STATE BANK OF INDIA

MUM /RBO BORIVALI/2026-01

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF COMMERCIAL / OFFICE PREMISES ON LEASE FOR RBO BORIVALI

State Bank of India desires to acquire premises on lease at Borivali West **Mumbai, Maharashtra for the undermentioned branches** having carpet area as mentioned in table should preferably be on Ground Floor and located strategically on the main road having good frontage visibility, adequate power supply and parking facility. Interested parties owning suitable premises may apply to Regional Manager Regional Business Office III, State Bank of India, Borivali Mumbai on below mentioned address within 21 days (excluding the date of advertisement and public holidays) i.e. 3.00 PM on or **before Date 28-07-2026**.

SN	Name of Branch	Status of Branch	Desired Location	Carpet Area Requirement including strong room (+/-10%)	Locker Room* (Carpet Area)
1	RBO Borivali (61024)	Active	In vicinity of present branch	4000 sqft	-

2. Proposals received by 3.00 pm on or before **28-07-2026 will** only be accepted. The application should be made as per the "**Instructions / Guidelines for submitting the offer**" Estate Agents offering premises should submit their offers with full details along with authorization letters from landlords. **No brokerage will be paid by the Bank**. State Bank of India reserves the right to accept or reject any or all the offers without assigning any reasons thereof. Performa and other details can be downloaded from our website https://sbi.co.in/web/sbi-in-the-news/procurement-news.

3. Premises should be ready for possession from the last date of submission of proposal. Preference will also be given to Premises owned by the Govt./Semi-Govt. departments / Public Sector Units / Public Sector banks.

4. The offered space should be on **single floor** and preference will be given to those spaces having less columns and sufficient clear floor height on ground floor.

5. The offers in a sealed cover complete in all respects along with **EMD of Rs. 0 -** in the form of DD should be submitted on or before **3.00 PM on 28-07-2026** during working hours at the following address-

The Regional Manager (RBO-III),
State Bank of India,
Regional Business Office,
Mangesh Apartment
1 st floor Above Gokul Restaurant
S.V.P Road Borivali west
Mumbai -400 092

 Signature of Bidder/ Owner with Seal

INSTRUCTIONS / GUIDELINES FOR SUBMITTING THE OFFER

1. Offers have to be submitted as per the following formats duly filled up and with each page thereof duly signed as provided in the formats:

   - **Format-I: 'OFFER TO GIVE THE PREMISES ON LEASE TO STATE BANK OF INDIA'**

     Enclosures to Cover 1:

     A. :DETAILS OF PREMISES OFFERED ON LEASE

     B. :DECLARATION BY OWNER/(s)

     C. :AGREED TERMS AND CONDITIONS

   - **Cover II: COMMERCIALTERMS' :**

2. Duly filled up Cover -**I, together** with its enclosures as above, should be enclosed in a separate cover marked as

3. **Cover -II: COMMERCIALTERMS only .**

1. The **TECHNICAL BID** should, be enclosed in a separate cover addressed to the concerned Officer of the Bank whose particulars in this regard are given in the Advertisement inviting offers / the Bank's Website in this connection.

2. The Bank will be opening Cover **–II** of only such offers that meet the requirement of the Bank as detailed mentioned in the advertisement.

3. Copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc. should be enclosed with the offer. The drawings should also indicate dimensions of open spaces around the building, locations of underground and overhead tanks, space for housing D.G. set as also for locating dish antenna at the roof level, car-parking space, making earthlings pits, area of the space offered, distance between columns, floor heights i.e. below the deepest beam, bottom of slab, etc.

4. The offer should state the type of material used for flooring and cladding on surface on the exterior of the building provided so far and confirm the Owner/(s)'s willingness to carry out, at his own cost, the work of provision of standard finishes in regard to flooring as desired by the Bank.

5. The rate quoted should also take into account expenses that may need to be incurred in arranging all necessary permissions as also for works required by the Bank as given in **Annexure -E.**

6. To quicken the civil work and internal furnishing work, in cases of urgency, the Bank may take up the same on behalf of the owner only on recovery of the cost at the rate and in the manner prescribed by the Bank.

7. Before making the offer, it would be desirable for the Owner/(s) to go through the enclosed "**Instructions to the Bidders**" regarding the Bank's requirements while taking premises on lease to ensure that his/her offer is in line with and in conformity with the Guidance Note.

Enclosures:

I. "**Instructions to the Bidders**" regarding the Bank's requirements while taking the premises on lease
II. **Cover -I** with its enclosures A, B and C
III. **Cover -II** commercial terms online only

Please note incomplete tenders will be rejected.

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Signature of Bidder/ Owner with Seal

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

This tender is "online" 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" is required to be submitted online & offline separately for each proposal (Photocopies may be used in case of multiple offers). The "Technical Bid" for **EACH proposal / offer** should be enclosed/ uploaded in separate sealed envelopes duly super scribed on top of the envelope as **"Technical Bid with EMD"** and **"Tender for leasing of Commercial/ Office premises for proposed office** should be submitted "online". Hard copy of same shall be submitted at the Office of The Regional Manager (RBO III), Regional Business Office, State Bank of India, Borivali (61024) on or before 3.00 **PM on 28-07-2026.**

A	**Schedule of Events –**	
1	Date of issue of tender documents (Technical Bid & Price Bid) on the Bank's website	**03-07-2026** to **28-07-2026** from Bank's website https://bank.sbi/web/sbi-in-the-news/procurement-news
2	Last date & time for submission of EMD	**28-07-2026 by 03:00 PM** Note: It is sole responsibility of the bidder to ensure submission of the **EMD in original** by stipulated date and time at specified address failing which they will not be eligible to participate
3	Address for submission of EMD/ communication, if any.	The Regional Manager (RBO-II) State Bank of India, Regional Business Office, Mangesh Apartment 1st Floor Above Gokul Restaurant S.V.P Road Borivali West Mumbai -400 092
4	Last date & time for submission of Technical & Financial bid	**28-07-2026 by 03:00 PM** Bidder shall submit the entire Technical Bid **compulsorily all pages of the complete technical bids along with all related documents** after putting the signature with date and seal as acceptance of all terms & conditions. failing to submit without all documents as stated above, will lead to the tender being rejected.
5	Date and Time of opening of Technical Bid	**29-07-2026 by 03:30 PM *Date of opening of Part–II (Price bid) shall be informed separately to technically qualified bidders only)***
6	Validity of offer	180 days from the date of opening of Technical-bid
7	**Submission of Technical Bid (Hard Copy)**	The Bidder is also advised to submit the whole **technical bid and EMD** with all supporting documents spirally bound securely and in serial order duly indexed & containing all pages duly filled & signed with company seal and date to:

