

STATE BANK OF INDIA
REGIONAL BUSINESS OFFICE, PATNA HYBRID

NOTICE INVITING TENDER (NIT)

**REQUIREMENT OF COMMERCIAL/OFFICE PREMISES FOR OPENING OF PATEPUR BRANCH,
DIST.-VAISHALI, UNDER RBO, PATNA HYBRID**

State Bank of India, RBO Patna Hybrid invites offers from owners/power of attorney holders for the commercial/office premises having carpet area of **2,200-2,500 sqft** approximately on Lease Rental basis for opening of its SBI Patepur branch, Dist.-Vaishali.

2. The premises should be in **Patepur, Dist.- Vaishali**, preferably on Main Road with adequate dedicated parking space i.e., dedicated car parking & dedicated two-wheeler parking for staff/ customers and predominantly in the cluster of commercial establishments on the Ground floor ready/likely to be ready for immediate possession.
3. Premises should be ready for possession / occupation or expected to be ready within 2(two) to 3 (three) months 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.
4. 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 under “**SBI in the news**” > “**Procurement and others**” from **25/09/2026** to **09/10/2026**.
5. The offers in a sealed cover complete in all respects should be submitted on or before **3.30 PM on 09/10/2026** during working hours at the following address-

THE REGIONAL MANAGER
STATE BANK OF INDIA
REGIONAL BUSINESS OFFICE, PATNA HYBRID,
ASHOK RAJPATH, PATNA, BIHAR (800001)

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” 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 kept in separate sealed envelopes duly superscribed on top of the envelope as “**Technical Bid**” or “**Price Bid**” as the case may be and these envelopes are to be placed in a single cover superscribing “**Tender for leasing of Commercial/Office premises for SBI Patepur branch under RBO Patna Hybrid**” and should be submitted at the Office of **The Regional Manager, State Bank of India, Regional Business Office, Patna Hybrid, Ashok Rajpath, Patna- 800001 on or before 3.30 PM on 05/10/2026.**

Important Points / Parameters: -

1	Carpet Area	2,200-2,500 sq. ft (Approx.)
2	Parking Space	Sufficient space for dedicated car parking and two wheelers parking (1000 Sq. ft approx.) without any additional rent.
3	Open parking area	Sufficient open parking area for customers in the premises or in basement.
4	Amenities	24 hours Potable water supply & availability of 3-phase electricity Connection of approximately 30 KW load
5	Possession	Ready possession / occupation/expected to be ready within 2 (two) to 3 (three) months from the last date of submission of proposal.
6	Location	In Patepur, Dist. Vaishali, preferably on main road in market place/ commercial locations.
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) On ground floor. (iii) Offer from Govt./Semi Govt. Departments / PSU / Banks (iv) Ready to occupy premises/expected to be ready within 2 (two) to 3 (three) months from the last date of submission of proposal.
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work done as per requirement. However, all mandatory Municipal license/ NOC/ approval of layouts, internal additions/alterations etc. as necessary from Local Civic Authority/ collector/ town planning etc. for carrying out the interior furnishing/ internal additions/ alterations etc. in the premises by the Bank will be arranged by the owner.
9	Initial period of lease	The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years). Increase in rent if any shall be of 15 - 25% after initial term of 5 years is completed.
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
11	Validity of offer	6 months from the last date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of 50:50.
13	Rental Advance	No advance payable.

TERMS AND CONDITIONS

1. The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBI empaneled 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. As regards increase or decrease in rents payable, increase in rent if any shall be of 15 - 25% after initial term of 5 years is completed. 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 Regional Manager, State Bank of India, Regional Business Office, Patna Hybrid, Ashok Rajpath, Patna- 800001** after 3.30 PM on 09/10/2026 shall be rejected.
3. The lessors are requested to submit the **tender documents in separate envelopes** superscribed 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 and these two envelopes should be kept in one big single envelope and send at the following address:

THE REGIONAL MANAGER
STATE BANK OF INDIA
REGIONAL BUSINESS OFFICE, PATNA HYBRID,
ASHOK RAJPATH, PATNA, BIHAR (800001)

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. The SBI reserves the right to reject the incomplete tenders.
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 (i.e 09/10/2026)
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 **Technical Bid** will be **opened** in presence of bidders who choose to be present at the Office of **The Regional Manager, State Bank of India, Regional Business Office, Patna Hybrid, Ashok Rajpath, Patna- 800001**, on or after 09/10/2026 (change in date, place, if any, shall be intimated in advance), the date of opening of price bid will be advised separately. All bidders are advised in their own interest to be present on that date at the specified time.
9. **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor.**
10. Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**
11. **The shortlisted lessors will be informed by the SBI for arranging site** inspection of the offered premises.
12. **Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required.
13. **Preference** will be given to the exclusive building/floor in the building having ample parking space in the

compound / basement of the building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks as stated earlier.**

14. Preference will be given to the buildings on the main road.

15. The details of parameters and the technical score has been incorporated in **Annexure I**. The selection of premises will be done on the basis of **techno commercial evaluation**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.

