NIT No.	SBIOBCHE032025
DATE	20.06.2026

STATE BANK OF INDIA
OVERSEAS BRANCH, CHENNAI (4804)

INVITES TENDER FOR HIRING OF PREMISES ON LEASE RENTAL FOR OVERSEAS BRANCH, CHENNAI

Last date for submission of Tenders: 3.00 p.m. on 13/07/2026

Tenders to be submitted to:-

THE DEPUTY GENERAL MANAGER & BRANCH HEAD
STATE BANK OF INDIA,
OVERSEAS BRANCH,
86, RAJAJI SALAI, CHENNAI - 600001

TENDER SUBMITTED BY:

Name :_____

Address : _____

Email : _____

Signature of landlord/owner/GPA Holder

Draft content for newspaper advt.

STATE BANK OF INDIA

PREMISES REQUIRED ON LEASE

State Bank of India (SBI) invites applications from eligible landlords to offer premises on lease for Overseas Branch, Chennai within Central Business District ,Chennai on lease/rental basis for the Bank. Please log on to our website **bank.sbi => SBI in the news =>Procurement news** for further details and to download application form. Last date of submission:13/07/2026 Corrigendum, if any, will be published only in website.

-Deputy General Manager & Branch Head

Date: 20/06/2026

Signature of landlord/owner/GPA Holder

NOTICE INVITING TENDER (NIT)

PREMISES REQUIRED ON LEASE

State Bank of India, invites tender in Two bid system from the Landlords/Legal owners/PA holders.

1	Name of Work	Tender to acquire office premises on lease rental for commercial Ready built or under Construction or proposed construction on plots for commercial building/premises which will be regularized or converted in to commercial use with a carpet area of approximately 8000 to 9000 sq. ft. (743.224 sq.m) (+ 25%) within Central Business District ,Chennai on lease/rental basis for the Bank for shifting of Overseas Branch, Chennai.
2	Bid Document Availability including Corrigendum if any	FROM 20/06/2026 to 13.07.2026 Refer Bank's website **bank.sbi => SBI in the news =>Procurement news**.
3	EMD (Earnest Money Deposit)	Nil.
4	Clarification of queries	In the Pre-bid meeting only
5	Pre Bid Meeting	FROM 3.00 PM to 4.00 PM on 04/07/2026
6	Pre Bid Meeting Venue	State Bank of India, Overseas Branch, 86, Rajaji Salai, Chennai 600001
7	Last date and time for submission of tender	**3.00 p.m. on 13/07/2026**
8	Place, Address for submission of tender/contact person /telephone no	The Deputy General Manager & Branch Head State Bank of India, Overseas Branch, 86, Rajaji Salai, Chennai 600001 Contact person(s): Assistant General Manager & COO Mob : 6363862833 Chief Manager Mob : 9789744332
9	Date, Time and Place of opening of Technical Bid (Representatives of Bidder may be present during opening of Bids. However, Bids would be opened even in the absence of any or all the bidder's representatives)	On 13/07/2026 at 4.00 PM The Deputy General Manager & Branch Head State Bank of India, Overseas Branch, 86, Rajaji Salai, Chennai 600001
10	Date, Time and Place of opening of Commercial/price Bids	On a subsequent date which will be communicated to such bidders who qualify in the Technical evaluation.
11	Bid validity	The offers/tenders should be valid for 04 (Four) months from the last date of receipt of the tender
12	Technical Evaluation of Bids	By a committee comprising of officers from State Bank of India

Signature of landlord/owner/GPA Holder

13	MOU	to be signed by bank and successful bidder
14	Timeline for handing over the complete possession of premises as per Bank requirement	Ready Built- 30 Days Under Construction-2 months Proposed Construction-6 Months from the date of signing MOU, to handover ready to occupy premises as per the plan approved by bank.
15	Contact info of RBO / Branch officials	Assistant General Manager & COO Mob : 6363862833 Chief Manager Mob : 9789744332

The interested Landlords/owners/PoA holders should submit their offers in the bank's prescribed formats in **Two cover system i.e 'Technical Bid' and 'Price Bid' separately**.

These formats can be downloaded from Bank's website www.sbi.co.in under 'Procurement News'

The application/tender forms in two separate sealed covers shall be superscribed as under:

Cover -1- 'Technical Bid: Lease Premises for Overseas Branch, Chennai'

Cover -2- 'Price Bid: Lease Premises for Overseas Branch, Chennai'

Name of bidder should be clearly written on each cover.

The above two covers should be sealed in a third cover with name, mobile number and active email of the applicant and the name of the branch/office for which the premises is being offered clearly indicated thereon, should be submitted/sent to below mentioned address to reach up to **3.00 PM on 13/07/2026**

The Deputy General Manager & Branch Head
State Bank of India,
Overseas Branch,
86, Rajaji Salai, Chennai 600001

Only authorized representative on behalf of bidder, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to sign the document/Application/attend any meeting/ bid opening.

Incomplete or late received offers will not be entertained. No brokerage will be paid.
The Bank reserves the rights to cancel/reject any offer without assigning any reason thereof.

Corrigendum if any would be posted on the website only. Hence, applicants are advised to visit website regularly for above purpose.

Bank reserves the right to accept or reject any or all bids without assigning any reasons.

All pages of the draft agreement shall be signed as a token of acceptance and shall be submitted along with technical bid. Applications without signed agreement copy shall summarily be rejected.

