



RBO-3, Muktsar/2025-26/06 dated 16.07.2025

STATE BANK OF INDIA

REGIONAL BUSINESS OFFICE -3, MUKTSAR

Address: Opposite Shanti Bhawan,

Bathinda Road Muktsar-152026

Email: cmops3.zobtd@sbi.co.in, Tel:01633-260264

NOTICE INVITING TENDER FOR PREMISES
REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR HOME LOAN CENTRE
& REGIONAL BUSINESS OFFICE AT MUKTSAR
PREMISES REQUIRED ON RENT/LEASE

1. State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises **on Ground and First/Second Floor** in well established commercial area preferably **within a distance of 500 mtrs. from existing RBO office** on lease rental basis for Home Loan Centre and Regional Business Office at Muktsar, Approx carpet area required is **1300 to 1394 Sq.Mtr or (Approx 14000 to 15000 Sq.ft.)** and minimum **30 feet** front with **adequate open / covered** parking space. **The premises with front less than 30 feet will not be considered and will liable to be rejected.**
2. The premises should be preferably in the prime locality preferably on a main road with adequate parking space (rental free) and predominantly in commercial establishment/market on the ground floor ready or to be modify or constructed within 4-6 month for possession.
3. **The copy of the Title deed of the ownership of the free hold, commercial premises offered in the name of applicant must be attached with technical bid otherwise bank has right to reject the tender application without providing grace period for submission of title documents. In case any financial assistance is availed on the premises proposed then NOC from lender should also be enclosed with tender bid documents.**
4. Premises should be ready for possession / occupation which need to be modify/construct within 4-6 months from the last date of submission of proposal. Preference shall be given to ready to move premises. Preference will also be given to premises owned by Gov/Semi Govt Department/Public Sector unit/Public Sector Banks.
5. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from SBI website www.bank.sbi under link "Procurement news" from **17.07.2025 to 07.08.2025.**



6. The offer in a sealed cover (**technical and price bids both in separate envelopes**) to be submitted duly filled along with One Demand draft of Rs.20,000/- (Rs. Twenty Thousand Only) in favour of State Bank of India, payable at Muktsar (refundable) during office hours at the following address: SBI Regional Business Office-3, Opposite Shanti Bhawan, Bathinda Road Muktsar.
7. The offers in sealed covers, complete in all respects, should be submitted to above office on or before 07.08.2025 upto 04.00 pm. Any corrigendum shall be informed through bank website. **The SBI reserves the right to accept or reject any offer without assigning any reasons.** No Brokerage shall be paid to anyone/broker. In case of bank's holiday, bid can be submitted by next working day.
8. Strong Room if any will be constructed by the landlord/ owner at their own cost as per the Bank's norms. Landlord/ owner to appoint architect & structural engineer for the design & construction of civil works.
9. The water proofing of the slab of the building should be with a guarantee of entire lease period, or if it is for lesser period, it will have to be renewed from time to time up to lease period at the cost of bidder.
10. The successful bidder should arrange to obtain the municipal license/ Fire NOC/approval of layouts 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 and Occupancy Certificate from Municipal authorities.
11. The premises should have reasonable number of telecom players as available (MINIMUM TWO) for the dual connectivity of Network. Bidder has to submit Longitude and Latitude of the premises offered in Technical Bid for verification of connectivity. Bank reserve the right to reject bids if connectivity of network is not available.

**Regional Manager,
State Bank of India,
Regional Business Office-3,
Opposite Shanti Bhawan,
Bathinda Road Muktsar-152026.**



TECHNICAL BID

OFFER /LEASING OF COMMERCIAL/OFFICE PREMISES

GUIDELINES FOR BIDDERS

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. One Demand draft of Rs.20,000/- (Rs. Twenty thousand Only) in favour of State Bank of India payable at Muktsar (refundable) should be enclosed with Technical Bid as a security amount. Bid without accompanying the security amount will not be considered. The signed technical bid along with DD, application form (page1 to 20), copy of proof of power of attorney, registry(title documents), site layout plan, photograph of offered premises be kept in envelope-A and Price Bid (Page 21-22) be kept in envelope-B in separate sealed envelopes and these two envelopes be placed in a single sealed envelope super scribing "Tender for leasing of Office/Branch premises for Home Loan Centre and Regional Business Office at Muktsar" and submitted to

**Regional Manager,
State Bank of India,
Regional Business Office-3,
Opposite Shanti Bhawan,
Bathinda Road Muktsar.**
on or before 07.08.2025 up to 4:00 PM.