16. 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. GST shall be paid extra as applicable.

17. 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.**

18. Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Carpet area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch.

A. Rentable carpet area shall be area at any floor excluding the following area
Walls, Columns, Balconies, Portico/Canopy, Staircase, Lofts, Sanitary shafts, Lift wells, Space below window sill, Box louver, AC duct

B. Measurement of Mezzanine floor area (if any) shall be considered as under:
Floor to ceiling Height
Above 2.6m: 100% of carpet area.
Above 2.1m up to 2.6m: 50% of carpet area.
Below 2.1m: Not to be considered

C. The following shall be including in wall area and shall not be measured.
Door and door opening in the walls
Built in cupboards

19. **The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes** should be mentioned in the Price Bid. **The number of car parking spaces/Slot offered should be indicated separately**

20. **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 (in case Generator is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Bank.

21. 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.

22. 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.

23. 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.

24. All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room, ATM / e lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows. Rolling shutters and collapsible door to Main and Exit doors, cash room and locker room will be carried out by the lessor at his cost. Flooring of the premises should be 600mmx600mm premium quality vitrified tiles and toilets, wash rooms, pantry etc should be glazed/matt finished tiles, provision of Ramp as per instruction of Bank to be done by the landlord at his cost.

25. Bank shall take possession of the demised premises only after completion of all the civil construction works & 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.

Place:
Date:

Name & Signature of bidder/lessor(s)
with seal if any

DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING PREMISES

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

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for Commercial / Office use on lease basis:

General Information:

A	Location:	
	Distance from the Bus stand/Main commercial place / Existing branch (in KM)	
B	Address	
	Name of the Building	
	Plot No & Door No.	
	Name of the Street	
	Name of the City	
	Pin Code	
	Name of the owner	
	Address	
	Name of the contact person	
	Mobile no.	
	Email address	

A. Technical Information (Please tick at the appropriate option)

a. Building: Load bearing (___) RCC Framed Structure (___)

b. Building: Residential (___), Institutional (___), Industrial (___), Commercial (___).

c. No. of floors (___)

d. Year of construction and age of the building (_____).

e. Floor of the offered premises:

Level of the Floor	Carpet Area
Total Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 18 of "Technical Bid".

B. Building ready for occupation-Yes/No

If no, how much time will be required for occupation _____ with end date.

C. Amenities available

Electric power supply and sanctioned load for the floors
Offered in KVA (Mentioned) _____(KVA)

Availability of Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities
(Enclose copies) Yes/No

Whether NOC from the local authorities has been received Yes/No

Whether occupation certificate has been received
(Enclose copy) Yes/No

Whether direct access is available, if yes give details Yes/No

No. of car parking/scooter parking which can be offered
Exclusively to the Bank Car-
Scooter-

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. Proof of electrical load availability / feasibility
11. Tentative Plan showing proposed building for SBI with space for parking, DG Set, etc.
12. Other documents if any

Declaration

I/We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

I/We also agreed to construct/addition/alteration i.e. Cash safe Room, Record/Stationary room, System/ups Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Verified Tile Flooring and other works as per Banks specifications and requirement.