Deputy General Manager & Branch Head

Signature of landlord/owner/GPA Holder

Important points of parameters: -

1.	Carpet Area	Approximately 8000 to 9000 Sq. ft. (743.224 Sqm) + (+25%) *(The measurement of carpet area shall be as per definition of carpet area mentioned in the document.)*
2.	Covered Parking Space	Preferable for minimum 12 Cars and 50 two wheelers.
3.	Open parking area	Exclusive Open parking area for Bank's customers to be provided at free of cost.
4.	Amenities as per terms & conditions	24 hours water facility, Electricity load as per requirement, Ramp with SS 304 handrails, Space for Generator, V-SAT antenna, AC outdoor units etc.
5.	Desired location	within Central Business District ,Chennai
6.	Preference	i. Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. ii. Single floor (Ground Floor) iii. Govt. Departments / PSU / Banks
7.	Premises requirements	Least clear width of the premises shall not be less than 30' and least height from FFL to Roof beam bottom shall not be less than 9'6". Landlord has to carry out all Civil & Electrical works as per the specifications & layout issued by the Bank. Interior furnishing, internal wiring, air-conditioning will be carried out by the Bank.
8.	Initial period of lease	Initial 5 years + option of 5 years with predetermined increase in rent @ 15% - 25% after expiry of first term of 5 years.
9.	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids.
10.	Validity of offer	4 months from the date of submission of the offer
11.	Stamp duty / registration charges	To be shared in the ratio of 50:50.
12.	Fitment Period	45 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank

The successful bidder shall hand-over the vacant possession of the premises to the Bank 45 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. It is clarified that Bank shall not be liable for any rent/ premium etc. to the successful bidder during the aforesaid period of 45 days.

Corrigendum/ addendum can be issued up to one (1) day before the date submission. Hence, bidders are advised to visit Bank's website regularly till one week after the last date of submission.

Signature of landlord/owner/GPA Holder

(to be submitted in separate envelope superscribing Technical Bid for premises for

Overseas Branch, Chennai

TENDER FOR PREMISES FOR OVERSEAS BRANCH, CHENNAI

COVER-1--TECHNICAL BID

The Deputy General Manager & Branch Head
State Bank of India,
Overseas Branch,
86, Rajaji Salai, Chennai 600001

Dear Sir

With reference to your advertisement in the local dailies_____ dated_____, I / we hereby offer the premises owned by us for housing your branch / office on lease basis: (A Copy of the Plan of the building with clearly earmarked portion of the building being offered to the Bank is enclosed. The desired information are given as under):

A	**General Information:**	
1	Name of the Landlord/Owner Address	
2	Mobile No.	
3	Email Address	
4	Complete address of premises/property offered	
6	Name of the building, if any	
7	Door No.	
8	Name of the street	
9	Name of the city/mandal/District	
10	Pin code	
B	**Technical information:** *(For ready built/under construction building)*	

Signature of landlord/owner/GPA Holder

1	Building – Load bearing or Framed structure	
2	Type of building – Residential/commercial/Institutional/Industrial/	
3	Total No. of floors	
4	Level of the premises offered i.e GF/GF+FF/FF	
5	Year of construction and age of the building	
6	Building ready for occupation – Yes / No	
7	If No, how much time will be required for occupation	
8	Carpet area of the premises offered (enclose detailed calculation)	
9	Whether the offered property is under mortgage -– Yes / No	
10	If Yes, provide details	
C	**Technical information:** *(For vacant plot only)*	
1	Dimensions of the plot in feet	
2	Classification of the plot- (Residential/Agricultural/Commercial)	
3	Distance from Main road	
4	Whether free of Encumbrance – Yes / No	
5	Min. Setback required as per local approving authority	
6	Any other issues viz. court cases, partitioning etc. – Please mention	
D	**Misc. requirements**:	
1	Electrical power supply – Yes / No	
2	Total Load available in KW	
3	Running water supply – Yes / No	

Signature of landlord/owner/GPA Holder

4	Whether plans are approved by the local authorities – Yes / No(Enclose copies)	
5	Whether NOC from the Govt. 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	
10	Whether lift facilities are available – Yes / No	
11	No. of covered car parking/scooter parking which are to be offered Exclusively to the Bank.	1) Car – ……. nos. 2) Scooter – ……... nos.
12	Mention the list of any other amenities which are provided	
13	Any additional information	
14	Whether the building offered will be exclusive for SBI	**YES / NO**
15	If NO, please provide details of other tenants.	

Please Enclose:

1. Copy of Approved Plan
2. Copy of Encumbrance Certificate
3. Location Map/Site Plan
4. Photos of the premises
5. Copy of occupation certificate
6. Copy of proof for commercial use/license
7. Documents in support of Eligibility Criteria
8. Premises Carpet area Statement
9. Proof of ownership – Title deed, latest property tax receipt
10. **Tentative Plan showing proposed building for SBI with space for parking & DG Set.**
11. Other documents if any

Signature of landlord/owner/GPA Holder

Declaration

I/We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer for the 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, Lunch room, UPS room, toilets etc. with all fittings and fixtures, vitrified tile flooring, other works as per Bank's specifications and requirement

I/We shall not demand any increase in rent apart from mutually agreed terms & conditions during currency of the agreement.

Place: Signature of Owner/GPA Holder

Date: Name

Note: 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.

MEASUREMENT OF (RENTABLE) CARPET AREA

1) Rent will be paid for the Carpet area of the Branch & ATM premises occupied by the bank which will be jointly measured by SBI and landlord. No extra in rent/area shall be entertained for the setback/frontage in & around the building, DG & entrance porch, external steps & ramp etc.

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, exclusive internal staircases, if any, at one floor for G+1 structure (There will be deduction at another floor).

Note: The bidder shall submit carpet area measurement sheet along with the application/bid.

Signature of landlord/owner/GPA Holder

GENERAL TERMS & CONDITIONS

1) Preference will be given for Premises owned by Govt. Departments/PSU/Banks.
2) Rent quoted for carpet area of the building & ATM. No extra cost shall be payable for setback, parking, frontage areas/ any other vacant space in & around the proposed branch building.
3) The property including setback and frontage area to be properly secured with compound wall (min 5' height from plinth level) with necessary Main gate & wicket gate.
4) In case of existing building, RCC framed structure should have been constructed as per the sanction/ approved plan of the competent development authority / town planning authority. The building should be well maintained. Property tax shall be assessed for the building as commercial category.
5) Permission for commercial use of premises/approved plan/ any other acceptable proof for commercial use should be provided.
6) Premises should have occupation certificate or any acceptable proof issued by the competent authority
7) The entire property shall belong to same owner(s). 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.
8) Tenderer should ensure that proposed building including the land is free from any dispute/encumbrance in any court of law.
9) Offers from landlords/owners/title holders only would be acceptable
10) Tenderer should ensure that proposed building/plot have no dues of any revenue/tax authority/statutory authority.
11) Space should be given for placing Bank's name board at entrance/ front façade.
12) Late received or incomplete offers will not be entertained.
13) No brokerage will be paid.
14) 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/GPA Holders and the Bank.
15) The period of lease will be for 10 years (Initial period of 5 years + additional 5 years with predetermined increase viz. 15% to 25% 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.
16) Quoted rent 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)
17) Tender document received after due date and time shall not be considered. Delay in Postal services will not be considered.
18) 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 over-writing or use of white ink is to be duly authenticated under full signature of the bidder/authorized signatory.