Important points of Parameters -

1	Carpet area	Approximately 1300 to 1394 Sq.Mt or (14000 to 15000 Sq.ft) on ground and first/second floor.
2	Parking space	Adequate parking space (covered/ open for 18-22 cars and 15-20 two-wheelers for staff and sufficient space for public parking.
3	Amenities	24 hours water supply, preferably generator power back up and approx. 100-120 KW electrical power supply connection.
4	Possession	Ready possession / occupation within 4-6Months.
5	Premises under construction	Will be in case the building is completed and handed over within next 4-6 months in all respect.
6	Desired location	Preferably within a distance of 500 mtrs. from the existing Regional Business Office.
7	Preference	<ul style="list-style-type: none"> (i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic/ concerned authority. (ii) Main Road (iii) Govt. Departments / PSU / Banks. (iv) Ready to occupy premises/expected to be ready within 4-6 months from the last date of submission of proposal.
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement. However, all the mandatory Municipal licensees/NOC/approval of layout plan/internal additions/alterations etc. as necessary from the local Civic Authority/Collector/Town planning etc. will be arranged by the owner for carrying out interior furnishing /interior Addition/ alterations in the premises by the bank.
9	Initial period of lease	Total period 10 years(Initially for 5 years and further 5 years with predetermined increase in rent @15 -25%(negotiable at the time of final decision) after expiry of first term of 5 years.
10	Selection procedure	Techno-commercial evaluation by assigning 70% weight age for technical parameters and 30% Weight age for price bids.



11	Validity of offer	6 months from the date of submission of the offer.
12	Stamp duty / registration charges	To be shared in the ratio of 50:50 between the lessor (s) and Bank.
13	Fit out period	3 months after completing of civil work and other mandatory approval by Land lord.
14	Rent	Rent will be started after the possession of the premises by the bank.
15	Provision of Lift	Landlord/bidder will also provide the lift from basement/ ground floor to top floor at their own cost in the premises.

TERMS AND CONDITIONS

The successful bidder should have clear and absolute free hold commercial title to the premises and furnish legal title investigation report from the SBI's empanelled advocates, at his/her own cost. **The successful bidder will have to execute the lease deed (Annexure-A) 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 lessor (s) and the Bank. The total period of lease 10 years i.e. initial period of lease will be 5 years with one option to renew after 5 years at predetermined increase in rent @ 15-25% (negotiable at the time of final decision) after expiry of first term of 5 years, at the time of renewal with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the pendency of the lease. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 + 5 years. Bid can be rejected if submitted without furnishing of duly signed copy of application form (page1 to 20), **Copy of Title Deed, copy of poof of power of attorney, registry, site layout plan, and photograph** by the Landlord/Power of attorney holders/authorized persons. Such type of tender are called incomplete tenders. Tender document received by the **SBI RBO-3, Muktsar** after due date and time i.e. **07.08.2025** after 04:00 pm shall be rejected. The bidders/ lessor (s) are requested to submit the **tender documents in separate envelope super-scribed on top of the envelope** as Technical Bid or Price Bid as the case may be duly filled in with relevant supporting documents/information at the following address:

**Regional Manager,
State Bank of India,
Regional Business Office-3
Opposite Shanti Bhawan,
Bathinda Road, Muktsar-152026.**