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

Place:

Date:

Name and signature of lessor(s) with seal

ANNEXURE – I

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned (NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Distance from nearest Bus stand/market place	Upto 500 m - 10 Marks More than 500 m and upto 1.0 km -7 Marks more than 1 km upto 2.50 km – 5 Marks more than 2.50 km – o marks	10	
2	Carpet area as per requirement	Required area in sqmt $\pm$ 5%: 10 Required area in sqmt $\pm$ 10%: 5	10	
3	Premises location	On main road junction: 10 On main road: 7 Inner side from main road: 5	10	
4	Premises on ground floor	On ground floor: 15 GF + immediate Upper floor with internal lift + stair: 10 GF + Immediate Upper Floor with internal stair / first floor or upper floor with lifts : 05	15	
5	Frontage	$\geq$ 40 feet =10 $\geq$ 30 feet =07 $\geq$ 20 feet =05	10	
6	Covered/Built up exclusive parking for SBI (Allotted Parking)	1. As specified in tender :10 2. $\geq$ 70% as specified in tender :07 3. $\geq$ 50% as specified in tender :05 4. Otherwise : 00	10	
7	Surrounding of building	Adequate natural light and ventilation: 05 In-adequate natural light and ventilation: 00	5	
8	Quality of construction, load bearing/RCC framed structure, finishing etc.	1. Excellent :10 2. Good:07 3. Average :05 4. Poor :02 *(In case of open plot, no marks will be given)	10	
9	Ambiance, convenience and suitability of premises for business as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
	TOTAL		100	

Signature and Seal of applicant

Example for evaluation of proposals:

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

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

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

B: $(70/78) * 100 = 89.74$

C: $(54/78) * 100 = 69.23$

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. As desired on is lowest, to work out percentile score, we will get

A: $(210/300) * 100 = 70$

B: $(210/250) * 100 = 84$

C: $(210/210) * 100 = 100$

4. If proportion of technical & financial score is specified to be 70:30, then final score will workout as follows:

A: $(100 * 0.70) + (70 * 0.30) = 91$ Rank-1

B: $(89.74 * 0.70) + (84 * 0.30) = 88.02$ Rank-2

C: $(69.23 * 0.70) + (100 * 0.30) = 78.46$ Rank-3

Successful Rank-1 bidder as shown above will be called for further negotiations by committee.

ANNEXURE – II

STATE BANK OF INDIA ADMINISTRATIVE OFFICE, PATNA

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/ 8" thick solid concrete block 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 100-200 sq.ft. each for locker room & safe room should be constructed as per enclosed specification. Landlord should consult Building's Structural Engineer for structural 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' / 3'x3' – double charged) of Johnson, Kajaria, Nitco, Marbita, 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 – 150 sq. ft. or as required by the bank with 4 1/2" (115mm) brick wall / 4" thick solid concrete block 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 fire rated / metallic door (as per Bank's guidelines). There should not be any direct power supply to the room and no opening other than the door opening as above.
8. UPS room having carpet area of min. 50-80 sq. ft. to be constructed with 4 1/2" (115mm) brick wall / 4" thick solid concrete block 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 supplied and fixed by the Bank.
9. Lunchroom having carpet area of min. 80-100 sq. ft. to be constructed with 4 1/2" (115mm) brick wall / 4" thick solid concrete block wall and should be provided with granite platform with SS sink, necessary plumbing lines, fittings, U/G shelves etc.
10. Separate Toilets for Ladies & Gents / Divyangjan clad 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. Modern sanitary fitting (Parryware, hindware, Toto, Jaquar etc.,) of first quality should be provided in the toilets. Walls should have joint free ceramic tile of size 12"x24" / bigger size cladding with highlighter up to 7' height. Floors should have anti-skid tile. The tile joints to be laid with minimum 3mm space and pointed with epoxy joint filler. Toilets are to be provided with ventilators, secured with MS grills having opening not more than 6" both ways.
11. ATM room shall be constructed with 9" Brick wall / 8" solid concrete block wall and shall be provided with rolling shutter and vitrified tile flooring.
12. Concrete bed or brick work with concreted top surface to be provided for an area of say 50 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). The platform shall have minimum 1 ft above ground level and foundation of 1 ft below ground level. This area should have good accessibility and setbacks as per electrical inspectorate norms.
13. All four sides of the building shall have plinth protection and shall have easy access for maintenance of AC outdoor units and other fittings.
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 with the hold first).