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) 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/GPA Holders at their own cost as and when required.
24) 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 BRANCH OFFICE 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.
25) 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
26) The Owner/GPA 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.
27) Owner/GPA Holder should obtain and furnish the structural stability certificate for the premises.
28) The Owner/GPA Holder 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 maintenance. This area will not be considered in rentable area and No separate payment shall be made to the landlord for this purpose.

29) The Owner/GPA Holder 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, facade or any other location.
30) 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.
31) 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.
32) 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
33) Bank is at liberty to carryout Interior works like various furniture, partition system, cubicles, cabins, false ceiling, paneling, AC, Lighting fixtures, fixing signage 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/GPA Holder should not have objection in this regard.
34) The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders
35) Landlord should be able to give vacant possession of the premises within the time mentioned in NIT after carrying out necessary changes/alterations as required by the bank.
36) Bids received with changes/amendments in the standard Terms and conditions are liable to be rejected.
37) In case of a tie between the offers, the offer which has scored higher marks under the technical evaluation shall be awarded the tender
38) If the bids are submitted by an authorized agent/GPA holder, they should be countersigned by the owner or an authority letter specifying clearly the powers and responsibilities of the agents/GPA to be enclosed.
39) 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.
40) The owner shall hand over the possession of the building after getting it constructed/modified/altered 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.

41) 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.
42) Landlord should indemnify SBI from all forms of statutory requirements during currency of the contract.
43) Landlord under any unacceptable circumstances/unilaterally, shall not demand the bank to vacate the premises before completion of at least 20 years. In such cases, Landlord is liable to compensate the losses incurred by the Bank towards shifting to another location.
44) The advance as mentioned will be paid only after physical handing over of completed building.
45) After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation of the premises by the Bank which shall not include the fitment period of 45 days. However, even after completion of interior furnishing works, branch will be shifted only if the EB connection of requisite load is made available by the landlord.
46) The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
47) 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.
48) Bank's decision in this regard shall be final and binding on all the bidders. In case of any dispute, jurisdiction of Court in all cases shall be in Pondicherry/Chennai only till finalization of the successful bidder.
49) 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.

MODE OF SELECTION OF PREMISES

1) All Technical bids will be first opened and applications will be screened. All the eligible premises will be visited by the committee to verify the suitability on various aspects.

2) BIDDER'S ELIGIBILITY CRITERIA: -

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the bidder/premises does not satisfy the below mentioned eligibility criteria, the bid will be **rejected**.

S. N	Eligibility Criteria	Documents to be submitted
1	Should have/should undertake to submit Local Authority approval for Building	Plan Approval/Permit Order from Govt. Authorities
2	Should have/should undertake to submit Occupancy certificate of the building	Occupancy Certificate issued by competent authority or any acceptable documents to the satisfaction of premises selection committee
3	Should have/should undertake to submit permission for commercial use of premises	approved plan/ any other acceptable proof for commercial use
4	Should not have Hindrance from other occupants/ structures	As assessed by Premises Selection Committee
5	Suitability of Location and surrounding	Assessed by Premises Selection committee
6	Suitability of Building for setting up the Branch/Office	Assessed by Premises Selection committee
7	Should have sufficient space for vehicle parking	Assessed by Premises Selection committee
8	Premises offered should be in Ground Floor(or) Ground Floor + First Floor (with internal stair)	As per the offer submitted by bidder
9	Should have Access to Divyangjan by Ramp/LIFT	Assessed by Premises Selection committee
10	Landlord should be willing to carryout modification; civil works as per bank requirement at his/her own cost (refer Specification of building).	Undertaking as per Annexure

Documentary evidence must be furnished against each of the above criteria. All documents must be signed by the authorized signatory of the bidder.

Signature of landlord/owner/GPA Holder

3) Premises meeting the above eligibility criteria will be awarded marks based on following parameters:-

S.N	Parameters	Marks	Max. Marks
1.	Readiness of Building *(If the building or plot does not have adequate dimensions, marks will be '0')*	• Ready-built structure with feasibility for addition/alteration - **10** • Under construction – **05** • Proposed construction - **02**	10
2.	Carpet area feasibility	• Equal to or more than specified - **05** • Less than specified - **00**	05
3.	Offered Floor* *(For other than GF, marks will be awarded only if lift/internal staircase is available. Otherwise marks will be '0')*	• Entire Ground Floor - **10** • GF + immediate Upper floor with internal lift + stair: **05** • GF + Immediate Upper Floor with internal stair: **02**	10
4.	Age of Building	• < one year - **10** • 1 to 5 years - **07** • 5+ to 10 years - **05** • > 10 years - **00**	10
5.	Road facing	• Main road junction - **10** • Main road – **07** • Inner side from main road - **05** • Far from main road - **00**	10
6.	<u>Location</u> Location shall include factors such as general characteristics/nature of the locality, neighborhood/proximity, Business potential and its suitability for Branch/Office as assessed by Premises selection committee	• Commercial market place with wide approach - **15** • Partly commercial / residential locality with wide approach - **10** • Commercial market place with narrow approach - **05** • Partly commercial/Residential locality with narrow approach - **00**	15
7.	Covered parking space exclusive for SBI (Allotted Parking)	• Availability of parking as specified - **10** • Availability of parking less than specified but up to 50% of total requirement - **05** • No parking (less than 50% of requirement) - **00**	10
8.	Clear width of the building *(least measurement in the size of the building either existing or proposed. Width of proposed building shall be determined excl. setback)*	• 40' & above - **15** • 35' & above - **10** • 30' & above – **05** • Less than 30' - **00**	15
9.	Natural Ventilation and lighting	**5 to 0**	05
10.	<u>Suitability of building as assessed by the committee</u> Suitability of premises for Branch/office on various factors viz. building type, Frontage, Prominence, suitability for setting up various sections of branch (interior), broad entrance, ATM location etc. (in case of proposed construction, it will be judged on layout plan)	**10 to 0**	10
		Max. Total Marks	100

