



**STATE BANK OF INDIA
Premises & Estate Department
Local Head Office
Bhubaneswar, Odisha-751001**

INVITES TENDERS / APPLICATIONS

FOR HIRING OF NEW PREMISES

FOR

**SETTING OF VIRTUAL RELATIONSHIP MODULE (VRM) CENTRE AT
BHUBANESWAR OR CUTTACK**

Tender No : BHU/P&E/2025-26/12 dated: 17.11.2025

Last Date & Time of Submission:01.12.2025 upto: 03:00 PM

Tenders / Applications to Be Submitted to:

**THE ASSISTANT GENERAL MANAGER
Premises & Estate Department
2nd Floor, Local Head Office
Bhubaneswar, Odisha-751001**

Tender Submitted By:

Name :

Address.....
.....

Contact No:

Signature and Seal of applicant

TECHNICAL BID
TENDER NO: BHUP&E/2025-26/12 Date: 17.11.2025

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

State Bank of India Invites offers for Hiring / Leasing of New Premises for setting of VIRTUAL RELATIONSHIP MODULE (VRM) CENTRE AT BHUBANESWAR OR CUTTACK locality, from Govt. / Semi-Govt. departments / PSUs/Private Landlords/ Owners / power of attorney holders for premises on lease or rental basis for Commercial / Office use, having **Carpet Area of 8,000 to 10,000.00 Sq. Ft** (approximately) located within the municipal area of Bhubaneswar or Cuttack, with all facilities including good visibility, adequate power and water supply. The premises should have sufficient parking area with minimum parking provision for 10 numbers of four wheelers and 80-100 numbers of two wheelers. The premises should be ready for occupation within 2 months from the date of finalisation of the said premises. The bidder shall provide space of 80 sqft to 100 sqft for installation and running of the generator within the compound at **no extra cost to the Bank**.

The format for submission of the **Technical Bid** containing detailed parameters, terms and conditions and price bid can be downloaded from website www.sbi.co.in under

TENDER SCHEDULES:

Availability of Tender Documents	:	1. "procurement news" of Bank's Web site www.sbi.co.in LINK: https://sbi.co.in/web/sbi-in-the-news/procurement-news 2. ASSISTANT GENERAL MANAGER (P&E) STATE BANK OF INDIA Premises & Estate Department Local Head Office Bhubaneswar, Odisha-751001 Ph No: 9437481038 email id : agrpre.lhobhu@sbi.co.in
Tender document downloading Start Date	:	From 11:00 A.M on 17.11.2025
Tender document downloading End Date	:	Upto 2.00 P.M on 01.12.2025
Last date and time of submission of technical & price bid	:	Upto 3.00 PM on 01.12.2025
Date and time of opening of technical bid	:	On 01.12.2025 at 04.00 PM.
Date and time of opening of Price bid	:	To be intimated later

Signature and Seal of applicant

This tender consists of **two parts** viz. **PART – 1** : the **Technical Bid** having terms and conditions, details of offer and **PART -2** the **Price Bid**. Duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using photo copies in case of multiple offers.

The Envelope (A) shall contain duly signed and stamped Technical Bid, along with all supporting Property documents with Approved Plan, Occupation Certificate, Statutory Permission like Fire NOC, Lift Inspection Certificate, etc (**as applicable**).

Envelope (B) contains Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single cover super scribing “Tender for hiring / leasing of premises for **“setting of VIRTUAL RELATIONSHIP MODULE (VRM) CENTRE AT BHUBANESWAR OR CUTTACK”** and should be submitted to The Assistant General Manager, STATE BANK OF INDIA Premises & Estate Department, Local Head Office,Bhubaneswar on or before **01.12.2025** at 3:00 pm.

The bidder/s shall clearly mention their **name, contact number** and **active e-mail ID** on the envelope. **The date of opening on Technical Bid will be on 01.12.2025 at 4.00 pm.** The date of **opening of Price Bid** shall be intimated to the bidder 24 hours prior to the date of opening of tenders vide e-mail ID given by the Bidder. SBI shall not be responsible in any manner, in case the e-mail doesn't reach the bidder or any other technical fault.

Preference will be given to the premises owned by the Govt. Departments / Public Sector Units.

The SBI reserves the right to accept or reject any offer at any stage without assigning any reasons thereof.

Only authorized representative on behalf of bidder, carrying authority letter or power of attorney with him / her along with photo ID and address proof shall be allowed to attend any meeting / bid opening. No bidder / representative shall be allowed to attend the meeting / bid opening with mobile phones.

Sd/-

ASSISTANT GENERAL MANAGER (P&E)

STATE BANK OF INDIA

Premises & Estate Department

Local Head Office

Bhubaneswar, Odisha-751001

Ph No: 9437481038

email id : agmpre.lhobhu@sbi.co.in

Signature and Seal of applicant

IMPORTANT PARAMETERS –

1	Type Of Building	Commercial
2	Carpet Area	8,000 to 10,000 SqFt
3	Parking Space	10 Four wheeler PARKING and 80-100 Two wheeler PARKING (approx. 4,000 sqft) Sufficient open parking area for customers / visitors
4	Building frontage	Minimum frontage of 25-30 ft . along the main road of the locality
5	Amenities	24 hours water facility, 3 phase Electricity, Generator power back up for essential services like lift, pump etc. The bidder shall provide space of 80 sq.ft to 100 sq. ft. for installation and running of the sound proof generator within the compound at no extra cost to the Bank and No separate payment shall be paid for these facilities.
6	Possession	Preference will be given to Ready to possession / occupation /expected to be ready within 2 (Two) months from the last date of submission Open Plots will NOT be considered
7	<u>Fitment Period</u>	<u>60 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank.</u> Handing over date shall be reckoned after completion of civil and electrical works by landlord as per tender specifications.
8	Desired location	Located within Bhubaneswar or Cuttack Municipal area including area under BDA & CDA preferably on the main road well connected by Public Transport.
9	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local Civic Authority. (ii) Single Floor preferably at Ground floor (For upper floors, LIFT IS A MUST) (iii) Govt. Departments / PSU / Banks
10	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement. Civil works (as per SBI PLAN LAYOUT) & vitrified flooring and toilets PH works are to be done by the Owner / Bidder.
11	Period of lease	Lease in the bank's prescribed Format for initial period of 10 years with a predetermined increase in rent @ 15-25% after expiry of initial term of 5 years
12	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.
13	Validity of offer	6 (Six) months from the last date of submission of the offer (which may be extended due to exigency)
14	Stamp duty / registration charges of Lease Deed	To be shared in the ratio of 50:50 i.e, to be shared by bank & landlord both.

The successful bidder shall handover the vacant possession of the premises to the Bank 60 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. It is clarified that Bank shall not be liable for any rent/ premium etc. to the successful bidder during the aforesaid period of 60 days.

Please note that any addendum will be published on Bank's website only i.e. www.sbi.co.in under SBI in the news under procurement News. Hence, bidders are advised to watch the website regularly.

Signature and Seal of applicant

TERMS AND CONDITIONS

1. The bidders should have clear and marketable title to the premises offered and furnish legal title report from the SBI empanelled Advocate at his own cost. The successful bidder shall have to execute the lease deed as per the standard terms and conditions finalized by the SBI. Stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank. The initial period of lease will be 10 years and will be further renewed for 5 years at the discretion of bank (viz. total lease period 10 years) with requisite exit clause available to the Bank only to facilitate full / part de-hiring of space by the Bank during the pendency of the lease. However, such exit clause shall not be available to the Lessors. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 25% after initial term of 5 years is completed.
2. **Tender document received by the SBI after due date and time i.e. after 01.12.2025 after 3:00 pm shall not be considered in the tender process.**
3. All columns of the tender documents must duly filled in and no column should be left blank or filled with vague/ambiguous information. All pages of the tender documents (Technical and Price Bid) are to be signed by the bidder / authorized signatory. Any over-writing or use of white ink is to be duly authenticated under full signature of the bidder/authorized signatory. **The SBI reserves the right to reject the incomplete tenders or defective tenders. The SBI also reserves right to reject any or all the tenders at any stage or to cancel the entire tender process without assigning any reasons to any bidder. The Bank shall not be liable for any payment / compensation / rent / opportunity loss etc. to the bidder upon such rejection or cancellation of tender process.** Bank's decision in this regard shall be final and binding on all the bidders. In case of any dispute, Jurisdiction of Court in all cases shall be in Bhubaneswar only till finalization of the successful bidder.
4. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. In case the space provided in the tender document for filling information is found insufficient, the bidders may attach separate sheets, duly signed by the bidder / authorized representative, after putting remark to this effect in the provided place. If any deficiency in property related document / demarcation etc. which may ask at the time of site visit or later on.
5. The **offer** should **remain valid** at least **for a period of 6 (Six) months** (which may be extended in case of exigency) to be reckoned from the last date of submission of offer i.e. **01.12.2025**. The Bank shall not be liable for any payment / compensation / rent / opportunity loss etc. to the bidder upon such rejection or cancellation of tender process.
6. The date of opening of Technical Bid will be done on 01.12.2025 at 4. 00 PM and date for opening of Price Bid will be intimated to the bidders 24 hours prior to the date of opening of the bids vide email, submitted by the Bidder. Bids will be opened at below mentioned address:

ASSISTANT GENERAL MANAGER (P&E)**STATE BANK OF INDIA****Premises & Estate Department****2nd Floor, Local Head Office****Bhubaneswar, Odisha-751001**

7. **SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof.**

Signature and Seal of applicant

8. Canvassing in any form will disqualify the tenderer. No broker shall be allowed to attend any meeting / bid opening / site visit etc. Only authorized representative on behalf of bidder, carrying authority letter/power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.
9. The shortlisted bidder will be informed by the SBI on the contact details given by them over the envelope, for arranging site inspection of the offered premises.
10. 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.
11. Premises to be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high tension electrical wires etc. Premises should not be located on low lying area, water logging area.
12. The details of parameters and its weightage for the technical score has been incorporated in **Annexure - I**. The selection of premises will be done based on techno commercial evaluation. Equal weightage i.e., **70 % weightage** will be given for **Technical parameters** and **30%** for **Price Bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding on the bidders and no representation in this regard shall be entertained. The SBI may negotiate the rent with L-1 (Lowest) bidder. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the SBI.
13. The bidder who is declared successful in the combined result of technical and financial bids shall be required to execute lease deed in the bank's prescribed lease deed format. No request for any deviation in the terms and conditions stipulated in the draft lease deed shall be entertained.
14. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the lessor shall be made by Account Payee Cheque or RTGS / NEFT.
15. The income tax and other taxes as applicable will be deducted at source (**as per Govt norms**), while paying the rentals per month. All taxes, cess, service charges shall be borne by the landlord. However, the GST, if applicable, shall be borne by the Bank. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.
16. The landlord shall submit the bill to the concerned department of SBI- VRM Centre every month for the rent due to them indicating the GST component, GSTIN number of the landlord, and the invoice number of the bill, for the bank to bear the burden of GST. Otherwise, the GST if levied on rent paid by landlord shall not be reimbursed by the Bank. Bank's GST number shall also be specified in the invoice.
17. The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises depending upon the need / demand of the landlord for the same at the discretion of Bank and such deposit must be adjusted during the last six months of occupation.

18. Mode of measurement for premises is as follows:

- * Rental will be paid on the basis of Carpet area as per RERA norms at the centre/IS Code, which will be jointly measured by SBI and landlord/ their representative.

*******Components/ Areas like Lift, Lift wall, Ducts, Service shafts, staircase, Balcony, Projection, Terrace, parking space, columns, space for DG set, etc. will not be counted in Carpet Area. Landlord is advised to quote the rates as per Built up area while filling the price bid.**

The bidder shall submit Carpet area measurement sheet along with the application/bid. The proposals without area calculations and supporting layout plan may be rejected.

19. The floor wise area viz. Ground, First, if any, etc. with the corresponding rate for rent / taxes should be mentioned in the Price Bid. The number of car parking spaces and two wheelers offered should be indicated separately. Rent shall be quoted on carpet area basis only, considering the parking space, area for installation of generator and VSAT etc., and no separate rent shall be paid for these facilities.
20. The lessor shall obtain / submit the proposal to Municipal Corporation / Collector / Town Planning Authority etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work can commence.
21. The lessor should arrange to obtain the municipal or local panchayat license / NOC / approval of layouts etc. from Local Civic Authority / collector / town planning etc. for carrying out the civil / interior furnishing of the premises by the Bank. Lessor should also obtain the completion certificate from Municipal authorities after the completion of civil & interior furniture work. The required additional electrical power load of approximately 80-100 KW (or more if required) will also have to be arranged by the lessor at his / her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator will also have to be provided within the compound by the lessors at no extra cost to the Bank and will not be considered in rent area.
22. Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost. No separate payment shall be made to the landlord for this purpose. The Lessor shall provide space for installation of V-SAT device on the terrace of the selected / finalized premises, and direct / suitable access for reaching the place for repair and maintenance. This area will not be considered in rent area and No separate payment shall be made to the landlord for this purpose.
23. After the completion of the interior works, the lease agreement will be executed and the rent payable shall be reckoned after fitment period of 60 days from the date of handing over of premises. The premises will be considered as handed over only after completion of all civil works by landlord. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part / full premises.
24. Rent should be inclusive of all present and future taxes whatsoever, municipal charges, holding tax, society charges, maintenance etc. However, GST shall be paid extra at applicable rate and manner. However, 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.
25. Electricity Charges will be borne by the Bank but water supply should be maintained / arranged by Landlord / owner. **Lift maintenance cost** (if any) should be borne by the Landlord.
26. **All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank such as ATM Room, Toilets & sanitary works, Store room / record room, Stationary Room, Pantry with all accessories and doors etc. (additional / alteration) as per Bank's requirements, cash room with cash room door and ventilation as per Bank's specifications, server room & UPS room made up of brick work, locker room / FIRE PROOF RECORD ROOM**

Signature and Seal of applicant

(should be made of RCC as per specification of locker room OR with Two hours FIRE RETENTION BRICKS and as per Bank's design, guidelines and specifications.

However the door and ventilator shall be provided by the Bank, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, collapsible grill door at entry, front façade including glass glazing, external ACP panelling as per Bank's design, ramp with S.S (grade 304) railing for disabled / old people, double charged vitrified tile flooring, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., glazed sliding windows, safety grill, anti-termite treatment etc as advised by the Bank directly or through Bank's appointed Architect / Bank's Engineer, will be carried out by landlords' at their own cost before handing over possession to the Bank.

27. Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate of the RCC Record Room (**carrying load of 170-190 per sqft for keeping FRFC / Fire Proof optimizer**), firefighting works before possession by the Bank. Rent should be inclusive of all civil works. All light /fan / general circuit wiring should be done as per the requirements of bank with suitable MCBs & RCCBs, wherever required as per the layout by Bank's Electrical Engineer.

28. **In case the offered Premises is divided in split floors of the required area and spreaded in ground floor and first floor or above floors, then Landlord should construct internal staircase as per the drawing provided by the Architect/ Bank's Engineer under the Instructions / supervision by the Structural Engineer & the entire cost for construction of stair case with Structural Engineer charges etc. shall be borne by the landlord.** In case of spreaded floors i.e. ground and first floor, landlord shall also provide lift facility to the Bank without any additional cost to the Bank.

29. Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC, Lighting fixtures, signage's, compactors for storage, electrical wiring for interior works etc. will be done by the Bank as per requirement.

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

31. Obtaining NOC from local authority regarding fire safety, building Structural Stability, Electricity and water connection shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor shall any amount / Bill be paid by the Bank for this purpose.

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

33. Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfilment of all other terms and conditions of technical bids as mentioned above.

Place:

Date :

Name & Signature of lessor with seal

Signature and Seal of applicant

DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES

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

General Information:

Location as name of the nearest local railway station and its distance from the site:

A	Name of the Building	
A1	Door No.	
A2	Name of the Street	
A3	Name of the City	
A4	Pin Code	
B	(i) Name of the owner (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Technical Information (Please ✓ at the appropriate option or fill up or describe)

- Building - Load bearing Structure.....Framed Structure.....
- Building - Residential ----- Institutional -----Industrial -----Commercial
- No. of floors.....
- Year of construction and age of the building.....
- Floor of the offered premises.....

Level of Floor	Carpet Area
Ground Floor	
First Floor	
Third Floor	
Total Floor Area	
Covered Parking	
Open Parking	

Signature and Seal of applicant

Building ready for occupation	YES / NO
If no, how much time will be required for occupation -----with end date.	Required Time: Month.....Day End date (Approx) :
Amenities available	Description:
Electric power supply and sanctioned load for the floors Offered in KW (Mentioned)	YES / NO
Running Municipal Water Supply	YES / NO
Whether plans are approved by the local authorities Enclose copies	YES / NO
Whether NOC from the department has been received	YES / NO
Whether occupation certificate has been received Enclose copy	YES / NO
Whether direct access is available, if yes give details	YES / NO
Whether fully air conditioned or partly air conditioned	YES / NO
Whether space for Signage for building is available	YES / NO
Whether access to Roof Top/ Terrace for VSAT maintenance is available	YES / NO
Whether lift facilities are available	YES / NO
No. of car parking / scooter parking which can be offered Exclusively to the Bank.	YES / NO
* Please enclose plans/ layouts of the building, copy of property document.	

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, vitrified flooring & all other Civil works etc. complete as per Tender & Bank's specifications and requirements.

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

Place:
Date:

Name and signature of lessor with seal

Signature and Seal of applicant

ANNEXURE – I**SCORING MODEL ON SCALE OF 0-100**

	Parameters	Actual Situation		Total Marks	Marks Obtained
1	Carpet area as per requirement	Carpet area in the range of 8,000 to 10,000 sq. ft (+/- 10% variations) : 10 Beyond range : 5		10	
2	Premises location	On Main road : 10 Others (inside main road upto 500 mtr) : 05		10	
3	Premises on Ground or upper floors	Ground Floor (10 Marks) First Floor (5 Marks) Above First Floor (2.5 Marks) Availability of lift for floors above First Floor (2.5 Marks)		10	
4	Accessibility of Public Transportation	Available : 5 Not available : 00		5	
5	Parking space area as per Tender specifications	1 Having Basement or Gr Floor parking : 10 2. Having outside parking : 05 3. Others : 00		10	
6	Availability of water supply, 3 Phase electricity, drainage etc.	Available : 10 ; Applied For : 05 Not available : 00		10	
7	Building use Permission as Commercial Use	Available : 10 ; Applied For : 05 Not available: 00		10	
8	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light & ventilation: 00		5	
9	Quality of construction, finishing etc.	1. Excellent :10 2. Good : 08	3. Average: 05 4. Poor : 00	10	
10	Ambience, convenience and overall suitability of premises from Business point of view, assessed by Premises Selection Committee	As assessed by Premises Selection Committee		20	
	Total			100	

Signature and Seal of applicant

Example for evaluation of proposals:

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

Total marks 100.

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

They get following marks

A-78; B-70; C-54

Convert them to percentiles

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

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

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

Now that technical bids are evaluated, Financial Bids can be opened.

Financial quotes for three premises are as follows:

A : Rs 70 per sqm for Carpet area

B : Rs 60 per sqm for Carpet area

C: Rs 50 per sqm for Carpet area

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

C : $(50/50) \times 100 = 100.00$

B: $(50/60) \times 100 = 83.33$

A: $(50/70) \times 100 = 71.43$

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

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

B: $(89.74 \times 0.70) + (83.33 \times 0.30) = 87.81$

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

Therefore, most successful bidder shall be 'A' and Bank may invite 'A' for further negotiation.

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

1. Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 250 mm thick Brick-wall.
2. All partition walls will be 150 mm/250 mm. thick brick wall as per the layout plan proposed by the Bank
3. Banking hall / Office Area/ AGM, B.M.'s or CM's room / toilets / Canteen / locker /Record/ system / conference – double charged vitrified tiles / granite of approved shade, duly covered with POP & polythene to avoid damage from interior works.
4. Inside other rooms - double charged vitrified tiles and Entrance lobby – granite flooring.
5. Open area - kota stone / cement concrete pavers.
6. Internal wall- plastic emulsion / oil bound distemper / enamel paint of approved shade / make.
7. External wall-waterproof cement paint-apex or stone cladding or front structural glazing as per case.
8. M.S. grill for windows-16mm square bars @7.62cm. c/c both ways in frame, with openable window for air-conditioners / desert coolers/ Cassette air conditioners.
9. Main entry & exit to have rolling shutter & collapsible gate.
10. Building should have minimum floor to ceiling height approx. 3.10m.
11. In toilets, pantry & drinking water area ,wall tiles of approved make / shade up to full height will be fixed.
12. All sanitary & C.P. fittings will be of approved make as per Bank's approval.
13. Steps to be provide with 125-150 MM rise and 300 to 280 MM Thread, finished with granite work and edge nosing and anti skid polish along with provision of SS Handrails .
14. In case of other doors, its hall has wooden frames with 38mm block board shutter doors with approved laminated both side.
15. Only in case of RCC strong room / Fire Proof Record Room & RCC locker room, **door & ventilator will be supplied by Bank**, otherwise all other doors will be provided by owner.
16. All rooms are to be provided with suitable openings for ventilators / exhaust fans (12"x12").
17. 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.
18. For cash room (non-currency chest branch) it will be constructed with 12 inches thick brick walls, duly plastered and encasing of safes / lockers.
19. Pantry will have granite top platform 2 feet wide with steel sink and PH connections.
20. Electrical wiring and fixtures to be provided as per bank's electrical engineer direction.
21. In case of non-currency chest branch, safe will be embedded with RCC in cash room.
22. 3 Phase electricity supply of adequate connected load is to be provided by the land lord
23. Concealed point wiring to be provided in toilets/ Canteen and Record Room.Adequate external lighting by LED Street Light is to be provided at the entrance, parking area etc
24. Toilet friendly for divyang persons to be constructed as shown in the Civil Layout plan
25. Roof waterproofing is to be done by the landlord

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

Signature and Seal of applicant

Other Terms &Conditions:

- a. Owner shall engage qualified Architect / Engineer for complete planning / supervision of construction etc.
- b. ATM room, stationary, record room, pantry, toilets (Gents & Ladies), strong room or cash room, locker room, ramp for physically challenged etc. to be constructed as per layout plan approved by Bank and expenditure in this regard will be borne by owner. Floors are to be structurally strengthened to sustain additional live load of approx. 25-30 ton on account of lockers / cash safes / Optimizer / FRFC (40 nos) in case of Fire Proof Record Room of 600 sqft carpet area.
- c. Stamp Duty & registration expenses to be shared equally @ 50:50 basis by Bank & Owner.
- d. Rent will be based on actual Carpet Area to be measured jointly after completion of civil works.
- e. Title / Owner ship proof should be clear & lease will be executed as per Bank's standard format.
- f. Possession of premises will be taken after completion of all works as per layout plan / as per specifications enumerated, after production of "NOC" from Competent Authority, all certificates from architects etc. as mentioned below.
- g. All taxes & service charges except GST to be borne by owner. GST if applicable will be reimbursed by Bank.
- h. Owner will arrange required electrical load from electricity authority.
- i. Periodical maintenance of building to be done by owner.
- j. **Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by Bank-**
 - a. **Structural Suitability Certificate of premises.**
 - b. **Built Up Area Statement / Certificate.**
 - c. **Completion Certificate as per plans / specifications provided by Bank.**
 - d. **"NOC" from Civic Authority for commercial use of premises.**
- k. Suitable space to be provided for staff parking, public parking & generator set (no rent will be given by Bank for this area). Generator set will not be placed on branch front.
- l. Suitable place to be provided for display of Bank's sign boards, hanging of outdoor unit of air conditioners and V-Sat with monkey cage on roof top (no rent for this facility).
- m. Building plans to be got cleared from Local Civic Authority For Bank's commercial use, in case of new construction.
- n. Bank will have separate & exclusive access to Branch from main road.

PRICE BID TO BE SUBMITTED IN THE ENCLOSED FORMAT IN SEPARATE SEALED COVER SUPERSCRIBED "PRICE-BID FOR HIRING OF PREMISES FOR SETTING OF VIRTUAL RELATIONSHIP MODULE (VRM) CENTRE AT BHUBANESWAR OR CUTTACK"

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

Signature and Seal of applicant