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 1'-6" (One Foot and Six Inches) 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 with adequate horizontal and vertical supports (height of the handrails shall be 3ft or as per fire norms). The ramp shall be laid with anti-skid tiles as directed.
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 wheelchair users and Braille symbols and auditory signals in elevators or lifts to facilitate the disabled persons. (Refer Accessibility Guidelines as per Annexure 2.11)
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) over a coat of primer as applicable. All wood/M. S are to be painted with two coats of Enamel paint. The shade/colour to be approved by Bank. 2 coats of enamel paint over a base coat of zinc chromate primer. 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, drainage facilities, water supply and electrical power 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. 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, fire safety NOC before possession by the Bank. Rent should be inclusive of all civil works. 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 as per Bank's requirement have to be carried out 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 frontage/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 Local / Government Electricity department (based on Branch's Geographical location) including all the switch gears, transformer, cables up to and including EB energy metre required for the above power connection, at his own cost. (Cost including the security deposit, OYEC charges or any other applicable fees/ charges with concerned Electricity Department for energizing the connection. All the necessary approvals and sanction to be obtained from concerned Electricity department 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 concerned Electricity Department metre panel area with suitable MCCB with HRC fuses and required earthing (Rating and make as 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's 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 internal wiring will be done by Bank.
42. In case of any increase in statutory deposit viz. EB charges, 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 and open area as per electrical inspector's guidelines. The landlord should also arrange to construct a platform (Length 3 M x Width 1.5 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 openable and kept open round the clock for access to ATM / e corner by Bank's 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. The casting of the strong room shall be carried out under strict supervision and prior intimation to the Bank's engineer. Necessary cube tests / other tests as required to be carried out by the landlord and the results thereof shall be provided to the Bank. Landlord shall share the photographs and videos of various phases of construction including concealed works, reinforcement bar details etc. 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 under:
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 strong rooms / lockers / SAFE etc.
4. **Walls:** RCC of 12 inches thick (30 cm) / 9 inch thick B
Grade of concrete: Minimum M20 / M40 C
Reinforcement: Double mat 12mm diameter TMT bars spaced @ 6 inches C/C in both ways and to form mesh pattern with joints in such a way that the resultant spacing of the reinforcement bars shall be at 3 inches C/C in cross section and with a clear cover of 25mm.
5. **Floor:** RCC of 12 inches thick (30 cm) / 9 inch thick
Grade of concrete: Minimum M20 / M40
Reinforcement: Double mat 12mm diameter TMT bars spaced @ 6 inches C/C in both ways and to form mesh pattern with joints in such a way that the resultant spacing of the reinforcement bars shall be at 3 inches C/C in cross section and with a clear cover of 25mm.

6. **Ceiling:** Slab RCC of 12 inches thick (30 cm) / 9 inch thick

Grade of concrete: Minimum M20 / M40

Reinforcement: Double mat 12mm diameter TMT bars spaced @ 6 inches C/C in both ways and to form mesh pattern with joints in such a way that the resultant spacing of the reinforcement bars shall be at 3 inches C/C in cross section and with a clear cover of 25mm.

Note: In case of existing slab, where casting of roof slab as above is not feasible, fortification with 20mm MS square / round 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 per the building design and the users of these specifications are encouraged to consult a qualified structural consultant for designing the structure namely roof, walls, floors, etc. In case of existing floor, the floor shall be strengthened by RCC as stated in point 5 above but with a thickness of 15 cm above the existing floor slab.

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 the Bank or 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 and hooks as required by supplier to be provided at the entrance for erecting the door.
10. Reinforcement & cement concrete being used for construction of Strong room should be of superior quality of reputed brand and the same shall be approved by the Bank's engineer.

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 the given specifications. 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 properly executed by me, I undertake that the same may be carried out by the Bank at my cost.

Place:
Name

Signature of Owner/GPA Holder Date:

Note: Door opening and Ventilator opening to be finalized in consultation with Door supplier identified by RBO.

Guidelines

- Landlord should permit to provide the Bank to fix 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. Space for earth pits shall also be provided at no extra cost.
- No additional rent shall be payable towards Generator space, parking area, earth pits, space for AC outdoor units etc.
- 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, as per the approved colour and shade.
- 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 favour of the bank for 10 years (initial 5 years + 5 years with an increase of 15% to 25% over the existing rent, with an option to renew for another 10 years (5 years + 5 years) on mutually agreed terms. The lease deed should be registered, and the registration and related charges shall be shared between the landlord and the Bank equally.
- To accept the carpet area as jointly measured by Bank's Engineer and the rent will be payable.
- To provide water supply and toilet facilities. At least one toilet to be made ready before commencement of interior works by the Bank, if required by the Bank.
- GST on lease rent to be paid by the Bank. All other taxes are to be borne by the landlord.
- The premises shall be taken over from the date of handing over of the premises by the landlords after completing the works in all respect as per the annexure enclosed.

