STATE BANK OF INDIA

INVITES TENDERS FOR

HIRING OF PREMISES FOR BESWAN BRANCH (02309), ALIGARH

Last date for submission of Tenders: 3:00PM (IST) on **21.07.2026**

Opening of Tenders: On **08.07.2026**

Tenders to be submitted to :-

The Regional Manager,
SBI Regional Business Office Aligarh,
Near Ghanta Ghar, Samad Road
Aligarh - 202001

NIT NO: RBO-4/AO6-/PREMISES/2026-27/28

STATE BANK OF INDIA

NOTICE INVITING TENDER (NIT)

PREMISE REQUIRED ON LEASE

State Bank of India invites offers on behalf of the from owners/Power of Attorney holders for premises on lease rental basis for Commercial/Office use for the following branches:

Name of Branch	Status of Branch	Desired Locations of office	Carpet Area (Approx)	Tender ID
Beswan Branch (Code: 02309)	Shifting	Within radius of 1.0 km distance from existing branch	276 ± 25% Sq meter (approx. 3000 ± 25% Sq ft) **As per IS code 3861-2002**	**RBO-4/AO6-/PREMISES/2026-27/28**

2. Premises should be ready for possession / occupation or expected to be ready within 3 months from the last date of submission of proposal. Preference will be given to the premises owned by the Govt. departments / Public Sector Units / Banks**. Proposed premises is required on ground floor.**
3. The format for submission of the "Technical Bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from SBI website www.sbi.co.in or https://bank.sbi "under Important Links - procurement news" **till 3:00p.m on 21.07.2026.**
4. The offers in a sealed cover complete in all respects should be submitted **on or before 3:00 p.m. on 21.07.2026** during working hours at the following address :

The Regional Manager,
SBI Regional Business Office Aligarh,
Near Ghanta Ghar, Samad Road
Aligarh - 202001

No brokerage please. The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

CONTENTS

ENVELOPE – I

General Instructions, Terms & Conditions, Technical Bid (Pages 4 to 15), other documents as specified in the tender documents

ENVELOPE – II

Financial Bid (From Page 16 to 17**)**

MODE OF SUBMISSION OF BIDS:

Submission of Technical Bid: Offline
Submission of Price Bid: Offline

At the following address:
The Regional Manager,
SBI Regional Business Office Aligarh,
Near Ghanta Ghar, Samad Road
Aligarh - 202001

NOTE: All the pages of Technical Bid and Price Bid to be signed by the bidder.

STATE BANK OF INDIA

TECHNICAL BID (COVER-A)

TERMS AND CONDITIONS

OFFER / LEASING OF OFFICE PREMISES

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid duly signed and completed separate Technical and Price Bids are to be submitted for each proposal using Xerox copies in case of multiple offers. The Technical Bid and Price Bid for the proposal should be submitted in separate sealed envelopes and these two envelopes be placed in a single cover super scribing "Tender for leasing premises for "**SBI, Beswan, Branch (02309)**, Distt. –**Aligarh**, U.P." to The Regional Manager, SBI Regional Business Office Aligarh, Near Ghanta Ghar, Samad Road, Aligarh – 202001 on or before 3:00 PM on 21.07.2026.

Important points of Parameters -

1	Carpet Area	As specified in NIT
2	Floor	**Proposed premises is required on ground floor**
3	Open parking area	For 5-6 Cars and 10-12 Two-Wheelers (Rent-free, Exclusive for SBI)
4	Amenities	24 hours water facility, Generator power back up (if available and subject to approval of the Bank), Electricity etc.
5	Possession	Ready for possession / occupation
6	Premises under construction / Plot	May be considered and the owner will have to construct the building within 3 months as per Bank's requirement under the supervision of licensed structural consultant.
7	Desired location	Within radius of 1.0 km distance from existing branch
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority ii. Govt. Departments / PSU / Banks iii. As specified in NIT
9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement. **However, Civil works as per bank's specifications to be carried out by the owner under the supervision of licensed structural consultant.**
10	Initial period of lease	**15 (5+5+5)** years with pre-determined increase in rent to a maximum ceiling of 20% (after expiry of each 5 years term) with an option to renew

		for a further period of 5+5+5 years on mutually negotiated rates based on Market-rates after a period of 15 years.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
12	Validity of offer	Minimum 6 months from the date of submission of the offer
13	Stamp duty / registration charges	To be shared in the ratio of 50:50.
14	Fitment Period	2 months' rent free fitment period for completion of interior furnishing work by Bank after handing over of the premises to Bank after construction of building/Civil works done by landlord and submitting all the relevant approvals/documents and installation of electricity meter/required electric load.
15	Frontage	Premises having more than 10 meter frontage, will be given preference.

