



STATE BANK OF INDIA

THIRUVANANTHAPURAM CIRCLE

TENDER NOTICE

NIT No.		THI/AOERN/2023-24/017
BIDDING SYSTEM		TWO BID SYSTEM
WEBSITE FOR DOWNLOADING TENDER DOCUMENTS		https://sbi.co.in under the link “SBI in the News → Procurement News”
METHOD OF SUBMISSION	TECHNICAL BID	OFFLINE/ PHYSICAL FORM
	FINANCIAL BID	OFFLINE/ PHYSICAL FORM
DESCRIPTION:		HIRING OF AIR-CONDITIONED VILLAS/ FLATS AS EXECUTIVE GUEST HOUSE FOR SBI AT ERNAKULAM
LOCATION:		BETWEEN NEDUMBASSERY AIRPORT & SBI ADMINISTRATIVE OFFICE AT MENAKA, ERNAKULAM DIST,KERALA
AVAILABILITY IN WEBSITE		From 01.03.2024 to 27.03.2024

LAST DATE FOR SUBMISSION OF TENDER (Cover –I: TECHNICAL BID & Supporting Documents and Cover II: FINANCIAL BID)	UPTO 02.00 PM (IST) ON 27.03.2024
PRE BID MEETING	02:30 PM (IST) ON 11.03.2024 at SBI Administrative Office Ernakulam
OPENING OF TECHNICAL BIDS	02:30 PM (IST) ON 27.03.2024 at SBI Administrative Office Ernakulam
AO CONCERNED	AO, ERNAKULAM
LOCATION OF AO	ERNAKULAM
For any clarification please contact	SRI. Vinod S, Manager (Civil Engg.), Mob: 9446518428

S/d

Deputy General Manger (B&O)
State Bank of India Administrative Office,
Shanmugham Road, Menaka, Ernakulam - 682031
e-mail: dgmbo.aoern@sbi.co.in.

CONTENTS OF THE ENVELOPES FOR SUBMISSION OF TENDER

ENVELOPE/ COVER - I

**General Instructions, Terms & Conditions, Technical Bid
(Pages **1 to 15**), **Other** documents as specified in the tender
documents**

ENVELOPE/ COVER – II

Financial **Bid (Page 16)**

DRAFT ADVERTISEMENT IN NEWSPAPERS



STATE BANK OF INDIA

**Administrative Office, Shanmugham Road,
Menaka, Ernakulam - 682031**

E-mail: dgmbo.aoern@sbi.co.in, Ph: 9446518428

PREMISES REQUIRED ON LEASE

Sealed offers are invited from the Owners/ Power of Attorney holders for hiring of an Independent Villa/House (or flats in same floor) with ample parking space, on lease/ rental basis for SBI, as per details given below:-

Sr.No.	Proposed use	Proposed location	Carpet Area in Sqft (Approx)	Built up Area in Sqft (Approx)
1	SBI Executive Guest House	Within 8 km CIAL (Airport) Nedumbassery towards SBI Administrative Office at Menaka, Ernakulam (i.e., Athani, Kalamasserry, South Kalamasserry, Desam, Aluva etc with easy access to National Highway)	2500 & above	3000 & above

Further details, other requirements, terms and conditions, Technical Bid & Financial bid proforma are published in Bank's web sites- <https://sbi.co.in> and <https://bank.sbi> under "SBI in the News → Procurement News". The last date for receipt of offers in the office of the undersigned is up to **2:00 P.M on 27.03.2024.**

Place: Ernakulam

Date: **02.03.2024**

Deputy General Manger (B&O)

TECHNICAL BID

PART A : NOTICE INVITING TENDER (NIT)

State Bank of India, Administrative Office, Ernakulum invites tender in two bid form (Technical and Price Bid) from the owners/authorized persons of Independent residential Villa/ House or flats (with amenities as per Bank's requirement) having excellent ambience in prime area within a distance of about 8 km CIAL Nedumbassery, preferably in between Airport and Ernakulum Administrative Office (Athani, Kalamasserry, South Kalamasserry, Desasm, Aluva etc) with easy access to National Highway on long lease. Offers from landowners who are ready to construct new building in the above locality may also apply and Bank may consider the same at its discretion. The said house/flat should preferably have

- a) Proper access and proximity to National Highway
- b) Property with small elevation from natural Ground level (to avoid flooding)
- c) Minimum 6 bedrooms (Air-conditioned) with attached toilets/bathrooms
- d) A big drawing room (more than 150 Sqft)
- e) Kitchen and dining hall
- f) Servant quarter with attached toilet
- g) Guard's cubicle at the entrance
- h) Portico
- i) Covered parking for 7-10 cars or as per Bank's requirement
- j) Generator connection
- k) Required electricity load- about 30 KW (approx.)
- l) 24 hours water supply with storage

The initial period will be 3 years, with an option in the Bank's favour to renew the lease for further two terms of 3 years each with reasonable enhancement in rent after every 3 years. Hence, total period of lease will be 09 years, if renewed by the Bank.

