

NIT NO	SBI/PRM/HYD/2025-26/001
DATE	30.01.2026



STATE BANK OF INDIA

REQUEST FOR PROPOSAL (RFP)/ NOTICE INVITING TENDER (NIT)
FOR ACQUISITION OF OFFICE PREMISES REQUIRED ON LEASE RENTAL BASIS
ALONG WITH FIT-OUTS FOR OFFICE PREMISES FOR SBI PRM DEPARTMENT IN
HYDERABAD AT PRESCRIBED LOCATION

TENDER SUBMITTED BY:

NAME of Owner/Bidder : _____

ADDRESS of Owner /Bidder : _____

GSTIN NO of Owner/Bidder :

DATE :

THE ASST. GENERAL MANAGER (ADMIN)
STATE BANK OF INDIA
PRM DEPARTMENT, 2nd FLOOR, NSL ICON, ROAD NO. 12,
BANJARA HILLS, HYDERABAD,
agmotms.prm@sbi.co.in

NOTICE INVITING TENDER (NIT)

PREMISES REQUIRED ON LEASE RENTAL BASIS ALONG WITH FIT-OUTS

FOR OFFICE PREMISES FOR SBI PRM DEPARTMENT IN HYDERABAD AT PRESCRIBED LOCATION

State Bank of India invites offers from owners/power of attorney holders eligible Bidders for acquisition of office premises (**furnished with fit-outs**) the commercial/office premises on Lease Rental basis for PRM Department, Hyderabad having **Carpet Area of about 651 Sq.m (7000 sq.ft.) +/- 10% in Hyderabad. The Premises should be located within 20 KM radius from Panjagutta Metro Station.**

Sr no	Criteria	Description
1	Name of work	PREMISES REQUIRED ON LEASE RENTAL BASIS ALONG WITH FIT-OUTS FOR OFFICE PREMISES FOR SBI PRM DEPARTMENT IN HYDERABAD
2	Date of availability of Tender Document on service provider's Website	From 30.01.2026 to 21.02.2026 available at https://sbi.co.in/web/sbi-in-the-news/procurement-news
4	Last date and time for receipt of Pre-bid queries from the perspective bidders (Only through Email) to agmotms.prm@sbi.co.in cmhradmin.prmhyd@sbi.co.in	Up to 12.00 Noon on 10.02.2026 Note: 1. All queries must be sent in the prescribed format as an attachment in the Excel format as per Annexure-G. 2. Only queries received through Email by the stipulated date and time will be considered for discussions/clarifications in the Pre-bid Meeting. No other point shall be considered.
5	Last date & Time for submission of Hard Copy of Technical bid, Price bid and supporting documents.	Up to 3.00 PM on 21.02.2026 The Asst. General Manager (Admin) PRM Department, State Bank of India, 2nd floor, NSL Icon, Banjara Hills Road No12,Hyderabad, Telangana, Pin-500034
6	Pre-Bid Meeting Date & Venue	At 3.00 PM on 10.02.2026 The Asst. General Manager (Admin) PRM Department, State Bank of India, 2nd floor, NSL Icon, Banjara Hills Road No12,Hyderabad, Telangana, Pin-500034
7	Email address for correspondence	agmotms.prm@sbi.co.in cmhradmin.prmhyd@sbi.co.in
8	Date & Time of opening of Technical Bids	At 03.10 PM on 21.02.2026
9	Date & Time of opening of Price Bids	Will be communicated to the technically Qualified bidders separately through e-mail

11	Stamp duty / registration charges	To be shared in the ratio of 50:50.
12	Fit-outs period	45 days after issue date of LOI.
13	Fit -Out Cost	Eligible bidder will provide the premises on fit-out basis at their own cost, with the materials for the offices of a IT professional and the commercial premises offered should have a good professional environment. Bank has the rights to decide to take up the premises in a phased manner along with common facilities such as reception, security arrangement, washrooms, canteen etc in the beginning or whole premises in a single go.
14	Rent free period/ Rent to be started	After completion of the interior works/ Fit-outs, etc. by the Landlord at their own cost, the Lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation of the said premises by the Bank. If Bank decides to occupy the area in a phased manner, the rent will be paid for the occupied area only.

Asst. General Manager
PRM Department, Hyderabad
State Bank of India

1. Tender documents can be downloaded from link <Procurement News>.available on the bank's website <https://sbi.bank.in/web/sbi-in-the-news/procurement-news>
2. Conditional tenders are liable to be rejected without further correspondence.
3. **The Sealed Hard Copy of the Envelope (A) shall contain duly signed Technical Bid along with all supporting Property documents, approved plan, Interior furniture details, ownership documents proof, area calculations, Premises photographs, any other relevant details etc. and Envelope (B) shall contain Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single covers upper scribing "Tender for leasing of premises along with fit-outs for SBI PRM Department Hyderabad, and should be submitted to The Asst. General Manager (Admin) PRM Department, State Bank of India, 2nd floor, NSL Icon, Banjara Hills Road No12,Hyderabad, Telangana, Pin-500034. Bidder shall clearly mention their Name, contact number, address and active e-mail ID on the envelope.**
4. The premises should be located in a less congested locality. The Premises should have all facilities such as,
 - I. Adequate power load.

- II. Sufficient 24x7 water supply
 - III. Required parking space,
 - IV. Space for keeping generator,
 - V. Fire Security system as per guidelines,
 - VI. Lifts,
 - VII. Aesthetic elevation,
 - VIII. Facilities as per the non-discrimination clause of the RPWD Act 2016,
 - IX. Space at terrace for installation of V-SAT
5. The Carpet Area mentioned herein above is approximate and may vary either side depending upon the actual requirement of the Bank. However, the rent shall be payable on the basis of Carpet Area jointly verified by the Landlord and SBI Engineer/Architect as per norms applicable for rentable carpet Area stipulated in the tender and occupied by the SBI irrespective of estimated Carpet area mentioned herein above.
 6. The SBI reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(S) for doing so and no claim correspondence shall be entertained in this regard.
 7. In case, the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
 8. Any further corrigendum pertaining to this tender shall be published only on <https://sbi.bank.in/web/sbi-in-the-news/procurement-news> .Hence, the prospective bidders are advised to visit the website regularly till the date of submission of tenders.
 9. Only those bidders who submit Bid with all supporting documents and secure prescribed minimum qualifying marks as per the Evaluation Matrix mentioned in the tender shall be further evaluated by the Committee on other essential parameters
 10. **Prospective bidders shall download the entire technical bid to get acquainted with the terms and conditions and bid to be submitted In Hard Copy in full with Annexures and required documents after affixing signature / seal on all pages.**
 11. In the first stage, only technical Bid will be opened and evaluated. Bids of such Bidders satisfying eligibility criteria and agree to comply with all the terms and conditions specified in the RFP will be evaluated for technical evaluation matrix. Only those Bids complied with technical criteria shall become eligible for Price Bid opening and further RFP evaluation process
 12. The SBI reserves the right to accept or to reject any or all offers without assigning any reason thereof. No correspondence in this regard will be entertained. No Brokers on behalf of any property / Landlord/ Owner shall be entertained by the Bank.

Yours Faithfully,

Asst. General Manager
PRM Department

<u>TENDER FOR ACQUISITION OF OFFICE PREMISES REQUIRED ON LEASE RENTAL BASIS ALONG WITH FIT-OUTS FOR SBI PRM DEPARTMENT IN HYDERABAD</u>		
INDEX		
Sr.No	Content	Page no.
1	Technical Bid – I (Notice Inviting Tender)	2
2	General Terms and Conditions	
1	Eligibility criteria & Technical parameters for selection	6
2	Evaluation of Bid	9
	Bidding process/Opening of Technical Bid	10
	Technical Evaluation	10
	Evaluation of Price Bids & Finalization	11
3	Disclaimer	11
4	General Instructions	12
6	Clarification & amendments on RFP/Pre-Bid meeting	16
7	Bid Integrity	17
8	Rentable Carpet Area /Mode of measurements	17
9	Award Criteria	31
10	Lease agreement	31
11	Insurance	31
12	Lease Period	32
13	Taxes & Rents	32
14	Penalty Conditions	33
15	Force Majeure	34
16	Disputes/Arbitration	35
3	Annexure(s)	
A	Technical Bid form	36
B	Details of Offer	38
C	Price Bid	44
D	Evaluation Matrix	46
E	Certificate /Undertaking from the owner(S)	49
F	Self-Declaration – No Blacklisting	51
G	Pre-Bid Query format	58
H	Available facility in the offered premises.	59
I	Draft Format of Lease agreement	63

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PREMISES REQUIRED ON LEASE
REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES
FOR SBI PRM DEPARTMENT, HYDERABAD

TECHNICAL BID
TERMS AND CONDITIONS
OFFERS FOR COMMERCIAL/OFFICE PREMISES

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure) and the “Price Bid”. “Technical” and “Price Bid” are required to be submitted In Hard Copy in full with Annexures and required documents after affixing signature / seal on all pages on or before due date and time.

1. ELIGIBILITY CRITERIA AND TECHNICAL PARAMETERS FOR SELECTION:

The Offer is open to all the Bidders who owns the premises meeting out following Eligibility criteria and Technical Parameters and submit their Tenders as per laid down procedure with supporting documents by the stipulated date and time:

Sr. No.	Description	Criteria
1	Desired Location – (The Premises should be located within 20 KM radius from Panjagutta Metro Station.)	Within geographical area in HYDERABAD with better Public Transport. The premises should not be located above any Industrial Establishments (manufacturing, processing, cleaning, laundering, assembling or preparing any product/commodity or article or any other improved property from which wastes, in addition to or other than sanitary sewage shall or may be discharged), adjacent to petrol pump / gas station or any other hazardous establishment. The Premises should have required parking space as per the terms of this RFP. The premises should be with fit-out basis as per requirement of the Bank.
2	Area of the Premises	
	Total Carpet Area	7000 Sft ± 10%
3	Minimum finished Floor to lowest false ceiling height	08 ft
4	Minimum Parking Space required	

	Car parking	10 Nos
	Two wheeler parking	50 Nos
5 a	Fit-outs for premises to be provided	The successful bidder has to complete the required furnishing as per Layout and specification of fit-out items approved by the Bank, within 45 days from the issue date of LOI. Fit-out cost will be at cost & risk of the owner of premises.
5 b	For all premises	<p>The Successful bidder has to arrange the following works pertaining to building/construction at his own cost:</p> <p>i) All mandatory GHMC Building permit / Occupancy Certificate /approval of layouts, internal additions/alterations etc. as necessary from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing/ internal additions/alterations, fit outs etc. in the premises required by the Bank will be arranged by the eligible bidder. ii) If the premises offered is other than ground floor, in that case the premises must have lift facility. For ground floor, ramp has to be constructed/provided as per the specification of the Bank.</p> <p>iii) The premises should have permission from the GHMC/local Authority for commercial/official use, at their own cost.</p> <p>iv) All statutory clearances from the local and government authorities are to be made available for the leasing and use of the building with fit-outs e.g. Fire department's clearance, occupation certificate, Clearance from various Revenue authority / Tax authority.</p>
6	Amenities	<ol style="list-style-type: none"> 1. Building should have suitable centrally AC facility/plant/ VRF System etc. 2. Availability of adequate Potable water supply for 24 hours throughout the year. 3. Availability of adequate Power supply for 24 hours throughout the year. 4. Adequate Electrical power load (150 KW/ 200KVA) with power back up through independent DG sets of required capacity for all essential loads, UPS systems, Lights etc. 5. For Civil Construction/ Fit out/ Electrical/Communication/ fire/ security etc. please refer RFP, heading “General/Indicative

		Specifications of Fit out for Civil/ Interior Construction / Additions, alterations/ Electrical requirements/Supply of sufficient KVA UPS along with batteries to cater the load /All required fit-outs / communication/ fire/ Security of a Premises to be
		Carried/provided by eligible bidder as Per Bank's requirements/specifications /Approval". Cost of all these works/ items will be at owner's cost". 5. Fire Fighting System should be operational and well maintained along with wet risers, sprinkler system, water tank of required capacity, fire extinguishers, etc. as per GHMC/ Fire Dept. statutory requirements. 6. Potable water should invariably be available 24x7 throughout the year at the desired locations, washrooms, pantry, etc. within the premises. Accordingly water tanks of approx. 50000 litre capacity or more (OH & UG), with required plumbing connections for supply & delivery should be available & operational.
7	Qualifying marks	Technical Evaluation: - It will be done as per Annexure-D (Evaluation Matrix) Minimum Qualifying marks – 60.
8	Ownership of the Land/ Property	Absolute ownership with the free-hold / or lease hold rights of the land under the said property, the lease agreement should have clear clause of sub-leasing the property further without any restriction / tenor

Note: Owner of the Building is solely responsible for the construction and stability of Premises.

2. Premises should be ready for possession / occupation with fit-outs (at owner's cost) or expected to be ready with fit-outs within **45 days** from the date of issue of Letter of Intent (LOI).

The format for submission of the "Technical bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from the Bank's website <https://sbi.bank.in/web/sbi-in-the-news/procurement-news>.

4. **The Sealed Hard Copy of the Envelope (A) shall contain duly signed Technical Bid along with all supporting Property documents, approved plan, Interior furniture details, ownership documents proof, area calculations, Premises photographs, any other**

relevant details etc. and Envelope (B) shall contain Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single covers upper scribing "Tender for leasing of premises along with fit-outs for SBI PRM Department Hyderabad, and should be submitted to The Asst. General Manager (Admin) PRM Department, State Bank of India, 2nd floor, NSL Icon, Banjara Hills Road No12,Hyderabad, Telangana, Pin-500034. Bidder shall clearly mention their Name, contact number, address and active e-mail ID on the envelope.

5. The original process compliance statement should be submitted within the bid submission date and time for the RFP at the address mentioned in SI No 8 (a) of Notice Inviting Tender, failing which Bid will be treated as non-responsive.

6. In the event of the specified date for submission of Bids being declared a holiday for the Bank, the Bids will be received up to the appointed time on the next working day.

7. In case the Bank extends the scheduled date of submission of Bid document, the Bids shall be submitted by the time and date rescheduled. All rights and obligations of the Bank and Bidders will remain the same.

However, please note that submitting required documents after affixing signature / seal on all pages in Hard Copy by the bidder is mandatory.

2.0 EVALUATION OF BIDS

2.1. Bidding process/Opening of Technical Bids:

i. The Technical Bid (Tender Part-A) along with requisite supporting documents in compliance of detailed instructions vide Clause 9 of "Instructions to the Tenderer" of this document. ii. The completed Technical Bids received **Hard copy**, by the SBI, till stipulated time and date will be opened for initial evaluation as per the schedule i.e. time and date mentioned in the Notice Inviting Tenders (NIT). iii. The SBI will examine all Technical Bids received, to determine whether they are complete, all the required formats have been furnished, the documents have been properly signed and the Bids are generally in order.

iv. In the first stage, only Technical Bids will be opened and evaluated for compliance of prescribed Eligibility Criteria as well as meeting out minimum qualifying score on the basis of Evaluation Matrix for technical bid mentioned in this tender and will be shortlisted for physical site inspection by the competent committee of SBI to satisfy the preliminary compliance of various parameters.

v. Based on the Committee's recommendations, the bidders satisfying stipulated eligibility criteria, Evaluation Matrix score, suitability of proposed premises as per Bank's requirement and bidders' concurrence to comply with all terms and conditions including timeline specified in the RFP will be considered as "Qualified shortlisted Bidder". The Committee's recommendations regarding the qualified bidders shall be final and binding.

vi. Only the "Qualified shortlisted Bidder" shall become eligible for opening of **"Price bid"**. vii. Prior to the detailed evaluation, the SBI will determine whether the Bid conforms to all the terms and conditions of the Bidding Document in to, without any

deviation. viii. The Bids not fulfilling the stipulated eligibility criteria will be summarily rejected by the SBI and will not subsequently be made valid by the Bidder by correction of the non-conformity.

2.2. Technical Evaluation:

- a. Technical evaluation will include scrutiny of technical information submitted by the bidder as per technical bid format and supporting documents including verification of the authenticity of documents as well as information furnished therein and physical inspection and assessment of site.
- b. The SBI reserves the right to evaluate the bids on technical parameters including premises visit.
- c. The SBI may, at its discretion, ask the bidders for clarification, required if any, on their bids received. The request for clarification shall be in writing and no change in substance of the bid shall be sought, offered or permitted. However, no post bid clarifications or submission of any supplementary documents/information, at the instance of the bidder, shall be entertained.

2.3. Evaluation of Price Bids and Finalization:

- a. Only those Bidders, who are short-listed and declared “Technically Qualified Bidder” as above shall be eligible for further processing.
- b. The bidder shall be liable to quote their rates for all the items mentioned in the Price Bid else their tender shall be considered incomplete and will be disqualified for further processing.
- c. After opening of technical bid, the technically eligible bidders will be intimated for price bid opening date.
- d. The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- e. Canvassing in any form will disqualify the tenderer.
- f. The short-listed bidder will be informed by the SBI for arranging site inspection of the offered premises.

Instructions to the Tenderer:

Please read these instructions carefully before filling up the application form:

1. Conditional bids are liable to be rejected

2. Invitation:

The bidders desirous of offering their premise to SBI are invited to submit their technical and Price bid proposal in response to this tender. The criteria and the actual process of evaluation and the actual process of evaluation and subsequent selection of the successful bidder (L-1) will be as the terms of this tender document.

3. DISCLAIMER:

- i. The information contained in this RFP or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of SBI, is subject to the terms and conditions set out in this RFP.
- ii. This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible Bidders.
- iii. The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advices/clarifications. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- iv. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.
- v. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- vi. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit a Bid not in compliance to this RFP in all respect will be at the Bidder's risk and may result in rejection of the Bid.
- vii. The issue of this RFP does not imply that the Bank is bound to select a Bidder or to award the contract to the Selected Bidder, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bids or Bidders without assigning any reason whatsoever before issuance of purchase order/LOI and/or its acceptance thereof by the successful Bidder as defined in Award Criteria and Award of Contract in this RFP.

4. General instructions to the bidder:

- 4.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report will be verified by the SBI through Bank's empanelled advocate at successful vendor's cost. The successful vendor 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 SBI. The initial period of lease will be 3 years and will be further renewed/extended on same terms and conditions for next years (viz. total lease period 3 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI. As regards increase or decrease in rents payable, increase in rent if any shall be maximum up to 15% of item 1, 2 and 3 of price bid After 6 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed. Eligible bidder cannot remove / withdraw the fit-outs during entire tenure of lease with Bank. Cost of all sorts of modifications / repairs will be borne by Landlord and Land lord cannot refuse the uses of these fit-outs items by the Bank during entire tenure of lease with Bank).
- 4.2 **The Sealed Hard Copy of the Envelope (A) shall contain duly signed Technical Bid along with all supporting Property documents, approved plan, Interior furniture details, ownership documents proof, area calculations, Premises photographs, any other relevant details etc. and Envelope (B) shall contain Price Bid for the proposal should be enclosed in separate sealed envelope and these two envelopes be placed in a single covers upper scribing "Tender for leasing of premises along with fit-outs for SBI PRM Department Hyderabad, and should be submitted to The Asst. General Manager (Admin) PRM Department, State Bank of India, 2nd floor, NSL Icon, Banjara Hills Road No12,Hyderabad, Telangana, Pin-500034. Bidder shall clearly mention their Name, contact number, address and active e-mail ID on the envelope.**
- 4.3 All columns of the tender documents must duly fill in and no column should be left blank. **All pages of the tender documents are to be signed by the authorized signatory of the tenderer/ Bidder as acceptance of terms and conditions of the tender and shall be submitted to the given address in NIT.** Bank reserves the right to reject the incomplete tenders.
- 4.4 In case the space in the tender document is found insufficient, the bidder/ tenderer may attach separate sheets.
- 4.5 There should not be any deviation or assumption in terms and conditions as have been stipulated in the tender documents. Prior to the detailed evaluation, the Bank will determine the responsiveness of each Bid to the RFP. For

- purposes of these clauses, a responsive Bid is one, which conforms to all the terms and conditions of the RFP in to, without any deviation or assumption.
- 4.6 The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 4.7 Canvassing in any form will disqualify the tenderer.
- 4.8 The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.
- 4.9 **Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments (Rent + GST) to the successful tenderer shall be made by Account Payee Cheque or RTGS/NEFT.**
- 4.10 The details of parameters and the technical score has been incorporated in **Annexure D**. The selection of premises will be done based on **L1 bidder Basis**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant. To qualify in the technical bid, bidder must score minimum 60 marks.
- 4.11 **The price bid of only those bidder's will be opened who gets equal or more than 60 marks in technical evaluation.** Bank reserves the right to accept the bid amount quoted by the Bidder as emerged by the technical evaluation or negotiate with the bidder for deriving the final price. In case Bank selects the premises without Fit outs, Landlord has to complete the fit-outs work in all respect as per Banks approval within 45 days after the date of issuing Letter of Intent (LOI). The bidder who is declared successful shall be required to execute **lease agreement** in the bank's prescribed format as per Annexure I of this RFP. No request for any deviation in the terms and conditions stipulated in the draft lease agreement shall be entertained.
- 4.12 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 as per mentioned in the clause no. 9 of general terms and conditions**. While renewing the lease after expiry of initial lease period of **(3+3) years**, 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 SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST registration 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 tax registration number of the landlord.**

- 4.13 The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces/Slot, bike parking slots offered should be indicated separately as per annexure Rent of offered premises shall be quoted on Carpet area basis only, taking into account the parking space, building maintenance charge, area for installation of generator, fire, security, electrical, communication, security, UPS, Batteries etc. and VSAT/tower/antenna etc., and no separate rent shall be paid for these facilities.
- 4.14 The successful bidder should arrange to obtain the municipal NOC/approval of layouts, Occupancy certificate, internal addition/alteration etc. from Local Civic Authority/collector/town planning etc. for taking possession of the Bank. Completion certificate for Fit-out work from the Architect for Fit – out work to be submitted along with Architect council number certifying their premises fit for occupation by the landlord.
- 4.15 The Lessor should also obtain the completion certificate from Municipal authorities after the completion of the above works. The required additional 3-phase electrical power load **150 KW / 200 KVA** and Civil work of as required will also have to be arranged by the lessor at his/her cost from the State Electricity Board / power distribution company in that area etc. The Diesel Generator set of required capacity UPS Systems along with batteries, Lights, Lifts and other emergency loads will be provided by the landlord and its operation, routine and preventive maintenance would be done by the landlord at his own cost. Bank will arrange for Diesel / reimburse the Diesel cost of Diesel Generator Set on actual basis. The Landlord shall arrange separate energy meter in the Name of Bank for acquired premises. The Landlord shall arrange LED lights at the Premises.
- 4.16 The landlord will also operate and maintain pump set, AC Plants and allied equipment's at his own cost. Cost of AMC/repairs/ replacements of all the electrical / security/ fire /communication installations provided to the Bank shall be borne by the lessor. The major and minor civil repair works like breakage of tiles, seepages/leakage, and changes in fit outs etc. shall be carried out by the lessor at their own cost.
- 4.17 The lessor shall also obtain/ submit the proposal to Municipal Corporation/ Collector /town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the civil/interior renovation work and fit-out can commence, in case of unfurnished premises.
- 4.18 After the completion of the interior/fit-out works, etc. the lease agreement will be executed, and the rent payable shall be reckoned from the date of occupation by the Bank. The lease agreement will include inter alia a suitable exit clause and provision of de-hiring of part/full premises.

- 4.19 Rent will be paid only after occupancy certificate has been received and hand over of the premises complete with all Fit-outs to the satisfaction of the Bank. Date of rent payment will start from the date of occupancy of premises, furnished with all fit-outs as per Bank's specified plan. The successful bidder must mention a confirmed date by which he will obtain and submit the occupancy certificate, however, the date of submission of OC should not later than 60 days from the date of issuing of LOI.
- 4.20 Responsibility for operation and maintenance of AC, Electrical substation, fire control, UPS and all such installation shall remain with landlord only and SBI shall not be party for the same.
- 4.21 Bank reserves the right to sublet /permit the usage of the premises to its associates and subsidiaries and no additional rent will be paid for it.
- 4.22 Landlord will ensure that network data and electricity cables can be brought into the premises offered to the Bank from outside the building from any direction without any hindrance.
- 4.23 Landlord has to carry out any addition / alteration required to the premises as per plan approved by the Bank without any charge to the Bank. Bank have the liberty to modify the fit-outs/ interior of the premises and landlord has to permit any modification required except structural modification to load bearing structures including installation of any system / equipment / gadget that is required for the functioning or safety of the Bank
- 4.24 All kind of civil work (additional / alteration) will be carried out by the successful bidder as per advise of the Bank and specifications by SBI, Switch / Server room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows with all accessories and doors etc. (additional / alteration), UPS room made up of brick work, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, front façade including glass glazing, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, **excellent quality flooring to suit a IT office premises**, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill, ant termite treatment etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank, **Landlords will submit approved plan, Competent Authority permission, and firefighting system compliance certificate of the premises before possession by the Bank. Rent should be inclusive of all works.** Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.
- 4.25 Bank shall take possession of the premises only after completion of all the civil construction, fit-out works in all respect & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI

and fulfillment of all other terms and conditions of technical bids as mentioned above.

5. CLARIFICATION AND AMENDMENTS ON RFP/PRE-BID MEETING:

- i. Bidder requiring any clarification on RFP may notify the Bank in writing strictly as per the format given in **Annexure-G** at the address/by e-mail within the date/time mentioned in the Notice Inviting Tender (NIT).
- ii. A pre-Bid meeting will be held in person on the date and time specified in the Notice Inviting Tender (NIT) which may be attended by the authorized representatives of the Bidders interested to respond to this RFP.
- iii. The queries received (without identifying source of query) and response of the Bank thereof will be posted on the Bank's website or conveyed to the Bidders.
- iv. The Bank reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP, by amendment which will be made available to the Bidders by way of corrigendum/addendum at Banks site only. The interested parties/Bidders are advised to check the Bank's website regularly till the date of submission of Bid document specified in the Notice Inviting Tender (NIT)/email and ensure that clarifications / amendments issued by the Bank, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by the Bank will be binding on the participating Bidders. Bank will not take any responsibility for any such omissions by the Bidder. The Bank, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda/corrigenda or clarifications issued in connection thereto is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addresses in this RFP or any addenda/corrigenda or clarifications issued in connection thereto.
- v. No request for change in commercial/legal terms and conditions, other than what has been mentioned in this RFP or any addenda/ corrigenda or clarifications issued in connection thereto, queries in this regard, therefore may not be entertained.
- vi. Queries received after the scheduled date and time may not be responded/acted upon.

6. MODIFICATION AND WITHDRAWAL OF BIDS:

- i. No modification in the Bid shall be allowed, after the deadline for submission of Bids.
- ii. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified in this RFP.

7. PERIOD OF BID VALIDITY

1. Bid shall remain valid for duration of **90 days** from Bid submission date.
2. In exceptional circumstances, the Bank may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder is free to refuse the request. However, any extension of validity of Bids or price will not entitle the Bidder to revise/modify the Bid document.
3. Once Purchase Order or Letter of Intent is issued by the Bank, the said price will remain fixed for the entire Contract period and shall not be subjected to variation on any account except as explicitly mentioned in this RFP. A Bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.

8. BID INTEGRITY:

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the submissions, including any accompanying documents, will become property of the Bank. The Bidders shall be deemed to license, and grant all rights to the Bank, to reproduce the whole or any portion of their Bid document for the purpose of evaluation and to disclose the contents of submission for regulatory and legal requirements.

9. Rentable Carpet Area / Mode of measurements:

9.1 The carpet area (or the rentable carpet area) of the offered premises shall be the usable area measured jointly by the Bank/Bank's Architect and the Landlord/ Owner/ Bidder only after addition and alteration work are carried out as per Bank's approved / acceptable layout/plan.

9.2 In order to have parity of comparison and also for the purpose of payment, rentable carpet area shall mean covered area of the premises, i.e. actual covered floor area, which will be in exclusive possession & control of the Bank.

9.3 Rentable Carpet area shall be area at any floor excluding the following area :

- i. Walls
- ii. Columns
- iii. Open Balconies
- iv. Portico/Canopy
- v. Staircase, Mumty
- vi. Lofts
- vii. Plumbing & Sanitary shafts.
- viii. Lift wells, Lift Machine room.
- ix. Space below windowsill
- x. Box louver
- xi. AC duct
- xii. Common Corridors & Passages, lift lobbies.
- xiii. Common facilities shared with other tenants.
- xiv. Porch.

9.4 The following area if provided for exclusive use & under the control of the Bank, shall be considered for rentable carpet area:

- i. Corridors, passages, lift lobbies.
- ii. AHU rooms
- iii. Washrooms
- iv. Kitchen, pantry, stores, services rooms.

v. Any usable area for the exclusive use and under the control of the Bank.

9.5 The architectural projections in façade and area including open balconies, terraces, niches will not be measured.

9.6 Measurement of mezzanine floor area (If any) shall be considered if only floor to ceiling height will be more than or equal to 3.0 mts.

9.7 The following shall be including in wall area and shall not be measured.

1. Door and door opening in the walls
2. Build in cupboards.

10. WAIVER OF RIGHTS:

Each Party agrees that any delay or omission on the part of the other Party to exercise any right, power or remedy under this RFP will not automatically operate as a waiver of such right, power or remedy or any other right, power or remedy and no waiver will be effective unless it is in writing and signed by the waiving Party. Further the waiver or the single or partial exercise of any right, power or remedy by either Party

hereunder on one occasion will not be construed as a bar to a waiver of any successive or other right, power or remedy on any other occasion.

10. BANK'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Bank reserves the right to accept or reject any Bid in part or in full or to cancel the bidding process and reject all Bids at any time prior to contract award as specified in Award Criteria and Award of Contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.