**Above stilt (parking) will be considered as First floor *Committee's decision in this regard is final.*

Signature of landlord/owner/GPA Holder

4) **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. Average rate quoted for 10 year period will be considered for evaluation

5) **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

SPECIFICATION OF BUILDING

GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF A BUILDING TO BE CARRIED BY LANDLORD ON HIS/HER OWN EXPENSES

1) 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/prone to flooding etc.
2) The structure should be RCC FRAMED construction with all external walls of min. 9" thick Brick wall.
3) The property including setback and frontage area to be properly secured with compound wall (min 5' from plinth level) with necessary Main gate & wicket gate.
4) Two RCC Strong Rooms with a carpet area of about 100-150 sq.ft. each for locker room & safe room should be constructed as per enclosed specification. Landlord should consult Building's Structural Engineer for structural stability and obtain necessary advice.
5) High strength floor to withstand min. load of 167 kgs per sq.ft (Certificate is to be obtained from a qualified Structural Engineer)
6) The flooring should be of first/premium quality Vitrified Tiles (min. 2'x2') of Johnson, Kajaria, Nitco, Marbito, RAK of **Glossy white/pearl white** shade as required by Bank. Landlord should coordinate with UPS and data cable vendors of Bank for laying pipes below flooring.
7) Record Room having carpet area of min. 100 sq. ft. or as required by the bank with 4 1/2" (115mm) brick wall to be constructed with box of size 3' X 2' X 1'6" (depth) Kadappa/cement shelves along all sides of wall. The shelves shall have vertical support at every 3' interval. The room shall have flush door finished with bison panel and paint. There should not direct power supply to the room.
8) UPS room having carpet area of min. 50-80 sq. ft. to be constructed with 4 1/2" (115mm) 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 two 1' dia. Openings or one 3' X 2' opening secured with MS grills for fixing exhaust fans. Fire rated door & exhaust fans will be fixed by the Bank.
9) Lunch room having carpet area of min. 80-100 sq. ft. to be constructed with 4 1/2" (115mm) brickwall and should be provided with granite platform with SS sink, necessary plumbing lines etc.
10) Separate Toilets for Ladies & Gents cladded with latest tiles on wall and floor. Ladies toilet shall have wash basin and EWC. Gents Toilet shall have Urinal, wash basin and EWC. 1st 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 (Parryware, hindware, Toto, Jaquar etc.,) of first quality and modern should be provided in the toilets. Walls should have ceramic tile of size 12"x24" cladding with highlighter up to 7' height. Floors should have anti-skid tile. Toilets are to be provided with ventilators secured with MS grills.

11) ATM room shall be constructed with 9" Brick wall and shall be provided with rolling shutter and vitrified tile flooring.
12) Concrete bed to be provided for an area of say 80 to 100 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.
13) All four sides of the building shall have plinth protection and shall have easy access for maintenance.
14) All openings/windows to have glazed lockable windows preferably of UPVC or Aluminium with security M.S. grills. The security M.S. grills (12mm square bars spaced at 4"c/c both ways made in angle framework. The angle framework shall be embedded in the wall all-round).
15) Round the clock adequate water supply, underground/overhead water tank storage to be provided by the landlord.
16) Plinth level of the building to be at least 2' (Two Feet) above the centre of present road level. The Ground floor entrance of Branch & ATM and up to LIFT should be provided with 4' width ramp having slope of 1:12 with SS 304 handrails on both sides.
17) The Entrance steps of Ground Floor Lobby and ATM/E-Corner Room at Ground Floor shall have the **Jet Black Granite steps**
18) As per the non-discrimination clause of RPWD Act 2016, premises should comply with requirements of providing ramps (as above) in buildings, adaptation of toilets for wheel chair users and Braille symbols and auditory signals in elevators or lifts to facilitate the disabled persons.
19) Collapsible grill door (clear height 7') and rolling shutter with double faced central lock is to be provided at the entrance and emergency exit (if any).
20) The inner walls should be finished with wall care putty of Birla, altek 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. **(final coat of paint to be applied after completion of interior works)**. 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.
21) 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.
22) Provision of AC Machines, Lighting fixtures, Signage's, UPS and wiring related to furniture/ cabins etc. will be done by the Bank at its own cost as per requirement.
23) Doors should have teak wood frames and Flush doors with brass/SS hardware.
24) Proper building plan showing various dimensions side elevations proposed designs etc. should be submitted by the landlord to Bank
25) Steps are to be provided with anti-skid tile / granite with SS railing

26) Premises should have an independent access/direct access from road and not through some other establishment. Premises should have 24x7 free accesses.
27) Proper sewerage connection shall be arranged by the owner
28) The building should be constructed with modern fittings and fixtures. Natural light and ventilation should be available
29) In case of multi-storied building with common power backup setup, landlord shall arrange for 24hours Generator back up for essential services such as lift, pump etc. should be provided covering under maintenance charges.
30) Building should be treated with anti-termite treatment at regular intervals i.e. once in 05 years.
31) 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.
32) At least one toilet to be made operational before commencement of interior works facilitating proper sanitation for workers.
33) 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).
34) Owner of the Building is solely responsible for the construction and Structural stability of Premises.
35) Any other addition/alterations in the premises are as per Bank requirement have to be constructed by landlord within a period of one month.
36) Landlord shall not construct any structure obstructing view of the proposed branch building and shall not utilize/occupy the vacant/setback/parking space within the compound wall.
37) Landlord shall not undertake any vertical expansion of the branch building without obtaining 'No Objection' from the Bank.
38) The owner shall obtain a three-phase sanctioned load as per Bank`s requirements from TNEB/Pondicherry Electricity department (based on Branch's Geographical location) including all the switch gears, transformer, cables up to and including EB energy meter required for the above power connection, at his own cost. (Cost including the security deposit, OYEC charges or any other applicable fees/ charges with TNEB/ Electricity department Govt. of Pondicherry for energizing the connection. All the necessary approvals and sanction to be obtained from TNEB/ Electricity department Govt. of Pondicherry and Department of Electrical Inspectorate for energizing the power connection to be arranged by the landlord at his cost before occupation.

39) The required power connection should have termination arrangement at the proposed TNEB meter panel area with suitable MCCB with HRC fuses and required earthing (Rating and make approved by Banks Engineer).
40) Monthly Electricity Charges on actual usage will be borne by the Bank and separate metering to be arranged by landlord.
41) Necessary LED light fittings/Fans (ceiling & Exhaust) for Locker, Safe, record, dining, Toilet area and other utility areas shall be provided as per the Bank`s layout / Bank Engineer requirements. 6 way 3 phase lighting DB to be provided as per given: Main incomer – 40A, 4pole MCB, Outgoing – 3 nos. 32A RCBO and 6 nos. 6/10/16A SP MCB in each phase. Necessary wiring will be done by Bank.
42) In case of any increase in statutory deposit viz. EB, taxes etc. shall be borne by the landlord.
43) NOC and the space required for installation and running of the Diesel Generator have to be provided within the compound by the landlord at no extra cost to the Bank and will not be considered in rentable area. 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 2.5 M x Width 1.3 M) of 30 cm high PCC foundation for placing the Diesel Generator set at the site.
44) If it is a compounded property it should have 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.

NOTE: STRONG ROOMS SHOULD BE STRICTLY IN COMPLIANCE WITH THE BANK'S SPECIFICATIONS. NO DEVIATIONS OF ANY KIND SHALL BE ENTERTAINED. PRIOR CLEARANCE FROM THE BANK'S ENGINEER TO BE OBTAINED BEFORE CASTING OF RCC. IT IS SOLE RESPONSIBILITY OF THE LANDLORD TOWARDS FITNESS OF THE BUILDING, IN PARTICULAR THE STRONG ROOMS.

SPECIFICATION FOR CONSTRUCTION OF STRONG ROOM

1.The Strong Room shall be of Class B of 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**
C	Reinforcement	Double mat 12mm dia TMT bars spaced @ 6 inches C/C in bothways and to form mesh pattern with staggered arrangement 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	Floor	RCC of 12 inches thick (30 cm)
B	Grade of concrete	Minimum **M40**
C	Reinforcement	Double mat 12mm dia TMT bars spaced @ 6 inches C/C in bothways and to form mesh pattern with staggered arrangement 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**
C	Reinforcement	Double mat 12mm dia TMT bars spaced @ 6 inches C/C in bothways and to form mesh pattern with staggered arrangement 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 20mm 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.

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.

11. Reinforcement & cement concrete being used for construction of Strong room should be of superior quality of reputed brand.

NOTE:

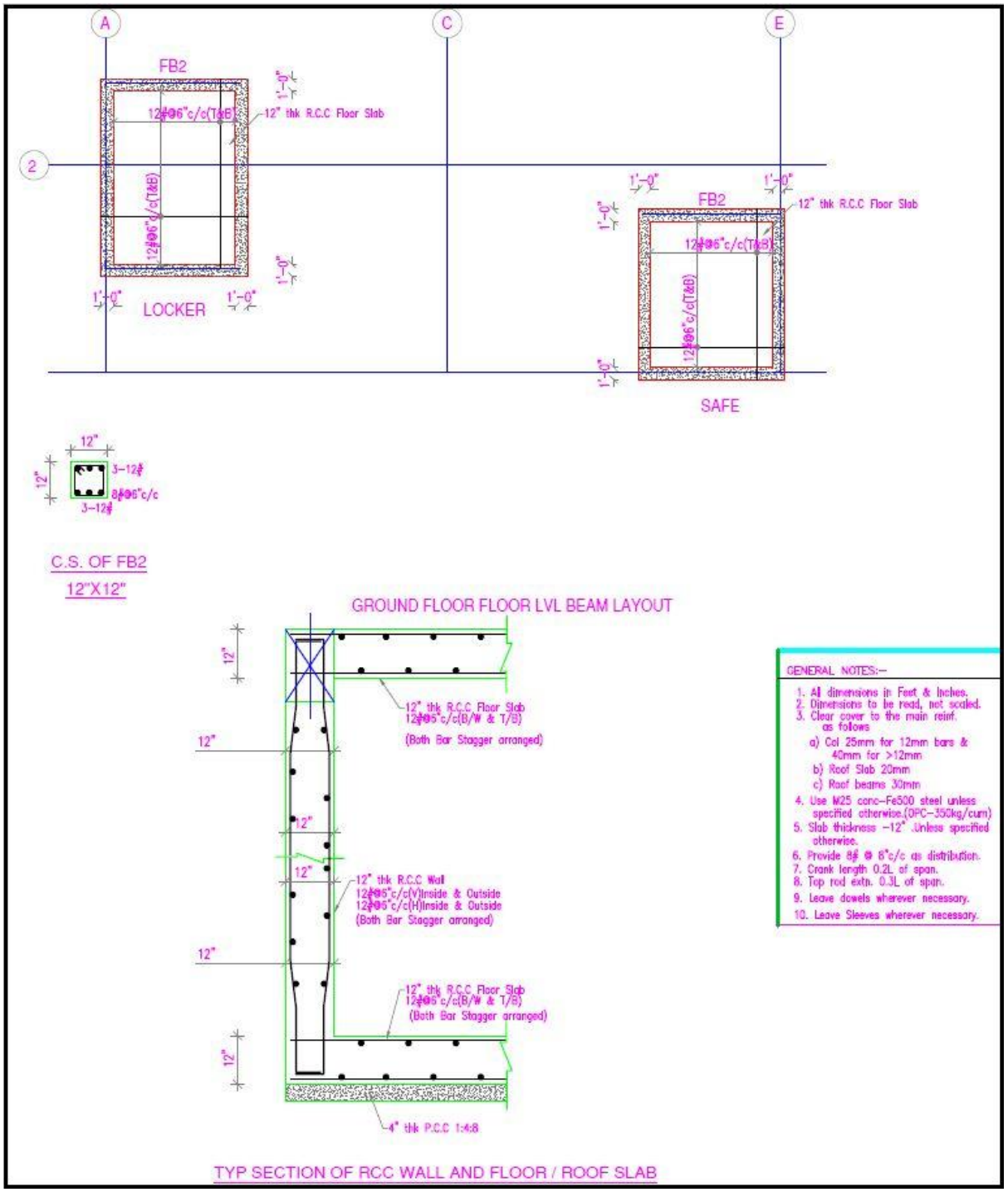
1. Door opening & ventilator opening for the strong rooms to be provided as per the instructions of door supplier identified by the Bank. Prior intimation to be given to the Bank before casting the RCC for strong rooms.
2. Clear ceiling minimum height of 260cm shall be provided inside the strong room.
3. 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.