TERMS AND CONDITIONS

1.1 The successful bidder 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 bidder 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 Bank. The lease period will be for **15 (5+5+5)** years with increase in rent if any shall be subject to market conditions & to a maximum ceiling of 20% after each term of 5 years is completed with requisite exit clause 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 Lessors. As regards increase or decrease in rents payable, After 15 years, rent can be negotiated and finalized by Premises Selection Committee (PSC) so that new lease can be executed for further term of 5+5+5 Years.

1.2 Tender document received by the SBI after due date and time shall be rejected.

1.3 The bidders are required to submit the **tender documents in separate envelope** super scribed on top of the envelope as Technical or Commercial as the case may be **TECHNICAL BID (Envelope -"A") FOR BESWAN BRANCH, ALIGARH AND PRICE BID (Envelope -"B") FOR BESWAN BRANCH, ALIGARH** duly filled in with relevant documents/information at the following address:

The Regional Manager,
SBI Regional Business Office Aligarh,
Near Ghanta Ghar, Samad Road, Aligarh – 202001

1.4 All columns of the tender documents must duly fill 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 authenticated under full signature of the bidder/authorized signatory. The SBI reserves the right to reject the incomplete tenders. The SBI also reserves the right to reject any or all the tenders at any stage or to cancel the entire tender process without assigning any reasons to any bidder. The Bank shall not be liable for any payment/compensation/rent/opportunity loss etc., to the bidder upon such rejection or cancellation of tender process. Bank's decision in this regard shall be final and binding on all the bidders. The Bank shall have the option to terminate the lease prematurely by giving three months' notice in writing to owner and owner shall not claim/ not entitled for any compensation/rent for the unexpired period of lease.

1.5 In case the space in the tender document is found insufficient, the lessors may attach separate sheets, duly signed by the bidder/authorized representative, after putting remark to this effect in the provided place.

1.6 The offer should remain valid at least for a period of minimum **6 (Six) months** (which may be extended in case of exigency) to be **reckoned from** the last date of submission of offer. 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.

1.7 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.

1.8 **The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof**. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

1.9 Canvassing in any form will disqualify the tenderer. **No brokerage will be paid to any broker.**

1.10 The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.11 **Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required. **All payments** to the successful vendor shall be made **by Account Payee Cheque or RTGS/NEFT**.

1.12**Preference** will be given to the exclusive building/ ground 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**. The bank is free to choose any premise having area deviated from the area prescribed in NIT.

1.13The details of parameters and its weightage for technical score has been incorporated in Annexure B. 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 on the bidders and no representation in this regard shall be entertained. The SBI may negotiate the rent with successful bidder to reduce the offered rent.

1.14 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, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

However, **the landlord will be required to bill the concerned Branch Manager, SBI every month for the rent due to them indicating the GST component also in the bill separately**. The bill also should contain the service tax registration number/ GST 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 service tax/GST otherwise, the service tax/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 service tax/GST registration number of the landlord.

1.15 Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as **carpet area as per IS code 3861-2002** which could be always measured jointly by the Bank and the landlord. Rent will be paid on the actual carpet area as measured jointly by landlord and architect after completion of Civil Works as per Bank's approved layout plan.

Components/ Areas like wash rooms, pantry, Lift, Lift wall, Ducts, Service shafts, staircase, Projection, parking space, space for DG set, AC outdoor unit, earthing space etc. will not be counted in Carpet Area. Bidder/Landlord is advised to quote the rates as per Carpet area while filling the price bid.

The bidder shall submit Carpet area measurement sheet on completion of civil work as per Bank's layout. In case, the area measured at site during joint measurement differs with the area approved by the Municipal Corporation, the smaller area will be considered for rent purpose.

1.16 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately. Rent shall be quoted on Carpet area basis only, taking into account the parking space, area for installation of AC outdoor units, space for DG set, earthing space, Sign board etc., and no separate rent shall be paid for these facilities.

1.17 **The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank**. Bidder/Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work.** The required **additional electrical power load of approximately 25 KW will also have to be arranged by the bidder/lessor**

at his/her cost from the State Electricity Board or any other private electricity company in that area etc. NOC and the space required for installation and running of the generator, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, space of Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank. Any additional electric load as per requirement of bank will be provided by Landlord at no extra cost to the Bank.

1.18 **Bidder / Lessor should obtain and furnish the structural stability certificate/Fitness Certificate from the licensed structural consultant at his cost and produce it to the bank whenever asked.**

1.19 The bidder/lessor shall 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.

1.20 After the completion of the civil works and submitting all the relevant approvals/NOC, the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation i.e. after fitment period and installation of electricity meter and providing required electric load. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part / full premises.

1.21 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance etc. However GST shall be paid extra at applicable rate and manner.

1.22Uninterrupted supply of water with provision of exclusive underground and overhead water tank of sufficient capacity along with electric pump for lifting of water shall be provided by the owner. Water and Electricity meters along with the main MCCB where the loops from the meter terminate have to be installed at Landlord's cost. Electricity charges will be borne by the Bank, but water supply should be maintained by the Landlord/owner within the rent, provided the requisite connection are arranged by the landlord in the name of Premises owner at his/her own cost. Proper sewerage connection shall be arranged by the owner at his own cost.

1.23 All civil works as per Bank's approved layout plan will be executed by the Landlord at his/her own cost under the supervision of licensed structural consultant before handing over possession to the Bank. Landlord will submit approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.

1.24 The Office will use Locker Cabinets, Cash Safe, Gold Safe, fire proof Cabinets and Compactors for storage of records etc. The offered premises should be structurally sound enough to take the additional load of such Lockers and storage units etc. In case of any structural damage to the premises/ building, Bank will not be responsible**.** The owner shall carry out civil, sanitary, repair/ maintenance works and ensure the roof/ walls 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). Note- Owner of the Building is sole responsible for the construction

and stability of Premises. Structural Stability Certificate by licensed Structural Consultant should be given to the Bank at no extra cost. Periodical maintenance of building to be done by owner at his/her own cost.

1.25 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 shall any amount / Bill be paid by the Bank for this purpose.

1.26 The decision to identify the successful bidder by the Bank shall be final and No correspondence will be entertained from unsuccessful bidders.

1.27 The SBI reserves the right to use theses premises for other commercial activities also.

Place:

Date: Name & Signature of bidder / lessor

Annexure 'A'

GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF BRANCH BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND BANK'S OTHER TERMS & CONDITIONS (All the Civil Works come under the scope of landlord)

SPECIFICATIONS:

1. Building will consist of R.C.C. framed structure with first class construction & all peripheral brick walls will be 23 cm. Thick.
2. All partition brick walls will be 11.5 cm. Thick and will have 6mm steel @ third course.
3. Floor finish of Banking hall / B.M.'s room / toilets / canteen / locker / system/conference- 80cmx80cm double charged vitrified tiles/granite of approved shade (Nitco/Kajaria/Johnson of equivalent make), duly covered with pop & polythene to avoid damage from interior works. The Open area will be of Kota stone/cement concrete pavers.
4. The inner walls should be finished with wall care putty of Birla, 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. All wood/M. S are to be painted with two coats of Enamel paint. The shade/colour to be approved by Bank. The front elevation and all external walls of the premises to be painted with APEX-ULTIMA. Elevation should be as per banks suggested layout plan.
5. All openings/windows to have glazed lockable windows preferably of Aluminum or UPVC with security M.S. grills. The M.S. grill should be of 16mm square bars placed at 3"c/c both ways made in angle frame work will be carried out by landlords' at their own cost.
6. Main entry and exit to have rolling shutter with internal lock, collapsible gate and other accessories.
7. Building should have floor to ceiling height aprx-3.66 m.
8. In toilets, pantry & drinking water area wall tiles of approved make / shade up to full height will be fixed.
9. All plumbing/sanitary & C.P. Fittings will be of approved make as per bank's approval.
10. Cash room and Locker room will be constructed as per specifications provided in point 29. Strong room doors and ventilators will be provided by Bank however Installation of strong room doors and ventilators will be arranged by Landlord at his own cost. Rolling shutter with internal lock shall be provided to the e-corner room by the landlord.
11. In case of other doors, it shall have wooden frame (choukhat) with 38 mm block board shutter doors, complete with painting/laminate and hardware/fixtures. Only in case of RCC strong room & RCC locker room, door & ventilator will be supplied by bank, installation of strong room doors will come under the purview of Landlord. Windows shall have suitable shutters so as to accommodate desert coolers or air-conditioners in it.
12. All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").

13. Pantry will have granite platform 2 feet wide with steel sink and cupboards provided by the landlord. Stairs and ramp to be provided with SS Rails and granite on top. All the windows/ventilators to have RCC Chhajjas. Granite will be fixed on stairs and ramp.
14. Owner shall engage qualified Architect/structural consultant for complete planning/supervision of construction etc.
15. ATM room, stationary, record room, pantry, toilets (gents & ladies), ramp for physically challenged etc. to be constructed as per layout plan given by bank and expenditure in this regard will be borne by owner. Floors are to be structurally strengthened to sustain additional live load of approx. 15-20 ton on account of lockers /cash safes.
16. Suitable place to be provided for display of Bank's sign boards, hanging of outdoor unit of air conditioners and V-Sat with monkey cage on roof top (no rent for this facility).
17. Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by bank

- Structural suitability certificate of premises by licensed structural consultant.
- Approved Layout Plan from Local Civil Authority for bank's commercial use.
- Built up area certificate and Carpet area Certificate.
- Completion certificate as per plans/specifications provided by bank.
- "NOC" from civic authority for commercial use of premises.