		The Regional Manager (RBO-III) State Bank of India, Regional Business Office, Mangesh Apartment 1st floor S.V.P Road Borivali West 400092 along with a forwarding letter by **03:00 PM** on **28-07-2026** at the address as mentioned at Sr. no. 3.
8	E-tendering Contact Persons	Not applicable
B	**Minimum Technical Requirements:**	
	Carpet Area	As specified in NIT
2	Parking Space	**Three Dedicated car parking per 92.94 sqm(1000sq ft) and 4-6 dedicated t**wo wheelers parking for staff.
3	Open parking area	Sufficient open parking area for customers
4	Amenities	24 hours Potable water supply availability, Generator power back up, Electricity etc.
5	Possession	Ready possession from the last date of submission of proposal. (OC Mandatory)
6	Premises under construction	Will not be considered and rejected.
7	Location	In the vicinity of the existing branch location.
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single floor on ground floor. (iii) Offer from Govt./Semi Govt. Departments / PSU / Banks (iv) Ready to occupy premises from the last date of submission of proposal.
9	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.**
10	Initial period of lease	5 + 5 years (Max 15% hike after every 5 years) with an option to renew for a further period on mutually negotiated rates after a period of 10 years.
11	Selection procedure	Techno-commercial evaluation by assigning **70%** weightage for technical parameters and **30%** weightage for price bids.
12	Validity of offer	6 months from the last date of submission of the offer
13	Stamp duty / registration charges	To be shared in the ratio of 50:50.
14	Fit out period	2 Months after completion of civil work and other mandatory approvals / compliances by Landlord. (Rent will start after 2 months or after completion of interiors by Bank whichever is earlier).

Signature of Bidder/ Owner with Seal

15	Rent payable	The bank shall start paying rent from the date of possession (after completion of required civil changes by landlord and interior works by the Bank.)
16	Rental Deposit	The Interest Free rental deposit equivalent to maximum 6 month's rent shall be granted to the landlord and such deposits will have to be adjusted during the last six months of occupation or refunded to Bank at the time of vacation of premises.
17	Fire Safety and Security arrangements	The fire safety and security requirements as per Bank's usage norms are fully met by the Landlord and a certificate is available from the local fire authority said usage, wherever such certificates are mandatory for occupation of a premise
18	Civil Work	Superior quality flooring, rooms with doors as per our requirements, renovated washrooms/toilets and construction of Strong Room, Painting (external and internal) and construction of ramp, Glass Main door and external glass wall , Steel Grills and rolling shutters As per Banks Requirement etc is in Landlord's scope.
19	Earnest Money Deposit	**₹0 (Rupees Nil Only)** by means of Demand Draft / Pay Order, (Valid for a period of 90 Days from the last date of submission of the tender) from any Scheduled Commercial Bank (except SBI) drawn in favor of SBI and payable at Mumbai. Validity can be extended mutually. **Note:** After opening and scrutiny of Technical Bids, the earnest money of bidders who are not shortlisted for further consideration will be refunded. The EMD of shortlisted contractors will be kept till finalization of proposal. No interest on this amount will be payable. The EMD of successful bidder shall be forfeited in case the bidders refuse to accept the Letter of Intent (LOI) or if the bidder fails to submit any of the mandatory documents as specified in the bid.
20	Area Payable	The payable area will be as per the actual carpet area after completion of all civil works as per the requirement of the Bank. Maximum payable area will be 400**0 Sqft (+-10%)** (even if the available space is more). Premises having carpet area less than as specified above will not be considered.

Signature of Bidder/ Owner with Seal

INSTRUCTIONS TO THE BIDDER

THE BANK'S REQUIREMENTS WHILE TAKING PREMISES ON LEASE

A. Technical and Legal Aspects

1. The Bank will take the premises on the basis of carpet area, which means that the usable area inside the outer walls will be measured and not on the basis of Plinth Area /Built up area/ Super Built Up Area. The actual carpet area will be worked out as per joint measurements and rent will be paid based thereon.
2. The premises offered for a branch office should have direct access from the main road for both Branch as also ATM with provision of steps as also, preferably, ramp for physically challenged/senior citizens and with handrails as per the Bank's specifications.
3. The Bank will take the premises on lease for a minimum period of 5 +5 years renewable thereafter in tranches of five years.
4. The building / premises offered should have all necessary permissions from the concerned local and statutory authorities.
5. Before handing over possession of the premises to the Bank, the Owner/(s) will have to obtain all necessary approvals from the concerned local and statutory authorities for strong room, toilets, pantry, etc and for using the premises for commercial / banking purpose. The Bank will furnish the interior layout plan to the owner for this purpose.
6. The Bank will, however, have the exclusive right to vacate the premises at any time during the lease, by giving 3 months' notice in writing without paying any compensation for early termination of the lease.
7. The Owner/(s) should submit the documents to title as and when called for to the satisfaction of the Advocates appointed by the Bank.
8. One certified copy each of the following documents should be submitted by the Owner/(s) whose offers are short-listed by the Bank:
   - ✓ Title document (preferably with English translation);
   - ✓ Copy of allotment letter from electricity authority regarding approval of additional power supply;
   - ✓ Copy of land and building taxes paid i.e. last receipt paid to the authorities;
   - ✓ Clearance of Development Authority / Local Body obtained if any, in connection with the related work;
   - ✓ Copy of approved plan; and
   - ✓ Encumbrance certificate.
9. The premises offered should have a minimum height of 8 to 9 feet available below beams.
10. The Owner/(s) has to provide the following amenities at his/their cost as per necessary specification and drawings given by the Bank: -
    - ✓ Space of 12'x 10' on the ground floor / basement within the compound for installation of a DG Set and a space of 15'x 15' on the roof top / terrace for installation of VSAT dish/pole antenna / MPLS pole;
    - ✓ Flooring with 2' x 2' / 3'x 3' vitrified tiles and colour as per The Bank's

specification;

- ✓ The windows & ventilators of the premises secured with MS grills (12mm square bars on both ways with spacing of 4 inches in between) and provided with anodized aluminium sliding windows, heavy-duty aluminium sections with 5mm thick Float Glass;
- ✓ Partition brick walls with neatly plastered surface as per layout given by the Bank for ATM, Pantry, Electrical Room, Record Room and Toilets;
- ✓ A pantry platform of 2' width with RCC slab with proper supports on brick wall and polished granite laid on top with stainless steel sink (similar to a kitchen platform) and a lunch counter of width 1'3" fitted on wall as per drawings & specification provided by the Bank;
- ✓ Four toilets (Two for gents and Two for ladies) with walls cladding for 7' high using glazed tiles and flooring with good quality glazed/ceramic tiles, good quality fittings and fixtures as per the Bank's specifications and drawings;
- ✓ Adequate three-phase power supply (Minimum 15 KW for every 1000 sq.ft of carpet area) as a single connection with meter and main switch of required capacity. The Bank will be arranging the internal electrical works for the premises through its contractors as per the interior design. The schematic layout of the works and electrical design details carried out inside the premises will be handed over to the Owner/(s) for arranging the approvals and connection at his cost. In case of multi-storied buildings, if a transformer is needed to be installed, the owner will also arrange the same. The Bank will not bear any cost in this regard;
- ✓ The Bank will reimburse the amount of refundable Security Deposit (if receipt for such Security Deposit is issued in the name of Bank) paid by the Owner/(s) to Electricity Board for installation of electric meter in the Bank's name only. However, no such payments would be made towards installation of transformer etc.;
- ✓ Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
- ✓ A good sewerage system (either municipal / septic tank) for the building;
- ✓ Space for installation of sign board for full frontage length of the premises offered on lease (minimum-30 ft.);
- ✓ Adequate car & two-wheeler parking space (minimum three car parking per 1000 sqft.);
- ✓ Rolling Shutters/ Collapsible Gate for the entrance & frontage to the Branch and ATM as per specification given by the Bank;
- ✓ The Owner/(s) should permit the Bank to install the outdoor AC machines either on the sidewalls and / roof top as per Bank's requirements.

B. <u>Terms of Lease</u>

1. The rent quoted should be on per sq.ft. of carpet area of the premises offered and should be inclusive of applicable taxes, outgoings, maintenance charges, etc. The rate quoted to be competitive and in line with the rate prevalent for comparable premises in the locality.

2. The Offer is expected to be in conformity with commercial terms, namely, as interest-free deposit, lease period, percentage periodic increase in monthly rentals etc. have been set out in the Cover **-I** and Cover **-II** and these guidelines.

3. **The successful lessor should arrange to obtain the municipal NOC/Society 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 will have to be arranged by the lessor at his/her cost** from the State Electrical Board or any other private electricity company in that area, NOC and the space required for installation and running of the Generator(in case Generator is not provided) will also have to be provided by the lessor within the compound by the lessors at no extra cost to the bank.

4. If the Bank is required to undertake the Owner's scope of work to be reimbursed by the latter, rent accrued would commence after 60 days from date of taking possession and/or the date of power connection, whichever is later; and

5. If the Owner(s) is / are doing his / their assigned scope of work, then on completion of this work, rent will commence 30 days after handing over of premises to the Bank for its internal furnishing or the date of power supply connection, whichever is later.

6. All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. pertaining to the premises will have to borne by the Owner.

7. The Lease agreement has to be registered with the registering authority. Stamp Duty, Registration charges, etc. to be shared equally by the Bank and the owner(s).

C. Miscellaneous

1. The Bank shall bear actual charges for consumption of electricity and water for which the landlord has to provide separate electricity / water meters.

2. All repairs, including painting in common area and external surface, will be got done by landlord at their cost once every 3 years. In case, the repairs and / or painting is / are not done by the landlord as agreed, the Bank will be at liberty to carry out such repairs and painting etc. and deduct all such expenses from the rent payable to the landlord.

3. The Bank does not have any direct dealing with brokers. If any broker wishes to submit any offer representing a bonafide Owner/(s), such broker/consultant should enclose an authority letter from the Owner/(s) to

submit such an offer. Real Estate Consultants / Agents may please note that no brokerage will be paid by the Bank.

4. The Bank reserves the right to reject any or all of the offers without assigning any reasons to the Owners/(s).

D. OTHER TERMS AND CONDITIONS OF THE TENDER

1.1 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 terms (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 subject to market conditions& to a maximum ceiling of 15% after each 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 10 years.

1.2 Tender document received by the SBI after due date and time i.e. **28-07-2026 after 3.00 pm shall be rejected**.

1.3 The lessors are requested to submit the **tender documents in separate envelopes** superscribed on top of the envelope as **"Technical Bid with EMD**" or **"Price Bid"** as the case may be duly filled in (as stated earlier) with relevant documents/information at the **following address:**
The Regional Manager (RBO-III), Regional Business Office, State Bank of India, Borivali

1.4 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.

1.5 In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets.

1.6 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 **28-07-2026.**

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 Online **Technical Bid** will be **opened on 29-07-2026 at 3.30 PM** in presence of tenderers who choose to be present at the office of The Regional Manager (RBO-II), Regional Business Office, State Bank of India, Borivali . All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor**.

1.10 Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

1.11 The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.12 **Income Tax and other statutory clearances shall be obtained by the lessors** at their own cost as and when required. **All payments (Rent + GST)** to the successful tenderer shall be made **by Account Payee Cheque or RTGS/NEFT**.

1.13 **Preference** will be given to the 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 as stated earlier**.

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

1.15 The details of parameters and the technical score has been incorporated in **Cover-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.

1.16 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.

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.**

1.17 **The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

1.18 **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

1. **Walls**
2. **Columns**
3. **Balconies**
4. **Portico/Canopy**
5. **Staircase**
6. **Lofts**
7. **Sanitary shafts**
8. **Lift wells**
9. **Space below window sill**
10. **Box louver**
11. **AC duct**

B. Measurement of Mezzanine floor area (if any) shall be considered as under:
Floor to ceiling Height

1. **Above 2.6m: 100% of carpet area.**
2. **Above 2.1m upto 2.6m: 50% of carpet area.**
3. **Below 2.1m: Not to be considered**

C. The following shall be including in wall area and shall not be measured.

1. **Door and door opening in the walls**
2. **Built in cupboards**

1.18 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.**

1.19 **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.**

1.20 Lessor has to obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and will arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards & signages etc.

1.21 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.

1.22 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 by SBI as & when required.

1.23 All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room/Strong room/Locker Room, ATM / e lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, ramps, Main and Exit Door, Grills to all Windows. Rolling shutters and collapsible door to Main and Exit doors will be carried out by the lessor at his cost. Flooring of the banking hall of the premises shall be of Premium Doubled charged vitrified tiles and flooring of Record/Stationary Room shall be of Polished Kota stone. Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.

1.24 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 / mandatory approvals / other compliances, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

1.25 The bidder shall furnish EMD of **Rs. 0 (Rupees Nil Only)** in the form of Demand draft drawn in favour of SBI payable at par on any Scheduled Bank. **No tender shall be considered unless the EMD is so deposited in the required form**. No interest shall be paid on this EMD. The EMD of the unsuccessful tenderer shall be refunded soon after the decision to award the contract is taken without interest. The EMD shall stand absolutely forfeited if the bidder revokes his tender at any time the period when he is required to keep his tender open acceptance by the SBI or after it is accepted by the SBI or the bidder fails to enter into a formal agreement as stipulated or fails to commence the commence the work within the stipulated time.

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

BID EVALUATION PROCESS & CRITERIA

The selection process consists of the following considerations:

1. Pre-Qualification-Minimum Technical Requirements
2. Technical Bid Evaluation
3. Price Bid Evaluation (includes Techno-Price Ranking - **70:30**)

1. TECHNICAL EVALUATION

a. Technical evaluation will include technical information submitted as per technical Bid format, presentation of proposed premises, reference calls and site visits by an evaluation committee comprises with SBI Officers & Engineers, wherever required.

b. The Bank reserves the right to evaluate the bids on technical parameters including premises visit also. Only those Bids which are found to satisfy all essential requirements as per terms and conditions of this RFP/BID DOCUMENT, will be further evaluated based on an evaluation matrix and assigned technical scores. Such technical evaluation and awarding of technical scores will be carried out by a committee of the designated technical officers of the Bank using the following evaluation matrix:

2. SCORING MATRIX CRITERIA:

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

Scoring of parameters on a scale of 10 (Lowest) to maximum marks (Highest)

SN	PARAMETER	REFERNECE RANGE	MAXIMUM MARKS
1	**LOCATION PROFILE**		**20**
a	**Borivali West** (Travel distance from Existing Branch).	Direct access from the Existing branch – 5 Upto 1 km – 4 From 1 km to 1.25 km – 3 From 1.26 km to 1.5 km-1 More than 1.5 km -0	5
b	Width of the access road (Main gate entry road to be considered as access road)	If width ≥ 15m – 5 If width ≥ 9 m &<15m – 3	5
2	**SOCIAL INFRASTRUCTURE**		**10**
a	Public Transport (Metro Rail Station/ Sub-urban Railway Station/ Bus stand)	Within 500m - 4 500m to 1000m – 2	4
b	Hospital	Within 2.5 km – 3 2.5 km to 5 km – 1	3
c	Police Station	Up to 5 km – 2 points More than 5 km -0	2
d	Fire Station	Up to 2.5 km – 3 points 2.5 Km to 5 Km – 1 point More than 5KM:0	3
3	**BUILDING & BUSINESS PROFILE**		**70**

SN	PARAMETER	REFERNECE RANGE	MAXIMUM MARKS
a	Age of the Building	Less than 5 Years – 10 points Between 5-15 Years – 7 points More than 15 Years – 0 Point	10
b	Whether Entire Premises is located on Ground Floor	Entire specified area on Ground Floor :05 Ground +/ First Floor: 03 Ground +/ First Floor +/ Other floors : 0	5
c	Space available (Carpet area as per Sanctioned Building Plan)	GF 80%. – 5 points GF = 50% sq. ft. – 3 point GF > 50% sqft-0	5
d	Visibility of the Building from main/ major roads	Clear Visibility – 5 Poor Visibility – 2 No visibility-0	5
e	Premises Frontage	>= 40 feets = 05 >= 30 feets = 03 < 30 feets= 02	5
f	Availability of dedicated two & four wheeler parking facility within the premises compound for parking of staff vehicles and which will form part of the registry	Availability of parking as specified : 20 Availability of parking less than as specified but up to 50% of total requirement :10 No parking (less than 50% of requirement) :00	10
n	Suitability of premises for office needs (Assessment of suitability of premises shall be done by the Bank's Building Committee). Following factors may be considered: ● Condition of the building / Look & feel/ Site development ● Type of construction (RCC Framed/Flat slab construction) ● Need for Repairs/renovations ● Suitability from security perspective ● Natural light and ventilation ● Type of Flooring ● Surroundings ● Less Columns in Hall ● Feasibility of taking external connection for network, data, and power ● Floor height / Clear Headroom	(Zero to 30)	30

(Please furnish supporting documents against each parameter)

Signature of Bidder/ Owner with Seal

Only those offers which score **at least 75%** overall in technical evaluation shall be considered for opening of price Bid. Scoring for all the parameters below reference range will be zero. The scores awarded by the Bank as per scoring matrix shall be final and binding on all Bidders.

3. EVALUATION OF PRICE BIDS & FINALISATION

a. Only those offers which score **at least 75%** overall in technical evaluation shall be considered for opening of price Bid.

b. The date and time of opening of Price Bids will be communicated to technically qualified Bidders only. The price bids will be opened online through e-tendering portal in the presence of representatives of the qualified Bidders who choose to attend the same who is authorised by the bidder along with his KYC document.

c. The Bidder with the highest Bid score will be selected as per following methodology:

- Once the price Bid is opened, final evaluation will be carried out with 70% weightage for the technical evaluation and 30% weightage for the price Bid.
- Effective Cost as per price bid (as indicated in the Annexure 11) shall be considered for Final Evaluation along with technical criteria in the ratio of 30:70 (Price Bid 30% weightage and Technical Bid 70% weightage).
- Effective Cost shall be measured in INR per sq. ft. on Carpet area as per banks manual.
- The formula used for weightage will be as follows:

$$\text{Technical Score} = \frac{\text{Bidder Technical Score}}{\text{Max (Bidder Technical Score 1...n)}} \times 70$$

$$\text{Price Score} = \frac{\text{Min (Bidder Price 1…n)}}{\text{Bidder's Price}} \times 40$$

Bidder's Final score = Technical score + Price score

Example:

- Each of the above parameters given marks. Total marks 100.
  - Three premises short listed- A, B, & C.
  - They get following marks in technical evaluation.
  - A-78; B-70; C-54

- Convert them to percentiles
  - A : (78/78)*100= 100
  - B : (70/78)*100 =89.74
  - C : (54/78)*100=69.23

- Now that technical bids are evaluated, financial bids can be opened.
  - Financial quotes for three premises are as follows:

- A :Rs 300 per sqm for carpet area
- B :Rs 250 per sqm for carpet area
- C: Rs 210 per sqm for carpet area
-

- As desired one is lowest, to work out percentile score, we will get
  - C : (210/210)*100 = 100
  - B:(210/250)*100 =84
  - A:(210/300)*100=70

- Technical score (percentile form)
  - A : (78/78)*100= 100
  - B : (70/78)*100 =89.74
  - C : (54/78)*100=69.23

- Financial score (percentile form)
  - A:(210/300)*100=70
  - B:(210/250)*100 =84
  - C : (210/210)*100 = 100

- If proportion of technical to financial score is specified to be 60:40, then final scores will work out as follows:
  - A:(100 x 0.70) + (70 x 0.30) = 91
  - B:(89.74 x 0.70) + (84 x 0.30) = 88
  - C:(69.23 x 0.70) + (100 x 0.30) = 78.46

- Desired premises would be one with highest percentile score viz. A with score of 91.00.
- Based on this criterion, Bank would shortlist the offers. Then open the financial tenders of all the qualified offers and select the highest scorer in terms of final techno-commercial score.
- Suppose in the above example, premises A, B and C are shortlisted, then the Highest score is that of A.

Bidder with the highest score using above methodology will be declared as successful.

Note: The successful Bidder is required to provide price confirmation and price breakup strictly on the lines of Price Bid. He is also required to provide all requisite documents as mentioned in Minimum eligibility criteria, technical Bid or price Bid within the 3 months of issue of LOI, failing which his Bid may be disqualified and his EMD will be forfeited.

d. Price Bid valuation shall be considered as below in case of any kind of discrepancy:

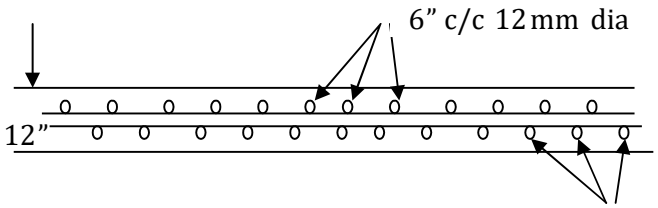
- If there is discrepancy between unit price per SqFt and total price, the unit price shall prevail as this will form the basis for arriving the total price.
- If there is a discrepancy in the total, the correct total shall be arrived at by the Bank and the same shall be binding on the Bidder.

e. In case of any shortfall in required area of the property offered by the successful bidder after joint measurement, the Bank has the discretion to accept the property

from the other qualified bidder(s) also in order of score(s).

SAFE & LOCKER ROOM

Construction of SAFE &LOCKER ROOM as per bank's specification with reinforced cement concrete Specification:
All four side walls, roofs and floor are 30 cm thick with M 20 grade reinforced cement concrete. 12 mm dia reinforcement at 6" centre to centre both ways and on both faces of the wall, floor & slab (a formation of reinforcement matt of 6" x 6" on either faces of the wall / roof / slab staggered in such a way that any view taken at right angles to the matt formations the reinforcement at every 3" centre to centre in elevation.



Where it is not feasible to provide R.C.C. slab 6as" c/cspecified, 12 mm diathe ceiling should be fortified with M.S. grills consisting of 20 mm rods spaced 75 mm center to center in angle iron frame work.

Construction of following rooms with 230mm thick brick as per the layout plan:
(1) RECORDS ROOM, (2.) DINING ROOM, (3) UPS ROOM,
(4) GENTS TOILET (5) LADIES TOILETS, (6) E-CORNER ROOM

Flooring- Vitrified tile 600mm x 600 mm
SOMANY: Crown snow, NITCO: vintage pearl
Skirting – same floor tile
Entrance opening : clear opening size : 8' wide and 8' high 5. Entrance gate for Branch & e-corner: Standard MS ROLLING SHUTTER with double locking system in the external and standard COLLAPSIBLE GATE. Collapsible gate size shall be 8' wide and 8' high with locking system.

RAMP : 3'6" WIDE RAMP to be constructed for branch and e-corner. Slope of ramp should be 1:10 or 1:8 (i.e. for 1 feet height length is 10 or 8 feet)

Windows – Inner– 3"x3" size M.S. Grill with12 MM Square Bar with wooden / aluminum shutters.
Steps– Riser and tread – Jet black. Stainless steel handrails to be provided for the entrance steps & staircase.

9. Painting
Internal Wall –Asian paint or equivalent paint with wall putty. External Wall – Asian paint or equivalent paint with wall putty Rolling Shutter – Grey. SBI emblem at Centre.
Grill & collapsible gate – Black colour

10. Other conditions/ requirements.

Height of roof slab from the finished floor level = 12'0'' and height of bottom of lintel from finished floor level =7'6''.

Urinal in gent's toilet & wash basin, Western type WC, common wash basin and kitchen sink for wash

Ceramic tiles are to be fixed in the toilet up to 7'0'' height and anti-skid tiles for the flooring. Colour and brand of the tiles are to be approved by the Bank.

Compound wall to be constructed all around the building. Brick wall upto5'0'' height and top 3'6'' with steel posts and barbed wire fencing. Necessary gate arrangement to be provided including wicket gate.

Covered generator room to be constructed on the rear side (16'0''' x 12'0'') with adequate bed & ventilation and this will not be included in the rent payable area (floor area).

Continuous water supply arrangements are to be made in toilets and drinking water point to be provided in lunch room. ➢

Dimensions, positions of rooms and column grid in the banking hall should not be altered / deviated without prior permission from the bank. Any additions and alterations in the building including the position and size of the windows/doors/ventilators/rolling shutters & partition works are to be carried out as per Bank's plan and as per the request of the bank.

Space contiguous, below and above the safe room / locker room to be occupied by the bank.

Building plan approval for construction to be obtained from the Local Municipal Authorities (Corporations /Municipality / Panchayats) & other statutory Government Bodies (building plan as given by the Bank).

- Construction work by the landlord has to commence only after the proposal is approved by the Bank and preliminary agreement is entered with the Bank. The building plan approval has to be obtained from Local Municipal Authorities before commencement of the work. Construction to be carried out strictly as per the plan approved by the local municipal authorities. No deviation will be permitted.
- the landlord has to get the structural design of the building designed by a reputed structural engineer. Landlord has to submit the Structural Stability Certificate and Construction Certificate for Strong rooms / Locker rooms to be issued by a reputed structural engineer who has designed and supervised the construction work.

Electrical layout will be sent separately. Wiring for the internal and external lighting / fan points / plug points / electrical fixtures like lights and fans to be provided in record room, ups room, dining room, passages, toilets etc as directed by the Bank .E.B. load to be obtained by the landlord as per Banks request & necessary E.B. deposit & cost of other related work for E.B. connection to be borne by landlord. (Details including the specifications & Power load will be given by the Bank's Electrical Engineer/ Consultant). **The above conditions are only illustrative not exhaustive. Other works depending upon the site conditions & as directed by the bank are to be complied with.**

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

COVER-I

OFFER TO GIVE THE PREMISES ON LEASE TO STATE BANK OF INDIA

From:

Name: _____ Address: _____

_____

_____

City: _____

PinCode: _____

Contact No. : Mobile _____ Email :

_____

To:
The Regional Manager
State Bank of India

_____

_____

Madam/ Dear Sir,

With reference to the advertisement dated___in____ calling for offers for acquisition of premises for use of State Bank of India, I/ We, submit my/ our offer for leasing the premises described here below, for your_____ branch. We have read and understood the requirements of the Bank and terms & conditions listed out in this context, for offering the premises detailed in the offer format.

Please find enclosed following documents duly filled up:

A. Details of the Premises offered on lease

B. Declaration by me/us.

C. Agreed Terms & Conditions

Signature of Bidder/ Owner with Seal

COVER–I

A. DETAILS OF PREMISES OFFERED ON LEASE

I	**Information of the Offeror /Owner**	
1	Name, address and telephone no.(Office/residence /cell) of the Owner/ Offeror.	
2	Name and contact no. of the person to be contacted.	
II	**Particulars of the Premises Offered**	
1	Name of the building	
2	Postal Address of the building with pincode	
3	Distance in KM from the Existing SBI Branch	
4	Distance in KM from the nearest City Bus Stop.	
5	Year of Construction/ Age of the Building (in MM/YYYY)	
6	No. of Floors in the Building	
7	Floor of the offered premises with Carpet Area in SqFt (Ground/ First/ Second)	
8	Whether the Building is in a	
a)	Commercial Complex	
b)	Commercial cum Residential Complex	
c)	Residential Complex	
d)	Status of necessary permissions of Competent Authority for using the premises for commercial/banking use	
6	Location of the premises offered i.e. ground floor or mezzanine or upper ground floor or basement or first Floor etc.	
7	Present Status of the building	
a)	Ready for occupation	
b)	Building under construction (Mention the time will be required for occupation ---------- with end date.)	
c)	Proposed for construction	
8	If it is ready building, year of Completion of construction	
9	Whether there is direct access to the premises from the main road	Yes/No

Signature of Bidder/ Owner with Seal

8	Carpet Area offered in sq.ft.(correctness of the same will be established on joint measurement only for the offer selected)	
9	Whether the building has Occupancy Certificate(OC)	Yes/No
10	Boundaries of the Property	
a)	North	
b)	South	
c)	East	
d)	West	
11	Electric Power load that is available as of now (to be augmented to 15KW per 1000 sq.ft. at owner's cost before handing over possession / commencement of rent including installation of Transformer if required)	
12	Water supply-Municipal/Bore-well	
13	Sewerage–Municipal / SepticTank	
14	Type of Structure–RCC/ Load Bearing	
15	Height available	
a)	Below slab to floor	------- ft.
b)	Below beams to floor	------- ft.
16	Parking available/can be provided for the The Bank	
a)	Two- wheeler	------ nos
b)	Four–wheeler	------ nos
17	Facilities available at present which may be altered as per the Bank's specifications, if required	Facilities available
a)	Flooring & cladding	
b)	Windows & Ventilators	
c)	Toilets	
d)	Pantry	
e)	Rolling Shutters etc.	
18	Whether adequate space as required by the Bank is available for keeping / installing	
a)	DG Set	Yes/No
b)	VSAT Antenna	Yes/No
c)	Outdoor AC Units	Yes/No
d)	Signage	Yes/No
e)	Location for 2nos.earth pits	Yes/No
19	Whether there is a basement floor below the premises offered	Yes/No
20	Any other information	

Signature of Bidder/ Owner with Seal

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.

Place:

Date: Name and signature of lessor(s) with seal

Signature of Bidder/ Owner with Seal

COVER–I

A. DECLARATION BY OWNER

1. I am/ we are aware that, the rent shall be calculated as per the usable carpet area which will be measured in the presence of owner(s) and the Bank Officials.
2. I am / we are agreeable to provide the following facilities ,as per layout and specifications of the Bank, at no extra cost to the Bank: -

i) Space for installation of DG Set (10'x10') on the ground floor within the compound and space on rooftop / terrace for VSAT Dish /Pole antenna (12'x 12') at my / our cost;
ii) Flooring with 2'x2'/3'x3' Vitrified tiles;
iii) Windows & Ventilators with iron grills and anodized aluminium sliding windows with 5mm thick Float Glass;
iv) Necessary partition walls with brick work with neatly plastered surface as per layout given by the Bank for ATM, Pantry, Electrical Room, Record room and Toilet;.
v) A pantry platform with stainless steel sink & a lunch platform;
vi) Two toilets(one for gents and one for ladies);
vii) A Strong Room-cum-locker room with 9" thick RCC walls and floor;
viii) Adequate 3 phase power supply (15 KW for every 1000 sq.ft. of carpet area) as a single connection with meter and main switch of required capacity at my/our cost including arranging the approvals for electrical works inside the premises done by the Bank;
ix) Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
x) Space for installation of signboard for full frontage length of the premises offered on lease;
xi) Adequate car and two-wheeler parking space. (Minimum two car parking per 1000 sq.ft.);
xii) Direct access from the main road for both Branch and ATM by providing necessary steps and ramp for physically challenged persons as also senior citizens and with handrails;
xiii) Necessary sewerage system(either municipal/ septic tank);
xiv) Rolling Shutters/Collapsible Gate for the entrance & frontage to the premises and to ATM space; and
xv) Installation, by the Bank, of the outdoor A/c units either on the sidewalls / rooftop as the case may be as per design requirements.
xvi) I / We declare that I am / we are the absolute owner of the plot / building / premises offered to the Bank and having valid marketable title over the above.
xvii) The Bank, at the time of vacating the premises, is at liberty to remove all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room doors, partitions and other furniture and fixtures installed by the Bank.
xviii) If my / our offer is acceptable, I / we will give you possession of the above premises on or before .
xix) I/ We further confirm that this Offer is irrevocable and shall be open for 180 days from date of Technical Bid Opening, for acceptance by the Bank.
xx) I/We undertake to enter into an agreement as and when intimated by the Bank.

Yours faithfully,

Signature of Bidder/ Owners

Signature of Bidder/ Owner with Seal

B. AGREED TERMS AND CONDITIONS

I/ We hereby agree that:

1. **Rent**

i. Rent shall be paid by State Bank of India (hereinafter referred to as the Bank) for the exclusive usable carpet area on sq.ft. basis after expiry of each month during the tenure of lease period which will initially be for 9 years and subsequently for the extended lease period.

ii. The Bank has the exclusive right to vacate the premises at any time during the pendency of lease by giving 3 months notice in writing without paying any compensation for early termination.

iii. Rent shall be paid by the Bank with effect from the dates as mentioned below:

- If the Bank is required to undertake the Owner's scope of work to be reimbursed by the latter, rent accrual will commence **after 60 days from date of taking possession** and/or the date of power connection, whichever is later; and
- If Owner(s) is doing his / their assigned scope of work, then on completion of this work, rent should commence **30 days after handing over of premises to the Bank** for its internal furnishing **or the date of power supply connection,** whichever is later.

2. Taxes / Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. will be paid by me/ us(owner(s)).

3. Maintenance/Repairs

i. The Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.

ii. All repairs including painting in common area and external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, the Bank will be at liberty to carry out such repairs and painting etc at its cost and deduct all such expenses from the rent payable to me/us.

4. Security Deposit

The Bank has to give us a sum as will be agreed upon by both the parties being the interest free advance deposit of not exceeding six month's rent which will later be refunded to the Bank at the time of vacating the premises or adjusted against outstanding dues at the Bank's discretion.

5. Lease Deed/ Registration Charges

I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of lease at an early date. I / We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me / us.

6. Usage of Premises for Commercial Purpose

   I/We confirm that the premises offered have been approved by the Local Development Authority for its usage as commercial /banking premises.

7. The original registered documents shall be deposited with the Bank and a certified copy of the same shall be with me / us (owners).

8. The owner(s) shall submit the title documents as and when called for to the satisfaction of the Advocate appointed by the Bank.

9. Approvals for the Building, Power Supply etc.from the Authorities

   I/We confirm that all necessary permissions/ approvals will be arranged by me / us, by completing all related formalities of the Local / Statutory Authorities.

Date:

Place: Signature of Bidder/ Owners

COVER - II

COMMERCIALTERMS

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:

Sl. No.	Details of the offered Premises with Address	Total Carpet Area of Premises Offered (as per Maha RERA/ Sanctioned Plan) (Sq.ft.)	Rate in ₹ per Sq.ft.*	Amount in ₹
1	2	3	4	5 = 3 X 4
A				
Amount in Words				
B	Interest Free Deposit (not exceeding 6 months' rent)			
C	Increase in monthly rental (not to exceed 15% after every 5 years).			
D	Lease Period (Minimum: 5 +5 years)			
E	Stamp Duty and Registration Charges to be shared equally between the Bank and Owner (50:50)			Yes/ No

Note:

a) Bidder shall quote rate and amount inclusive of all the charges/ cost of the offered Premises with parking, society charges, maintenance charges, municipal taxes/ cess, equipment/ services required for smooth operation of the building and the mandatory requirement mentioned in the tender, excluding registration and stamp duty charges. GST will be extra if applicable.

b) Bidder shall be liable to clear all the pending dues / charges till the date of handing over the premises.

c) The Carpet area that would be finalized after joint measurement would be taken for arriving at effective unit cost. Carpet area will be measured as mentioned in Technical bid as specified in the tender document.

d) Electricity / Water Meter Deposit, Society Formation Charges, Share Money Charges, Amenities Charges, Property Transfer Charges, Other Incidental Chagres & legal charges for formation of apex body etc, if any except Stamp Duty and Registration charges, will be borne by the Bidder.

e) Bank shall not be liable to pay any-other charges not covered above.

Signature of Bidder/ Owner with Seal

The PRICE BID should not have any reference to any other information other than price. The price bid should not be conditional bid. Any violation of this condition will result in summary rejection of the offer. Hence, Bidders are requested to exercise caution.

The Price Bid should not contain any blanks, if any blank space has been left in the Price Bid, it will be considered as Zero.

Not to be filled as annexure to technical bid while uploading.

Bidder shall submit the online Price Bid as part 2 in the format available in the online portal.

(*) For deriving the L-1 bid, Rate per SqFT (unit cost) will be considered by the Bank. However, the final contract value shall be derived on the Carpet area that would be finalized after joint measurement taken for arriving at total cost.

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

Signature of Bidder/ Owner with Seal

Annexure-A

SPECIMEN OF CONSENT LETTER OF LEASE

Place:
Date:
From: …… …
…… ……
(Mention the name/s and complete address of
the landlord/s or officer/s with pin code)

To:

The Manager / Chief Manager / General Manager……
(Name of the Branch / office)
Dear Sir,
Sub : Building / Premises No. ……..
Situated at ……
(Mention complete address with pin code)

Ref: My / our offer letter at…… …
……..
I / We, the owner/s (or the authorized and competent lesser/s in case of offer/s) confirm having let out / to be let out the above building / premises together with the furniture / fixtures (only if provided by the landlords) on the following terms and conditions.
I / We shall give possession of the premises to the Bank on or before …..... (Date)

1. The carpet area are of the premises let out for the exclusive use of the Bank as Office premises shall be –

   ……. sq. ft. on the _____ floor)
   wherever applicable ……..sq. ft. Total as ascertained by joint measurement.

2. The monthly compensation payable by you for the said premises shall be basic rent @ Rs……/- per sq. ft. of built up area of ……sq. ft. and service charges Rs…… And tax Rs…….

3. The period of lease shall be 5 years w.e.f. …….. (date of possession) with an option in favour of the Bank to continue for a further period of …… years on the same terms and conditions (or with increase in total compensation for the option period)

4. The Bank shall have an option to terminate the lease prematurely by giving three months' notice in writing to me/us and I/We shall not claim/not entitled for any compensation/rent for the unexpired period of lease.

Signature of Bidder/ Owner with Seal

5. All the taxes and assessments in respect of the above premises shall be paid by me/us (or by the Bank as stipulated in the sanction). If any notice is received by Bank from the authorities concerned on account of default, I/We shall pay the liabilities immediately or I/We authorize you to pay the same against adjustment of future rent payable to me/us.

6. Charges in respect of consumption of water and electricity meters have been/will be installed at my/our cost.

7. I/We agree to carry out periodical repairs at my/our cost to the premises to make it tenantable and also to white/colour wash the premises at least once in two/three years. In case the repairs and white/colour washing is/are not done by me/us as agreed herein, you will be at liberty to carry out such repairs, white/colour washing etc. at my /our cost and deduct all such relative expenses from the rent payable to me/us.

8. Special provisions for strong room, AC installation and operation and maintenance, lift operation and maintenance any other will be made by me/us

9. I/We have received a sum of Rs…….(Rupees…….. ……only) as interest free advance rent which shall be refunded by me/us at the time of your vacating the premises. However, you are at liberty to adjust the said sum towards the monthly compensation payable to me/us for any period.

10. Rent will be chargeable for each floor/distinct wing from the date the same is handed over ready for occupation.

11. I/We have received a sum of Rs……(Rupees ……only) as loan at……..% interest, The loan will be repaid with interest applicable from time to time, by me/us by adjusting the entire monthly compensation payable to the loan account till the same is got closed fully with interest. I also undertake to pay additional interest @ 2% over and above the rate prescribed for the loan in case I/We fail to give possession of premises within 6 months (as per the period agreed) from the date

Place:

Date: Name & Signature of lessor(s) with seal if any

Signature of Bidder/ Owner with Seal

Annexure-B

SAMPLE FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this___day of 20 between Shri /Smt._____son/wife of Shri ___ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors, and assigns) of the one part. (If the Lessor is a firm, company etc., the description should accordingly be changed).

AND

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai, a Local Head Office at_____a branch /office at(hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

WHEREAS

The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified 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_____years commencing from_____with the absolute option to the Bank to renew the lease for further_____terms of _____years, yielding and paying thereof unto the lessors the monthly rent of Rs._____Subject to

Signature of Bidder/ Owner with Seal

TDS on or before the_____day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenants 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_____months' rent as advance deposit which is refundable at the time of determination of lease without interest. However, the lessor/s at the time of termination of lease and vacation of the premises thereon, is/are entitled to adjust the said deposit without interest towards the rent (subject to TDS) due if any, as on the date.

(iii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric metre or water metres to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

2. (i) The Lessee shall be entitled at any time during the said terms to

install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.