Declaration:

We understand the bank's requirements and alterations/constructions to be carried out in the building and undertake to modify the building in accordance with the above specifications 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: Signature of Owner/GPA Holder

Date: Name



Note: Door opening and Ventilator opening to be finalized in consultation with Door supplier identified by Overseas Branch, Chennai.

Signature of landlord/owner/GPA Holder

FORMAT OF MEMORANDUM OF UNDERSTANDING (MOU)

(NOT TO BE FILLED)

BRANCH	OVERSEAS BRANCH, CHENNAI

This Memorandum of Understanding (MOU) is signed on __/__/20.. by the Owner/s / PA holder of Premises and the Bank representative. The owner is confirming to let out the building as detailed below after undertaking the agreed construction alteration, addition and modification as per the drawings and the list of works attached along with the MOU on the following terms and conditions.

1	Name of the owner	:	…….
2	Address of the proposed premises	:	……
3	**Carpet Area Details** (Ground Floor - incl ATM)	:	Altogether …….Sqft approx. (Actual carpet area as per T&C will be measured at the time of taking possession.)
4	Rent per month	:	Rent paid **per month** as below:
		:	**Rs. ……..** The rent rate per sqft is worked out **Rs. …… per Sqft** for **……..Sqft** of carpet area
5	Rental Deposit and Commencement of Rent	:	Interest free Rental Deposit equivalent to **SIX MONTHS** rent shall be paid at the time of taking possession of the premises. Interest free Rental Deposit equivalent to SIX **MONTH rent** shall be paid. Rent will commence after completing the LESSOR scope of work and obtaining permanent power supply. During the time period, the LESSEE shall also start the interior work if they wish to commence the work.
6	GST	:	To be paid as Extra by Bank.
7	Lease Period	:	Lease period for 10 years. (Initial period of 5 years + option of 5 years renewal with an increase of 15% to 25% after expiry of first term of 5 years at the time of renewal.)
8	Amenities	:	Water, Underground Sump, Over Head tank, enhanced 3 phase EB Power supply as per Bank's requirement. The toilet facilities (Separately for Gents and Ladies) shall be done and also provide power backup generator for lift purpose if any. The details of work to be done along with the drawings are attached with this MOU as annexures and the same along with application form shall form the part of MOU.

Signature of landlord/owner/GPA Holder

- Permit to provide the Bank glow sign Board in the façade of building.
- Landlord should not undertake any construction in front side of the main entrance obstructing the access, view & parking facility of the proposed branch, in future without consent of the Bank.
- To provide adequate space to keep Generator and to provide reinforced bedding for generator installation at the ground floor at no extra cost.
- No additional rent shall be payable towards Generator space and parking area.
- Addition and alteration to the existing building as per the drawing.
- Providing **Glossy Vitrified tiles flooring of size 2' x 2' or 3' x 3'**of premium brand for the premises, if not available.
- Provision of door shutters, Collapsible gates, Rolling shutters as per plan.
- If required, the landlords shall provide the additional space in the same building for the expansion plan of the outfit with agreed rent in future, if available.
- To execute the lease deed in favor of the bank for 10 years (initial 5 years + option of 5 years) and there after renewed with an increase of 15% to 25% over the existing rent. The lease deed should be registered and the registration charges shall be shared between the landlord and the Bank equally.
- To accept the carpet area as jointly measured by Bank's Module Engineer and the rent will be payable as Lump sum.
- To provide water supply and toilet facilities. At least one toilet to be made ready before commencement of interior works by the Bank.
- Terrace may be utilized as per Bank's requirement if any, without any additional rent.
- GST on lease rent to be paid by the Bank. All other taxes are to be borne by the land lord.
- The premises shall be taken over from the date after the landlords completing the works in all respect as per the annexure enclosed.
- The list of works to be carried out by the land lord and the Civil Works related drawings are enclosed as annex which shall also form the part of MOU.

CIVIL WORKS TO BE CARRIED OUT BY LANDLORD

The proposed building has to be altered with additional work as given in the drawing.

i. The landlord should obtain the necessary statutory approval for the building plan from the Municipality/Panchayath and completion/occupancy certificate upon completion of the building.

ii. Required carpet area of the premises is ……..Sqft approximately. The rent will be calculated only for the **Carpet area (as defined above)** at the time of occupation of the building by the Bank after obtaining building number and production of tax paid receipt.

iii. Permit to use the Lift, where lift maintenance to be carried out by the landlord.

iv. The following Civil & Electrical works shall be carried out as per the drawing and completed in stipulated time frame.

a. Landlord has to construct two nos. of RCC Strong rooms (as per the specifications & drawings) for Locker with an approximate carpet area of about 100-150Sq. ft and for cash room with an approximate carpet area of 100-150Sq. ft as per bank's specification. Strong room doors& ventilators shall be supplied by the Bank.

b. Landlord should intimate the Bank before casting RCC for the strong rooms.