A pre-bid meeting of all the intending tenders desirous of attending shall be held at SBI Administrative Office Ernakulam.

The Bank reserves the right to reject any or all the tenders without assigning any reason therefor, at any stage /at any point of time. No correspondence in this regard will be entertained. Canvassing in any form will disqualify the tenderer.

The requirements and other details specified in the RFP/Technical Bid/Price Bid etc pertain to an independent house. If offer made is for a flat, the details of the relevant facilities available in the flat/residential complex may be mentioned and such offers may be considered at the discretion of the Bank.

Brokers are not allowed/ entertained.

Proposals from outside the desired limits will be outrightly rejected.

**Deputy General Manger (B&O)
SBI AO Ernakulam**

PART B : GENERAL INSTRUCTIONS:-

This tender document contains the following: -

- **Terms and Conditions** which has to be accepted by the owner/s and submitted along with the Technical Bid.
- **Technical Bid** proforma for leasing of premises which is to be duly filled and signed and submitted along with Terms & Conditions, Site Plan, Floor Plan of premises offered, Photocopy of title deed and photograph of the Building offered in a separate envelope superscribed as *“Technical Bid for Leasing of SBI Executive Guest House ”*.
- **Financial Bid** proforma for leasing of premises which is to be duly filled and submitted in a separate envelope superscribed as *“Financial Bid for Leasing of SBI Executive Guest House”*

Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed as *“Offer for Leasing of SBI Executive Guest House”* Also mention **Name and contact number of the owner on the envelope**. This envelope containing both the bids shall be submitted to the Regional Manager whose address is given in the Tender Notice, on or before the last date and time for submission of offer as mentioned in the newspaper advertisement/ Tender Notice.

Separate Technical and Financial bids are to be submitted for each proposal in case of multiple offers by the same owner/ landlord. Offers submitted in any other format other than the specified proforma of Technical and Financial bids shall be rejected. The technical bids will be opened on the last date & time as stated above.

Any amendments/ corrigendum shall be published in Bank's website only. Therefore, Owners/ Landlords are requested to visit Bank's website regarding modifications/ corrigendum issued in regard to extension of date of submission/ opening of bids etc.

The Technical Bids will be opened in the presence of owners/ landlords who choose to be present at the above said office. All owners/ landlords are advised to be present, at their own interest, on the said date, time and venue for opening of the Technical bids.

The offer shall be evaluated by the Premises Selection Committee of the Bank based on various parameters such as No. of Air-conditioned Rooms with attached toilets, location/assessibility, Age of the building, Type of building (preference to independent villa/ House than flats), floors offered, parking facility, availability of natural light and ventilation/ nature of surroundings/ Building/premises plan and its suitability for efficient utilization of space by the Bank, Building/premises specifications and quality of

construction/ finishing/ maintenance etc, Ambience, convenience and suitability and marks offered for various parameters. **70% weightage shall be given for technical bid and 30% weightage shall be given for Financial bid (i.e. 70:30).** The decision of the Premises Selection Committee in this regard shall be final and binding.

After screening of the technical bids and site inspection of the offers, the Financial bids of the offers considered to be suitable for the Bank shall only be opened. The date, time and venue of opening of Financial bids will be intimated to the eligible bidders separately.

Bidder(s)/ owner(s) is/are advised to be present, at their own interest, at the time of opening of the Technical and Financial Bids.

The premises shall be ready built or ready for occupation, once the offer is accepted by the Bank and related formalities have been executed.

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

The VILLAS / FLATS offered should be in good and ready to occupy condition. The rooms should be ready for occupation within 30 days after the acceptance of their offer by SBI.

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

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

The interest free rental deposit, if any paid to the successful bidder, will be adjusted during the last months of occupation.

Rate quoted should be rent per month inclusive of all taxes and other charges if any, however GST will be paid by the Bank extra on production of GST Bills. Nothing extra will be paid other than the monthly lease rent. Lease rent is payable after completion of each month.

Bank will pay the consolidated rent amount on monthly basis. Bank shall pay the eligible rent after deducting TDS at applicable rates. The owner of the premises should have valid PAN and GST No (if applicable).

PART C : TERMS AND CONDITIONS:-

A copy of Terms & Conditions duly signed by the owner/ Power of Attorney holder in token of acceptance of the terms and conditions to be enclosed with the Technical Bid. Bids not accompanied by duly signed Terms & Conditions are liable to be rejected.

Bids received with changes/amendments in the Terms & Conditions and conditional bids are liable to be rejected.

Bids received by the Bank after due date and time for submission as stated in the advertisement, shall be rejected.

Preference will be given to offers owned by Public Sector/ Government Departments. The Bids/offer shall be valid at least for a minimum period of 6 months from the last date for submission.

If the Bids are submitted by an authorized agent, they should submit authority letter/ power of attorney specifying clearly the powers & responsibilities of the agent, otherwise the bids are liable to be rejected.

The premises should be ready for occupation within a **specified period as mentioned above** and on the specified floors, having adequate parking and frontage, direct access from main road. It shall be a pucca building constructed with modern fittings and fixtures, with natural light and ventilation will be considered and offers not satisfying the aforesaid requirements are liable to be rejected.

The rent for the initial lease period and the escalation in rent after every three years is to be mentioned in the Financial Bid only. The rent and escalation in rent should not be mentioned in the Technical Bid. The escalation in rent will also be considered for deriving the lowest bid. Incomplete financial bids are liable to be rejected.

The owner(s) shall construct/ renovate/ modify the building as per the Bank's requirements and as per plan approved by the Bank at his/ their own cost. The general requirement of the Bank is as given below:-

Attested copies of the following are to be enclosed with technical bid:-

- 1) Floor plan of premise
- 2) Evidence of ownership
- 3) Occupation certificate
- 4) Receipt of last tax paid to Local Authority
- 5) Power of Attorney/Authorization letter if applicable
- 6) Proof of ownership of the property/copy of title deed(s)
- 7) other relevant documents

Number of Rooms Required	Location	Remarks
<p>Fully furnished Independent Villas / Flats having 6 bedrooms with attached toilets and minimum 2500 sqft Carpet area.</p> <p>The rooms should be air-conditioned having facilities like attached bath/toilet with hot water facility, Intercom, LED TV etc.</p>	<p>The Guest House should be located. The rooms should be ready for occupation within 30 days after the acceptance of their offer by SBI between Nedumbassery Airport and SBI Administrative Office @ Menaka-Ernakulam (Athani, Kalamasserry, South Kalamasserry, Desam, Aluva etc) with easy access to National Highway</p>	<p>Required Society / residence association NOC/ permissions needs to be provided by the landlord alongwith the technical bid.</p>
<p>➤ Rooms needs to fully furnished with double bed, side units with night lamps, study table with chair, curtains, wardrobes, Air – condition, Light fittings and fan on all the bedrooms.</p> <p>➤ Independent villas are mostly preferred. For Flats having amenities like swimming pool, recreation area, gym etc may also be given preference at Bank’s discretion.</p> <p>➤ Rooms should be maintained properly and should be painted every year.</p> <p>➤ Availability of adequate car/ vehicle parking for visitor.</p>		

▪ Vitrified tiles flooring in the Living/Dining/Bedrooms and marble/ ceramic tiles flooring and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided.

▪ Electrical wiring with concealed conduits including light/fan points, switches, DB, panels, provision for AC points, Geyser points in Toilets etc. to be provided as per Bank’s requirements.

▪ 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).

▪ Plastic paint on walls (with texture paint or premium finish), ceilings, enamel painting on doors and windows etc. as per the Bank’s instructions shall be done by the owner(s) at the time of handing over to the Bank and thereafter once in every two years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.

▪ The owner/s shall provide separate electricity meter having three phase electric connection – **COMMERCIAL** of required capacity as directed by the Bank.

- Necessary arrangements for continuous water supply and independent underground and overhead water tanks of sufficient capacity along with electric pump for lifting of water shall be provided by the owner.
- Proper sewerage connection and drainage facilities shall be arranged by the owner.
- The owner shall hand over the possession of the building after getting it constructed/renovated as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g. conversion to Commercial Electric connection, Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.
- **The owner shall obtain a three phase sanctioned load of 30 KW (approx.) from KSEB including all the switch gears, cables upto and including KSEB energy meter required for the above power connection, at his own cost.**
- **The premises shall have space for parking 7 to 10 cars for use of Bank's staff**
- SBI shall deduct Rs.1,000/- per day as penalty in case the complaints of guests / SBI regarding any issues/ faults/ damages in the building/ its amenities which are not addressed within one week of complaint being recorded in the register.
- Bank can make additions and alterations, install, erect, fix and set up such internal wooden/aluminium partitions and electrical and sanitary and other fixtures and fittings, air-conditioners in the demised premises and every part thereof as the Bank may require without causing any material damage or affecting the safety of the structure.
- The building should have been constructed as per the sanction/ approved plan of the competent development authority / town planning authority. The building should be well maintained.
- The building should be free from hazards like fire, water logging, flood, etc.
- Supply of adequate potable water round the clock should be available at the premises.
- The landlord should clear all the dues and other statutory obligations of municipality /corporation as well revenue authority at their risk and cost.
- The landlord should clear all the dues and other statutory obligations of municipality/corporation as well revenue authority at their risk and cost.
- The landlord should be in a position to give vacant possession of the premises within 30 days of our approval and after carrying out necessary changes / alterations as required by the bank.
- The adequate power / connected load/ transformer if required should be arranged by the land lord before occupation.
- Approved Building Plan and Clear location sketch plan to identify the building with land mark should be enclosed.
- Space should be given for placing Bank's name board at entrance/ front side.

- **Preference will be given as per merits based on**
 - Location
 - Located in a single flat or villa
 - Exclusive buildings
 - Main Road approach
 - Provision for Captive Power (Generator Back up)
 - Car Parking / Two Wheeler parking
 - Age/Structural condition of Building/RCC buildings
 - Security and Maintenance
 - Immediate occupation
 - Required EB power
 - Proximity to Railway Station, Bus stand, Airport, shopping area, Hospitals etc.
- Permissions required, if any, from the Corporation/ local authorities for using independent house for Bank's Guest House, has to be obtained by the landlord, including all expenses/taxes in this regard, within the quoted rent. No additional charges in this regard would be borne by the Bank.

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank. While renewing the lease, the effect of subsequent increase/decrease in the aforesaid taxes and service charges shall be taken into account for the purpose of fixing the rent.

The initial period shall be at least for **three years** with an option in favour of Bank to renew it for **two more terms of 3 years each** after expiry of initial three years (i.e., total 9 years / 3+3+3 years) with reasonable enhancement in rent after every 3 years on the same terms and conditions. However, the Bank shall have the right to de-hire the premises by giving three month's notice.

The lease deed and or necessary agreement(s) shall be executed by the successful bidder as per Bank's standard format. 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 owner/s and Bank in ratio of 50:50.

The Bank reserves the right to accept or reject any offer without assigning any reason.

Place:

Signature of the owner/s

(In token of acceptance of all terms and conditions)

Date:

PART – D : BRIEF DETAILS OF THE BIDDER/ OFFER

With reference to your advertisement in the local dailies datedI / we hereby offer the premises owned by us for housing your branch / office on lease basis:

Sl No.		
1.	Location	
(a)	Name of the building	
(b)	Complete Address of the Building	
	Survey No.	
(c)	Name of the owner (s)	
	Address	
	Name of the contact person	
	Mobile no.	
	Email address	
2.	Technical Information	(Please tick √ at the appropriate option)
(a)	<u>Building</u>	Load Bearing/ RCC Framed Structure
(b)	<u>Type of building</u>	Residential/ Institutional/ Industrial/ Commercial
(c)	No.of floor(s)	
(d)	Age of the building & Year of construction	Yes/No
(e)	Floor of the offered premises	
3.	Details of Accommodation (with Size)	Area to be mentioned against each room
(a)	Plot area	
(b)	Area Floor-wise	
	Level of Floor	carpet area (as per IS code 3861-1975)
	Ground Floor	
	First Floor	
	Second Floor	
	And so on	
	Total Carpet Area	
	Rentable area of the premises should be clearly mentioned as carpet area as per IS code 3861-1975	

	which could be always measured jointly by the Bank and the landlord. The floor wise area viz. Ground, First, Second if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid.	
(c)	No.of Bed rooms with attached Toilet	
(d)	No.of Bed rooms without attached Toilet	
(e)	No. of Independent Toilet	
(f)	Kitchen	
(g)	Store	
(h)	Drawing Room	
(i)	Dining Room	
(j)	Servant Quarter with attached Toilet & Kitchen	
(k)	Lawn	
(l)	No. of Car parking offered	
(m)	Provision of Guard hut	
4.	Whether building plan is enclosed If 'No' reason for the same and when these will be approved and submitted	Yes/No
5.	Whether building plans are approved by the Local Authorities. If 'No' reasons for the same and when these will be approved and submitted	Yes/No
6.	Whether building is ready for occupation. If 'No' how much time will be required for occupation.	Yes/No
7.	<u>Amenities available:</u>	
	<u>Electric Power Supply</u> (a) Electric load of 30 KW shall be provided by the landlord for the exclusive use of the Bank at his cost. Bank will pay actual electricity consumption charges. (b) Electrical wiring, Electrical panel, Earthing etc. shall be done by the landlord as per Bank's requirement.	Yes/No
	(ii) <u>Water Supply</u> Municipal Water Connection and underground water supply will be provided by the landlord at his cost.	Yes/No
	Lift with generator facility available	Yes/No
	Generator supply given to rooms.	Yes/No

	Whether club house available? List of Amenities available	
	Additional facilities such as Restaurants, Gym, Spa, Swimming Pools, indoor games, any other entertainment etc. available (in case of flats, if considered)	
	Details of furniture and appliances provided in the room	
	HD LED TV/ Smart TV with Cable TV connection in Drawing Room and bed rooms	Yes/No
8.	Whether completion certificate obtained from the local authorities. If 'No' in how much time it will be obtained	Yes/No
9	Distance from a) KSRTC bus stand at..... b) Airport at Nedumbassery c) Railway Station at..... d) Nearby emergency medical facility.	
9.	Whether landlord is ready to carry out Additions/alterations, required if any, as per Bank's requirement.	Yes/No
	Any other detail(s) other than the aforesaid you would like to add	

We confirm that the documents and the terms and conditions mentioned are available in our offered premises. If it is not available at present, we agree and confirm to provide the same. We also undertake to submit any testimony in support of our claim with regard to the above.

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 agree to construct/ add/ alter the building i.e. kitchen, dining area, laundry, reception area, toilets etc with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement

Signature of Owner/s with date:
Contact Address

Contact Number of Owner/s

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	No. of Guest rooms with attached toilets as per requirement	6 rooms or more: 10 Less than 6 rooms: 0	10	
2	Premises on preferred location	On main road & within 1 Kms from Metro / Railway station: 20 On bye lane road & within 1 Kms from Metro / Railway station: 15 On main road & beyond 1 Kms and within 3 Kms from Metro / Railway station: 10 On bye lane road & beyond 1 Kms and within 3 Kms from Metro / Railway station: 5 Premises beyond 3 Kms from Metro / Railway station: 0	20	
3	Age of Building	Less than 2 years old: 10 Between 2 to 5 years old: 5 More than 5 years old: 0	10	
4	Parking Area	Adequate parking area for 7 cars or more: 10 Parking Area less than 7 cars : 5 No parking Area : 0	10	
5	Building status	Independent building/ fully furnished: 20 Apartment/ Sharing with other tenants / offices: 7	20	
6	Surrounding of building	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 0	10	
7	Quality of construction, finishing / maintenance etc.	Excellent : 10 Good: 07 Average : 05 Poor : 03	10	
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee.	10	
	Total		100	

Date:

Signature and Seal if any of applicant

Signature of Owner(s)

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EXAMPLE FOR EVALUATION OF PROPOSALS:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B & C.

They get following marks

A-78, B-70, C-54

2.Convert them to percentiles

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

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

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

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

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

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

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

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

4.Technical score (percentile form)

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

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

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

5.Financial score (percentile form)

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

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

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

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

$$A: (100 * 0.70) + (70 * 0.30) = 91.00$$

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

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

Hence A becomes most suitable offer.

FINANCIAL BID
HIRING OF AIR-CONDITIONED VILLAS/ FLATS AS EXECUTIVE
GUEST HOUSE FOR SBI AT ERNAKULAM

With reference to your advertisement in the local dailies, I/ We offer the premises owned by us on lease basis on the following terms and conditions:-

1. General Information

a)	Location	
b)	Name/ Address of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

2. Rent

Rent per Sq.Ft. of the Carpet area

<u>Sl No</u>	<u>Floor</u>	<u>Carpet Area (Sq.Ft)</u>	<u>Rent per Sq.Ft</u>	<u>Amount</u>
a)	<u>Basement</u>			
b)	<u>Ground floor</u>			
c)	<u>1st floor</u>			
d)	<u>2nd floor</u>			
e)	<u>Any other floor</u>			
<u>Total Rent (excluding GST)</u>				

3. Escalation in Rent

a).	Escalation in rent after expiry of initial lease period of 3 years	_____ % increase from the initial lease rent (at the time of renewal)
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4. Monthly Maintenance Charges/Society Expenses, if any_____

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges, etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank.

Rentable area will be based on carpet area of the floors in accordance with the one mentioned in technical bid. If anyone quote lump sum rate of total area instead of Sqft of carpet area rate then, it will be converted to per Sqft carpet area rate for finalization of most suitable offer.

Signature of Owner/s

Contact Address of Owners/s

Contact Number of Owner/s

Signature of Owner(s)