22. Suitable place to be provided for display of bank's sign boards, hanging of outdoor unit of air-conditioners and v-set with monkey cage on roof top (no rent for this facility).
23. Twenty -four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for bank.
24. The premise will be handed over to the bank after proper water-proofing is done on the roof and walls by the landlord. If seepage is found anywhere in the premise, the landlord has to take proper action till the lease period is expired.
25. The parking area will have interlocking tiles/kota stone, proper fencing and PVC sheet roof. Parking will be exclusive for bank only. Shared parking may not be preferred. No separate rent will be paid for parking. Maintenance of all the civil works will be done by the landlord as per requirement of bank and no separate payment will be done in this regard.
26. Premises should have an independent/direct access from road and not through some other establishment. Premises should have 24x7 free access.
27. Lease agreement will be executed on handing over of premises after completion of all civil works by landlord and necessary approvals by the landlord, submitted to the Bank. Rent will be paid by Bank two months (Fitment Period) from the date of entering lease agreement for carrying out interior works by Bank. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
28. Proper shade arrangement for AC outdoor units.

29. The above mentioned (1-28) specifications/make/model of items will be as per direction of Bank.
30. **SPECIFICATION FOR CONSTRUCTION OF STRONG ROOM**

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

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

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

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

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

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

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

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

* The above specifications can be modified as per direction of Bank's Engineers/Architect and will be conveyed to the owner of the selected premise.

ANNEXURE – B

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 Desired Location	• As per NIT : 10 • Not as per NIT : 0	10	
2	Premises location, nearby surroundings and approach road	• Commercial Market place on main road : 10 • Commercial Market place on narrow approach road : 5 • Partly Commercial / Residential on narrow approach road : 2	10	
3	Availability of Premises in respect of branch on	• Ground floor : 20 • GF+FF (With internal stair-case):15 • FF : 5	20	
4	Frontage	• Above 10 meters : 10 • 7 m to 10 m : 5 • Less than 7 m : 0	10	
5	Exclusive Parking for SBI	• As per NIT : 10 • 50% of NIT : 5 • Otherwise : 0	10	
6	Quality of construction, Load Bearing/RCC Framed Structure, Ventilation	• Excellent : 20 • Good: 15 • Satisfactory : 10 • Unsatisfactory : 0 * (in case of plot, average marking will be given)	20	
7	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
	Total		100	

Signature of applicant

DETAILS OF OFFER (COVER-A)

OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your branch / office on lease basis:

General Information:

1	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	

Technical Information (Please√ at the appropriate option)

a. Building - Load bearing _____Framed Structure_____

b. Building – Residential____Institutional ____Industrial ___ Commercial____

c. No. of floors _____

- Year of construction and age of the building _____

e. Details of Floor / Plot of the offered premises

Level of Floor	**Carpet area** (as per IS code 3861-2002)	**Built up area** (as per IS code 3861-2002)
Ground Floor		
First Floor		
Total Area		

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.15 of Technical Bid.

Description	Yes	No
Building ready for occupation If no, how much time will be required for occupation _____with end date		
Electric power supply and sanctioned load for the floors (….....KVA/KW)		
Running Municipal Water Supply		
Whether plans are approved by the local authorities (Enclose copies)		
Whether Fire NOC from the concerned department has been received		
Whether occupation certificate has been received (Enclose copy)		
Whether direct access is available from the main road		
Whether exclusive parking facility has been provided		
Whether captive water supply is available		
Whether fully air-conditioned or partly-conditioned		
Whether Lift facility is available		

Declaration

We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted. I/ We also agreed to construct/ addition/ alteration of Civil works as per Tender, Bank's specifications and requirements etc. complete. I will hand over the possession of the building after getting it constructed / renovated as per Bank's requirements, submit all the necessary approvals and installation of electric meter with required electric load.

Date:

Name and signature of lessor with seal:

STATE BANK OF INDIA

PRICE BID (COVER-B)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____dated __ /__ /2026 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 housing your branch/office at _____ on lease basis on the following terms and conditions.

General Information:

1.	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	

Rent:

Level of Floor	**Approx Carpet Area** (sq.ft) As per IS code 3861-2002	Rent per sq. ft. of Carpet Area per month (Rs.)	Total rent per month of Carpet area (Rs.)
Ground Floor			
Total Rent			

The service tax/GST if levied on rent paid by us shall be reimbursed by the SBI to the landlord on production of receipt of such payment of tax to the Govt.

Declaration:

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

Place:

Name & Signature of bidder / lessor: