

**STATE BANK OF INDIA**  
**REGIONAL BUSINESS OFFICE — V**  
**8, TARANI COLONY, AB ROAD**  
**DEWAS (MP) 455001**  
**NOTICE INVITING TENDER (NIT)**

**REQUIREMENT OF COMMERCIAL SPACE FOR SHIFTING OF HOME LOAN CENTRE (HLC)**  
**DEWAS, DISTRICT – DEWAS (MADHYA PRADESH )**

State Bank of India invites offers from owners/power of attorney holders for the commercial/ office premises on lease rental basis for Home loan Centre (HLC), Tehsil & District- Dewas (M. P.)

Sr. No	Name of the branch	Status of the Branch	Desired Location	Built up area in Sq. ft.
1.	Home loan Centre (HLC), Dewas	HLC	Within 1 to 2 km from the RBO Office premises. Preferably on ground floor and above the connecting Road level with ramp facility. Exclusive Lift facility is necessary in case of any other than ground floor and first floor.	<b>2500 to 3000 sq. ft.</b> approximately

- The branch premises should be preferably in prime locality in the vicinity of respective above mentioned area preferably on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishment on the Ground floor ready/likely to be ready for immediate possession.
- Premises should be ready for possession / occupation or expected to be ready within three month from the last date of submission of proposal. Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt. / Semi-Govt. departments/ Public Sector Units / Public Sector Banks.
- 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 [www.sbi.co.in](http://www.sbi.co.in) under link "Procurement News" from 01.06.2026 to 22.06.2026.
- The offers in a sealed cover complete in all respects should be submitted on or before 1.00 p.m. On 22.06.2026 during working hours at the following address. Bids shall be submitted separately for the above mentioned branches.

SBI reserves the right to accept or to reject any offer without assigning any reason, therefore. No correspondence in this regard will be entertained. No Brokers please.

REGIONAL MANAGER  
STATE BANK OF INDIA  
RBO-V-Dewas

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**TECHNICAL BID**  
**TERMS AND CONDITIONS**  
**OFFER/LEASING OF COMMERCIAL/OFFICE PREMISES**

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical Bid” and “Price Bid” are required to be submitted separately for each proposal (Photo copies may be used in case of multiple offers). The “Technical Bid and “Price Bid” for each proposal/offer should be enclosed in separate sealed envelopes duly super scribed on top of the envelope as “Technical Bid” or “Price Bid” as the case may be and these envelopes are be placed in a single cover super scribing “Tender for leasing of Commercial/Office premises for “**Home loan Centre (HLC), Dewas**” and should be submitted at the Regional Business Office-V, Address, State Bank of India, 8, Tarani colony, AB Road, District- Dewas (M.P.) 455001

**Important points of Parameters –**

1	Built Up area	As specified in NIT (2500 to 3000 sq. ft. approximately)	
2	Building Frontage	Minimum frontage of 35-40 ft along the main road of the locality	
3	Parking Space	Four dedicated car parking per 700 Sq ft area and 8 to 10 dedicated two wheeler parking for staff.	
4	Open Parking area	Sufficient open parking area for customers (around 500- 800 Sq ft.	
5	Amenities	24 Hours Potable water supply availability, Electrical Load (Min. 30 KW or as per actual requirement, three phase), etc.	
6	Possession	Ready possession / occupation /expected to be ready within 3 (three) month from the last date of Submission.	
7	Premises under construction	Will be in case the building is completed and handed over within next two month in all respect.	
8	Location	AT:- Dewas, Tehsil & District Dewas (M.P.) approximate 1 to 2 km from the RBO Office Dewas. Preferably on ground floor and above the connecting Road level with ramp facility. Exclusive Lift facility is necessary in case of any other than ground floor and first floor.)	
9	Preference	(i)	Premises duly completed in all respect with required occupancy certificate and other statutory approvals of Local civic Authority.
		(ii)	Single Floor (Preference shall be given to Ground Floor. Exclusive Lift facility is necessary in case of any other than ground floor and first floor.)
		(iii)	Offer from Govt/Semi Govt Departments/PSU/Bank
		(iv)	Ready to occupy premises / expected to be ready within three months from the last date of submission of proposal.

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10	Unfurnished Premises	May be considered and Bank will execute the Interior, Furnishing, electrical and AC works as per requirement. However, all mandatory Municipal license/NOC/approval of layouts from Local Civic Authority/Collector/Town planning etc and internal additions/alterations as per Bank's requirements for carrying out the interior works in the premises will be arranged by the Owner.
11	Initial Period of Lease	Initial 5years + 5 years with predetermined increase in rent after expiry of first term of 05 year at the time of renewal. After 10 years rent can be negotiated and finalized by PSC so that the new lease can be executed for further term of 5+5 year.
12	Selection Procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bid. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.
13	Validity of Offer	Six months from the last date of submission of the offer.
14	Stamp/ Duty	To be shared in the ratio of 50:50
16	Fit out Period	One month after completion of civil work and other mandatory approvals by Landlord.
17	Works to be done by the Landlord	<p>1. The landlord has to construct the building as per approved layout plan.</p> <p>2. The building shall be of RCC framed structure.</p> <p>3. The general requirement of branch are Cash Room/Record room/ Locker room, Stationary room, UPS Room, Two no of toilets for gent's and ladies, Pantry room, Ramp, etc with 230mm/115mm as per requirements.</p> <p>4. All brick wall shall be plastered with 15 mm thick plaster, POP/birla putty and two or more coats of plastic emulsion paint.</p> <p>5. All toilets shall be finished with digital wall tile up to ceiling height as per approved by the Bank.</p> <p>6. All toilet accessories (WC, Wash Basin, Urinals, taps, etc) of Jagquar/Hindware make.</p> <p>7. All security related works shall be done by the landlord for e.g. fixing of rolling shutter and collapsible gate at the entrance, MS grill (12X12 mm Square bar @ 4" C/C, both ways) over windows, etc.</p> <p>8. There should be provision of emergency fire exit</p> <p>8. The flooring shall be of Double charged Vitrified tile.</p> <p>9. The rent of the building will commence from the actual date of possession. Bank engineer will visit the site and submit the report regarding the completion of work.</p> <p>10. Required minimum electrical works shall be carried out by the landlord, for e.g. wiring in record room, toilet, pantry, etc (accessories will be fixed by the Bank).</p>

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	<p>11. The landlord shall apply for electrical load (Min. 30-40 KW or as per actual requirement, three phase) and they have to submit security deposit at their end. Actual electricity charges will be paid by the bank.</p>
	<p>12. All wooden flush doors with all accessories shall be provided and fixed by the landlord.</p>
	<p>13. All Aluminum windows along with iron grill (Power coated with three track channel) shall be provided and fixed by the landlord.</p>
	<p>14. Water storage tank of sufficient capacity and to provide water to taps is the responsibility of the landlord.</p>
	<p>15. Proper water proofing on terrace to be done by the landlord. A certificate/undertaking shall be required from the landlord.</p>
	<p>16. The landlord has to construct the RCC Locker room carpet area approxi. 200 sq.ft.</p>
	<p>17. Gypsum false ceiling and Mineral false ceiling(2'x2') work and <b>electrical works</b> may be got done by the landlord.</p>

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## TERMS AND CONDITIONS:

1. The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful 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 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the SBI during the pendency of the lease. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5+5 years.
2. Tender document received by the Branch Manager, State Bank of India, Minal Residency, Bhopal Branch after due date and time i.e. 22.06.2026 after 1.00 pm shall be rejected.
3. The lessors are requested to submit the tender documents in separate envelopes super scribed on top of the envelope as "Technical Bid" or "Price Bid" as the case may be duly filled in (as stated earlier) with relevant documents/information at the address mentioned above.
4. All columns of the tender documents must duly filled in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. SBI reserves the right to reject the incomplete tenders without assigning any reason.
5. In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets.
6. The offer should remain valid at least for a period of 6 (Six) months to be reckoned from the last date of submission of offer.
7. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet "list of deviations", if any.
8. The Bids will be opened on or after 22.06.2026 at 1:30 PM in presence of tenderers who choose to be present at the Regional Business Office (RBO), Dewas Tehsil- & District- Dewas (M.P.) All tenderers/participants are advised in their own interest to be present on that date at the specified.
9. The SBI reserves the right to accept or reject any or all the tenders without assigning any reason therefore.
10. Canvassing in any form will disqualify the tenderer. NO BROKERAGE WILL BE PAID TO ANY BROKER.
11. The short-listed lessors will be informed by the SBI for arranging site inspection of the offered premises.

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12. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments (Rent + GST as applicable) to the successful tenderer shall be made by Account Payee Cheque or RTGS/NEFT by the SBI.
13. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes and service charges shall be borne by the landlord. While renewing the lease after expiry of initial lease period of (5+5) 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.
14. 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 and scooter parking spaces/Slot offered rent free should be indicated separately.
16. The successful lessor should arrange to obtain the municipal NOC/approval of layouts internal addition/alteration works etc. from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Lessor should also obtain the completion certificate from Municipal authorities after the completion of the above works. The required additional electrical power load and Civil work of as required will also have to be arranged by the lessor at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the Generator will also have to be provided within the compound by the lessors at no extra cost to the Bank.
17. Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.
18. 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 interior renovation work can commence, in case of unfurnished premises.
19. The lessor shall obtain the certificate for commercial use of the property from the local department / authority at his own cost and risk.
20. After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
21. All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room/Locker Room (as per RBI guidelines), ATM / e lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Ramp, Main and Exit Door, Grills to all Windows. Rolling shutters and collapsible door to Main and Exit doors and Cash room,

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locker room doors will be carried out by the lessor at his cost. Flooring of the banking hall of the premises shall be of Doubled charged vitrified tiles and flooring of Record/Stationary Room shall be of Polished Kota stone. 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. A separate sheet of detailed building Specifications along with layout plan shall be issued to the successful bidder after finalization of offers.

22. Bank shall take possession of the demised premises only after completion of all the civil construction works, electrical & water connection & 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.
23. At the time of vacating the premises the Bank shall hand over the possession of the building to the landlord as and when basis.

Place :

Date :

Name & Signature of the Bidder / Lessor(s) of with Seal if any.

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**DETAILS OF OFFER (Part of Technical Bid)**  
**OFFER SUBMITTED FOR LEASING PREMISES**  
**BRANCH NAME: HOME LOAN CENTRE (HLC), DEWAS**  
**TEHSIL, DISTRICT – DEWAS (M.P.)**

**(If anybody willing to offer for more than one premise, separate application to be submitted for each premise)**

With reference to your advertisement in the dated ..... We hereby offer the premises owned by us for Housing your branch / Office on lease basis. A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information are given as under):

**General Information:**

A	LOCATION:	
A1	Distance in KM from the existing branch/RBO office	
A2	Distance in KM from the nearest City Bus Stand	
B	ADDRESS:	
B1	Name of the Building	
B2	Plot No & Door No:	
B3	Name of the Street	
B4	Name of the City	
B5	Pin Code	
C	NAME OF THE OWNER	
C1	Address	
C2	Name of the Contact Person	
C3	Mobile No:	
C4	Email Address	

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**Amenities available: (Please tick at the appropriate option)**

1	Building – Load bearing or Frame structure	
2	Type of building – Residential/commercial/Institutional/Industrial/	
3	Total No. of floors	
4	Year of construction and age of the building	
5	Building ready for occupation – Yes / No	
6	If No, how much time will be required for occupation	
7	Carpet area of the premises offered (enclose detailed calculation)	
(c)	Amenities available:	
1	Electrical power supply – Yes / No	
2	Total Load available in KW	
3	Running water supply – Yes / No	
4	Whether plans are approved by the local authorities – Yes / No (Enclose copies)	
5	Whether NOC from the department obtained – Yes / No (Enclose copies)	
6	Whether occupation certificate has been received – Yes / No (Enclose copies)	
7	Whether direct access is available from the main road – Yes / No	
8	Whether captive power supply is available – Yes / No	
9	Whether fully air-conditioned or partly air-conditioned or not air-conditioned – Yes / No	
10	Whether lift facilities are available – Yes / No	
11	No. of car parking/scooter parking which can be offered Exclusively to the Bank. 1) Car 2) Scooter	
12	Mention the list of any other amenities which are provided	
13	Any additional information	

**INFORMATION**

Floor of the offered premises:

Note- The rentable area shall be in accordance with the one mentioned under clause/para

<b>LEVEL OF FLOOR</b>	<b>Built up area / Carpet area of the premises (Sq.ft)</b>
Ground floor	
First floor	
Second floor	
Total area In Sq ft	

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1.16 of “**Technical Bid**”.

Building ready for occupation: YES / NO

If no, how much time will be required for occupation

.....  
with end date.

**Please Enclose:**

1. Copy of Approved Plan
2. Location Map/Site Plan
3. Photos of the premises
4. Copy of occupation certificate
5. Copy of proof for commercial use/license
6. Documents in support of Eligibility Criteria
7. Premises Carpet area Statement
8. Proof of ownership – Title deed, latest property tax receipt
9. Other documents if any

**Declaration:**

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 as per Specification of building given here under such as strong rooms, record room, ATM, Lunchroom, UPS room, toilets, false ceiling and electrical work etc. with all fittings and fixtures, vitrified flooring, other works as per Bank’s specifications and requirement

Signature of Owner/GPA Holder Name

Place:

Date:

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## **GENERAL TERMS & CONDITIONS**

1. Preference will be given for Premises owned by Govt. Departments/PSU/Banks
2. The (RCC framed structure) building should have been constructed as per the sanction/ approved plan by the competent development authority / town planning authority. The building should be well maintained. Property tax shall be assessed for the building as commercial category.
3. Permission for commercial use of premises/approved plan/ any other acceptable proof for commercial use should be provided.
4. Premises should have occupation certificate, or any acceptable proof issued by the competent authority
5. The entire property shall belong to same set of owners. The bidders should have clear and marketable title to the premises offered. Successful bidder should furnish legal title report from the SBI empaneled advocate at their own cost.
6. Tenderer should ensure that proposed building is free from any dispute in any court of law.
7. Offers from landlords/owners/title holders only would be acceptable
8. Tenderer should ensure that proposed building have no dues of any revenue/tax authority/statutory authority.
9. The adequate power / connected load/ transformer should be arranged by the landlord before occupation.
10. Space should be given for placing Bank's name board at entrance/ front side.
11. Late received or incomplete offers will not be entertained.
12. No brokerage will be paid.
13. The successful bidder shall have to execute the lease deed as per the standard terms and conditions finalized by the SBI. Stamp duty and registration charges of the lease deed will be shared equally (50:50) by the Owner and the Bank.
14. The period of lease will be 10 years (Initial period of 5 years + additional 5 years with predetermined increase in rent after expiry of first term of 5 years) with requisite exit clause available to the Bank only to facilitate full / part de-hiring of space by the Bank during the pendency of the lease. However, such exit clause shall not be available to the Owner/Bidder.
15. Quoted rate should be inclusive of all taxes, charges such as Municipal/property tax, water tax/charge, cess, drainage tax/charge etc. However, GST if applicable will be borne by bank (subject to govt. guidelines)
16. Tender document received after due date and time shall not be considered. Delay in Postal services will not be considered.
17. All columns of the tender documents must be duly filled in and no column should be left blank or filled with vague/ambiguous information. All pages of the tender documents (Technical and Price Bid) are to be signed by the bidder/authorized signatory. Any overwriting or use of white ink is to be duly authenticated under full signature of the bidder/authorized signatory.
18. The SBI reserves the right to reject the incomplete tenders or defective tenders. The SBI also reserves right to reject any or all the tenders at any stage or to cancel the entire tender process without assigning any reasons to any bidder. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc. to the bidder upon such rejection or cancellation of tender process. Bank's decision in this regard shall be final and binding on all

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the bidders. In case of any dispute, jurisdiction of Court in all cases shall be in **Dewas** only till finalization of the successful bidder.

19. In case the space provided in the tender document for filling information is found insufficient, the bidders may attach separate sheets, duly signed by the bidder/authorized representative, after putting remark to this effect in the provided place.
20. The date of opening of Price Bid will be intimated to the shortlisted bidders at least 24 hours prior to the date of opening of the bids. All tenderers are advised in their own interest to be present on the given date at the specified time.
21. Canvassing in any form will disqualify the tenderer. No broker shall be allowed to attend any meeting/ bid opening. Only authorized representative on behalf of bidder, carrying authority letter/power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.
22. The bidder will be informed by the SBI on the contact details given by them, for arranging site inspection of the offered premises.
23. Premises should be away from fire hazardous establishments like petrol pump, gas godown, chemical shops & high-tension electrical wires, industrial area, thermal plants, air polluted area etc. Premises should not be located on low lying area, water logging area, flood etc.
24. The bidder who is declared successful shall be required to execute lease deed in the bank's prescribed lease deed format. No request for any deviation in the terms and conditions stipulated in the draft lease deed shall be entertained. Income Tax and other statutory clearances shall be obtained by the Owner at their own cost as and when required.
25. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes, cess, service charges shall be borne by the landlord. However, the GST, if applicable, shall be borne by the Bank on submission required documents. The landlord shall submit the Tax Invoice in the prescribed format to the BRANCHOFFICE every month for the rent due to them indicating the GST component separately. The Invoice should also contain the GSTIN number of the landlord and Bank, apart from name, address etc. of the landlord and the serial number of the invoice.
26. The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation
27. The Owner Holder should arrange to obtain the municipal license/NOC/approval of layouts etc. from Local Civic Authority/collector/town planning. Owner/GPA Holder should also obtain the occupation certificate from Municipal authorities before starting interior furniture work by bank. The required electrical power load of approximately 40 KW and if required additional electrical power load will also have to be arranged by the bidder/ lessor at his/ her own cost from the State Electricity Board in that area. The space required for installation and running of the generator will also have to be provided within the compound by the Owner/GPA Holders at no extra cost to the Bank and will not be considered in rentable area.
28. Premises having commercial / office license from Local Municipal authorities only will be accepted.
29. Owner should obtain and furnish the structural stability certificate for the premises.
30. The Owner shall provide space for installation of V-SAT device (receiver) on the terrace of the selected/finalized premises and direct/suitable access for reaching the place for repair and

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maintenance. This area will not be considered in rentable area and No separate payment shall be made to the landlord for this purpose.

31. The Owner shall provide suitable space for installation of AC Out-door units. This area will not be considered in rentable area. Bank will prefer to choose suitable location such as terrace, balcony or any other location.
32. After completion of selection process, successful bidder will have to sign MOU with Bank containing the terms & conditions, works to be carried out by the landlord etc. Landlord should intimate the bank in writing after completion of all works attaching all documents (such as occupation certificate, permission for commercial use, all statutory clearances from govt. authorities e.g. Fire department) for inspection and joint measurement of area. On satisfactory completion of work lease agreement will be executed. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
33. Rent should be inclusive of all present and future taxes whatsoever, Municipality charges, society charges, Maintenance charges and all other charges except the GST which will be paid by Bank.
34. Electricity Charges will be borne by the Bank and separate metering to be arranged by landlord but water supply should be maintained/ arranged by Landlord/ owner.
35. 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.
36. Bank is at liberty to carryout Interior works like various furniture, partition system, cubicles, cabins, panelling, AC, Lighting fixtures, fixing signages in front of premises, compactors for storage, electrical wiring for interior works etc. In the process holes will be drilled in the walls and floors, chasing for fixing the said items and/or the cables/ducts etc. The Owner should not have objection in this regard.
37. The decision to identify the successful bidder by the Bank shall be final and no correspondence will be entertained from unsuccessful bidders
38. Landlord should be in a position to give vacant possession of the premises within the time mentioned in NIT after carrying out necessary changes/alterations as required by the bank.
39. Bids received with changes/amendments in the standard Terms and conditions are liable to be rejected.
40. In case of a tie between the offers, the offer which has scored higher marks under the technical evaluation shall be awarded the tender.
41. If the bids are submitted by an authorized agent, they should be countersigned by the owner or an authority letter specifying clearly the powers and responsibilities of the agents to be enclosed.
42. The rate quoted in the price bid is inclusive of vehicle parking charges. No separate charges will be paid for vehicle parking as required by Bank.
43. The owner shall hand over the possession of the building after getting it constructed/modified/alterd 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, etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the

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entire satisfaction of the Bank. The advance shall be paid only after physical handing over of completed building.

44. The above conditions are only illustrative not exhaustive. Other works depending upon the site conditions & as directed by the bank are to be complied with
45. Preference by way of mark will be given as per merits based on Location, Exclusive buildings, Main Road approach, Parking, Age/Structural condition of Building etc.
46. Landlord should indemnify SBI from all forms of statutory requirements during currency of the contract.

### **TECHNO-COMMERCIAL EVALUATION**

The selection of premises will be done on the basis of techno commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price quoted.

#### **EXAMPLE FOR TECHNO-COMMERCIAL EVALUATION:**

- a. 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.
- b. 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:  $(81/81)*100 = 100$
- c. Assume Financial/Price (Average of 10year) quotes of three premises are as follows  
A: Rs.25 per sq.ft. Of carpet area  
B: Rs.20 per sq.ft. Of carpet area  
C: Rs.30 per sq.ft. Of carpet area
- d. 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:  $(20/30)*100 = 66.67$
- e. 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:  $(100*0.70) + (66.67*0.30) = 90.00$
- f. Successful bidder/premises would be one with highest percentile score viz. A with score of 91.40

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**ANNEXURE – I (PART OF TECHNICAL BID)**

**PREMISES REQUIRED ON LEASE**  
**BRANCH NAME: HOME LOAN CENTRE (HLC), DEWAS**  
**DISTRICT – DEWAS**

Parameters based on which technical score will be assigned by Premises Selection Committee (PSC)

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

**TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS**

The detailed list and marks assigned to each parameter is as under:

<b>Sr.No</b>	<b>Parameter</b>	<b>Maximum Marks</b>
1	Distance from nearest Bus station/ market place/ existing branch i. Upto 0.5 KMS ( 15 marks) ii. More than 0.5 KM and upto 1.0 KM (10 marks) iii. More than 1.0 KM and upto 2.0 KM (5 marks) iv. More than 2 KM (0 Marks)	15
2	Available frontage of the Premises i. Upto 15 meters (15 marks ) ii. 10 meter to 15 meter (10 marks ) iii. 6 meter to 10 meter (5 marks ) iv. Less than 6 meter (0 marks )	15
3	Nearby surroundings, approach road and location i. Commercial Market Place with wide approach (15 marks) ii. Partly Commercial/ Residential locality with wide approach (10 marks) iii. Commercial Market Place with narrow approach (5 marks) iv. Partly Commercial/ Residential locality with narrow approach (0 marks)	15
4	Quality of construction, Load Bearing/ RCC framed structure & adequately Ventilated, Ambience & Suitability of premises. i. Excellent (20 marks ) ii. Good (10 marks ) iii. Satisfactory (5 marks ) iv. Unsatisfactory (0 marks )	20
5	Availability of Premises on i. Ground floor (20 marks ) ii. First floor / Ground + First floor (10 marks )	20

Signature of the owners

6	i. Availability of Parking as specified (15 marks ) ii. Availability of Parking less than as specified (7 marks )	15
<b>Total</b>		<b>100</b>

Place:

Date:

**Name and Signature of lessor with seal if any.**

#### **MEASUREMENT OF RENTABLE CARPET AREA**

1. Rent will be paid for the Carpet area of the premises occupied by the bank which will be jointly measured by SBI and landlord. Carpet area will be measured as per IS: 3861:2002 and latest modification if any.
2. Exclusion: The Carpet area excludes the following: External walls, inner/external columns, common area, duct, lift, lift well, lift machine room, service shafts, common staircase, porch/canopy, open verandah, open and covered balcony, projection, substation, sanitary shaft, space below the window, box louver, terrace, open and covered parking space, space for DG set.
3. Inclusion: The Carpet area includes internal walls, toilets, and exclusive internal staircases at one floor (There will be deduction at one floor).

Note: The bidder shall submit carpet area measurement sheet along with the application/bid. The actual carpet area measurement shall be measured jointly by the Bank representatives and the landlord after completion of building construction / alteration.

**Signature of the owners**

**SCOPE OF WORKS TO BE CARRIED OUT BY LANDLORD**

The proposed building has to be constructed /altered with additional work as given in the drawing and the Specifications of Branch Building.

- i. The landlord should obtain the necessary statutory approval for the building plan from the Municipality/Panchayat/Town planning authority as applicable and completion/occupancy certificate upon completion of the building.
- ii. The rent will be calculated only for the Carpet area at the time of occupation of the building by the Bank (excluding the area occupied by walls, toilets, porches, external staircase, shafts for lifts, air conditioning & electrical ducts, plant rooms, sub-stations and covered parking area) after obtaining building number and production of tax paid receipt. Permit to use the Lift has to be obtained by the landlord, where lift maintenance is to be carried out by the landlord.
- iii. The following works shall be carried out as per the Layout plan issued by the Bank to the Landlord, specification of branch building (**As per Annexure 'B'**) and has to be completed in stipulated time frame.
  - a. Pre-construction and Post-construction Anti-termite treatment shall be done by the landlord.
  - b. Damp proof course to be provided at the plinth level.
  - c. Plinth level of the building should be raised sufficiently to prevent entry of rainwater / flood.
  - d. Building should have necessary setback area / terrace for security surveillance and for installation of service equipments viz., AC outdoor units, Networking / communication device installation / provisions etc.
  - e. Landlord should intimate the Bank before casting RCC for the strong rooms.
  - f. Wherever it is not required the windows shall be closed with brick work and to provide the ventilators / exhaust fan opening as per drawing.
  - g. Permanent Ramp (4 feet width) with handrails commonly for Branch & ATM having antiskid surface and gradient of 1:12 for physically handicapped (DIVYANGJAN) customers to be provided at the main entrance of the building.
  - h. Head room, if proposed, should have RCC slab and fitted with MS Rolling shutter along with regular door.
  - i. Building should have proper water supply arrangements and drainage system for storm water and sewage.
  - j. Earthling space to be provided for Earthling the Panel, UPS & Generator for Bank Requirement.
  - k. Space for Bed foundation shall be earmarked at the front / rear side of the building to place the Generator.

**Signature of the owners**

- l. Compound wall in Brick wall must be constructed all around the Branch Building for a minimum height of 7 feet. MS Gate with necessary provisions as per the instructions of Bank / Engineer must be provided.
- m. Space shall be provided to fix the AC outdoor units in the terrace area. If required, the outdoor units shall be placed on wall brackets and shall be fixed over the sun shade.
- n. Access to install Tenant's Communication devices above the terrace / head room Slab.
- o. Structural Stability Certificate for the building has to be obtained by the landlord as per the timelines / duration stipulated by the local statutory norms & regulations.
- p. Landlord to obtain commercial / office license from Local Municipal authorities at his own cost.

**Signature of Landlord/s**

**Signature of the owners**

**SPECIFICATION FOR BRANCH BUILDING**

**GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITION, ALTERATION OF A BUILDING TO BE CARRIED OUT BY LANDLORD ON HIS/HER OWN EXPENSES**

1. The structure should be RCC construction of framed structure with all external walls of 230 mm (9") thick Brick wall.
2. Two RCC Strong Rooms with a carpet area of about 150-200 sq.ft. Each for locker room & safe room should be constructed as per enclosed specification. Landlord should consult Building's Structural Engineer for structural capacity and obtain necessary advice.
3. The flooring should be of first/premium quality Vitrified Tiles (min. 2'x2') of Johnson, Kajaria, Nitco of approved colour / shade as required by Bank. Landlord should coordinate with UPS and data cable vendors of Bank for laying pipes below flooring if necessary.
4. Record Room having carpet area of 150-250 sq. ft. or as required by the bank with 9" (230mm) brick wall to be constructed with 600 mm (2 feet) width (4 nos) Kadappa/cement shelves along all sides of wall. The shelves shall have vertical support at every 900mm (3 feet) interval. The room shall have flush door finished with bison panel and paint. There should not be any direct power supply to the room.
5. UPS room having carpet area of min. 50 sq. ft. to be constructed with 4 1/2" (115 mm) brick wall with door opening of size 1.0 m x 2.10m with neatly finished edges for fixing fire rated door. The room shall have one window and two 9" dia. Opening or ventilator of size 600 x 300 mm (2' x 1') for fixing exhaust fan with MS grills.
6. Lunch room having carpet area of min. 80 sq. ft. to be constructed with 4 1/2" (115mm) brick wall and should be provided with granite platform with SS sink and Swan neck fixture.
7. Separate Toilets for Ladies & Gents cladded with premium tiles on wall and floor. Ladies toilet shall have wash basin and EWC. Gents Toilet shall have Urinal, wash basin and EWC. Premium class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided. **Exhaust Fans** are to be provided in each toilet for proper Air circulation. Sanitary fitting (Hindware, cera, Jaquar etc.,) of first quality and latest models should be provided in the toilets. Walls should have vitrified tile cladding up to 7' height. Floors should have anti skid tile. Toilets are to be provided with ventilators of size 600 x 300mm (2' x 1') for fixing exhaust fan with 12mm MS grills spacing at 2" centre to centre (c/c) both ways.
8. ATM room shall be constructed with 9" Brick wall and shall be provided with rolling shutter and vitrified tile flooring.
9. Concrete bed to be provided for an area of say 100 sq.ft. to 150 sq.ft. for installing/running a Generator within the compound at no extra cost to the bank (No separate payment shall be paid for this space). This area should have good accessibility.
10. All four sides of the building shall have plinth protection and shall have easy access.
11. All openings/windows to have glazed lockable windows preferably of UPVC or Aluminium with **security M.S. grills. Security M.S. grills (12 mm square bars spaced at 3" c/c both ways made in angle framework.** The angle framework shall be embedded in the wall all-round and should not be screwed).
12. Provision of emergency fire exit covered with collapsible channel gate, rolling shutter with centre locking arrangement and steel door of required size by the bank.

**Signature of the owners**

13. Round the clock adequate water supply, underground/overhead water tank storage to be provided by the landlord.
14. Plinth level of the building to be at least 2' (Two Feet) above the centre of present road level.
15. The Entrance steps of Ground Floor Lobby and ATM/E Corner Room at Ground Floor shall have the Jet-Black Granite steps / Suitable pavement tiles.
16. Providing accessible ramps in buildings, adaptation of toilets for wheel chair users and Braille symbols and auditory signals in elevators or lifts to facilitate the disabled persons.
17. RAMP for size of 1200 mm width (4 feet) should be provided in slope of 1:12 for both the Branch and ATM Entrance with SS handrail and Antiskid flooring / Tactile flooring. The ramp may be provided such that the ramp lands at the 4 feet width landing in front of the Branch and access is provided upto the LIFT Level for multi-storied buildings.
18. Collapsible MS grill door (clear height 7'-6") and rolling shutter with double faced central lock is to be provided at the entrance and emergency exit (if any).
19. The inner walls should be prepared and finished with full wall putty by wall care putty (full putty) of Birla, J K cement etc. The walls should be painted with at least two coats of premium interior plastic emulsion paint of reputed brands like Asian/Berger/Nerolac etc (Two coats of emulsion paint to be applied by the Landlord after completion of interior works by the Bank in coordination with Bank's vendor). All wood/M.S are to be painted with two coats of Enamel paint. The shade/colour to be approved by Bank. Ceiling to be painted with white colour tractor emulsion.
20. MS grill door, shutter, gate, windows painted with primer and premium enamel paint.
21. All the external walls / outer face of the Building has to be painted with premium emulsion paint of exterior grade by the landlord.
22. Repainting to be done by the owner/s after every 3 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.
23. Landlord to arrange for separate 3 phase EB power connection with a minimum sanctioned load of 40 KW power at their cost. This is to be arranged at the Branch/Office premises by making necessary deposits by the landlord to the Electricity Department. The required power connection to be terminated at proposed Electrical/UPS room with suitable MCCB and earthing (make approved by Banks Engineer). EB output shall be bifurcated into two outputs for UPS and RAW supply. In case of bigger premises, the additional power requirement (over and above 40KW) shall be provided by the Landlord.
24. Provision of AC Machines, Lighting fixtures, Signage's, Communication devices / tower / Antenna / UPS and wiring related to furniture/ cabins etc. will be done by the Bank at its own cost as per requirement and suitable space requirement on wall / floor / terrace to be provided by the landlord at no extra rent / cost.
25. Doors should have teak wood frames and flush doors with brass/SS hardware / UPVC material of approved specification.
26. Proper building plan showing various dimensions side elevations proposed designs etc should be submitted by the landlord to Bank
27. Steps are to be provided with granite / pavement tiles with SS railing.
28. Premises should have an independent access/direct access from road and not through some other establishment. Premises should have 24x7 free access.

**Signature of the owners**

29. A space to keep generator in building setback to be given and no rent shall be payable for this space. If it is a compounded property it should have the pucca steel gate with wicket gate. The wicket gate shall be open able and kept open round the clock for access to ATM / e corner by Bank customers.
30. Proper sewerage connection shall be arranged by the owner.
31. The building should be constructed with modern fittings and fixtures. Natural light and ventilation should be available as much as possible.
32. 24 hours Generator back up for essential services such as lift, pump etc should be provided at the landlord's cost in case of common premises / upper floors as necessary.
33. Building should be treated with anti-termite treatment at regular intervals.
34. Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction/ alteration etc. at their own cost. Landlords shall submit approved plan, Competent Authority permission, structural stability and soundness certificate, firefighting work before possession by the Bank. Rent should be inclusive of all civil works. Obtaining NOC from local authority regarding fire safety shall be the responsibility of the landlord. Bank shall not be responsible for this in any manner, nor any amount/ Bill shall be paid by the Bank for this purpose.
35. The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period.
36. In case the above mention civil works including 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).
37. Owner of the Building is solely responsible for the construction and ensuring Structural stability of Premises.
38. Any other addition/alterations in the premises are as per Bank requirement have to be constructed by landlord within a period of one month.

**Signature of the owners**

## SPECIFICATION FOR CONSTRUCTION OF STRONG ROOM

1. The Strong Room shall be of Class B as per IS 15369: 2003 and with updated modifications.
2. Construction shall be done as per the design of concerned building's structural consultant subject to minimum requirement given here.
3. In the offered existing premises necessary strengthening to be done as per the advice of structural consultant for construction and to bear the weight of lockers/SAFE etc.

### 4. WALLS

A	Wall	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum M40 / M 50
C	Reinforcement	12mm dia TMT bars spaced @ 6 inches C/C in both ways and <b>on both faces of wall</b> to form mesh and two meshes shall be staggered apart in such a way so that the reinforcement bars shall be at every 3 inches C/C in cross section with clear cover of 25mm.

### 5. FLOOR

A	Slab	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum M40 / M50
C	Reinforcement	12mm dia TMT bars spaced @ 6 inches C/C in both ways and <b>on both faces of slab</b> to form mesh and two meshes shall be staggered apart in such a way so that the reinforcement bars shall be at every 3 inches C/C in cross section with clear cover of 25mm.

### 6. ROOF (CEILING)

A	slab	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum M40 / M50
C	Reinforcement	12mm dia TMT bars spaced @ 6 inches C/C in both ways and <b>on both faces of slab</b> to form mesh and two meshes shall be staggered apart in such a way so that the reinforcement bars shall be at every 3 inches C/C in cross section with clear cover of 25mm.

**Note:** In case of existing slab, fortification with 20 mm MS bars at 3 inches C/C both ways in appropriate Angle Iron frame firmly fixed to the walls just below the ceiling level to be installed.

The number and diameter of rods shall vary if the span and thickness of floor is increased. This is in addition to the normal structural reinforcement required for the roof and floor as the design and the users of these specifications are encouraged to consult a qualified structural consultant for designing the structure namely roof, walls, floors, etc.

7. Compaction of cement concrete during casting shall be done mechanically by use of vibrators. The Data sheets of Concrete used in construction of Strong room has to be submitted to the Bank for verification and inspection of Bank's Engineer / Authorized representatives. In case of any discrepancy, landlord must arrange to submit the copy of Test certificate of Concrete cubes as necessary / as per instructions of the Bank.

**Signature of the owners**

8. Opening in the wall for strong room door and ventilator shall be left unconcreted at the position shown in the plan as per the direction of door/ventilator supplier.
9. Strong room Door/ventilator will be supplied by Bank. Its erection shall be arranged by the Landlord/premises owner under the supervision of technicians from suppliers of Door/ventilator. A concrete bed as required by supplier to be provided at the entrance for erecting the door. All civil works necessary for packing / installation of strong room doors / ventilators will be carried out by the landlord in coordination with the equipment supplier.
10. Necessary light/fan points shall be provided with switch board, Electrical Circuit of the Strong room shall not be in continuity with main supply. Power will be taken by means of loop with providing one socket inside and one socket outside the strong room nearer to door.
11. Reinforcement & cement concrete being used for construction of Strong room should be of superior quality of reputed brand.
12. Clear ceiling minimum height of minimum 3.20 m shall be provided inside the strong room. For all other areas, clear ceiling height should be minimum 3.50 m and beam bottom not less than 2.90m. Bottom of lintel height should be minimum 2.40 m at Main Entrance and 2.10 m at all other windows / doors etc.
13. The construction of strong room should be carried out in consultation with the Building Structural Engineer. A strong room construction certificate is to be obtained from a qualified Structural Engineer under whose supervision the strong room is constructed.

### **ELECTRICAL WORKS**

1. All Light Point wiring including Light & Fan (as per the drawing) of 3 x 1.5 sqmm copper FRLS Wire inside 20 MM MS conduit & controlled from modular switch and socket shall be arranged by Landlord (As per the Drawings & Make of materials)
2. Circuit Mains from LDB (Light Distribution board) of 3x 2.5 sqmm copper FRLS Wire inside 25MM MS Conduit to be arranged by Landlord (As per the drawings & make of materials).
3. LDB Shall be of 7 segment 3 Phase DB With Incomer as 63 Amps FP, outgoing each phase 32 Amps with DP RCBO 100mA (3 Nos) , & 10 Amps SP MCB 18 Nos (6 nos per phase) With Incoming Power Supply to LDB (4 x 6 sqmm & 2 run of 8 swg copper wire) copper FRLS Wire (Approved make of material)
4. Every 60-65 sq. ft area in Banking Hall having one light point controlled by one switch (modular type). Every 100 sq.ft having one ceiling fan point with two module step type electronic fan regulator. Every Room has two light points, one 1/2 point, one 6 AMP separate point and one 15 AMP power point and one ceiling fan point with electronic regulator. In toilets & pantry provision of light point and Exhaust fan point to be made. Circuit shall be changed at maximum every six points. The landlord shall arrange to acquire electrical power load equal to 1.5 times the existing requirements based on the Electrical point layout.
5. Separate electrical meter from MPSEB of respective Electrical Load as advised by the Bank (minimum 30 KW) shall be provided/installed for Branch premises by the Landlord at his own cost.
6. Wooden lockable cupboard shall be provided inside the Branch premises for covering up main switches, fuses, electrical meters etc.

**Signature of the owners**

7. Switch boards shall be fixed at 41-0" ht from floor level inside the rooms, banking hall etc. No switch board for lights /fans excepting the entrance light shall be provided in public space.
8. The bottom level of all electrical wiring shall be at 9 1-0" ht from finished floor level.
9. One plug point (5amp) shall be provided on each isolated column in banking hall, one in each room and at least three in banking hall. 15 amp power plug point shall be provided for water cooler, staff Tiffin room, manager's room and banking hall.
10. One bell point with push button and bell shall be provided at appropriate location in the Manager's room and just near main entrance door. Necessary light points with water tight brackets shall be provided for lighting the open compound, parking space etc.
11. An electrical supply board with red light and 15amp switch with plug shall be provided outside the Strong room and safe deposit vault on left hand side in order to supply power into strong room/vault through a loose wire taken out (after opening the door) from the electrical switch board inside the strong room Electricity shall not be taken through the strong room walls, so that no live current remains within the strong room o when the floor is closed. The wiring within the strong room shall be 16 SWG black stove embedded M.S. conduit of 20/25 mm.
12. Two way light points shall be provided in stair cases.
13. Each point shall be controlled by one independent switch only.
14. The wiring shall be carried out in MS conduits (16 SWG thick) with saddles at maximum 2-0" distance in case of open wiring. The point wiring shall be of copper multistrand conductors 3 X 1.5 Sqmm (phase/neutral/earth) for light/ ceiling fan point with Electronic regulator and the Circuit of Light switch board should be 3 x 2.5 sqmm (phase/neutral/earth) and 3 X 4 Sqmm/6Sqmm (phase/neutral/earth) copper wire for AC and Power Circuits points. Only standard make of wire with colour code i.e For Phase- Red/Blue/Yellow and Neutral- Black only and Earth- Green only, MS conduit (16 SWG), MCB, DBS to be used as mentioned below.
15. Opening with necessary frames , grills and electrical control point shall be provided for exhaust fans at maximum height in banking hall ( 3 nos), each toilet ( Ino) and Tiffin room (Ino) in addition to those shown in plan for other areas.
16. For each and every circuit should be provided with suitable capacity of MCB of standard make (L&T/Haggen).
17. One ELCB should be provided of required capacity along with the main switch.
18. One No. three phase DB to be installed at entry side with incomer of 63 amp TPN MCB and other outgoing MCBs to control light and power load.
19. Main power service line to be laid by the landlord from MPSEB pole to Electric Meter of suitable size of cable not less than 3.5 X 50 sqmm Aluminum XLPE Armored cable or as advised by the Bank Engineer as applicable whichever is higher of standard make as mentioned below. .
20. Tube light /LED tube fitting, Ceiling Fan (energy saver 5 star rated) and Ex.fan to be installed at each and every room & Pantry, toilets etc. by the landlord.
21. All switch/socket to be modular type only of standard make as mentioned below.
22. The Bank shall pay all charges for electricity and water consumed by the Bank in the demised premises to the appropriate authority according to the reading of the electric meter or water meters to be installed in the demised premises by the Landlord at his/their costs for the Bank's use.

**Signature of the owners**

**Declaration:**

We understood the Bank's requirements and construction / alterations/constructions to be carried out in the building and undertake to modify the building in accordance with the above specifications (annexure A & B) and as per layout plan provided by the Bank. We have consulted with building structural engineer for construction of strong rooms and we confirm to construct as per above specification. In case it is found at any stage after the building is taken over by the Bank that any of the above work has not been executed by me, I undertake that the same may be carried out by the Bank at my cost.

Place:  
Date:

Signature of Owner/Landlord /GPA Holder  
Name

**Signature of the owners**

## LEASE AGREEMENT FORMAT

The Lease Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2026 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**

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 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 both 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 \_\_\_\_\_ 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. \_\_\_\_\_ subject to TDS on or before the \_\_\_\_\_ 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 both 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

**Signature of the owners**

metres to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

2. (i) The Lessee shall be entitled at any time during the said terms; to install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.
  - (ii) To use the demised premises for the purpose/s mentioned herein below :-
    - (a) on site ATMs
    - (b) Housing of outfits of the subsidiaries/associates of the lessee.
    - (c) For cross selling purposes (d) Branch/Office of the lessee (e) Guest House etc.
  - (iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.
  - (iv) To yield and deliver up peacefully and quietly vacant possession of the demised premises to the Lessor (s) at the expiration or earlier determination of the lease period as the case may be, in a good condition except reasonable wear and tear.
  - (v) To allow the Lessor/s or his / their agents to enter, with or without workmen and / or architects, contractors etc. the demised premises or any part thereof by giving prior notice in writing to the Lessee to inspect the state and condition of the premises or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.
3. The Lessor (s) do and each of them both hereby covenant with the Lessee as follows:-
- (i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.
  - (ii) The lessor/s hereby declare and acknowledge the availment of \_\_\_\_\_ loan of Rs. \_\_\_\_\_ for the construction of new premises / for carrying out additions / alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the installments / dues for liquidation of the said loan with interest within a maximum period of 7 years as stipulated under the loan documents dated \_\_\_\_\_ and is also bound by the terms and conditions agreed to under the said loan documents.
  - (iii) The Lessor (s), shall not nor shall he/they allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.
  - (iv) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of the demised premises under the law for the

**Signature of the owners**

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 Lessor (s) shall keep the demised premises wind and water tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipments 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 money 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 money.
- (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.

4. It is hereby agreed by and between the parties hereto as follows:-

- (i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may make payment of the same and such payment shall be against adjustment of future rents payable.
- (ii) If the Lessor (s) shall fail or neglect to pay rents, revenues, rates, taxes, impositions, 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

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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 3 (three) calendar** months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.
- (vi) If the lessors shall at any time fail and neglect to perform and observe any of the covenants and conditions herein contained and on his/their part to be observed and performed then the Lessee shall be entitled at its option to forthwith determine this Lease.
- (vii) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessees a lease for further period/s of 5+5 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 \_\_\_% 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 here in above the lessee shall be entitled to surrender, leave and deliver the unused, un utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un 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

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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.

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)  
Address :

SIGNED SEALED AND DELIVERED

By the above named  
In the presence of For and on behalf of State  
Bank of India,  
\_\_\_\_\_ Br.  
Lessee

Witness :-

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

**Signature of the owners**

**TENDER FOR PREMISES ON LEASE**

**UNDERTAKING FOR WILLINGNESS TO CARRYOUT CIVIL AND ELECTRICAL WORK,  
MODIFICATIONS IN THE BUILDING FOR HOME LOAN CENTRE (HLC), AT DEWAS  
DISTRICT – DEWAS (MADHYA PRADESH)**

I/We \_\_\_\_\_ (Name) or M/s. \_\_\_\_\_ (Name of  
the Company/Body/Firm etc.) hereby confirm that I/we are the owner(s) of the Premises as  
described/situated at \_\_\_\_\_  
\_\_\_\_\_ (Address)

I/We hereby agree to carryout Civil works, modifications of the building as per bank  
requirement(specification of building) mentioned in the tender.

Signature of Owner (with seal if applicable)

Name of the signatory:

Place:

Date:

Signature of the owners

**PRICE BID**

**BRANCH NAME: HOME LOAN CENTRE (HLC), DEWAS, DISTRICT – DEWAS (MADHYA PRADESH)**

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

With reference to your advertisement in the..... dated..... and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I/We offer the premises owned by us for Commercial/office use on lease basis on the following terms and conditions:

**GENERAL  
INFORMATION:  
LOCATION:**

A	Name of the Building	
A1	Door No.	
A2	Name of the Street	
A3	Name of the City	
A4	Pin Code	
B	i. Name of the Owner ii. Address iii. Name of the Contact person iv. Mobile No; v. Email address	

Place:

Date:

**Name and Signature of lessor with seal if any.**

**Signature of the owners**

**RENT :**

Level of floor / Floors	Carpet area in Sq ft	Rent per Sqft per month in Rs. # Please refer note below	Total rent per month
<b>Total</b>			

# Rentable area will be based on "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, service charges like society charges, maintenance charges etc. and will not be paid separately by the Bank.

The GST if levied on rent paid shall be reimbursed by the SBI to the landlord on production of receipt 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 owners**