CIVIL WORKS TO BE CARRIED OUT BY LANDLORD

- The proposed building has to be altered with additional work as given in the drawing.
- The landlord should obtain necessary statutory approvals for the building plan from the Municipality/Panchayath and completion/occupancy certificate upon completion of the building.
- Required carpet area of the premises is Sq. ft 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.
- Permit to use the Lift, where lift maintenance to be carried out by the landlord.
- The following Civil & Electrical works shall be carried out as per the drawing and completed in stipulated time frame.
- Landlord has to construct two nos. of RCC Strong rooms (as per the specifications & drawings) for Locker with an approximate carpet area of about 100-200Sq. 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
- Landlord should intimate the Bank in advance before casting RCC for the strong rooms.
- Opening for Strong room door and ventilator to be left unconcreted as per the directions of door supplier identified by RBO.
- Brick / AAC blockwork enclosure wall shall be constructed for Record Room, conference room, UPS and Dining Room with counter sink & wash basin. Doors for all these rooms & toilets should be provided by the landlord. UPS Room Door shall be supplied by the Bank.
- Wherever it is not required the windows shall be closed with brick work and to provide the ventilators / exhaust fan opening as per drawing.
- Pre-construction and Post-construction Anti-termite treatment shall be done by the landlord.
- Damp proof course to be provided at the plinth level.
- Plinth level of the building should be raised sufficiently to prevent entry of flood / rainwater.
- Building should have necessary setback area for security surveillance.
- Permanent Ramp with SS 304 handrails 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.

- The toilets to be constructed as per the enclosed drawings with necessary antiskid tile works, sanitary fittings & fixtures.
- The main entrance door opening shall be fitted with rolling shutter & collapsible gate and rolling shutter with central lock and double locking arrangements on both sides.
- Head room, if proposed, should have RCC slab and fitted with rolling shutter along with regular door.
- Vitrified tile flooring of size 2' x 2' or 3' x 3' of premium brand to be done for the whole area as per the approved colour and shade.
- ATM Room with floor tiles, painting, rolling shutters to be provided.
- 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.
- 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.
- Plastering, POP (putty) and painting to be carried out for all the internal walls.
- 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 with required primer. Bank shall be consulted for selection of paint shade before painting.
- Except Strong room doors and UPS room doors, all other doors, windows, rolling shutters, collapsible gate, window grills, window shutters etc. with proper locking arrangement shall be supplied and fixed by the landlord. The landlord shall also carry out fixing of strong room doors and UPS doors supplied by the Bank.
- Building should have proper drainage system for rainwater and sewage water.
- Access to install Tenant's Communication devices above the terrace / head room Slab.
- Space for installation of AC outdoor units and the platform for maintenance purposes.
- Terrace area to be properly finished with weathering coarse to prevent leakages/dampness.

ELECTRICAL WORKS TO BE CARRIED OUT BY LANDLORD

- The owner shall obtain a three-phase sanctioned load as per Bank's requirements from concerned Electricity department (based on Branch's Geographical location) including all the necessary arrangements like cut out fuses, switch gears, transformer if required, energy meter panel, cables up to and including EB energy metre required for the above power connection, at his own cost. (Cost including the security deposit, any other applicable fees/ charges with concerned Electricity department for energizing the connection. All the necessary approvals and sanction to be obtained from concerned Electricity department and Department of Electrical Inspectorate for energizing the power connection to be arranged by the landlord at his cost before occupation.
- Power cabling of rated size From EB point to 3 Phase Energy metre and **3 phase Energy metre** to Main MCCB switch and Body and neutral Earthing etc. to be laid by landlord. Required power of **30 KW** to be obtained by landlord.
- Cut out Holes-12 inches (2 Nos.) for mounting Exhaust fan in UPS Room to be provided. Fire resistant ventilator shall also be provided
- NOC and the space required for installation and running of the Diesel Generator with mandatory clearance space 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 3 M x Width 1.5 M) of 30 cm high PCC with 30cm foundation for placing the Diesel Generator set at the site.
- Exhaust fans and ventilators to be provided in toilets.
- Earthing space to be provided for Earthing the Panel, UPS & Generator for Bank Requirement.
- Space for Bed foundation shall be earmarked to keep the Generator.
- Space shall be provided to fix the AC outdoor units in the terrace area / sun-shad area. If required, a platform for maintenance of the outdoor units shall also be provided by the landlord.

SAMPLE FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this _____ day of _____ 2018 between _____ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part. (If the Lessor is a firm, company etc., the description should be accordingly be changed).

AND

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955

having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai, a Local Head Office at New Delhi a branch office at 11, Parliament Street, New Delhi (hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

Whereas the Lessor is the absolute owner of Property No.- _____, with the free hold rights of the land under the said property, (hereinafter called the property), vide **Sale Deed** Registered as document No _____

WHEREAS

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises i.e. with the free hold rights of the land under the said Property No.- _____ more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified hereinbelow.

The lessors being seized and possessed or otherwise well and sufficiently entitled to the premises particularly described in the Schedule hereto and entitled to grant a lease of premises have agreed to grant a lease of the premises particularly described in the schedule.

Now this INDENTURE WITNESSES that in consideration of the rent hereinafter reserved and the covenants and stipulations hereinafter contained and on the part of the lessees to be performed and observed, the lessors doth hereby demise unto the lessee the premises as described in schedule here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said

premises (hereinafter referred to as the "demised premises") unto the lessee for the term of **10 years (Ten years) commencing from _____** with the absolute option to the Bank to renew the lease for further one terms of **10 years**, yielding and paying thereof unto the lessors the monthly rent of **Rs. _____**, subject to **TDS** on or before the **7th** _____ day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that:-

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

(i) To pay by Banker's cheque or otherwise as agreed / the said monthly rent hereby reserved on the day and in the manner aforesaid subject to **TDS**.

(ii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric meter or water meters 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) If the Lessee use the lift services in that case maintenance charge of the lift as well as consumption charges for the electricity will be borne by the Lessee as other occupants are paying.

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

(i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.

(ii) The lessor/sheer by declare and acknowledge the ailment 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 affect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipment's and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the demised premises at least once in every three years, including painting of the doors and windows.

(vii) The Lessor/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its

agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

(vii) 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. 313

(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 DG Set of required capacity in the demised premises.

(xii) In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the Bank's cost and expenses.

(xiii) The LESSEE have the authority to put up V-SAT in the terrace, housing the ATM in the premises, to install core banking server and other accessories, Generator set and also to install air conditioners or other electrical or energy operated machineries in the premises and for this purpose to make necessary alteration in the structure without altering the structure or without in any way affecting the strength of the building and shall be kept/installed in the manner that it does not cause hindrance or annoyance to other occupants of the building or block any common area. The Lessor agrees to cooperate with the Lessee for applying for necessary power load from electricity board/electricity department. For removal of doubts, it is agreed that Generator set shall mean one or multiples thereof whether operated on diesel or petrol or kerosene or other fuels. "Air conditioners" means one or more air conditioners including split air conditioners

I. 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 anytime
on giving **Three months** 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 favor of the Lessees a lease for further period/s of **(Five) 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 25% (Twenty Five Percent) of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein. That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e lessors and the Bank in equal sharers.

(viii) Notwithstanding anything contained herein above 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-utilized and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion surrendered by the Lessee .And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the 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) SALE AND /OR TRANSFER OF SAID PREMISES : that if the lessor at any time during the initial lease period or any extended period thereof sell and / or transfer rights in said demise premises as a whole or any part thereof to any one person or more than one person or agency etc. then this will be subject to the terms of this lease deed and in such event the lessee shall pay the rent to such transferee or transferees on the same terms and condition as are contained herein provide the transferees except all terms and conditions in to and agree to continue the lease. The Lessor shall arrange and ensure that term and condition of lease deed are agreeable to the transferee and no inconvenience is caused to sbi/lessee on account of such transfer during currency of lease term or any extension thereof.

(xi) In the event of the Lessor (s) deciding to sell the demised premises during the tenancy, they shall in the first instance offer the premises to the Bank and the Bank shall within 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)

SIGNED SEALED AND DELIVERED

By the above named

In the presence of For and on behalf of State

Bank of India,

_____B

r. Lessee

Witness :-

Signature _____

Name _____

Address_____

Signature_____

Name_____

Address_____

Signature_____

Name_____

Address_____

Signature_____

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

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: Door No : Street Name : City : Pin Code:
B.	Name of the Owner:- Address:- Name of the Contact Person: Mobile No. E-Mail Address:

Rent:

Level of Floor/Floor No.	Carpet Area (sqm/Sqft)	Rent per sq.ft. Per month (Rs.) * Please refer note below	Total rent per month
Total			

*** Rentable area will be based on "Carpet area" of the floor in accordance with the one mentioned under para / clause / item 18 of 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 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