

**GENERAL TERMS & CONDITIONS**  
**(TO BE SUBMITTED WITH TECHNICAL BID IN ENVELOPE)**

**ANNEXURE-I**

The tender consists of two parts viz. Technical Bid and the price bid. Separate technical and price bids are to be submitted for each proposal. The technical bid and price bid shall be kept separate in sealed envelopes super scribed with “**Technical Bid**” (Envelope I) and “Financial (Price) Bid” (Envelope II) and both of them to be placed in a single envelope super scribing with the legend “SBI Offers for “**SBI – B. K. Paul Avenue Branch (01767), Kolkata –Application for Suitable Premises Hiring**” (Envelope III).

1	The terms and conditions shall form part of the tender to be submitted by the tenderers.
2	Tender documents received by the Bank after due date and time i. e. after 5.00 p. m. on <b>13.04.2026</b> shall not be considered and rejected.
3	All tenderers are requested to submit the tender documents (TECHNICAL BID and FINANCIAL/PRICE BID) duly filled in with complete and correct information along with relevant documents at the following address:  <p style="text-align: center;"><b>The Regional Manager</b> <b>SBI, RBO - 2, Kolkata</b> <b>3<sup>rd</sup> Floor, Sribriiddhi Bhawan</b> <b>34, J L Nehru Road, Kolkata-700 071</b></p> <b>CONTACT PERSON(s) : CHIEF MANAGER(Ops): 9674712873/9674758849(RBO-II),</b>
4	All columns of the tender documents must be suitably filled in and no column should be left blank. All the pages of the <b>tender documents are to be signed</b> by the authorized signatory of the tenderer. The Bank reserves the right to reject the incomplete tender.
5	In case the space in the tender document is found insufficient, the tenderers may attach Separate sheets duly signed.
6	The offer shall remain valid at least for a period of 6 months to be reckoned from the last date of submission of offer.
7	The technical bid will be opened on <b>17.04.2026 at 4.00P.M.</b> in the presence of tender opening committee constituted for the purpose and the tenderers who choose to be present at the above office. All tenderers are advised in their own interest to be present on that date at the specified time & location mentioned as above.

8	The Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever thereof.
9	Canvassing in any form will disqualify the tenderers. No brokerage will be paid to any broker.
10	The short-listed tenderers will be informed by the Bank for arranging site-inspection of the offered premises.
11	Income Tax and other statutory clearances shall be obtained by the tenderers at their own cost as and when required.
12	<p>The bids will be evaluated on techno commercial basis (70% weightage on technical Bid and 30% weightage on Price Bid), giving weightage to the qualitative aspects in various parameters like location, distance, amenities available, exclusivity, nearby surroundings, proneness to water logging/flood etc. quality of construction, efficacy of internal/ external layout of building, availability of parking space AND CONNECTIVITY (METRO) etc.</p> <p>The Bank reserves its right to open price bids of only those 3 to 5 offers, depending upon the response to the offer, who qualifies in Technical Bids and rank top in scoring the marks in Technical Evaluation .</p>
13	The lease rent shall commence only after execution and registration of lease deed in Bank's favour of the demised premises on delivery of full possession of the offered premises to the Bank upon completion of civil and other work as per Bank's requirement.
14	Measurement of rentable area: The built up area (L x B along plinth /roof beam line) shall be measured dimension i.e. Length & Breadth <b>AS PER IS-3861 Code.( Common Area such as Staircase , Passage , exit etc shall not be considered in covered area)</b>

15	<p><b>A. Minimum Requirements related to the Premises: To be executed by Landlord and cost of same shall bear by landlord.</b></p> <p>(i) The offered premises should be located on the main road(within 300-500 metre range from the existing premises) adjacent to the market/commercial area having commercial usage permission, wide frontage, adequate visibility, uninterrupted power, supply of water, adequate parking space and strictly within the area as specified in the advertisement. Floor area <b>required is of approximate 2500-3000 Sq ft.</b></p> <p>(ii) It should have <b>exclusive entry, exit</b> and rights on the open surrounding land area.</p> <p>(iii) In case the premise is on the Ground Floor, the height of the plinth of the building should be minimum 450 to 600 mm above the maximum flood level of the locality. <b>The premises should have permission for commercial use.</b></p> <p>(iv) The water proofing of the slab of the building should be with a guarantee of entire lease period or if it is for lesser period, it will have to be renewed from time to time up to lease period at the cost of bidder.</p> <p>v) The flooring should be of contemporary Vitrified flooring( DC) as desired by Bank</p> <p>(vi) A Safe type record room around 150 Sq Mtr. will have to be constructed with 12" thick Fire brick as per Bank's Specification and <b>the premises should have adequate load bearing capacity (i.e. a minimum 150kg/ Sqft) for installation of Safe/ Fire Proof cabinets in the cash Safe Room. A copy of Structural Stability Certificate issued by a Structural Engineer registered/signed with the regulating authority i.e. by KMC concerned authorities must be enclosed stating that the floor offered has been designed to withstand the extra load resulting from locker with cabinet. The cost aforesaid civil of construction to be borne by Landlord.</b></p> <p>(vii) The door and ventilator for locker room(if applicable) shall be supplied by the Bank and expenditure of civil work for erection of record room to be borne by the Landlord.</p> <p>(viii) A strong room of around 10-15 Sq Mtr. with 10" thick walls will have to be constructed with iron door as per Bank's design and specification.</p> <p><b>B. Other Facilities/Accommodations available/to be made available in the premises:</b></p> <p>The premises should have following infrastructural facilities:</p> <p>i) Separate toilets for ladies and urinals, toilet for gents. ii)</p> <p>Small pantry with platform &amp; sink.</p> <p>iii) Two small rooms with brick walls for UPS Room/System Room and Stationery/Record Room with nearly 10 Sq Mtr and 20 Sq Mtr. respectively. iv) Adequate ramps/steps to be provided.</p> <p>In above work, minor changes may be demanded during work after making the final lay out plan.</p>
16	<p>The tenderer must enclose with the Technical Bid, a fair &amp; legible copy of plans duly approved by the regulating authorities' i. e. by KMC/ any other Municipality) concerned authorities in case of offers of ready-built premises. <b>The offers/Bids not accompanying such plans shall not be considered and shall be rejected outright.</b></p>
17	<p>If the premises being offered are situated in an area where <b>Building Use (BU) Permission is applicable, the tenderer must enclose with the Technical Bid, a copy of BU-Permission issued by the regulating authorities' i. e. by KMC/SMC concerned authorities.</b></p>
18	<p>A copy of Structural Stability Certificate issued by a Structural Engineer registered with the Regulating authority must be enclosed with the technical bid.</p>

19	The Premises being offered must be free from Termite infestation & Rodents. It will be binding on the Tenderer/Offerer to keep the premises free from the Termites & Rodents at all times for the entire period of lease without any extra cost to the Bank over & above the accepted rent. In case of failure to do so the Bank will be at liberty to carry out such treatments as & when required and expenditure incurred on this account shall be recovered from rent. Decision of the bank on need of such treatment & amount incurred on it shall be final & binding & will not be open to arbitration etc.
20	Required modifications/construction especially civil part will have to be done as per Bank's plans, designs & Specifications and cost to be borne by bidder.
21	The Total Lease period will be for 10 (5+5) years (TWO/THREE/FOUR blocks each of five years) and lease deed will be renewed at the end of each five year block with a maximum increase/DECREASE of 0% to 25% in the rent amount subject to prevailing market scenario. <b>Rent will be inclusive of all taxes, statutory charges (of whatever name and nature) existing as well as future to be borne by bidder. However, GST, if applicable, will be borne by the bank on the basis of reimbursement every month.</b>
22	The stamp duty charges relating to the <b>Lease Deed registration</b> shall be shared equally between the landlords and the Bank.
23	The other detailed terms-conditions will be as per Bank's standard format of lease agreement, a draft copy of which is provided with the tender documents.
24	The premises should have the provision to instal <b>Electric power supply (20/30/45kw as required) of approved load separately</b> & in-dependable as per Bank's requirements as and when needed. However bank will pay the installation charges& Security Deposit for new connection and bear the monthly electric consumption charges.
25	Water supply should be with underground and over load tanks having adequate storage Capacity with water pumps as per the Bank's requirements.
26	Domestic electrical wirings for fans, lights, computers, air conditioners & plugs etc. will be provided by the landlords. <b>Dish antenna of 1.5 meter diameter</b> will have to be installed in the terrace for which necessary clearance have to be obtained from society/owner of the building. Rights of use of Roof/stare case/lift for access to Dish antenna/alternative connectivity should be given.
27	Painting of premises from inside as well as outside will be done by the landlords at every three years with paints of approved quality i.e. i) Acrylic Emulsion paint to interior walls ii) Apex exterior paint on exterior walls iii) Oil paint to doors and windows.
28	Reserved parking for car (at least 4 car parking for SME N S Road) and two-wheelers is provided as a part and partial of premises with no additional rent or charges.
29	Landlords should provide free adequate water and three phase electrical power supply for furnishing the premises after selection of premises but before taking possession of the premises.
30	Landlords will provide suitable space for putting adequate signages as per Bank's requirements at places having visibility right from entrance from the main road.

31	Collapsible gate, Rolling Shutter For Main Entry, Exit And Cash Room & grills on windows ( as per bank's Specification) will be provided as required.
32	Title deed/sale deed/ownership documents in the name of offerer to be produced.
33	Notwithstanding anything contained herein in these documents, the terms & conditions contained in the Standard Lease agreement of the bank (copy enclosed) shall be binding on the tenderer. However, in case of any discrepancy between the two, these documents will prevail. The successful offerer/bidder shall be required to enter into the duly stamped and registered lease deed with the Bank failing which the bank will not be in position to release the rent.
34	Any other requirement deemed suitable for the Bank shall be advised as and when required for implementation.
35	Certificate: We have carefully perused the aforesaid terms and conditions and agree to abide the same in the event of our offer if accepted by SBI.
36	(a) Premises to be RPWD Act compliant (Availability of RAMP/Lift). (b) Ensure to have certificate of commercial use of property.

Place: Kolkata  
person/ Date:

Signature and name of authorized

Signatory and seal of the company



9.	Common Parking space offered at basement  At Front	For Two Wheeler_____ For Car_____  For Two Wheeler_____ For Car_____
10.	Built Up Area of the offered premises in Sq Ft./SQMTR As per Approved Plan issued by KMC	
11.	Please specify whether the,  i) Premises offered is ready to use and,  ii) Location is in commercial / market area or in residential area:	
12.	<p><b><u>Details of proposed building offered:</u></b></p> <p>A) i) Foundation Type: ii) Structure:(framed/load bearing) iii) Super Structure: (Thickness of Wall etc.)</p> <p>B) Plot Area: i) Total Area: ii) Consumed Area:</p> <p>C) <u>FSI details:</u> FSI Available: FSI consumed:</p> <p>D) Whether plot is on lease or owned?  If leased one, balance period of lease, right for further/sub lease, date of renewal of lease along with lease rental be mentioned:</p> <p>E) Floor/s on which the premises offered is located:</p> <p>F) Whether inside &amp; outside plasters done?</p> <p>G) Whether inside &amp; outside paintings done?</p> <p>H) If multi storied complex, furnish details of total no. of floors in the building &amp; whether lift is available? If yes, No. of lifts &amp; its capacity be specified.</p> <p>I) Whether plan approved by Municipal/ Local Authority?</p>	

	<p>J) i)What is the arrangement for water supply? ii) Please state whether separate connection for bank will be available?</p> <p>K) Sanitary arrangement( nos of W.C./ toilets block)</p> <p>L) Electricity: Please state (i) Nos of points, types of wiring, meter etc. (ii) whether separate meter for bank will be available? (iii) Whether additional / 3 phase connection if required by the bank for computer system will be provided at your cost?</p> <p>M) Mention area in SqMtr.. (Floor) of free of cost parking facility that will be provided to the bank for exclusive use of the bank with No. of Cars and Two wheelers which can be parked.</p> <p>If no exclusive parking is available to the bank, please mention general parking area available to the bank.</p> <p>N) i) Doors (nos &amp; specifications):</p> <p>ii) Windows (nos &amp; specifications)</p> <p>O) Flooring (please mention room wise flooring as also in toilet with skirting /dedo etc.)</p> <p>P) Year of Construction &amp; age of the building:</p> <p>Q) Floor wise super built up area and carpet area for the premises offered:</p> <p>R) Please advice whether willing to construct strong room as per the bank's requirement?</p>	
13.	Whether willing to execute a lease for a minimum period of 10 years with a maximum increase/decrease in rent at 15 to 20% at every 5 years' block in terms of Bank's terms & conditions on the prevailing market rate/price.	
14.	Whether willing to carryout additions/alterations/repairs as per plan/specifications given by the bank if further any changes are required after taking lease.( Apart from minimum requirement of building as sated above)?	
15.	Whether BU permission is received. (Please attach copy of the same with relevant records).	
16.	A copy of Structural Stability Certificate issued by a Structural Engineer registered with the regulating authority be enclosed with the technical bid.	

17.	Whether title of the offered premises is clear and without any encumbrance from Tax Authority / Local Authority / Bank & Financial Institutions etc.	
18.	Any other information the bidder wants to furnish:	
19.	List of enclosures (attached) such as copy of approved plan last sale deed, municipal tax receipt, duly signed Terms & Conditions in Annexure I, etc.:  (a)  (b)  (c)  (d)	

I/We hereby state that the above information is true and we have gone through the Tender Document and we undertake that we have understood all the terms and conditions. I/We offer my/our own premises, as mentioned above.

Date:

Place:

Signature of Bidder