



# STATE BANK OF INDIA

## THIRUVANANTHAPURAM CIRCLE

### TENDER NOTICE

NIT No.		THI/AOKLM/RBO3/2026-27/04
BIDDING SYSTEM		TWO BID SYSTEM
WEBSITE FOR DOWNLOADING TENDER DOCUMENTS		<a href="https://sbi.co.in">https://sbi.co.in</a> under the link "SBI in the News → Procurement News"
METHOD OF SUBMISSION	TECHNICAL BID	OFFLINE/ PHYSICAL FORM
	PRICE BID	OFFLINE/ PHYSICAL FORM
DESCRIPTION:		HIRING OF PREMISES FOR SBI KOZHENCHERRY BRANCH UNDER RBO III, THIRUVALLA
AVAILABILITY IN WEBSITE		From 06.05.2026 to 26.05.2026

LAST DATE FOR SUBMISSION OF TENDER (Cover -I: TECHNICAL BID & Supporting Documents and Cover II: FINANCIAL BID)	UPTO <b>02.00 PM (IST) ON 26.05.2026</b>
OPENING OF TECHNICAL BIDS	<b>02:30 PM (IST) ON 26.05.2026</b>
RBO CONCERNED	<b>RBO-III, THIRUVALLA</b>
LOCATION OF RBO	<b>THIRUVALLA</b>
For any clarifications, please contact.	<b>Sri DILEEP Mob: - 8281599902</b>

S/d  
**The Regional Manager,**  
**RBO - III, SBI Regional Business Office**  
**Second Floor, Pandiyalil CVM Arcade, Mazhuvangaduchira, MC Road**  
**Thiruvalla-689101**  
**E-mail: [rm3tvla.aoklm@sbi.co.in](mailto:rm3tvla.aoklm@sbi.co.in)**

**CONTENTS OF THE ENVELOPES FOR SUBMISSION OF TENDER**

**ENVELOPE/ COVER - I**

**General Instructions, Terms & Conditions, Technical Bid (Pages 1 to 18), other documents as specified in the tender documents**

**ENVELOPE/ COVER – II**

**Financial Bid (Page 19)**

## **ADVERTISEMENT PUBLISHED IN NEWSPAPERS**



**STATE BANK OF INDIA**  
**The Regional Manager,**  
**RBO - III, SBI Regional Business Office**  
**Second Floor, Pandiyalil CVM Arcade,**  
**Mazhuvangaduchira, MC Road**  
**Thiruvalla-689101**

**E-mail: [rm3tvla.aoklm@sbi.co.in](mailto:rm3tvla.aoklm@sbi.co.in) Ph: (0469) 2707600**

**PREMISES REQUIRED ON LEASE**

Sealed offers are invited from the Owners/ Power of Attorney holders for hiring of premises, **preferably on Ground floor**, on lease/ rental basis for SBI, as per details given below.

Sr.No.	Name of Branch	Proposed location	Carpet Area in Sqft (Approx)	Built up Area in Sqft (Approx)
1	KOZHENCHERRY	within 1 km from the existing branch	3500 to 3700	3700 to 3900

Further details, other requirements, terms and conditions, Technical Bid & Financial bid profoma are published in Bank's websites- <https://sbi.bank.in> under "SBI in the News → Procurement News". The last date for receipt of offers in the office of the undersigned is up to 2:00 P.M on 26.05.2026.

Place: Thiruvalla  
Date: 06.05.2026

Regional Manager

# **TECHNICAL BID**

## **PART A : GENERAL INSTRUCTIONS:-**

This tender document contains the following: -

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

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

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

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

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

The offer shall be evaluated by the Premises Selection Committee of the Bank based on various parameters such as location/accessibility, frontage, floors offered, parking facility, availability of natural light and ventilation, Building/premises plan and its suitability for efficient utilization of space by the Bank, Building/premises specifications and quality of construction, Ambience and convenience suitability for business etc., as per Bank's manual of instructions and marks offered for various parameters. **60% weightage shall be given for technical bid and 40% weightage shall be given for financial bid (i.e. 60:40)**. The decision of the Premises Selection Committee in this regard shall be final and binding.

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

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

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

### **TERMS AND CONDITIONS:-**

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

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

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

Preference will be given to offers owned by Public Sector/ Government Departments.

The Bids/offer shall be valid at least for a minimum period of 3 months from the last date for submission.

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

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

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

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

- Record/ stationery room, Safe Room, ATM Room shall be constructed with Brick walls. Cash Room and Locker room (two rooms having 400 - 500 Sq ft total carpet area, approx.) shall

be constructed with RCC for Walls, Floor and Roof as per RBI specifications as required by the Bank, as per the details given below.

**RBI SPECIFICATION FOR CONSTRUCTION OF STRONG ROOM FOR CASH  
ROOM AND SAFE DEPOSIT LOCKER ROOM.**

Walls: RCC 1: 1.5: 3, 30 cm thick with steel reinforcement 12 mm dia. rods placed vertically and horizontally at 15cm (6") centre to centre in two rows, staggered centrally and placed along **both faces of the walls** with a clear cover of 40mm on either side.

Floor: RCC 1: 1.5: 3, 15cm (6") thick with reinforcement same as above, over the existing PCC flooring in ground floor and over the existing RCC slabs in upper floor. The strength of the slabs in such cases will have to be checked to allow for the additional dead load and super imposed load.

Ceiling: RCC 1: 1.5: 3, 30 cm thick with reinforcement same as above. (Where it is not possible to provide the RCC slab as specified, RCC 1:1.5:3, 15cm thick slab with reinforcement same as above to be provided below the existing RCC ceiling slab leaving a gap in between the slabs or the existing RCC ceiling slab is fortified with MS Grills consisting of 20mm rods spaced @75mm centre to centre both ways in MS angle frame work all around below the slab).

**NOTE:-**

1. Open conduit wiring shall be provided. The electric wiring circuit inside the strong room should be independent and there should not be any live wire inside the strong room where the door is closed.

2. Clear ceiling height of 265 cm shall be provided inside the strong room.

3. Strong room door and air ventilators will be supplied in the premises by the Bank. The erection of the same including Labour and materials shall be carried out by the landlord under the supervision of the suppliers.

4. The above specifications shall be followed strictly and no deviation will be allowed. The strong room construction should be carried out in consultation with the Bank's Engineer.

5. Also, a **Strong room construction certificate / structural adequacy certificate** are to be obtained from a qualified structural Engineer.

- Anodized aluminium paneled/ glazed main door, collapsible grill gate and steel rolling shutter (with central locking arrangement in the middle) shall be provided at the main entrance. All external doors, windows, ventilators and cut outs shall be provided with strong steel grills and shutters as directed by the Bank. Windows should be provided with iron grill of 'rod & patta' type. The gap between the two rods should not be more than 6 inches. The holdfast of the grill should be concreted to the walls. The Window shutter may be of plain glass and wood/iron/aluminium and properly lockable.

- Doubly Vitrified tiles flooring (of size 60cm x 60cm) in the Branch/ Office and ceramic tiles flooring and dados in toilet, pantry areas and 1<sup>st</sup> class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided.

- Electrical work as directed by the Bank.
- The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period. In case the above repairs are required and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner(s).
- Inside walls painted with plastic emulsion paint with putty finish and outside with exterior grade emulsion paint as per the colour scheme approved by the Bank.
- Plastic Emulsion paint on walls, ceilings, enamel painting on doors and windows etc. as per the Bank's instructions shall be done by the owner(s) after every two years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.
- **The owner shall obtain a sanctioned load of 40KW to 50 KW from KSEB at his own cost.**
- The owner/s shall provide separate electricity meter having three phase electric connection of required capacity as directed by the Bank. Three phase electrical power supply for a connected load of 40 KW to 50 KW from KSEB will also have to be arranged by the owner / owners at his/her cost (cost including the security deposit, OYEC charges or any applicable fees /charges with KSEB for energizing the connection) Lighting fixtures & fans etc. will be arranged by Bank.
- NOC and the space required for installation and running of the Diesel Generator will also have to be provided within the compound by the owner / owners at no extra cost to the Bank. The space provided should be as per Department of Electrical inspectorate standards and with good accessibility. The landlord should also arrange to construct a platform (Length 3.0 X Width 2.0 M) of 30 cm high PCC foundation for placing the diesel generator set at the site at his/her cost. **Suitable Sheet roofing should also be provided to the generator at owner's cost.**
- **Uninterrupted supply of water with provision of exclusive underground and overhead water tank** of sufficient capacity along with electric pump for lifting of water shall be provided by the owner. **Water and Electricity meters have to be installed at Landlord's cost.**
- Proper sewerage connection shall be arranged by the owner.
- Suitable space for installing of outdoor units of AC shall be arranged by the owner in the premises. Convenient location for earthing electrical installation and DG set shall also be provided by the owner.
- The owner shall hand over the possession of the building after getting it constructed/ renovated as per Bank's requirements and obtaining all statutory clearances from the local and government authorities for the leasing and use of the building e.g. Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank. All the taxes and assessments in respect of the premises shall be paid by the owner.

The landlord should produce approved plan, building permit from the municipality/ Local Authority, and a

completion/occupancy certificate on completion of the building. The relative title deed should be produced for verification.

Lease agreement will be executed on obtention of satisfactory Title Clearance Report from the Bank's Advocate and if the property is subject to mortgage, a suitable NOC from the creditor will have to be obtained for proposed lease in our Bank's favour.

The premises should have permission for commercial usage by competent Govt. authorities.

- Ramp should be provided, with slope as per Government guidelines/specifications, for Branch as well as ATM/E-lobby room.

- **The premises shall have space for parking 7 to 10 cars for use of Bank's staff & Customers**

Bank can make additions and alterations/ dismantling, 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 Bank may require without causing any material damage or affecting the safety of the structure.

The owner shall not have any objection for installation of ATM, V-Sat, D.G Set, glow signages by the Bank at suitable locations in the building. No additional payments in this regard shall be made to the owner.

Rentable carpet area shall be measured at floor level excluding area of external walls, common staircase, shafts for sanitary, water supply, electric, firefighting, air conditioning and lifts and excluding the area of loft, band, cornice, open platform, terrace, service staircase, area of mummy, machine room sand domes. The measurement of carpet area shall be as per definition of IS code/RERA carpet area norms prevailing at the centre.

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

The initial period shall be at least for **five years** with an option in favour of Bank to renew it for **one more term of 5 years** after expiry of initial five years with an enhancement in rent on the same terms and conditions. After 10 years, rent can be negotiated and finalized by the Bank so that new lease can be executed for further term of 5+5 years. However, the Bank shall have the right to de-hire the premises by giving three months' notice.

The lease deed shall be executed as per Bank's standard format. The expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the owner/s and Bank in ratio of 50:50.

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

Place:

**Signature of the owner/s**  
(In token of acceptance of all terms and conditions)

Date:

**SAMPLE LEASE DEED FOR OFFICE PREMISES**

The Lease Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
between \_\_\_\_\_ Shri/Smt. \_\_\_\_\_

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

**AND**

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai, a Local Head Office at \_\_\_\_\_ a branch / office at \_\_\_\_\_ (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**

1. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises 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 are the absolute owners of the land and building along with the terrace/ undivided proportionate share in terrace with right of enjoyment and 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 along with the terrace /undivided proportionate share in terrace with right of enjoyment 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 \_\_\_\_\_ years commencing from \_\_\_\_\_ with the absolute option to the Bank to renew the lease for further \_\_\_\_\_ terms of \_\_\_\_\_ years, yielding and paying thereof unto the lessors the monthly rent of Rs. \_\_\_\_\_

(Rupees) \_\_\_\_\_ subject to TDS on or before the \_\_\_\_\_ day of the following month to which it relates and such monthly rent payable for lease period **and also for the further periods of renewals, shall be inclusive of all present and future revenues, taxes, impositions and outgoings whatsoever payable in respect of the said Premises by the Lessor/s. Provided that if the Lessor/s has/have registration for Goods and Services Tax (GST), the Lessee shall also pay such GST in respect of the rent paid by the Lessee under this deed for the said Premises, on the Lessor/s submitting serially numbered GST compliant bills every month for the rent indicating the GST component along with the description, classification and value of taxable services provided. Such bill shall also contain the GST registration number of the Lessor/s and the Lessee, apart from name, address etc. of the Lessor/s. The GST shall not be payable by the Lessee if the Lessor/s fail to submit such GST compliant bill in time, as the Lessee will not be entitled to claim appropriate reliefs if any on the basis of such payment. GST complaint tax invoice/bill mentioned above refers to the tax/invoice bill prepared in accordance with the applicable laws.**

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

- (i) To pay by Banker's cheque or otherwise as agreed / the said monthly rent hereby reserved on the day and in the manner aforesaid subject to TDS.
- (ii) To pay \_\_\_\_\_ months' rent as advance deposit which is refundable at the time of determination of lease with interest at a rate applicable to overdraft. However, the lessor/s at the time of termination of lease and vacation of the premises thereon, is/are entitled to adjust the said deposit with interest towards the rent (subject to TDS) due if any, as on the date.
- (iii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric metre or water metres to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

3. (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, fix and /or remove at any time strong room doors steel fittings, iron doors fixed to the safe room, temporary structures, putting up VSAT or any other equipment, materials, antenna, poles mast, glow sign etc. as may be decided by the bank on the terrace in the demised premises and every part thereof as the Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.

(ii) To use the demised premises for the purpose/s mentioned herein below:-

- (a) On site ATMs
- (b) Housing of outfits of the subsidiaries/associates of the lessee.
- (c) For cross selling purposes
- (d) Branch/Office of the lessee
- (e) Guest House etc.

(iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

(iv) To yield and deliver up peacefully and quietly vacant possession of the demised premises to the Lessor (s) at the expiration or earlier determination of the lease period as the case may be, in a good condition except reasonable wear and tear.

(v) To allow the Lessor/s or his / their agents to enter, with or without workmen and / or architects, contractors etc. the demised premises or any part thereof by giving prior notice in writing to the Lessee to inspect the state and condition of the premises or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.

4. The Lessor (s) do and each of them doth hereby covenant with the Lessee as follows:-

- (i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.
- (ii) The lessor/s hereby declare and acknowledge the availment of \_\_\_\_\_ loan of Rs. \_\_\_\_\_ for the construction of new premises / for carrying out additions / alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the instalments / dues for liquidation of the said loan with interest within a maximum period of 7 years as stipulated under the loan documents dated \_\_\_\_\_ and is also bound by the terms and conditions agreed to under the said loan documents.
- (iii) The Lessor (s), shall not nor shall he/they allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.
- (iv) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in respect of the same.
- (v) The Lessor/s shall maintain at his / their cost adequate and continuous supply of electricity and hygienic, potable filtered and / or tube-well water by means of electrical water pumps and overhead tanks or otherwise for the use of the lessee in the demised premises and to operate and maintain the water pumps in proper condition at their cost.
- (vi) The Lessor (s) at his / their own cost, shall effect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipment and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the demised premises at least once in every three years, including painting of the doors and windows.
- (vii) The Lessor/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake,

riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

- (viii) The Lessor(s) warrants that he / they has / have good, rightful power, absolute authority and indefeasible title to 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.
5. It is hereby agreed by and between the parties hereto as follows:-
- (i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may make payment of the same and such payment shall be against adjustment of future rents payable.
  - (ii) If the Lessor (s) shall fail or neglect to pay rents, revenues, rates, taxes, impositions, outgoing 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, outgoing 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 \_\_\_\_\_ calendar months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative. This option will not be available to the lessors
- (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 \_\_\_\_\_ 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 as per the terms 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 hereinabove the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilised 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 unutilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion surrendered by the Lessee. And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the landlord shall make suitable arrangement so that the exclusive independent entry /use for/of the branch/office is not affected in any manner.

- (ix) In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area will be determined considering the prevailing circumstances for the time being but in and the period of such Lease shall be co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.
- (x) In the event of the Lessor (s) deciding to sell the demised premises during the tenancy, they shall in the first instance offer the premises to the bank and the Bank shall within one calendar month from the date of receipt of such offer either accept or reject such offer.
- (xi) The lessor will abide by all the terms & conditions set out in the Annexure-I (Terms & Conditions) of technical bid.
- (xii) The LESSORS agree to pay 50% of Stamp Duty and Registration charges payable for executing and registering this lease deed.

6. SCHEDULE OF PROPERTY

(Description of property with boundaries, measurements etc. to be incorporated)

Premises situated at \_\_\_\_\_

Comprising an area of App. \_\_\_\_\_ (Built up) with all right

East by \_\_\_\_\_

West by \_\_\_\_\_

North by \_\_\_\_\_

South by \_\_\_\_\_

\_\_\_\_\_

**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

SIGNED SEALED AND DELIVERED

By the above named

In the presence of

Lessor (s)

Address :

for and on behalf of

State Bank of India,

\_\_\_\_\_ Branch

Lessee

Witness :-

(1) Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

(2) Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

(3) Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

## **PART – B : BRIEF DETAILS OF THE BIDDER**

With reference to your advertisement in the local dailies, I/We hereby offer the premises owned by me/us for housing your branch/office on lease basis.

### **A). General information: -**

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

### **B). Technical information:-**

a)	Building	Load bearing/ RCC Framed structure
b)	Type of building	Residential/ Commercial/ Institutional/ Industrial/ Mixed land use
c)	No. of floors in the building	
d)	Year of construction	

### **C). Carpet area of the premises**

a)	Size of the plot (Please enclose a sketch / plan)	_____Sq.Ft	
b)	<b>Total carpet area</b>	_____Sq.Ft	
c)	Building for Branch/ office ready for occupation	Yes/No	
	If No, how much time will be required for occupation	_____	
d)	<b>Area of premises offered</b>	<b>Built-up area</b>	<b>Carpet area</b>
	<u>i). Ground floor</u>	_____Sq.Ft	_____Sq.Ft
	<u>ii). First Floor</u>	_____Sq.Ft	_____Sq.Ft
	<u>iii). Second Floor</u>	_____Sq.Ft	_____Sq.Ft
	<u>iv). Other floors if any</u>	_____Sq.Ft	_____Sq.Ft

**D). Amenities available**

a)	Electrical power supply (3Phase) with separate meter with a sanctioned load of 40 to 50 KW	Yes/No*
b)	Running water Supply/Sanitary facility	Yes/No*
c)	Whether plans are approved by the local authorities	Yes/No*
d)	Whether NOC from concerned authorities obtained	Yes/No*
e)	Whether Occupation certificate has been received	Yes/No*
f)	Whether direct access is available from the main road	Yes/No
g)	Whether fully or partly air-conditioned	Yes/No
h)	Whether lift facility available	Yes/No
i)	Whether space at the rooftop for provision of V-Sat Antenna is available	Yes/No
j)	Whether space for Generator is available	Yes/No
k)	Whether separate toilets for ladies and gents available	Yes/No
l)	Whether parking space for customers/ staff available (as specified above)	Yes/No
m)	Do you require loan, if yes, please specify amount	Yes/No
n)	Do you require advance rent, if yes, please specify (Number of months)	Yes/No
o)	<b>Whether land acquisition is marked by any Govt. authority for road widening/flyover/any other Govt. projects.</b>	<b>Yes / No</b>

\* In case No, please specify whether you are in a position to arrange the same within a short period.

Signature of Owner/s

Contact Address

Contact Number of Owner/s

**FINANCIAL BID –**  
**HIRING OF PREMISES FOR SBI KOZHENCHERRY BRANCH**  
**(TO BE SUBMITTED IN SEPARATE COVER)**

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

**1. General Information**

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

**2. Rent**

Rent per Sq.Ft. of the **CARPET AREA**

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

**3. Escalation in Rent**

a).	Escalation in rent after expiry of initial lease period of 5 years	_____ % increase from the initial lease rent (at the time of renewal)
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The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges, etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank.

Signature of Owner/s

Contact Address of Owners/s  
 Contact Number of Owner/s