c. Opening for Strong room door and ventilator to be left unconcreted as per the directions of door supplier identified by RBO.

d. Brick / AAC blockwork enclosure wall shall be constructed for Record Room, conference room, UPS and Dining Room with counter sink & wash basin. All these rooms & toilets doors should be provided by the landlord. UPS Room Door shall be supplied by the Bank.

e. Wherever it is not required the windows shall be closed with brick work and to provide the ventilators / exhaust fan opening as per drawing.

f. Pre-construction and Post-construction Anti-termite treatment shall be done by the landlord.

g. Damp proof course to be provided at the plinth level.

h. Plinth level of the building should be raised sufficiently to prevent entry of rainwater / flood.

i. Building should have necessary setback area for security surveillance.

j. Permanent Ramp with SS 304 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.

k. The toilets to be constructed as per the enclosed drawings with necessary anti-skid tile works, sanitary fittings & fixtures.

l. The main entrance door opening shall be fitted with rolling shutter & Collapsible gate with double locking arrangements on both sides.

m. Head room, if proposed, should have RCC slab and fitted with rolling shutter along with regular door.

n. Vitrified tile flooring of size 2' x 2' or 3' x 3' of premium brand (if not available / if available could be retained) to be done for the whole area.

o. ATM Room with floor tiles, painting, rolling shutters to be provided.

p. The grill work to be provided for windows and ventilators should be sufficiently strong with secured grill design and embedded in the wooden frame (not to be screwed) or masonry wall in case of aluminium/uPVC framed shutters.

q. RCC three tier box-type racks (60cm x 60cm grid) with 40mm thick in Record room, Stationery room and a pantry slab with granite top and a stainless-steel sink in dining room shall be provided.

r. Plastering, POP (putty) and painting to be carried out for all the internal walls.

s. The outside/inside walls and ceiling are to be painted with two or more coats of plastic emulsion paint and doors & windows with two or more coats of enamel paint. Bank shall be consulted for selection of paint shade before painting.

t. Except Strong room doors and UPS room door, all other doors, windows, rolling shutters, collapsible gate, window grills, window shutters etc. with proper locking arrangement shall be fixed by the landlord.

u. Building should have proper drainage system for rain water and sewage water.

v. Access to install Tenant's Communication devices above the terrace / head room Slab.

w. Terrace area to be properly finished with weathering coarse to prevent leakages/dampness.

The above document together with the Civil drawings of Layout & strong room specifications shall form the part of MOU signed with landlord.

APPROVED MAKE OF MATERIALS

1	Cement	ACC, Ultra Tech, Zuari, Penna or equivalent
2	Steel	Tata Tiscon, SAIL, Jindal, Vizag or equivalent
3	Tiles (Vitrified/Anti-skid)	Somany, Johnson, Kajaria, RAK, Nitco.
4	Paints	Asian, ICI Dulux, Nerolac, Berger (Premium)
5	Sanitary Fittings & Sanitary wares	Parryware, Hindware, Kohler, Jaquar, Cera, Parryware, Toto, RAK, Duravit, Tessa, Eros, Grohe or Equivalent

ELECTRICAL WORKS TO BE CARRIED OUT BY LANDLORD

a. The owner shall obtain a three-phase sanctioned load as per Bank`s requirements from TNEB/Pondicherry Electricity department (based on Branch's Geographical location) including all the necessary arrangements like cut out fuses, switch gears, transformer if required, cables up to and including EB energy meter required for the above power connection, at his own cost. (Cost including the security deposit, any other applicable fees/ charges with TNEB/ Electricity department Govt. of Pondicherry for energizing the connection. All the necessary approvals and sanction to be obtained from TNEB/ Electricity department Govt. of Pondicherry and Department of Electrical Inspectorate for energizing the power connection to be arranged by the landlord at his cost before occupation.

b. Power cabling of rated size From EB point to 3 Phase Energy meter and 3 phase Energy meter to Main MCCB switch and Body and neutral Earthing etc. to be laid by landlord. Required power of---------- KW (will be advised in due course) to be obtained by landlord.
c. Cut out Holes-12 inches (2 Nos.) for mounting Exhaust fan in UPS Room to be provided.
d. NOC and the space required for installation and running of the Diesel Generator have to be provided within the compound by the landlord 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 2.5 M x Width 1.3 M) of 30 cm high PCC foundation for placing the Diesel Generator set at the site.
e. Except banking hall & BM and CO cabin, all other areas like Locker, Safe, record, dining and other utility areas to be provided with sufficient LED light fittings & Ceiling fans as directed by Bank Engineer. Internal wiring shall be carried out by the Bank.
f. Exhaust fans to be provided in toilets.
g. Cut out Holes-12 inches (2 Nos.) for mounting Exhaust fan in UPS Room to be provided.
h. Foundation Bed Size- dimensions as decided by the Bank, made up of RCC M20 grade for placing the Generator to be provided.
i. LDB Shall be of 7 segment 3 Phase DB With Incomer as 40/63 Amps FP, outgoing each phase 32/40 Amps with DP RCBO (3 Nos), & 10 Amps SP MCB 24 Nos (8 nos. per phase) With Incoming Power Supply to LDB (4 core x 6 sqmm & 1x 4 sqmm) copper FRLS Wire
j. Earthing space to be provided for Earthing the Panel, UPS & Generator for Bank Requirement.
k. Space for Bed foundation shall be earmarked at the rear side of the building to keep the Generator.
l. 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.

APPROVED MAKE TO MATERIAL

1	Wiring for lights/fan(1.5 Sqmm/2.5 Sqmm/4.0 /6.0 Sqmm) - FRLS wire Copper	Havells/RRKabel /Polycab/Kundan
2	Modular Switch & Socket	Legrand/MK/CrabTree/ Panasonic
3	ISI Conduit	AVMPlast/ Vimco/ Gupta/Vasavi
4	Distribution Board/MCB/ELCB/RCBO	ABB/ SIEMENS/ L&T/LEGRAND/ SCHNEIDER

Signature of the Landlord **Signature of Deputy General Manager & BH**

Witness By:

Name :

Address:

LEASE AGREEMENT FORMAT

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

I. 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 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.

(vi) Lessor shall not construct any structure obstructing view of the proposed branch building and shall not utilize/occupy the vacant/setback/parking space within the compound wall.

(vii) Lessor shall not undertake any vertical expansion of the branch building without obtaining 'No Objection' from the Bank.

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 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 right 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, outgoings and ceases howsoever or whatsoever payable by owner or occupant in respect of the demised premises and / or to keep the demised premises and every part thereof in good repair and condition and /or to keep the demised premises insured for such sum and against such risks as may be required for by the Lessee it shall be lawful (but not obligatory) for the Lessee to pay such rates, revenues, taxes, impositions, outgoings and ceases, to incur expenses to keep the demised premises and every part thereof in good repair and condition to keep the demised premises insured for such sum and against such risks as the Lessee in its absolute discretion may think fit and in any one or more of such cases the Lessee will be entitled in its absolute discretion to deduct such payments and such expenses as aforesaid with applicable interest from the rent hereby reserved.

(iii) In the event of the demised premises or any part thereof being materially damaged or destroyed by earthquake, tempest or other act of God, fire, riots or any irresistible force so as to render the demised premises or any part thereof substantially and permanently unfit for the purposes for which they were let, this lease shall, at the option of the Lessee, be void but in the event of the Lessee desiring to continue the lease and the Lessor (s) agreeing to repair the damage or injury the Lessee shall vacate such portion of the demised premises as may be required to enable the Lessor (s) to repair and to restore them to their former state and condition and in such event the whole or proportionate part of the rent as the case may be shall abate till demised premises are restored to their former conditions and the Lessee shall continue to pay the full rent from the date of such completion of repairing or restoration to the satisfaction of the lessee.

(iv) In the event of the demised premises or any part thereof being acquired or requisitioned by Government or any local authority under any Act for the time being in force this Lease shall be

determined and the parties shall be entitled to such compensation as they may respectively be entitled under the law.

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving 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 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. Tender terms & conditions published vide NIT NO…… dated:21/03/2025 forms part & parcel of this agreement.

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,
Overseas Branch, Chennai
Lessee

Witness :-

Signature _____
Name_____
Address_____

Signature _____
Name_____
Address_____

Signature _____
Name_____
Address_____

ANNEXURE

TENDER FOR PREMISES FOR OVERSEAS BRANCH,CHENNAI

UNDERTAKING FOR WILLINGNESS TO CARRYOUT CIVIL WORK, MODIFICATIONS IN THE BUILDING

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, construction of strong rooms etc. as per bank requirement (specification of building) mentioned in the tender.

Signature of Owner (with seal if applicable)

Name of the signatory:

Place:

Date:

(to be submitted in separate envelope superscribing Price Bid for premises for Overseas Branch, Chennai

TENDER FOR PREMISES FOR OVERSEAS BRANCH, CHENNAI

COVER-2--PRICE BID

To

The Deputy General Manager & Branch Head
State Bank of India,
Overseas Branch,
86, Rajaji Salai, Chennai 600001

Dear Sir

With reference to your advertisement in the local dailies _____dated_____, and having studied and understood all terms and conditions stipulated in the technical bid, I/We offer the premises owned by us for housing your branch at _____on lease basis on the following terms and conditions:

A	**General Information**	
1	Name of the Land lord/Owner Address	
	Mobile No.	
	Email Address	
2	Location: Name of the Building with Complete address of premises offered	
3	Door No.	
4	Name of the street	
5	Name of the city	
6	Pin code	

Signature of landlord/owner/GPA Holder

B. Rent

S.N	Description	Rate
1	Rent for Initial 5 Years per sq.ft. per month of Carpet area	Rs._____ per sq.ft. per month
2	Maintenance Charges if any for Initial 5 Years per sq.ft. per month of Carpet Area *(applicable only for multi-storied complex building where common amenities are provided)*	Rs._____ per sq.ft. per month
3	The Incremental Rate (Maximum 25%) for the Rent from 6th Year to 10thYear (over and above the rate quoted in S.No. 1)	**……. %**
4	The Incremental Rate (Maximum 25%) for the Maintenance from 6th Year to 10thYear(over and above the rate quoted in S.No.2)	**……. %**

NOTE:

1) Rent quoted remains unchanged for the period of first five years and increment in % as quoted above shall be applicable over & above, for next five years.
2) Maintenance Charges shall be applicable only to the multi-storied complex building with lift (if first Floor), common electricity and security / cleaning staff arrangements engaged by landlords where more number of tenants are occupied. Others such as offering for independent buildings need not quote.
3) If Maintenance Charges quoted for individual building or not quoted for complex, the same shall be treated as '0' and will not considered for evaluation and payment.
4) **Tenders will be evaluated clubbing rent and maintenance charges (if applicable).**
5) In case of a tie between the offers, the offer which has scored higher marks under the technical evaluation shall be awarded the tender**.**
6) Interest free rental deposit equivalent to six month's rent will be paid by the Bank while taking possession of premises i.e. after completion of all works in all respects.
7) The rate quoted above is inclusive of vehicle parking charges. No separate charges will be paid for vehicle parking.
8) I/We agree to pay municipal taxes & charges, cess, water/drainage tax & charges and service charges.
9) The Maintenance Charges quoted above is inclusive of:

1. Common electricity charges viz. common areas lighting, driveway, Lift, Pump, etc.
2. AMC for LIFT
3. Daily cleaning & upkeeping of the building.
4. Generator maintenance for common area/amenities
5. Maintenance of electrical substation, transformer etc. and liaison with electricity department.
6. Salary for security guards if any in case of common premises
7. Maintenance of sanitary, water supply, plumbing and firefighting equipment etc.

Declaration

We have studied all terms and conditions and accordingly submit this offer and will abide by the said terms and conditions in case our offer of premises is accepted. I/we agree to execute lease deed as per Bank's standard format. I/We agree to make alteration/modification/construct as per the specification of building given by bank.

Place: Signature of Owner/GPA Holder

Date: Name: