



NOTICE INVITING TENDER (NIT)
STATE BANK OF INDIA
COMMERCIAL BRANCH, GURGAON (4079)
6TH FLOOR, PALM COURT BUILDING,
MAHARANA PRATAP CHOWK, GURUGRAM, HARYANA – 122001
Tender ID: CCG/GGN/2025-26/1

PREMISES REQUIRED ON LEASE

State Bank of India (SBI) invite offers from owners/Power of Attorney holders for premises on lease rental basis for Commercial use **on a single floor** for shifting of our existing branch to new premises

S.No	Name of Branch	Status of Branch	Carpet Area (Approx)	Parking Space	Location
1	Commercial Branch, Gurgaon	Existing (Branch Code - 04079)	930 $\pm$ 10 % sq. mtr (approx. 10000 $\pm$ 10 % sq. ft)	Dedicated / sufficient parking for preferably 30 Cars.	Offered area in a single floor, should be within 15 Kms (Distance by Road & as per the shortest route shown by Google Maps) of the existing branch in a commercial location within municipal limits of Gurugram.

2. The entire space should **be on a Single floor with lift & staircase facility**. Premises should be ready for possession / occupation. Premises at Ground Floor are not required and will be summarily rejected. Preference will be given to premises owned by the Govt. departments / Public Sector Units / Banks. Premises offered beyond 15 Kms (Distance by Road & as per the shortest route shown by Google Maps) of the existing branch and/or **premises whose End Use is not COMMERCIAL** would be summarily rejected.

3. The format for submission of the “Technical Bid” containing detailed parameters, terms and conditions and “Price bid” can be downloaded from SBI website sbi.bank.in → SBI IN THE NEWS → Procurement News from **15-09-2025 to 29.09.2025**.

4. The offers in a sealed cover complete in all respects should be submitted in the tender box kept at the below mentioned address on or before 3:00 p.m on 29.09.2025 during working hours:

The Deputy General Manager,

State Bank of India, Commercial Branch, Gurgaon (4079), 6th Floor, Palm Court Building, Maharana Pratap Chowk, Gurugram, Haryana – 122001

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

Tel **0124-4544612**

Dy General Manager



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 Commercial Branch, Gurgaon of STATE BANK OF INDIA**” to **The Deputy General Manager, State Bank of India, Commercial Branch, Gurgaon (4079), 6th Floor, Palm Court Building, Maharana Pratap Chowk, Gurugram, Haryana – 122001 on or before 3:00 PM on 29-09-2025.**

Important points of Parameters -

	Eligible END USE	COMMERCIAL (<u>Premises whose approved End Use is not COMMERCIAL</u> would be summarily rejected at the Initial Short Listing Stage itself and will not be considered further) Document certifying END USE is to be attached with the Tender Document.
1	Carpet Area	As specified in NIT
2	Parking Space	As specified in NIT
3	Amenities	24 hours water facility, Generator power back up, Electricity etc.
4	Possession	Ready for possession / occupation
5	Premises under construction / Plot	May not be considered.
6	Desired location	As specified in NIT
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Govt. Departments / PSU / Banks (iii) As specified in NIT
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.
9	Initial period of lease	10 years (5 + 5)
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
11	Validity of offer	Minimum 4 months from the date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of 50:50.
13	Fitment Period	2 months rent free fitment period for completion of interior furnishing work by Bank after handing over of the premises to Bank.
14	Rental Advance	Rent will be paid monthly in advance.



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 the 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 5+5=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. **29-09-2025** after **3:00 pm** shall be rejected.

1.3 The bidders/lessors are requested to submit the tender documents in separate envelope superscribed 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 Deputy General Manager,

**State Bank of India, Commercial Branch, Gurgaon (4079), 6th Floor, Palm Court Building,
Maharana Pratap Chowk, Gurugram, Haryana – 122001**

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 strictly not allowed. 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 minimum **4 (Four) months** to be **reckoned from** the last date of submission of offer i.e. **29-09-2025**.

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

1.8 The **Technical Bid** will be **opened on 30-09-2025 at 11.30 AM** in the presence of tenderers who choose to be present at the office of **The Deputy General Manager, State Bank of India, Commercial Branch, Gurugram (4079), 6th Floor, Palm Court Building, Maharana Pratap Chowk, Gurugram, Haryana – 122001**. All tenderers are advised in their own interest to



be present on that date at the specified time. As regards opening of financial bids, it will be opened only for short-listed offers and date of opening will be intimated.

1.9 **The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.** No correspondence in this regards will be entertained. 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 the 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 have 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 the 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 GST 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 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:

1) Rentable area of the premises should be clearly mentioned as **Carpet area as per IS code 3861- 2002** and latest modification if any, which could be always measured jointly by the Bank and the landlord. Measurement of Basement / Mezzanine floor area (if any) shall be considered as under:

Floor to ceiling height	
(i) Above 2.60 meter	100% of Carpet up area
(ii) Above 2.1 meter upto 2.60 meter	50% of Carpet up area
(iii) Below 2.1 meter	not to be considered.



2) Exclusion: The Carpet area excludes the following: External walls, inner/external columns, common area, duct, lift, lift well, lift machine room, service shafts, common staircase, porch/canopy, open verandah, open and covered balcony, projection, substation, sanitary shaft, space below the window, box louver, terrace, open and covered parking space, space for DG set.

3) Inclusion: The Carpet area includes internal walls, exclusive internal staircases at one floor (There will be deduction at one floor).

Note 1: The bidder shall submit carpet area measurement sheet along with the application/bid.

Note 2: The bidder shall submit document certifying END USE of the building along with the Tender Document.

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 shall arrange to obtain the municipal license/ NOC & approvals for a) Carrying out Banking activities in the premises and b) Layouts etc from Local Civic Authority/Collector/Department of Town Planning/Fire department Clearance 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 125 KW will also have to be arranged by the bidder/lessor at his/her cost** (before entering into Rent Agreement) 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/ Department of Town Planning/Fire Department NOC 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 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.



1.23 Electricity & Water charges will be borne by the Bank provided the requisite connections are arranged by the landlord.

1.24 All civil works such as 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, 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 landlord at their own cost before handing over possession to the Bank. Landlord 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 ducting & installation (if required) 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 'A'

GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF BRANCH BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND BANK'S OTHER TERMS & CONDITIONS

SPECIFICATIONS:

1. Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. Thick.
2. All partition walls will be 11.5 cm. Thick and will have 6mm steel @ third course.
3. Floor finish of Banking hall / B.M.'s room / toilets / canteen / system/conference-double charged vitrified tiles/granite of approved shade, duly covered with pop & polythene to avoid damage from interior works. The Open area will be of Kota stone/cement concrete pavers.
4. Wall finish - Internal-plastic emulsion/oil bound distemper /enamel paint of approved shade / make. External-water proof cement paint-apex or stone cladding or front structural glazing as per case.
5. M.s. Grill for windows - 16 mm square bars @ 7.62 cm. C/c both ways in frame with openable window for air-conditioners/desert 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 full height will be fixed.
9. All sanitary & C.P. Fittings will be of approved make as per bank's approval.
10. In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7').
11. In case of other doors, it shall have wooden frame (choukhat) with 38 mm block board shutter doors.
12. 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.
13. Windows shall have suitable shutters so as to accommodate desert coolers or air-conditioners in it (if required).
14. All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").
15. For cash room (non-currency chest branch) it will be constructed with 9 inches thick brick walls, duly plastered.
16. Pantry will have granite platform 2 feet wide with steel sink.
17. Periodical maintenance of building to be done by owner.
18. Followings to be furnished by owner through architect engaged by them, before possession



of premises is taken by bank.

- Structural suitability certificate of premises.
- Approved Layout Plan from Local Civil Authority for bank's commercial use.
- Carpet area certificate.
- Completion certificate as per plans/specifications provided by bank.

19. "NOC" from civic authority for commercial use of premises for running Banking Activity.

20. Suitable place to be provided for display of bank's sign boards, hanging of outdoor unit of air-conditioners.

21. Twenty -four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for bank.



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	Premises location, nearby surroundings and approach road	• Premises on main road : 10 • Premises on narrow approach road : 05 • Any Other : 0	10	
3	Availability of Premises in respect of branch on	• In Single floor (with Lift) : 15 • More than one floor: 0	15	
4	Centralized HVAC System	• Available: 10 • No provision : 0	10	
5	Exclusive Parking for SBI	• 25 to 30 cars : 15 • 20 to 24 cars :10 • 20 cars :05 • Less Than 20 cars : 0	15	
6	Quality of construction, Load Bearing/RCC Framed Structure, Ventilation	• Excellent : 15 • Good: 10 • Satisfactory : 5 • Poor : 0	15	
7	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	25	
8	Surroundings of building	• Adequate natural light and ventilation : 05 • Average natural light and ventilation :03 • In-adequate natural light and ventilation : 00	5	
9	Premises owned by the Govt. departments / Public Sector Units / Banks.	• Yes : 5 • No : 0	5	
	Total		100	

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: $(78/78) \times 100 = 100 = 100$

B: $(70/78) \times 100 = 89.74$

C: $(54/78) \times 100 = 69.23$

Financial quotes for three premises are as follows:

A: Rs.300 per sqm (including Maintenance costs) for Carpet Area

B: Rs.250 per sqm (including Maintenance costs) for Carpet Area

C: Rs.210 per sqm (including Maintenance costs) for Carpet Area

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

C: $(210/210) \times 100 = 100$

B: $(210/250) \times 100 = 84$

A: $(210/300) \times 100 = 70$

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

A: $(100 \times 0.70) + (70 \times 0.30) = 91$ (Rank I Successful Bidder)

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

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



DETAILS OF OFFER (COVER-A)
TECHNICAL BID
OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your branch / office on lease basis:

General Information:

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the Street	
a.3	Name of the City	
a.4	Pin Code	
b.	Name of the owner	
	Address	
	Mobile no.	
	Email address	
C	Name of the authorized Representative (if any)	
	Mobile no of the authorized Representative	
	Email address of the authorized Representative	
d	Name of the authorized Representative (if any)	
	Mobile no of the authorized Representative	
	Email address of the authorized Representative	

Technical Information (Please place a TICK MARK (✓) at the appropriate option)

a. Building - Load bearing _____ Framed Structure _____

b. End Use of the Tendered Premises – Commercial _____
Any Other End Use (Residential/IT/Institutional etc) _____

(Only Buildings with approved END USE as COMMERCIAL would be considered)

c. No. of floors _____

* Year of construction and age of the building _____



e. Details of Floor / Plot of the offered premises

Level of Floor	Carpet area (as per IS code 3861-2002)
Ground Floor	
First Floor	
Second Floor	
And so on	
Total Carpet Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.16 of Technical Bid.

Description	Yes	No
Building ready for occupation If no, how much time will be required for occupation _____ with end date		
Electric power supply and sanctioned load for the floors (.....KVA)		
Running Municipal Water Supply		
Whether plans are approved by the local authorities (Enclose copies)		
Whether NOC from the department has been received		
Whether occupation certificate has been received (Enclose copy)		
Whether direct access is available, if yes give details		
Whether exclusive parking facility has been provided		

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 agree to construct/ addition/ alteration i.e. strong 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 Annexures

- 1) Document certifying END USE of the building as COMMERCIAL
- 2) Carpet area measurement sheet



PRICE BID (COVER-B)

**(TO BE SUBMITTED IN A SEPARATE
SEALED ENVELOPE)**

**STATE BANK OF INDIA
COMMERCIAL BRANCH, GURGAON (4079)
6TH FLOOR, PALM COURT BUILDING,
MAHARANA PRATAP CHOWK, GURUGRAM, HARYANA – 122001**

With reference to your advertisement in the _____ dated __/__/2025 and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I / We offer the premises owned by us for housing your branch / office at _____

(Please tick ☐ which is applicable) on lease basis on the following terms and conditions (If anybody willing to offer for more than one Premises, separate application to be submitted for each site):

General Information:

Location:

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the Street	
a.3	Name of the City	
a.4	Pin Code	
b.	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Rent:

Level of Floor	Carpet up Area (sq.ft) As per IS code 3861-2002	Rent per sq. ft. per month (Rs.)	Total rent per month of Carpet up area(Rs.)
Ground Floor			
First Floor			
Any other Floor			
Total Rent			

Maintenance Charges (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.

Total period of lease will be 10 years. The rent will be applicable for initial 5 years with an enhancement in rent after 5 years, Enhancement in rent after 5 years %

Declaration

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

Place:

Date:

Name & Signature of bidder / lessor with seal if any



SAMPLE/DRAFT FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this _____ day of _____ 2025 between _____

_____ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part. (If the Lessor is a firm, company etc., the description should be accordingly be changed).

AND

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai, a Local Head Office at New Delhi a branch office at 11, Parliament Street, New Delhi (hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

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

WHEREAS

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises i.e. _____ with the free hold rights of the land under the said Property No.-_____ 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 re-pass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of **10 years (Ten years) (5+5)** commencing from _____ with the absolute option to the Bank to renew the lease for further one terms of **10 years**, yielding and paying thereof unto the lessors the monthly rent of **Rs. _____**, subject to **TDS** on or before the **7th** _____ day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that :-

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

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

(ii) To pay _____ 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.

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

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, equipment and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the



demised premises 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 DGSet 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.

(xiii) The LESSEE have the authority to put up V-SAT in the terrace, housing the ATM in the premises, to install core banking server and other accessories, Generator set and also to install air conditioners or other electrical or energy operated machineries in the premises and for this purpose to make necessary alteration in the structure without altering the structure or without in any way affecting the strength of the building and shall be kept/installed in the manner that it does not cause hindrance or annoyance to other occupants of the building or block any common area. The Lessor agrees to cooperate with the Lessee for applying for necessary power load from electricity board/electricity department. For removal of doubts, it is agreed that Generator set shall mean one or multiples thereof whether operated on diesel or petrol or kerosene or other fuels. "Air conditioners" means one or more air conditioners including split air conditioners

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 **Three months** calendar months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

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

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

(viii) Notwithstanding anything contained herein above the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilized and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion surrendered by the Lessee .And if such surrender is going to affect the exclusive / independent entry / use for / of the branch / office, the 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) SALE AND /OR TRANSFER OF SAID PREMISES : that if the lessor at any time during the initial lease period or any extended period thereof sell and / or transfer rights in said demise premises as a whole or any part thereof to any one person or more than one person or agency etc. then this will be subject to the terms of this lease deed and in such event the lessee shall pay the rent to such transferee or transferees on the same terms and condition as are contained herein provided the transferee(s) accepts all terms and conditions in to and agree to continue the lease. The Lessor shall arrange and ensure that term and condition of lease deed are agreeable to the transferee and no inconvenience is caused to SBI / lessee on account of such transfer during currency of lease term or any extension thereof.

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

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

SIGNED SEALED AND DELIVERED

By the above named

In the presence of Lessor (s)

SIGNED SEALED AND DELIVERED

By the above named

In the presence of for and on

behalf of State Bank of India,

_____ Br. Lessee



Witness:-

Signature_____

Name_____

Address_____

Signature_____

Name_____

Address_____

Signature_____

Name_____

Address_____

Signature_____