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

(a) on site ATMs

(b) Housing of outfits of the subsidiaries/associates of the lessee.

(c) For cross selling purposes

(d) Branch/Office of the lessee

(e) Guest House etc.

(iii) To display its signboard / boards, hoarding, neon signs in such a manner

at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

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

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

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/s hereby declare and acknowledge the availment of loan of Rs. ___for the construction of new premises / for carrying out additions / alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the instalments / dues for liquidation of the said loan with interest within a maximum period of 7 years as stipulated under the loan documents dated__and is also bound by the terms and conditions agreed to under the said loan documents.

(iii) The Lessor (s) shall not nor shall he/they allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.

(iv) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in

respect of the same.

(v) The Lessor/s shall maintain at his / their cost adequate and continuous supply of electricity and hygienic, potable filtered and / or tube-well water by means of electrical water pumps and overhead tanks or otherwise for the use of the lessee in the demised premises and to operate and maintain the water pumps in proper condition at their cost.

(vi) The Lessor (s) at his / their own cost, shall effect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water right 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.

(viii) The Lessor(s) warrants that he / they has / have good, rightful power, absolute authority and indefeasible title to demise the demised premises to the Lessee in the manner herein appearing free from all encumbrances, trusts, his dependents, executions and attachments whatsoever.

(ix) The lessor(s) will not during currency of the lease transfer, mortgage, sell, assign or otherwise create any interest in the demised premises without the prior consent of the Bank in writing.

(x) The Lessor has no objection for Lessee to assign / transfer / sublet the demised premises or part here of.

(xi) The Lessor shall have no objection whatsoever to the Bank installing, providing and operating a DG Set of required capacity in the demised premises.

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

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

(i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may make payment of the same and such payment shall be against adjustment of future rents payable.

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

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

(iv) In the event of the demised premises or any part thereof being acquired or requisitioned by Government or any local authority under any Act for the time being in force this Lease shall be determined and the parties shall be entitled to such compensation as they may respectively be entitled under the law.

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving _____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

thisLease.

(vii) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessee sale as e for further period/s of ___from the date of expiration of term hereby created on the same terms and conditions as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated and in any case the increase in rent shall not be more than _____% of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein. That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e. lessors and the Bank in equal sharers.

(viii) Notwithstanding anything contained hereinabove the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilised and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the 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) 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

 Signature of Bidder/ Owner with Seal

By the above named

In the presence of Lessor (s)

SIGNED SEALEDANDDELIVERED Address:

By the above named

In the presence of for and on behalf of State Bank of India,

Br.

Lessee

Witness:-

Signature_____

Name_____

Address_____

Signature_____

Name_____

Address_____

Signature_____

Name_____

Address_____

Signature_____

ANNEXURE D – LIST OF DOCUMENTS

SN	Document Name/Type	Attached(Yes/No)	PageNo.*
A	**Mandatory Documents**		
1	Bid letter		
2	Proof of Earnest Money Deposit		
3	Copy of board resolution/ Registered POA for Signing authority		
4	Copy of Agreement/ Letter of allotment incase land belongs to Quasi Govt/ Govt.		
5	Ownership/Title documents		
6	Site plans and approved layout, working drawings in hard copies and AUTOCAD format		
7	OC copy		
8	Structural stability certificate		
9	Evidence of electrical load		
10	Evidence of power generator for back Up		
11	Undertaking on Rs.1000 non-judicial stamp papers to complete the various works as per Bank's requirement within 120 days from the date of issue of LOI		
12	Title & Search Report not older than 6 months (If available)		
13	Valid Lift Licenses (if any)		
14	Fire safety NOC		
15	Lease deed in case of leasehold land or building		
16	Sanction order for the electrical installations issued by the Electrical Inspector / Competent Authority		
17	Disclosure of encumbrances if any		
18	All Annexures		
B	**Supporting Documents**		
1	Statutory Lessor NOC		
2	Municipal/MMRDA/ MCGM/ BMC Bills (electricity, water, property taxes)		
3	Building photos		
4	List of amenities		
5	Building certifications		
6	List of equipment offered		
7	Municipal/PMRDA bills (electricity, water, property taxes)		

Signature of Bidder/ Owner with Seal

* Mark page numbers to all the documents submitted.

ANNEXURE -E

LIST OF WORK TO BE CARRIED OUT IN THE PREMISES BY LANDLORD.
CHECKLIST

SLNO	ITEM	DETAILS
1.	Rolling Shutter	Rolling Shutter with mechanical / motorised (preferably motorised) for following doors / windows: 1. Main door and glass side 2. ATM/ E lobby door and glass side also 3. Exit Door
2	Collapsible Grill	Collapsible M. S. Grill for back side entrance. 1.Main and Rear Door 2 Cash Room
3	M.S. Grill	All windows including toilet windows shall have heavy duty MS grills.
4	Doors	Flush Door with hardware , laminate finish for UPS room door , system room door, record room door, toilet for ladies and gents, electrical room, back side door including door closure etc
5	Aluminium Windows	Aluminium Windows to all windows including toilets aluminium lovers with exhaust fan etc.
6	Vitrified Tiles	1.**V**ertified Tiles flooring (except Record Strong room &Toilets) 2.Record and Strong room - Kota stone flooring. 3. Toilet area -Ceramic floor and wall Tiles; Granite partition for urinal.
7	Toilets and Pantry	Plumbing with S. S. fittings including mirror in Gents and ladies toilet fittings like rob hooks
8.	Paint	1. Application of plastic paint. 2. Application of exterior paint, if required in the premises.
9	Ramp	Entry and exit doors of Branch and ATM shall have Ramp in addition of stair case with S. S. railing as per Bank's specifications.
10	Brick work with Plaster	6 " Brick walls for ATM, Cash Room , Record Room, Toilets and wherever required as per banks plan
11	Air Conditioning	Place to install AC outdoor units shall be provided
12	Electrical	1.Space for earth pits shall be provided. 2.Providing adequate power as per banks requirement
13	D.G. Set	D.G. Power shall provide or space for DG installation
14	Pantry	Pantry counter, windows and wash basin etc.
15	Strengthening of Slab as per drawing (Locker Room	As per specification enclosed. Slab should take live load @1000 kg/ sq meter
16	Occupation Certificate	Work such as sprinkler and other work needed for OC is in Landlord/ Builder Scope
17	Sprinkler	Providing and extension of Flexible hose pipe as per Banks requirement.
17	Main door	Toughened glass 12mm thickness for Entrance Door & Fixed glass for other openings as per requirements.
18	Carpet Measurement	Should be as per Bank's norms and BMC approved plan. After completion of the civil works by the Landlord such as toilets, strong room, record room, UPS and Server rooms etc. Joint measurement is being taken by excluding the wall thickness of the said civil construction

Signature of Bidder/ Owner with Seal