11. CODE OF INTEGRITY AND DEBARMENT/BANNING:

- i. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding Process.
Notwithstanding anything to the contrary contained herein, the Bank shall reject Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding Process.
- ii. Bidders are obliged under code of integrity to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFP process or execution of contract. Failure to do so would amount to violation of this code of integrity.
- iii. Any Bidder needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.
- iv. For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:
 - (a) "**Corrupt practice**" means making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.
 - (b) "**Fraudulent practice**" means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a RFP process or to secure a contract or in execution of the contract;

- (c) **“Coercive practice”** means harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (d) **“Anti-competitive practice”** means any collusion, bid rigging or anticompetitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the Bank, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- (e) **“Obstructive practice”** means materially impede the Bank’s or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the Bank’s rights of audit or access to information;

v. **Debarment/Banning**

Empanelment/participation of Bidders and their eligibility to participate in the Bank’s procurements is subject to compliance with code of integrity and performance in contracts as per terms and conditions of contracts. Following grades of debarment from empanelment/participation in the Bank’s procurement process shall be considered against delinquent Vendors/Bidders:

(a) **Holiday Listing (Temporary Debarment - suspension):**

Whenever a Vendor is found lacking in performance, in case of less frequent and less serious misdemeanors, the vendors may be put on a holiday listing (temporary debarment) for a period up to 12 (twelve) months. When a Vendor is on the holiday listing, he is neither invited to bid nor are his bids considered for evaluation during the period of the holiday. The Vendor is, however, not removed from the list of empanelled vendors, if any. Performance issues which may justify holiday listing of the Vendor are:

- Vendors who have not responded to requests for quotation/tenders consecutively three times without furnishing valid reasons, if mandated in the empanelment contract (if applicable);
- Repeated non-performance or performance below specified standards (including after sales services and maintenance services etc.);

- Vendors undergoing process for removal from empanelment/participation in procurement process or banning/debarment may also be put on a holiday listing during such proceedings.

(b) Debarment from participation including removal from empanelled list

Debarment of a delinquent Vendor (including their related entities) for a period (one to two years) from the Bank's procurements including removal from empanelment, wherever such Vendor is empanelled, due to severe deficiencies in performance or other serious transgressions. Reasons which may justify debarment and/or removal of the Vendor from the list of empanelled vendors are:

- Without prejudice to the rights of the Bank under Clause 45(i) hereinabove, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding Process, such Bidder shall not be eligible to participate in any EOI/RFP issued by the Bank during a period of 2 (two) years from the date of debarment.
- The Vendor fails to abide by the terms and conditions or to maintain the required technical/operational staff/equipment or there is change in its production/service line affecting its performance adversely, or fails to cooperate or qualify in the review for empanelment;
- If Vendor ceases to exist or ceases to operate in the category of requirements for which it is empaneled;
- Bankruptcy or insolvency on the part of the vendor as declared by a court of law; or
- Banning by Ministry/Department or any other Government agency;
- Other than in situations of force majeure, technically qualified Bidder withdraws from the procurement process or after being declared as successful bidder: (i) withdraws from the process; (ii) fails to enter into a Contract; or (iii) fails to provide performance guarantee or any other document or security required in terms of the RFP documents;
- If the Central Bureau of Investigation/CVC/C&AG or Vigilance Department of the Bank or any other investigating agency recommends such a course in respect of a case under investigation.

- Employs a Government servant or the Bank's Officer within two years of his retirement, who has had business dealings with him in an official capacity before retirement; or
- Any other ground, based on which the Bank considers, that continuation of Contract is not in public interest.
- If there is strong justification for believing that the partners/directors/proprietor/agents of the firm/company has been guilty of violation of the code of integrity or Integrity Pact (wherever applicable), evasion or habitual default in payment of any tax levied by law; etc.

(c) Banning from Ministry/Country-wide procurements

For serious transgression of code of integrity, a delinquent Vendor (including their related entities) may be banned/debarred from participation in a procurement process of the Bank including procurement process of any procuring entity of Government of India for a period not exceeding three years commencing from the date of debarment.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any

General /indicative Specifications for Fit-outs Civil Construction / Additions, alterations/Electrical requirements/ All required fit-outs / communication/ fire/ Security of a Premises to be Carried/provided by Successful bidder as Per Bank’s requirements/specifications /Approval”. Cost of all these works/items will be born by Successful bidder.

SPECIFICATIONS:

1. The Furnishing of Premises with electrical switch sockets communication networking, LAN Networking cabling etc. will tentatively constitute of the following requirement of various Items for every 651 Sq. mtr. (7000 Sq. Ft.) Carpet area.

Sr. No.	Item	Quantity	Requirements for every 651 Sq. mtr. (7000 Sq. Ft.) Carpet area.
1	Workstation *	50	Modular furniture with low height partition (metallic/ plywood or equivalent) in aluminum section frame work (approx 4.5 ft height) in laminate finish. All chairs are good quality revolving and tilting.
2	Cubicles (50 Sq. ft. each)	08 to 10	Table + side storage in veneer/ laminate or equivalent with melamine finish, chairs
3	DGM Cabin (200 Sq. ft.) with attached Washroom	01	Full height partly/full glazed partitions, table, side & back storage in laminate / veneer or equivalent with melamine polish in aluminum section frame work, Chairs, Sofa Set, Center table, Coat stand etc. as per required.
4	AGM Cabin (150 Sq. ft.)	02	Full height partly/full glazed partitions, table, side & back storage in laminate / veneer or equivalent with melamine polish in aluminum section frame work, Chairs, Sofa Set, Center table, Coat stand etc. as per required.
5	Conference room (300 Sq. ft.)	01	Full height partly/full glazed partitions in veneer with melamine polish in aluminum section frame work. Conference table, chairs, with electrical switch sockets communication networking, Screen, LAN Networking cabling, telephone cabling etc. as per required
6	UPS room (60 Sq. ft.)	01	Full height Brick/Block/AAC masonry wall finished with plaster, paint etc.

7	Record room (100 Sq.ft.)	01	Full height Brick/Block/AAC masonry wall finished with plaster; paint equipped with 20-25 storage/ steel almirah per record room etc.
8	Pantry (150 Sq.ft)	01	Full height Brick/Block/AAC masonry wall finished with plaster, paint etc

Acoustic Wall Paneling:

Acoustic wall paneling shall be provided in the workstation and customer care areas to ensure effective sound absorption, noise control, and speech privacy. The treatment shall make the area acoustically controlled and minimize sound transmission between workstations, creating a confined and sound-proofed environment suitable for customer interactions. The acoustic system shall be of approved make and specification, including required backing, finishing, and fire-retardant properties, complete in all respects approved by SBI .

Sanitary fixtures shall be provided as detailed below, complete in all respects and as approved by the approved by SBI :

Male Toilet:

- Water Closets (WCs): 2 Numbers
- Urinals: 4 Numbers
- Wash Basins: 2 Number, provided with approved quality mirror and accessories

Female Toilet:

- Water Closets (WCs): 2 Numbers
- Wash Basins: 1 Number, provided with approved quality mirror and accessories

All sanitary fixtures shall be of approved make and quality, including fittings, accessories, water supply connections, drainage connections, mirrors, partitions, and finishing. The layout, specifications, and final installation shall be subject to approval of SBI, and shall comply with NBC norms and local statutory requirements.

*Final Size of the workstation will be decided in consultation with the Bank depending upon the grade of employee occupying the workstation.

- All the above-mentioned furniture items should preferably be excellent in serviceable condition.
- Meeting rooms with capacity of 7-10 officials to be provided.
- Separate Dining Rooms for Officer, Staff and Executives, Pantry, serving area, Hand wash area etc. as per the bank's requirement and layout approved by the SBI.

- The requirements of furniture / cabins etc. mentioned hereinabove is tentative one. However, the Successful Bidder shall furnish the area as per actual requirement and layout plan approved by SBI.
- The responsibility for the maintenance of all Furniture, Fit-outs, Equipment's, AC Plants, and all electrical, fire, security, network & communication related Installations will remain with the Successful Bidder at their cost and the Bank shall not become party for the same.
- All the workstations shall be provided with dual data points, RJ 45 as per site requirement with CAT 6 cabling. Each station should be provided with intercom facility, raw power for printer (6A/16 Amps) sockets, Mobile charging point and UPS points consisting of 4 nos of 6 Amps Socket and one 16 Amps switch. The switch ups switch shall be provide above the counter.
- All the Lighting fixtures provided shall be of reputed make, LED and energy efficient.
- Only energy efficient ACs shall be provided (5star rated) .
- Fresh air provision shall be provided in cabins, meeting room and for working areas.
- ELCB of proper ratings shall be provided in power distribution board.
- Number and size of switch room requirement depends on, number of network rack to be placed inside the switch room and on UTP (Cat6) cabling distance limitation of 100 mtr. The network switch room shall be protected from unauthorized access and have adequate space for opening front and Back door for maintenance activity.
- Network rack of appropriate size should be provisioned with cable managers, patch panel, LIUs patch cords (UTP Cat6 as well as Fiber) etc and have appropriate perforated door and required no. power socket PDU (Indian – type power socket) each socket of capacity required number Amps. The Patch cords (UTP cat6) shall be connecting each workstation to I/O point.
- All meeting / conference rooms/Switch rooms shall have adequate number of LAN data points and minimum two voice point.
- UTP cabling distance from switch to any endpoint (workstations Lan I/O point) should not exceed more than 80 mtr. And cater for minimum 1 GbPS.
- All switch room uplinks (Multi-mode fibre (OM4) should be provisioned from core switch room with minimum capacity of 10 GbPS and shall be terminated on LIU.

- All UTP cabling components (Jacks, Patch panel, Patch cords etc.) must be CAT 6 Certified and extra caution must be given to proper termination of the cable ends.
- To ensure the installation has been performed according to CAT 6 guidelines and standards, a thorough test report using certified cable analyzer shall be provided to the Bank by the Successful bidder.
- **Labeling:** Physical 26 authorize for all cables and related components is mandatory. The ability to locate, isolate, and manage required components will depend heavily of adhering to a logical 26 authorize scheme to enable expedient patch panel and switch port identification. Patching from patch panel to switch ports, end data points, 26authorize and tagging of data cabling. A detailed layout diagram of data cabling shall be made available to the Bank.
- In order to extend State Bank connect at propose site, we have to avail WAN Links connectivity from different Telecom service Providers (e.g. MTNL, BSNL, AIRTEL, RAILTEL, Vodafone, TCL, Reliance Jio etc). To get TSPs links till our, Router, the required cabling from TSPs MUX to our Router require to be arranged by Successful bidder of the building. The Successful bidder shall also provide adequate space, power supply and related infra for installation of TSPs MUX at site. Roof top rights for installation / erection of Antenna for RF/VSAT/BTS etc. As per mentioned in Annexure I
- Voice Cabling: EPABX system, MDF etc, Telephone instruments, Intercom/voice cabling for each workstation, Termination, 26uthoriz, MDF details record of voice caballing shall be provided. One onsite resource should be provided for day-to-day support, maintenance and management of intercom facility.
- Audio Visual Systems – for conference rooms
Audio visual systems (suitable large size TV screen / displays as per the Bank's requirement, local sound re-enforcement, adequate number of mikes, Front/ back ceiling speakers, audio amplifiers, mixer, switchers with touch panel, accessories HDMI cables etc) for Boardroom, Large conference room and meeting room.
- The mobile Signal / in building solution, Booster & internet / WI FI with adequate Band width facility shall be installed/arranged by landlord as per Bank's requirements.
- Adequate capacity of UPS along with batteries as per Bank's requirement to be supplied by successful bidder including installation, maintenance etc.
- ❖ Rent quoted for the premises shall include cost of supply, installation and operation Air Conditioning plant of premises considering desired ambient temperature of 25°C.

❖ Numbers quoted for Parking of Cars / Scooters/Two wheelers shall be in terms of number of vehicles for which parking space is available and earmarked with suitable paint markings as per Indian Standard including availability of adequate maneuverability spaces all around. The space will be exclusively available for the SBI.

❖ Rent to be quoted for furniture fit outs created in the price bid. However, rent for the same will be valid for initial 3 years term of the lease. Landlord has to carry out any addition / alteration required to the premises as per plan approved by the Bank without any charge to the Bank. Bank have the liberty to modify the fit-outs/ interior of the premises and landlord has to permit any modification required except structural modification to load bearing structures including installation of any system / equipment / gadget that is required for the functioning or safety of the Bank.

❖ Responsibility for Operation and maintenance of AC, Electrical Substation, Fire control room and all other such installation shall remain with landlord only and SBI shall not be party for the same.

❖ Generator Power cost will be paid based on actual Diesel consumption of Diesel Generator Set based on number of hours of Diesel Generator operation and specific power consumption (for 500 KVA DG full load Diesel consumption shall be approximately 120 Litres/Hr. , 750 KVA DG full load Diesel consumption shall be approximately 150 Litres/Hr. and for 1010 KVA DG full load Diesel consumption shall be approximately 200 Litres/Hr.) stipulated for the provided generator capacity. No separate rent shall be paid for the generator sets as well as space.

❖ The Successful Bidder will arrange to provide separate Energy Meter for the proposed premises / space at Successful bidder's cost. The payment of actual consumption recorded therein will be made directly by the SBI to the Electricity Distribution Company.

❖ The Successful Bidder will ensure / provide hindrance free routes / access for laying of network, data, telephone and electricity cables in the premises offered to the Bank from any direction without any hindrance.

❖ Firefighting equipment should be provided, operated and maintained in good running condition at all times during currency of lease by the landlord/Bidder including providing full time (24x7) qualified operator within the quoted rent and no extra cost shall be borne by the Bank. The firefighting equipment/systems should comply with relevant standards specified by authority having jurisdiction (AHJ). Responsibility for renewal of license / permission in this regard shall be with the Successful Bidders. The Successful Bidder should produce certificate of compliance at the required periodicity.

❖ All permissions required from the competent local authorities for peaceful occupancy and use of the offered property by the Bank shall remain with the Bidder

before making an offer to the Bank and ensure its validity/renewal in future and from time to time, as may be required.

❖ Successful Bidder shall be responsible to carry out necessary additions/ alterations to the premises at their own cost as per plan approved by the Bank. Bank have the liberty to modify the interior/fit-outs provided by lessor of the premises and landlord has to permit any modification required including installation of any system/equipment/gadget that is required for the functioning or safety of the Bank except structural modification to the load bearing structures/members.

❖ The Successful Bidder should ensure that the building should be kept in good condition, and where the external facade is of glass, the cleaning of the glass should be arranged by them periodically.

❖ The responsibility for cleaning and maintenance of all common amenities and areas will remain with the Successful Bidder within the approved rent of premises.

❖ In case the Bank will be the sole occupant of the premises offered for lease, the security will be arranged by the Bank.

❖ The other mandatory requirements in respect of premises to be hired are as under:

a. Building Type: Single Building with large floor plates with modern amenities. Area offered should be preferably on contiguous floors.

b. Air-conditioning: Building should be equipped with central air-conditioning system with chiller plant. Each floor should have AHU (Air Handling Unit).

c. The offered premises should have an independent entrance to the premises with availability of adequate space exclusively in the possession of Bank to keep Baggage X-Ray scanner machine, bio metric access, Metal Detectors, CCTV Cameras etc. and an exclusive space for BMS to operate Bio metric Access Control System.

d. The proposed office is a high security premises and should have one-point entry/exit.

❖ If the part premises offered, please indicate the floor wise area viz. Ground, First, second and so on if any, and number of parking spaces offered should be indicated separately exclusively used for SBI.

❖ The successful bidder/lessor shall be responsible to procure all essential of items related to fit-outs and applicable permission / licenses as per local authority norms viz

a. Municipal license/ NOC / approval for Banking activities in the premises

- b. Completion certificate for Fit-out work from the Architect for Fit – out work to be submitted along with Architect council number certifying their premises fit for occupation by the landlord after carrying out the interior furnishing of the premises as directed by the Bank.
- c. Seeking completion certificate from Municipal authorities after the completion of interior furniture work.
- d. To arrange required additional electrical power load, if any at his/her cost from
- e. the State Electricity Board or concerned Power Distribution Company any other private electricity company in that area etc.
- f. Make provisions for installation of AC Outdoors Units, Bank's Signage (of required size) at front & side fascia,
- g. Providing suitable earthlings, Earth stations, V-SAT, etc. within the compound by the bidders/lessor at no extra cost to the Bank.

❖ The SBI shall be at liberty to occupy even unfurnished premises provided eventuality, the landlord shall arrange to submit the Plans/proposal to the Municipal Corporation/Collector/town planning etc. and procure necessary approval thereof within one-month time from the issue date of LOI of all such plans/drawings for proposed Furnishing and Fit-outs as per SBI requirement and satisfaction along with other related documents so that the interior renovation work can commence and the said fit-outs will be erected / completed by the Landlord within 45 days from date of issuance of LOI.

❖ 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 of the premises by the Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

❖ Successful Bidder has to ensure 24 hrs potable water supply at their cost. However actual water consumption charges will be borne by the Bank for which provision of separate water storage tank as well as necessary metering arrangement shall be arranged by the landlord.

❖ All civil, interior & furnishing, electrical, air conditioning, data cabling, EPABX system, CCTV, Biometric access & firefighting, UPS, DG etc. works to be carried by the landlord at their own cost before handing over possession to the Bank as per the Banks approved layout plan and specifications.

❖ Bank will have separate and exclusive entrance to office from main road. Premises should have an independent/direct 24x7 free access from the road and not through some other establishment.

GENERAL CONDITIONS OF CONTRACT

1. **Definitions:** The various terms used in this tender shall be interpreted as indicated below:

Sr. No.	Term	Description
1	Bank/SBI	State Bank of India, PRM Department Hyderabad
2	PRM Department	PRM Department of SBI Located in Hyderabad
3	Bidder / Owner / Landlord	Entity/firm/individuals participating in the Bidding process as owner of the property in response to this RFP and shall include his/their legal heirs, successors and assigns.
4	Bid	Tender Documents submitted by the Landlord or their authorized representative in the specified format.
5	Agreement (On lease rental Basis)	Agreement entered between the Bank and the successful bidder, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
6	LOI	Letter of Intent
7	RFP	Request for Proposal
8	ISD	Initial Security Deposit
9	EMD	Earnest Money Deposit

2. **Clauses:**

- a. Successful bidder shall engage qualified architect /Engineer for complete planning, execution and supervision for Fit-out works in all respect as approved by the Bank.
- b. **Interest Free Rental Deposit:** The interest free rental deposit equivalent to maximum six month's rent shall be granted to the landlords at the time of taking possession of the premises and such deposits will have to be adjusted during the last six months of occupation.
- c. Pantry, Toilets (Gents & Ladies), ramp for physically challenged etc. to be constructed as per layout plan approved by bank and expenditure in this regard will be borne by Successful bidder. Floors are to be structurally strengthened to sustain additional live load of if any required.

d. Periodical maintenance of building and all installations (Electrical, Lift, DG, AC, UPS etc.) to be done by the Successful bidder at own cost.

3. **Governing Language:** The governing language shall be English.

4. **Scope of Work:**

Acquisition of office premises of about 7000 sft \pm 10% of Carpet Area on lease rental basis with fit outs for State Bank of India, PRM DEPARTMENT, HYDERABAD.

5. **Award Criteria:**

i. Among all qualified bids, the lowest bid (as quoted in price bid) will be termed as L1. SBI will notify the successful bidder in writing by letter of Intent (LOI) by Speed / Registered Post or Email. The Selected bidder has to return the duplicate copy of such letter to the SBI within 07 working days, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.

ii. In case of company, submission of the Copy of Board Resolution or Power of Attorney showing that the Signatory is authorized to sign the acceptance letter of Intent (LOI) as well as to execute the contract.

iii. The successful bidder shall be required to enter into a Lease Agreement with the SBI, within 60 days of LOI or within such extended period as may be decided by the SBI.

iv. Until the execution of a formal Agreement, the Bid document, together with the Bidder's acceptance and Bank's letter for acceptance thereof, would constitute a binding contract between the SBI and the successful Bidder.

v. The SBI reserves the right to stipulate, at the time of finalization of the contract, any other document (s) to be enclosed as a part of the final contract.

6. **Lease Agreement:**

The successful bidder shall execute the Registered Lease Deed for an initial period of 3 years and will be further renewed for 3 years terms, as per the Format provided in this RFP covering Terms and Conditions stipulated in this tender.

The Stamp Duty and Registration charges towards Registration of Lease Deed with the competent authority shall be born equally (50:50) by the lessors and the Bank.

7. **Insurance:**

The Lessor(s) shall keep the premises insured at all times 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.

8. Lease Period:

i. The initial period of lease will be 3 years and will be further renewed/extended on same terms and conditions for next 3 years with requisite exit clause to facilitate full / part de-hiring of space by the SBI. As regards increase in rents payable, increase in rent if any shall be maximum up to 15% of item 1, 2 & 3. After 6 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed. The Successful bidder cannot remove / withdraw the fit-outs during entire tenure of lease with Bank. Cost of all sort of modifications / repairs will be borne by Successful bidder and Successful bidder cannot refuse the uses of these fit outs items by the Bank during entire tenure of lease with Bank. 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.

ii. The Bank reserve its rights through requisite exit clause in the Lease Deed to facilitate full / part de-hiring of space/area by serving Three (03) months prior written notice.

iii. Subject to initial lock in period of 12 months the Bank reserves the right to terminate the Agreement and vacate the premises any time prior to expiry of the Lease Term by giving Three (03) months prior notice to the Lessee. The Lessee shall not be entitled to claim any compensation/loss of profit arising out of such termination and vacation of premises.

iv. The fit-outs and interior made available by the landlord has to be continued for the usage of the bank for further lease period even after completion of initial 3 years. The same fit-outs and interiors to be maintained by the landlord for all further lease period also without any extra charges.

v. Providing and fixing additional fit-outs equal to 10-15 % of existing seating capacity need to be made by the landlord within the existing leased area augmenting the existing interiors as required by the Bank at Successful bidder's cost.

9. Taxes and Rent:

a. The landlord should have valid PAN Number & GST Number

b. The Income tax and other taxes as applicable will be deducted by the Bank at source while paying the monthly rentals and other charges of the premises to the Landlord.

c. The responsibility towards payment of following Taxes/Charges will remain with the Successful bidder to the respective Department/Organizations/Agencies:

- (1) Payment of all taxes (present / future) pertaining to the premises including property tax, water tax / charges, municipal tax etc. levied by the Central / State Government local authorities on the premises to be paid by the landlord
 - (2) License fee payable to the various authorities for renewal of Licenses of Electrical Installations / Sub-Station, Lifts, Fire Fighting Installations, Sewage Treatment Plant, RO Water Treatment Plant/Water softeners, EPABX etc.
- d. Annual Maintenance Contract (AMC) Charges (including Operational Maintenance of all Equipment/Fixtures etc provided by the Landlord with respective Maintenance agencies/OEMs for (i) AC Plant including Window/Split/Cassette/VRV/VRF Type Air conditioners, (ii) Lifts/Escalators (iii) Fire Fighting Installations (iv) DG Sets (v) EPABX system (vi) CCTV Installation (vii) Water Pumps (viii) Any other equipment provides in the premises.(viii) Bio Metric Access Control System ix. X-Ray baggage scanner, x. Turnstiles, xi. DFMDs, xii. Provisioning of PA system, xiii. UPS AMC and Replacement of UPS batteries as and when required and replace all the batteries once in three years, xiv. Transformer oil filtration etc supplied by maintained by you.
- e. Income Tax and other statutory clearances, if required, shall be obtained by the Successful bidder at their own cost as and when required.
- f. All payments to the landlord shall be made by Bank through Account Payee Cheque or RTGS/ NEFT.
- g. The rent of premises will be payable to the Successful bidder from the date of possession or date of hand over of the premises after completion of all fit outs work to the satisfaction of the Bank whichever is later. The Successful bidder should mention a confirmed date by which he will obtain and produce to the Bank the Occupancy Certificate, however the date of submission of OC should not be later than 30 days from the date LOI.
- h. 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

10 Penalty:

Penalty clauses for non-fulfillment of the following T&C shall be as follows:

S. No.	Item	Penalty (% of current monthly rental*** except GST)
1	Water not available for 4 hours or more	0.1% per instance
2	Electricity outage for more than ½ hour including UPS	0.5% per instance
3	50% or more than 50% of the lifts not working for more than 4 hours	0.1% per instance

4	A.C. outage for more than ½ hour	0.5% per instance
5	Delay in handing over of premises with fit-outs as specified in tender	If more than 30 days from the date of LOI, SBI has right to impose penalty of Rs.10,000/- per day for delayed period. Will be recovered from monthly rental.

- *****Monthly rental** means Rent of Premises, Rent of furniture and Fit-outs, Building maintenance charges, Common Facility Charges, Parking Charges.
- Maximum penalty in a month shall not exceed 5% of the monthly rental ***.
- To the extent delay or default is attributable to Force Majeure event, the period of Force Majeure will be excluded while calculating penalties.
- Penalty if any, calculated during the month will be recovered from next month rent.
- In case water crisis is not resolved by the Successful bidder and Bank is compelled to arrange water for its manpower, the amount incurred by the Bank for this work will be recovered from next month rent.

11 FORCE MAJEURE:

i. Notwithstanding the provisions of terms and conditions contained in this RFP, neither party shall be liable for any delay in performing its obligations herein if and to the extent that such delay is the result of an event of Force Majeure. li. For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major, acts of Government in their sovereign capacity, impeding reasonable performance of successful bidder but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

If a Force Majeure situation arises, successful bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, successful bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Applicable Laws and Disputes Resolution

The RFP and the ensuing Contract, if any shall be interpreted in accordance with the Laws of the Govt. of India.

All disputes or differences whatsoever arising between the parties out of or in connection with the RFP and Contract or in discharge of any obligation arising out of

this RFP and the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of the contract, abandonment or breach of the contract) shall be settled amicably. If however the parties are not able to solve them amicably within 90 (ninety) days after dispute occurs, as evidenced through the first written communication from any party notifying the other regarding the disputes, the same shall be referred to and be subject to the jurisdiction of competent civil courts of Hyderabad only.

(To be submitted along with Technical bid)

BID FORM (TECHNICAL BID)

[On Applicant's letter head]

Date: _____

The Asst. General manager
(ADMIN) State Bank of India,
PRM department, 2nd Floor, NSL
Icon, Banjara Hills Road No12,
Hyderabad, Telangana,
Pin-500034

Dear Sir,
Ref: RFP No. _____, Dated: _____

HIRING OF PREMISES AT HYDERABAD

- I. I / We have thoroughly examined the Terms and Conditions of above RFP, the receipt of which is hereby duly acknowledged and fully understood the requirement of the SBI and subsequent pre-bid meeting clarifications/ modifications / revisions furnished by the SBI.
- II. I / We shall abide by the terms and conditions spelt out in the RFP including clarifications of Pre-bid meeting. I / We shall participate and submit the commercial bid through offline, to be conducted by the Bank's authorized service provider, on the date advised to us.
- III. While submitting this bid, I / We certify that:
 - a) The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is enclosed to this letter.
 - b) The rates/ prices submitted by me / us in the Price Bid have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition.
 - c) The rates/ prices submitted by me / us have not been disclosed and will not be disclosed to any other Bidder responding to this RFP.
 - d) I / We have not induced or attempted to induce any other Bidder to submit or not to submit a bid for restricting competition.
 - e) The rate quoted in the Price bids are as per the RFP and subsequent pre- bid clarifications/ modifications/ revisions furnished by the SBI, without any exception.

- IV. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- V. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- VI. We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from further bidding process.
- VII. If our offer is accepted, I / We undertake to complete the fit outs of the premises and hand over the possession to the SBI as specified in this RFP.
- VIII. I / We agree to abide by all the terms and conditions of this RFP, and the rates quoted therein by us for the premises to be provided to the SBI up to the period prescribed in the Bid, which shall remain binding upon us.
- IX. I / We certify that I / We have not made any changes from the contents of the RFP document read with its amendments/clarifications provided by the SBI submitted by us in our Bid document.
- X. It is further certified that the contents of our bid are factually correct. We have not sought any deviation to the terms and conditions of the RFP. I / We also accept that in the event of any information / data / particulars proving to be incorrect, the SBI will have the right to disqualify us from the bid without prejudice to any other rights available to the Bank.
- XI. I / We understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any bid without assigning any reason or giving any explanation whatsoever.
- XII. If our bid is accepted, I / We undertake to enter into and execute at our cost, when called upon by the SBI to do so, a contract in the prescribed form and I / We shall be jointly and severally responsible for the due performance of the contract.
- XIII. The name(s) of successful bidder to whom the contract is finally awarded after the completion of bidding process shall be displayed on the website of the SBI and/or communicated to the successful bidder(s).
- XIV. I / We hereby undertake and agree to abide by all the terms and conditions stipulated by the SBI in the RFP document.

Dated this day of 2026

(Signature)

(Name, In the capacity of)

Duly authorized to sign Bid for and on behalf of

ANNEXURE – B

DETAILS OF OFFER

With reference to your Tender ID. ____, dated _____, the, I/We hereby offer the premises owned by me/us for housing the office of State Bank of India, PRM DEPARTMENT on Lease rental basis.

A	General Information	
1	Name of the landlord / Contact	
2	Mobile No	
3	Pan No.	
4	GST No.	
5	Email id	
6	Name of the building offered	
7	Location of Premises offered	
8	Floor of the Premises offered (Ground / First floor etc.)	
9	Plot No.	
10	Name of the Street	
11	Name of the City with Pin code	
12	Latitude and Longitude of the building location	
13	Age of the building as on 01/01/2026 (Date mentioned in the Occupancy certificate to be considered as base)	

B Technical information		
1	Building	Load bearing OR Framed structure
2	Type of the building	Commercial/ office space
3	Total No. of floorsNos.
4	Floor wise rentable Carpet area available <u>Note-</u> The rentable area shall be in accordance with the one mentioned in the Technical Bid Sq. Meter.
5	No of Floors being Offered to the Bank with rentable Carpet area (Floor-wise)	Floor no..... & Area..... Floor no..... & Area..... Floor no..... & Area.....
6	Does the building have Clear and marketable title	YES/NO *
7	Total parking space available in the premises	No. of parking for Cars No. of parking for Two Wheelers
8	Total parking space offered dedicated to the Bank within the premises	No. of Cars No. of Two Wheelers
9	Floor to floor height (Top of floor concrete slab to Bottom of roof concrete slab) of floor offered to BankMtrs
10	Minimum Horizontal distance between standalone columns/pillars within the offered areaft

C Status of the Premises		
1	Is Building ready for occupation with fit outs? If yes, mentions the Age of the fit outs and status of availability (fully or partially)	YES/NO

2	If not, then how much time will be required for making it ready for occupation Also state current stage in brief. Days
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D	Amenities Provided	
1	Electrical power supply (Please specify currently connected power Load)	YES/NO
2	Potable water supply (24 x 7) by local authority	YES/NO
3	Adequate number of toilets for: <ul style="list-style-type: none"> • Ladies • Gents • Toilets for Physically disabled persons 	No of Toilets No of Toilets No of Toilets
4	Whether plans are approved by the local authorities	YES/NO
5	Whether NOC from the Fire Department obtained	YES/NO
6	Whether occupation certificate has been received	YES/NO
7	Whether direct access is available from the main road	YES/NO
8	Whether standby (generator) power Supply is available. If Yes, mention capacity available.	YES/NO
9	Whether fully air conditioned? If yes, please mention Type of ACs provided (Central AC plant or VRF, please specify)	YES/NO
10	How many lifts with the specifications (capacity) available	No.of lifts..... Capacity of each lift.....
11	Mention the list of other amenities which are provided including Fire Fighting, CCTV surveillance, Biometric access, Metal detectors etc.	

12	Whether structural stability certificate Is available form qualified Structural Consultant?	YES/NO
13	Whether UPS power Supply is available. If Yes, mention capacity available.	YES/NO
14	Whether the building is rated by IGBC/LEED India/GRIHA etc? If yes mention the rating awarded	YES/NO

E		
Approximate distance of Offered premises from following places (in Kms)		
1	Radial Map Distance from Panjagutta Metro Station Kms
1.1	Sub urban railway station (Road distance) Kms
1.2	Metro Station (Road Distance) Kms
2	Hospital Kms
3	Bus Stop Kms
4	Airport Kms
5	Distance from Entry point of the premise's campus to the offered premisesMetres

F		
Other facilities		
1	Car Parking (Nos) Nos
2	Two Wheeler parking (Nos) Nos
3	Capacity of DG SetKVA
4	Automatic Firefighting sprinklers	YES/NO

G	Any other special features of the building	
1	Total sanctioned electrical load available Provision for Additional power requirement, if any KW / KVA KW / KVA
2	Whether Structural Stability Certificate obtained (Certificate issued licensed / certified structural Engineer)	YES/NO
3	Source of the water supply to the building	
4	Whether separate fire and drinking water tank of adequate quantity, as per statutory requirement is available	YES/NO

H	List of Documents to be attached:	
The following documents shall be enclosed with the Technical bid :		
	List	Enclosed(YES/NO) or Fill the column as required
1	Sale/purchased / conveyance deed duly registered with the registrar prior to the current Lease deed	
2	Colour Photocopy of approved /sanction layout by GHMC	
3	Photocopy of last paid property tax;	
4	Photocopy of last paid electricity /water bill;	
5	Photocopy of last paid society charges, if any;	
6	Occupancy certificate issued by the concerned authority confirming that structure is constructed as per approved plan;	
7	Documents confirming that property is clear & no lien / charge has been created; (The successful bidder should obtain legal title investigation report from the SBI empanelled advocate at their own cost)	
8	Ownership details with percentages;	
9	Elevation drawings of front & side;	
10	Photocopy of PAN Card & GST certificate.	
11	Photocopy of Certificate of incorporation (in case of Company)	

12	Photocopy of Partnership Deed (in case of Partnership firm)	
13	Photocopy of Power of Attorney, authorizing the authorized signatory to sign the tender documents (in case of partnership or different stakeholders)	
14	Photocopy of Board resolution authorizing the authorized signatory to sign the tender documents	
15	Green building certificate or precertification from LEED India or IGBC or GRIHA, if any.	
16	Details of amenities provided / to be provided viz., floor finish, lift lobby, entrance lobby, external facade, number of toilets on floor, number of lifts (exclusive use of SBI, if any), finishes of staircase etc.	
17	Evidence of connected and sanctioned electrical load that can be exclusively used by SBI. Evidence should be in the form of communication from Electricity Board (total load) and letter from the bidder (for load apportioned to SBI).	
18	Completion certificate for Fit-out work from the Architect for Fit – out work to be submitted along with Architect council number certifying their premises fit for occupation by the landlord.	
19	Copy of Occupancy Certificate issued by GHMC	
20	Copy of Fire Dept. NOC	
21	Statement of calculation of Rentable carpet Area along with supporting layout as per Rentable carpet defined in Technical Bid, subject to verification by the Bank/Their Architect.	
22	Photograph of premises	

*** Please enclose plans/ layouts of the building.**

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. System/ups Room, Toilet for Ladies / Gents, Generator room, Canteen and Pantry with all fittings and fixtures, Vitrified Tile Flooring and other Fit-out works as per Banks specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal

PART II- PRICE BID

With reference to your Tender No. _____ dated _____ and having studied and understood all terms and conditions stipulated in the newspaper's advertisement and in the technical bid, I/We offer the premises owned by us for Commercial/office use on lease rental basis on the following terms and conditions:

**TENDER FOR ACQUISITION OF OFFICE PREMISES REQUIRED ON LEASE
RENTAL BASIS ALONG WITH FIT-OUTS FOR OFFICE PREMISES FOR SBI PRM
DEPARTMENT IN HYDERABAD
TENDER PART-B (PRICE BID)**

We hereby offer the premises owned by us for housing your office on lease rental basis with Fit outs at the Rent and other charges quoted below in compliance of various Terms and Conditions mentioned in your RFP/tender document:

RENT AND OTHER CHARGES (Except GST)

Sr. No.	Particulars of item	Rate per Sq. Ft per month Excluding GST in Rs.....
1	Rent of premises with air conditioned and other electrical, fire, communication, security installations etc. (without furniture fit-outs)... (A)	Rs.....
2	Building maintenance Charges including prorata Common facility charges (B)	Rs.....
3	Rent for furniture fit-outs (C)	Rs.....
Total rent for premises including maintenance and fit-out per square Feet Per month in Rs..... (D=A+B+C)		Rs.....
Total rent for premises including maintenance and fit-out per Square Feet for initial 3 years Excluding GST (DX 12 x 3)		Rs.....

Note: Bidders to note the following carefully while quoting their rates:

1. The bidders will be selected on basis of "TOTAL COST".
2. The Carpet area mentioned in the price bid above are as per tentative requirement of the Bank and to bring all the bidders at Par to discover final Price.
3. However, actual quantities may vary for the selected premises and the rent and other charges shall be payable to the selected bidder as per actual Carpet area of premises jointly measured as per provisions in the tender and number of car/scooter parking actually available for the exclusive use of the Bank.
4. The Diesel charges of DG set shall be reimbursed to the Landlord based on the actual running hours recorded.
5. The above offer should remain valid for minimum 180 days from date of opening of Price bid. The bidder cannot withdraw their offer before 180 days.
6. Rentable area will be based on "Rentable Carpet area" of the floor in accordance with the one mentioned under technical bid. Please note that the rent should be inclusive of municipal taxes/cess, Maintenance charge, Property tax, service charges like society

charges etc. and will not be paid separately by the Bank. Rent shall be quoted on Rentable Carpet area basis only, taking into account the parking space, area for installation of generator and VSAT/tower/antenna etc., and no separate rent shall be paid for these facilities.

7. *Premises with furniture/fitouts means Tables, modular workstations, cabins, data cabling, chairs, sofa, wall panelling, wooden partition, glass partitions, glass doors, false ceiling, fire alarm system etc. to be provided by the bidder / landlord as per tender terms mentioned.
8. The Building maintenance charges to be quoted under item No.02 of the Price Bid includes expenditure towards periodical comprehensive maintenance of air-conditioning, electrical fittings and fixtures, DG Sets, UPS, Fire alarm system, Fire fighting systems, CCTV, Biometric scan system, etc. for the area occupied.
9. ***Common Facility Charges includes charges for all facilities which are common to or are used by all the tenants for common areas of the building such as security, reception, lighting, air-conditioning of common areas, lifts, parking lifts, housekeeping, water pumping, repairs and maintenance of common properties and amenities, pest control, firefighting etc.
10. The Bank reserves the right to accept the rates of L-1 bidder as quoted above or to go for negotiation. Total monthly rent will be calculated as per actual measurements / qty as per terms of tender based on rates quoted above or agreed upon after negotiation.
11. Rentable Carpet area mentioned above is approximate and may vary to any extent either side depending upon actual requirement / area occupied by the Bank.
12. If the premises without fit-outs will be elected Bidder has to complete the furnishing work in all respect within **45 days** from issue of LOI.

The GST if levied on rent paid, shall be reimbursed by the SBI to the landlord on production of such payment of tax to the Govt.

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 lessor(s) with seal if any

SIGNATURE OF THE BIDDER NAME,
ADDRESS CONTACT NO.

(To be submitted along with Technical Bid)

**TENDER FOR ACQUISITION OF OFFICE
PREMISES REQUIRED ON LEASE RENTAL BASIS ALONG WITH FIT-
OUTS FOR OFFICE PREMISES FOR SBI PRM DEPARTMENT IN
HYDERABAD**

EVALUATION MATRIX

All technical bids will be first opened and applications will be screened. All the offered premises will be visited by the committee to verify the suitability and offered premises will be awarded marks based on following criteria.

S.N	Criteria	Marks	Total Marks
1	Abutting Road/ Approach Road width	15m and above ---10 Between 12 to <14m — 7 Between 10 to <12 - 5	10
2	Parking	Entire parking-covered-05 Nos, open 15 to 20 nos. (Four Wheelers), Two Wheelers : 50 nos - 10 Not Specified as above- 5	10
3	Age of Building (assessed from occupation certificate/ Property tax assessment)	Within 5 years- 10 > 5 to 10 years – 5 > 10 years-0	10
4	Ambience, Convenience, Elevation, Planning and utilization of space and construction with latest technologies as assessed by Premises selection committee	Excellent- 10 Good- 5 Not satisfactory-0	10
5	Suitability and construction of building for Corporate Office as assessed by Premises selection committee	Excellent-10 Good- 5 Not suitable-0	10
6	Passenger Lift	2 no and more -5 Less than 2 nos - 2	5

7	Status of premises fit outs offered	Ready premises with fit outs (100% fulfilling the Bank' requirement - 10 Ready premises with fit outs (partially fulfilling the Bank' requirement)- 5 Ready premises without fit outs - 3 Under civil construction - 0	10
8	Ceiling height of Building	11' and above –10 Between 10' to <11– 5 Less than 10' – 2	10
9	Natural Light and Ventilation of building	Adequate —5 Inadequate -0	5
10	Premises Owned by PSU/Govt	Owned by PSU / Govt. -10 Owned by Others -7	10
11	Connected and sanctioned electrical load that will be exclusively provided to SBI	> 150 KW / 188 KVA - 10 > 120 KW / 150 KVA to 149 KW / 186 KVA - 9 < 120 KW / 150 KVA - 8 (if not available, bidder will obtain required minimum power within 120 days of price bid opening)	10
	Total		100

- Minimum qualifying marks shall be equal to or more than 60. The premises getting less than 60 marks will be summarily rejected. Committee decision in this regard is final and binding to the bidders.
- Price bid of only technically qualified bidders will be opened. Lowest bidder (L1) will be identified through the basis of price bid only.

* Bank reserves the right to use car parking area for parking of scooters and vice versa, if needed.

EXAMPLE FOR TECHNO-COMMERCIAL EVALUATION:

1. Each of the above Technical parameters given marks. Total Marks=100.

Assume Three premises are short listed (say) – A, B, &C.

Assume They get marks as = A-78, B-70, C-81.

2. Convert them to percentiles = As 'C' secured highest marks in technical evaluation, to work out percentile score following will be the calculation:

$$A: (78/81)*100 = 96.29$$

$$B: (70/81)*100 = 86.42$$

$$C: (81/81)*100 = 100$$

3. Assume Financial/Price quotes of three premises are as follows

A: Rs.25 per sq.ft. of Built up area

B: Rs.20 per sq.ft. of Built up area

C: Rs.30 per sq.ft. of Built up area

4. Convert them to percentiles = As 'B' has quoted lowest price, to work out percentile score, following will be the calculation:

$$A: (20/25)*100 = 80$$

$$B: (20/20)*100 = 100$$

$$C: (20/30)*100 = 66.67$$

5. Final Score on the basis of techno commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price quoted

$$A: (96.29*0.70) + (80*0.30) = 91.40$$

$$B: (86.42*0.70) + (100*0.30) = 90.49$$

$$C: (100*0.70) + (66.67*0.30) = 90.00$$

6. Successful bidder/premises would be one with highest percentile score viz. A with score of 91.40

**TENDER FOR ACQUISITION OF OFFICE PREMISES REQUIRED ON LEASE
RENTAL BASIS ALONG WITH FIT-OUTS FOR OFFICE PREMISES FOR SBI PRM
DEPARTMENT IN HYDERABAD**

CERTIFICATE/UNDERTAKING FROM THE BIDDER(S)

I/We _____ (Name) M/s. _____ (Name /
Company / Body / Firm) hereby confirm that I/we are the owner(s) of the Premises /property
as described at _____ (Address) and are
legally entitled to lease the subject premises/property.

Signature of the Bidder _____

I/We declare that the information furnished above is true and correct and conforms to the
specifications.

Signature & seal of bidder _____

I/We further declare, confirm and undertake:

- a. That the property has clear marketable title free from encumbrances and the premises is free from all court cases, litigation and is free from any kind of dispute of any nature.
- b. That the premises /property will be delivered mortgage free, if mortgaged, at the time of registration of lease deed.
- c. That the drafts of all documentation which may be finalized by the SBI and its solicitors/lawyers shall be final and binding on me/us.
- d. To furnish the No Dues Certificate / NOC from the concerned Society, for which the entire payment will be made by me/us.
- e. That the transfer fees or any other charges or contributions or out go and all other expenses demanded by and /or payable for transfer of the offered premises o the Society, or to any other entity/authorities etc. incurred by either parties shall be borne and paid by me/us alone.
- f. I/We am/are aware that the SBI is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender.
- g. That the car parking (whether covered or stilt or open or both) would be as per the measurement at site and would be incorporated in the lease deed before

execution of the Lease deed or a letter authorizing the said use will be provided to us.

- h. The form which is downloaded from the website has not been changed or corrected in any manner, and on the conditions as appearing in the original will be treated as valid.
- i. That all the terms and conditions specified in this Tender Form are acceptable to me/us and that all the required details have been furnished in the appropriate blank places.
- j. That there is no mention of any financial details in the Technical Bid or anywhere else other than Financial Bid, and that there are no technical and commercial conditions in Financial Bid.
- k. That the following documents as per the requirement of the SBI or its legal team will be provided:
 - l. Sale deed or/and all other title documents through which the offered premises were purchased by me/us earlier.
 - m. All original chain of documents pertaining to chain of title of the landlord of the premises.
 - n. Latest Receipt of payment of Society charges, Electricity Bill and any other Charges.
 - o. Non-encumbrance Certificate and any other document required.
 - p. My/our offer is open for acceptance for a period of **90 days** from the date of opening of technical bids. If required, the validity period may be extended on mutual agreement with SBI, in case my/our offer being considered for final short listing.
 - q. I/We, the undersigned am/are submitting this offer as per the directions given in the instructions/tender document and I/we understood the instructions fully.

Place:

Date:

Signature of bidder with seal

Name of the signatory

The Dy. General manager
PRM Department, SBI, 2nd Floor,
NSL Icon, Banjara Hills Road
No12, Hyderabad, Telangana

Dear sir,

**TENDER FOR ACQUISITION OF OFFICE PREMISES REQUIRED ON LEASE
RENTAL BASIS ALONG WITH FIT-OUTS FOR OFFICE PREMISES FOR SBI PRM
DEPARTMENT IN HYDERABAD**

SELF-DECLARATION - NO BLACKLISTING

In response to the RFP Ref. No. dated for acquisition of office premises on Lease rental basis, as an Owner/ Partner/ Director/ Auth. Sign. of, I/ We hereby declare that presently our company/ firm , at the time of bidding: -

- a. possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b. have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d. Does not have any previous transgressions with any entity in India or any other country during the last five years.
- e. does not have any debarment by any other procuring entity
- f. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement agreement within a period of five years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h. Will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable laws.

Signature:

Seal of Company

PRE-BID QUERY FORMAT

To be provided Strictly in Excel Format

Bidder Name and address	SI No.	RFP Page No	RFP Clause No	Existing Clause	Query / Suggestions

ANNEXURE –H

(To be submitted along with Technical Bid)

The bidder has to submit the following information on letter head

SR NO.	DETAIL	
1	Rentable Carpet Area per floor (Sq. Ft. / Sq. Mtr. ..) (Please do not mention super built up area or Built up area or offered space etc)	_____ Sq. Ft. _____ Sq. Mtr. ..
3	Connected and sanctioned Electrical load that will be exclusively provided to SBI	_____ KW / KVA
4	Available Car parking exclusive for SBI	_____ Nos
5	Available Scooter parking exclusive for SBI	_____ Nos

ANNEXURE - I

DRAFT FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this day of 20__ 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 and a ----- office at SBI, PRM DEPARTMENT , 2nd Floor, NSL ICON Building, Road No.12, Banjara Hills, Hyderabad (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 ___ or the lessor is owner of property with the lease hold rights vide lease deed document no., of the land under the said property and lessor has authority to sub-leasing the property further without any restriction / tenor.

WHEREAS

The Lessee has floated RFP No. _____ dated _____ for _____ and Lessor has emerged as successful bidder accepting all the terms and conditions of said RFP.

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 repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of initial 3 years commencing from with the absolute option to the Bank to renew the lease in accordance with terms and conditions of RFP No. Dated..... For further one term of 3 years with pre-determined increase in rent maximum up to 15 % after expiry of first term of 3 years at the time of renewal. After 6 years rent can be negotiated and finalized by the Bank for the next term of 3 + 3 years, 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 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 meter or water meter 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) Any IT setup/offices/ administrative offices / 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) Canteen (f) Record Room

(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 uses the lift services in that case the consumption charges of the electricity for lift usage 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), 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.
- (iii) 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. 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 DG Set of required capacity in the demised premises. (xii) In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the Bank's cost and expenses. (xiii) The LESSEE have the authority to put up V-SAT in the terrace with roof right and clear access to the roof, 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 . "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 as per its absolute discretion 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 180 days 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 **3 (Three) 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 15%(Fifteen 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 and subject to initial lock in period of 12 (twelve) months from effective date of the Agreement , the lessee by giving prior written notice of 03 (three) months, the lessee shall be entitled to surrender, leave and deliver the unused, un-utilized portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, unutilized 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 lessor(s) 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 provide the transferees except 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 three calendar month from the date of receipt of such offer either accept or reject such offer.

(xii) All other terms and conditions shall be as per RFP No. _____, Dated _____

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

Br. Lessee
Witness :-
Signature _____
Name _____
Address _____

For and on behalf of
State Bank of India,

Signature _____
Name _____
Address _____