder/lessor at his/her cost** from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.

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

1.20 The bidder/lessor shall obtain / submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work can commence, in case of unfurnished premises.

1.21 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.

1.22 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However GST shall be paid extra at applicable rate and manner.

1.23 Electricity & Water charges will be borne by the Bank provided the requisite connection are arranged by the landlord in the name of Bank.

1.24 All civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories and doors etc. as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, if required RCC locker room as per Bank's specifications (locker room door and ventilator shall be provided by the Bank), Rolling shutter, collapsible Gate at entry, doors & windows, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring, inside and outside painting with acrylic emulsion paint / synthetic enamel paint etc., windows, safety grill etc as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank, Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.

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

Place:

Date:

Name & Signature of bidder / lessor



ANNEXURE – I

**PREMISES REQUIRED ON LEASE**  
**Parameters based on which technical score will be assigned**  
**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Built up area as per requirement	± 5% : 10 ± 10% : 5 ± 25% : 2	10	
2	Premises location	Main Market and on Main Road : 20 Main Market but on Inner side from Main road : 10	20	
3	Premises on ground floor / 1 <sup>st</sup> floor	On ground floor : 20 GF + Immediate Upper Floor with internal stair : 10 GF + Immediate Upper Floor with external stair : 05	20	
4	Frontage	>= 9 m = 10 >= 7.5 m = 07 >= 6 m = 05	10	
5	Covered/Built up/Open exclusive parking for SBI (Allotted Parking)	1. >= 46 square metre = 10 2. >= 37 square metre = 07 3. >= 28 square metre = 05 4. >= 19 square metre = 02 5. No parking = 00	10	
6	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00	5	
7	Quality of construction, finishing etc. (in case of plot, average marking will be given )	1. Excellent : 05 2. Good: 04 3. Average : 03 4. Poor : 02	5	
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
	<b>Total</b>		<b>100</b>	

Signature and Seal of applicant

### Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

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

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

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

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

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

Financial quotes for three premises are as follows:

A: Rs.300 per sqm of built-up area

B: Rs.250 per sqm of built-up area

C: Rs.210 per sqm of built-up area

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

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

B:  $(210/250)*100 = 84$

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

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

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

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

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

Desired premises would be one with highest percentile score i.e. A with score of 91.

**GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF A BRANCH BUILDING TO  
BE CARRIED BY OWNER ON HIS OWN EXPENSES**

**A) SPECIFICATIONS:**

1. BUILDING WILL CONSIST OF R.C.C. FRAMED STRUCTURE WITH FIRST CLASS CONSTRUCTION. ALL EXTERNAL WALLS AND WALLS OF ALL ROOMS TO BE 230 MM THICK WITH BOTH SIDES PLASTERED .
2. ALL INNER PARTITION WALLS OF KITCHEN, TOILETS CAN BE 11.5 CM. THICK AND WILL HAVE 6MM STEEL @ THIRD COURSE.
3. FLOOR FINISH-
  - a) BANKING HALL / B.M.'S ROOM / TOILETS / CANTEEN / LOCKER / SYSTEM/UPS-VITRIFIED TILES DOUBLE CHARGE/GRANITE TILES OF APPROVED SHADE, DULY COVERED WITH POP & POLYTHENE TO AVOID DAMAGE FROM INTERIOR WORKS.
  - b) INSIDE OTHER ROOMS-VITRIFIED TILES.
  - c) OPEN AREA-KOTA STONE/CEMENT CONCRETE PAVERS.
4. WALL FINISH-
  - a) INTERNAL-PLASTIC EMULSION, LUSTURE/OIL BOUND DISTEMPER /ENAMEL PAINT OF APPROVED SHADE / MAKE.
  - b) EXTERNAL--WATER PROOF CEMENT PAINT-APEX .
5. M.S. GRILL FOR WINDOWS-12 MM SQUARE BARS @ 7.62 CM. C/C BOTH WAYS IN FRAME WITH OPENABLE WINDOW FOR AIR-CONDITIONERS/DESRT COOLERS.
6. MAIN ENTRY TO HAVE ROLLING SHUTTER, COLLAPSIBLE GATE & EXIT WILL HAVE COLLAPSIBLE GATE & ROLLING SHUTTER.
7. BUILDING SHOULD HAVE FLOOR TO CEILING HEIGHT APRX-3.66 M.
8. IN TOILETS, PANTRY & DRINKING WATER AREA WALL TILES OF APPROVED MAKE / SHADE UPTO 8' HEIGHT WILL BE FIXED.
9. ALL SANITARY & C.P. FITTINGS WILL BE OF APPROVED MAKE AS PER BANK'S APPROVAL, SENSOR TYPE.
10. CASH AND LOCKER ROOM WILL HAVE IRON COLLAPSIBLE DOOR & DOUBLE FLANGED IRON SHEET DOOR (SIZE-4'6"X7'6").
11. IN CASE OF OTHER DOORS, IT SHALL HAVE WOODEN CHOUKHATS WITH 35 MM BLOCK BOARD SHUTTER DOORS.
12. ALL ROOMS ARE TO BE PROVIDED WITH SUITABLE OPENINGS FOR VENTILATORS/EXHAUST FANS(12"x12").
13. CASH ROOM , LOCKER ROOM AND E-LOBBY, IT WILL BE CONSTRUCTED WITH 9 INCHES THICK BRICK WALLS, DULY PLASTERED.
14. PANTRY WILL HAVE GRANITE PLATFORM 2 FEET WIDE WITH STEEL SINK.
15. ELECTRICAL WIRING AND FIXTURES TO BE PROVIDED AS PER BANK'S ELECTRICAL ENGINEER DIRECTION.
16. CASH SAFE WILL BE EMBEDDED WITH RCC IN CASH ROOM.

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**SIGNATURE OF OWNER OF BUILDING**  
(IN TOKEN OF ACCEPTANCE OF ABOVE)

CONTD ...2

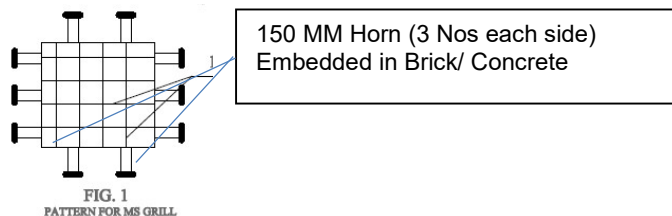
**B) TERMS & CONDITIONS:**

1. OWNER SHALL ENGAGE QUALIFIED ARCHITECT/ENGINEER FOR COMPLETE PLANNING/SUPERVISION OF CONSTRUCTION ETC.
2. ATM ROOM, STATIONARY, RECORD ROOM, PANTRY, TOILETS(GENTS & LADIES), CASH ROOM, LOCKER ROOM, RAMP FOR PHYSICALLY CHALLENGED ETC. TO BE CONSTRUCTED AS PER LAYOUT PLAN GIVEN BY BANK AND EXPENDITURE IN THIS REGARD WILL BE BORN BY OWNER. FLOORS ARE TO BE STRUCTURALLY STRENGTHENED TO SUSTAIN ADDITIONAL LIVE LOAD OF APPROX. 15-20 TON ON ACCOUNT OF LOCKERS /CASH SAFES.
3. LEASE PERIOD WILL BE FOR 10 YEARS WITH INCREASE IN RENT @15% TO 25 % AFTER FIRST 5 YEARS
4. EXIT CLAUSE - 3 MONTHS' NOTICE FROM BANK'S SIDE ONLY.
5. STAMP DUTY EXPENSES TO BE SHARED EQUALLY @ 50:50 BASIS BY BANK & OWNER.
6. RENT WILL BE BASED ON ACTUAL BUILT UP AREA (AS PER IS CODE 3861:2002) TO BE MEASURED JOINTLY AFTER COMPLETION OF CIVIL WORKS.
7. TITLE / OWNER SHIP PROOF SHOULD BE CLEAR & LEASE WILL BE EXECUTED AS PER BANK'S STANDARD FORMAT( SAMPLE ENCLOSED).
8. POSSESSION OF PREMISES WILL BE TAKEN AFTER COMPLETION OF ALL WORKS AS PER LAYOUT PLAN/AS PER SPECIFICATIONS ENUMERATED ABOVE.
9. ALL TAXES & SERVICE CHARGES EXCEPT SERVICE TAX TO BE BORN BY OWNER. SERVICE TAX IF APPLICABLE WILL BE REIMBURSED BY BANK ON PRODUCTION OF CHALLAN.
10. OWNER WILL ARRANGE REQUIRED 30-35 KW(APPROX.) ELECTRICAL LOAD FROM ELECTRICITY AUTHORITY.
11. PERIODICAL MAINTENANCE OF BUILDING TO BE DONE BY OWNER.
12. FOLLOWINGS TO BE FURNISHED BY OWNER THROUGH ARCHITECT ENGAGED BY THEM, BEFORE POSSESSION OF PREMISES IS TAKEN BY BANK-
13. SUITABLE SPACE TO BE PROVIDED FOR STAFF PARKING & GENERATOR SET (NO RENT WILL BE GIVEN BY BANK FOR THIS AREA). GENERATOR SET WILL NOT BE PLACED ON BRANCH FRONT.
14. SUITABLE PLACE TO BE PROVIDED FOR DISPLAY OF BANK'S SIGN BOARDS, HANGING OF OUTDOOR UNIT OF AIR-CONDITIONERS AND V-SET WITH MONKEY CAGE ON ROOF TOP (NO RENT FOR THIS FACILITY).
15. TWENTY -FOUR HOURS UN-INTERRUPTED WATER SUPPLY ARRANGEMENT TO BE MADE BY WAY OF UNDERGROUND / OVERHEAD TANK & SUBMERSIBLE PUMP EXCLUSIVELY FOR BANK.
16. BANK WILL HAVE SEPARATE & EXCLUSIVE ACCESS TO BRANCH FROM MAIN ROAD.
17. ROOF TOP FOR INSTALLATION OF V-SET BY BANK, NO RENT WILL BE PAID.

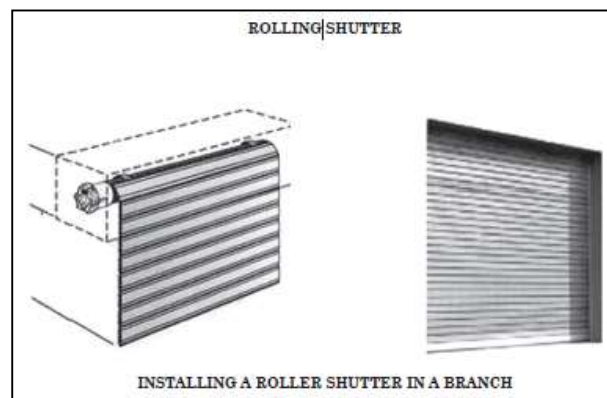
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**SIGNATURE OF OWNER OF BUILDING**  
(IN TOKEN OF ACCEPTANCE OF ABOVE)

## STANDARD SPECIFICATION FOR CONSTRUCTION OF BANK BUILDING

1. Locker/ Safe Room floor is to be strengthened to take the load of locker safe.
2. All external walls should be at least 10" thickness brick masonry, duly plastered on both sides, external wall to be finished with exterior grade paint, internal walls to be finished with acrylic emulsion/plastic paint of approved shade and make over coat of primer/ putty as per manufacturer's specification.
3. All window/ ventilator/ Entrance /Exit opening is to be provided with adequate chajja cover for protection from rain water.
4. All window/ ventilator/opening is to be provided with MS grill and embedded in brick/ concrete work with minimum 3 nos of 150MM horn on each side, as shown in Figure-1 below:



5. All the windows should be provided with Al frame Glass panel sliding windows with mosquito net over 3 track sliding system.
6. Vitrified tiles flooring, 2'X 2' size Double charged of Somany, Kajaria, Jhonson make, should be provided in Banking Hall, e-Lobby, BM's room, canteen etc.
7. Toilet floor tiles should of antiskid type.
8. Wall ties to be provided in the toilet walls. Toilets to be fitted with urinal, water closet, wash basin & other standard fittings.
9. Structural adequacy of the building to be ensured by the landlord.
10. 24 X 7 adequate water supply/ storage to be provided by the landlord.
11. Sewer connection/ Septic tank to be provided in the building.
12. Plinth level of the building to be at least 1 Meter above present road level.
13. Collapsible grills to be provided at Entrance/ Exit and Safe room doors as shown in the Civil Layout plan. The grills should have minimum 3 nos of locking lugs on both sides (inside and outside).
14. All entry/exit doors and E-Lobby door should essentially have a rolling shutter.
15. Rolling shutters should have the roller housing and side rack/rails installed towards the inside of the branch, for better protection against burglar attacks. All rolling shutters should have an internal lever lock affixed in the centre of the base from the inside. Only the key hole should be visible in the exterior as shown in the Figure 2 below



**Figure-2**

16. Rolling shutter is to be provided with central leaver lock in addition to the side locks.
17. Doors having collapsible gate and rolling shutter both should have fitted with rolling shutter on the outer side and a collapsible gate on the inner side.
18. Ramp for divyang persons of 1.2 Meter Width and slope of 1: 12 is to be provide at the entrance with granite strips/ chaqured tiles flooring and SS railing all complete in addition to steps.
19. Steps to be provide with 125-140 MM rise and 300 to 280 MM Trade, finished with granite works all complete.
20. Steps to be dressed with Granite work (Z- Black) along with provision of SS Handrails all complete.
21. Entrance of the branch should have granite dressing.
22. Entrance and Parking of the premises is to be paved with Paver block / Parking tiles over PCC.
23. 3 Phase electricity supply of adequate connected load is to be provided by the land lord.
24. Parking Shed for Staff and public parking is to be provided.
25. Concealed point wiring to be provided in toilets/ Canteen and Record Room.
26. Adequate external lighting by LED Street Light is to be provided at the entrance, parking area etc.
27. Adequate Space is to be provided for Glow Sign board, branding etc.
28. Toilet friendly for divyang persons to be constructed as shown in the Civil Layout plan.
29. No objection undertaking to be taken from landlord for execution of Interior works by bank's agencies.
30. Roof waterproofing is to be done by the landlord.
31. Landlord has to ensure compliance of all the government rules/ local authority rules regarding construction building for commercial use.

## TECHNICAL BID FORM

With reference to your advertisement dated: \_\_\_\_\_ / we hereby offer the premises owned by us for housing your branch / office on lease basis:

**(a) General Information:**

<b>I</b>	Location	
<b>II</b>	Name of the building	
<b>III</b>	Name of the applicable Local Development Authority/ NAC/ Gram panchayat	
<b>IV</b>	Weather the applicant is having Commercial License for use of the premises for Banking, if yes enclose the copy of commercial license if no please mention the timeline for furnishing the same	
<b>V</b>	Door No.	
<b>VI</b>	Name of the street	
<b>VII</b>	Name of the City/ Town/ Village	
<b>VIII</b>	Pin code	
<b>IX</b>	Name of the owner/s (Enclose Valid ID Proof)	
<b>X</b>	Mobile No of the applicant	
<b>XI</b>	List of Property Ownership Document (Xerox copy) enclosed	

**(b) Technical information:**

- (I) Building:      Load bearing     Frame structure
- (II) Type of building: Residential     Institutional     Industrial
- (III) No. of floors:

**(c) Built up area of the premises:**

- (I) Building ready for occupation – Yes / No
- (II) If No, how much time will be required for occupation

**(d) Amenities available:**

- (I) Electrical power supply – Yes / No

- (II) Running water supply – Yes / No
- (III) Whether plans are approved by the local authorities – Yes / No
- (IV) Whether NOC from the department obtained – Yes / No
- (V) Whether occupation certificate has been received – Yes / No
- (VI) Whether direct access is available from the main road – Yes / No
- (VII) Whether captive power supply is available – Yes / No
- (VIII) Whether fully air-conditioned or partly air-conditioned – Yes / No
- (IX) Whether lift facilities are available – Yes / No

**Declaration**

**I/ We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.**

**I/ We also agreed to construct/ addition/ alteration i.e. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, double charged vitrified flooring, other works as per Bank’s specifications and requirement.**

**Place:**

**Date:**

**Name and signature of lessor with seal :**

**List of enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.



## ARTICLES OF AGREEMENT

(REGISTERED LEASE DEED TO BE EXECUTED AS PER UNDER NOTED TERMS AND CONDITIONS)

### **SAMPLEFORMAT OF LEASE AGREEMENT**

The Lease Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2019 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 herein below.

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 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) 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 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 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 atleast 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 hereinabove 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/of the 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 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

Address :

By the above named

In the presence of

For and on behalf of

State Bank of India,

\_\_\_\_\_ Branch (Lessee)

Witness 1:

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Witness 2:

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_