GENERAL TERMS & CONDITIONS

1. All columns of the tender documents must duly fill in and no column should be left blank. **All pages of the tender documents (Technical Bid and Price Bid) are to be signed by the Bidder (Owner)/ authorized signatory of the bidder.** POA/Authority letter authorizing Authorised signatory by owner should be enclosed. Any over-writing or use of white ink is to be duly initialed by the bidder/POA holder. **The SBI reserves the right to reject the incomplete tenders.**
2. The copy of the Title deed of the ownership of the premises offered in the name of applicant must be attached with technical bid otherwise bank has right to reject the tender application without providing grace period for submission of title documents. Details of any financial liability like loans, charge must be disclosed by applicant.
3. In case the space in the tender document is found insufficient, the lessors may attach separate sheets.
4. The offer should remain valid at least for a period of 6 (Six) months to be reckoned from the last date of submission of offer i.e. **07.08.2025.**
5. 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 (s) is required to attach a separate sheet "list of deviations", if any. In absence of separate sheet illustrating the deviations, same will not be considered and terms and conditions mentioned in tender documents will be enforceable.
6. Technical bid will be opened by the Premises Selection Committee on **08.08.2025** at 12.30 PM or as notified in presence of bidders who choose to be present at the office of:-

**Regional Manager,
State Bank of India,
Regional Business Office-3
Opposite Shanti Bhawan,
Bathinda Road, Muktsar-152026.**



7. All the bidders are advised in their own interest to be present on that date at specified time. **In case of presence through representative/ Authorised signatory, POA/Authority letter authorizing Authorised signatory by owner should be provided.**
8. **The SBI reserves the right to accept or reject any or all the tenders without assigning any reason thereof.**
9. **Branch premises should have reasonable number of telecom players available (MINIMUM TWO) for the dual connectivity of Network. Bidder has to submit Longitude and Latitude of the premises offered in Technical Bid for verification of connectivity. Bank reserve the right to reject bids if connectivity of network is not available.**
10. Canvassing in any form will disqualify the bidder. No brokerage will be paid to any broker.
11. Bank reserves the right to debar/disqualify the earlier successful L1 bidder who have earlier participated in tender and fails to execute the work and fails to hand over the premises.
12. The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises. After site inspection by the premises selection committee (PSC), price bid will be opened of only those bidders who have technically qualified & fulfill the bank's required parameters. Technically disqualified bidders will not be considered for further process of premises selection and after completing tendering/premises selection process there security amount/DD will be returned. Security amount/ DD of finally selected bidder by PSC who have achieved maximum score based on techno-commercial percentile (as per the parameters given in scoring chart) among the bidders will be retained by the Bank till final handing over of the premises. In case of refusal of L1 bidder to execute the work and fails to hand over the premises the security amount furnish shall stand forfeited. In event of Bank decides of issue afresh tender then Bank may also debar him from participating in further tendering process.
13. Income Tax and other statutory clearances shall be obtained by the



lessors/ landlord at their own cost as and when required. All payments of rent/ GST if applicable to the Lessor(s) shall be made by the Bank through Account Payee Cheque or RTGS/NEFT.

14. Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. **NO RENT SHALL BE PAID FOR PARKING AREA AND SPACE FOR GENERATOR.** Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.
15. Preference will be given to the buildings on the main road of location specified in NIT.
16. The details of parameters and its weightage for technical score have been incorporated in Annexure 1. 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.
17. The income tax/TDS and other taxes as applicable on rent will be deducted at source while paying the rentals per month. All other taxes and service charges except service tax/ GST, if applicable, shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges/ GST shall be taken into account for the purpose of fixing the rent.
18. However, the landlord will be required to issue the bill to **The Asstt. General Manager, SBI, RBO- Muktsar** , every month for the rent due to them indicating the service tax/GST component also in the bill, separately. The bill also should contain the service tax/ 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 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.

19. 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.

20. Mode of measurement for premises is as follows:

The rent will be paid on the basis of carpet area of the premises & the same should be as per IS 3861: 2002 code which could be measured jointly by the Architect and the landlord. The carpet up area shall be measured only after addition and alteration work carried out by the Landlord as per the bank's approved layout plan for the branch.

21. The floor wise area viz. Ground/ First/second floors, if any, etc. with the corresponding rate for rent/taxes should be mentioned in the Price Bid. Average of Price quoted by bidder of all floor shall be considered for deriving L1 price only. The number of car parking/ two wheeler spaces offered should be indicated separately.

22. The successful bidder/ lessor(s) must obtain the Municipal License/ NOC for

a) Banking activities in the subject premises along with Approval of maps of the building/ premises from Concerned Authority and b) Layouts/ maps/ drawings etc. from Concerned Authority/ Collector/ TownPlanning etc. for carrying out the civil addition/ alteration, interior furnishing of the premises by the Bank. **Bidder/Lessor (s) should also obtain the completion certificate and occupation certificate from Concerned Authorities after the completion of civil addition/ alteration and interior furnishing works.** The required additional electrical powerload of approximately **100-120 KW** will also have to be arranged by the bidder/ lessor(s) at his/her cost from the State Electricity Board or any other Private Electricity Supply Company in that area etc. and NOC to be obtained. The space for installation and running of the generator, provision of installation of AC outdoors units,



Bank's signage at front & side fascia, earth stations, V-SAT, etc. within the compound will also have to be provided by the bidders/ lessor(s) at no extra cost to the Bank.

23. Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed Structural Consultant, at his/ her cost.
24. The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/ Collector/ Town Planning Deptt. 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.
25. After the completion of the interior works etc. by the Bank, the lease agreement will be executed as per Annexure-A and the rent payable shall be reckoned from the date of Possession. The Bank shall start paying the rent from the date of taking possession from the landlord. Before taking possession, it shall be ensured that the building is constructed as per the plan given by the Bank and **necessary occupation certificate is obtained from the appropriate authorities by the landlord and it is submitted to the Bank.** The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
26. Lease Deed shall be executed between the Lessor (s) and the Bank on the standard format of the Bank (Annexure-A).
27. Landlord/bidder will also provide the lift from basement/ ground floor to top floor at their own cost in the premises.
28. All the civil works pertaining to construction of ATM/ E-Lobby, Record Room, Stationary Room, System Room, UPS Room, Ladies and Gents Toilets with doors on each floor, Pantry, Staircases etc. as may be required, as per site conditions shall be got executed by the Lessor(s) as per specifications laid down by the Bank and instructions of Bank's Engineer up to the entire satisfaction of Bank, at their own cost. Lessor will be required to engage the Architect, structural consultant as approved by the Bank for supervision of the entire activities of construction, at their own cost. Bank shall only take the possession of



the demised premises after completion of all the construction works, submission of desired certificates from licensed structural consultant and Architect, as approved by the Bank and fulfillment of all other terms and conditions as mentioned above.

29. Necessary arrangements for continuous water supply, and independent Underground and overhead water tanks of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply will be provided by the Land Lord.
30. Proper sewerage connection shall be arranged by landlord for the Bank.
31. All external doors and windows shall be provided with steel grills & shutters by landlord.
32. Bank can make additions and alterations/dismantling if necessary without changing of basic design at any stage during currency of lease.
33. Landlord/lessor will provide vitrified tiles flooring (Johnson & Johnson/NITCO/KAJARIA) (salt & pepper/MARBLE shade) in the Bank Hall and marble/Anti-skid ceramic tiles in toilet area and 1st class bathroom fittings including wall tiles. Landlord/lessor will arrange to provide all sanitary fittings/toilets fully completed on each floor as per requirements of the Bank.
34. Landlord/lessor will carry out major structural civil, sanitary, and electrical, repair/ maintenance works, if required at his cost and Landlord/lessor will also ensure the roof remains water-tight. In case the above repairs are required and Landlord/lessor fail to attend to the same, the Bank will carry out necessary repairs at landlord risk and cost. Cost on such expenditure of will be recovered from rent payable.
35. Safe room door with Collapsible grill gate will be provided by the Bank.
36. Plastic paint, oil bound distemper and painting etc. as per the Bank's instructions shall be done by the Land Lord after every two years failing which the Bank shall beat liberty to get the same done at your risk and as per actual cost. Cost on such expenditure of will be recovered from rent payable.
37. Landlord/lessor will at his cost, arrange for separate electricity meter/sub meter having three phase electric connection up to 100-120



SBI

38. The owner/lessor shall not have any objection for installation of ATM, V-set, D.G Set, glow signages/solar panels by the bank at suitable locations in the building or terrace of premises and shall not claim any additional rent for same.

Place:

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



GENERAL & TECHNICAL INFORMATION ABOUT THE OFFERED PREMISES
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/LESSOR (S)

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

With reference to your advertisement in the _____ dated _____

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

General Information:

Location as name of the nearest local railway/ bus station and its distance from the site:

A.	Location	
A.1	(a) Distance from existing Regional Business Office Muktsar	
A.2	Distance in Km from the nearest bus stop.	
B.	Address of offered premises	
B.1	Name of the Building	
B.2	Plot no and Door No.	
B.3	Name of the street	
B.4	Name of the city	
B.5	Pin No	
B.6	Longitude Latitude	
C	Name of the owner	
C.1	Address	
C.2	Name of the contact person (
C.3	Mobile no	
C.4	Email address	



Technical Information (Please✓ at the appropriate option)

a. Building - Load bearing_____RCC Framed Structure_____

b. Building – Residential_____Institutional_____Industrial
_____Commercial_____

c. No. of floors_____

d. Year of construction and age of the building_____

If building to be constructed, how much time will be required for occupation_____

e. Floor of the offered premises

Level of Floor	Carpet area (Sq. Mt)
Ground Floor	
First floor	
Second floor	
Total Floor Area	

Note: The final carpet area shall be in accordance with **IS 3861: 2002** code

Building ready for occupation: Yes/No

If no, how much time will be required for occupation with end date_____

Amenities available:

Electric power supply and sanctioned load for the floors
offered in KVA _____

Running Municipal Water Supply Yes/No

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

Whether NOC from department has been received Yes/No
(Enclose copies)

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

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

Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No



Whether car parking/scooter parking which can be offered to the Bank. Yes/No

If yes, no. of four wheelers _____ & no. two wheelers _____

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. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement.

I will handover the possession of the building after getting it constructed/renovated as per Bank's requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

Place:

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



ANNEXURE – I
PREMISES REQUIRED ON LEASE FOR HOME LOAN
CENTRE AND REGIONAL BUSINESS OFFICE AT MUKTSAR
Parameters based on which technical score will be assigned by
SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

	Parameters	Total Marks
1	(a) Location within 0.5 Km – (5 marks) (b) Location from 0.5 to 1 KM – (3 marks) (c) Location beyond 1Km- (1 Mark)	5
2	Ready for occupation:- (a) Ready built: (20 marks) (b) Partially constructed: (10 marks) (c) Plot: (5 marks)	20
3	Floor Area:- (a) More than 14500 sq ft : (15 marks) (b) Between 14000 sq ft to 14500 sq ft : (10 marks)	15
4	Nearby surrounding, approach road, location:- (a) Commercial/Residential locality with wide approach (10 marks) (b) Commercial/Residential locality with narrow approach (5 marks)	10
5	Frontage:- More than 35 feet (10 marks) Between 30 feet to 35 feet (5 marks)	10
6	(a) Availability of parking as specified (10 marks) (b) Availability of parking less than as specified (3 marks) (c) No parking (0 marks)	10



7	Quality of construction, Load bearing/RCC frame structure, and suitability of premises:- (a) Excellent (10 marks) (b) Good (5 marks) (c) Satisfactory (3 marks)	10
8	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	20
	TOTAL	100

EXAMPLE FOR EVALUATION OF PROPOSALS

1.0 Each of the above parameters given marks.

Total marks 100.

Three premises short listed- A, B, & C.

They get following marks A-78; B-70; C-54

Convert them to percentiles

$$A : (78/78) \times 100 = 100$$

$$B : (70/78) \times 100 = 89.74$$

$$C : (54/78) \times 100 = 69.23$$

2.0 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 floor area

B : Rs 250 per sqm for floor area

C: Rs210 per sqm for floor area

As desired one is lowest, to work out percentile score, we will get

$$C : (210/210) \times 100 = 100$$

$$B : (210/250) \times 100 = 84$$

$$A : (210/300) \times 100 = 70$$

3.0 Technical score (percentile form)

$$A : (78/78) \times 100 = 100$$



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

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

4.0 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 70:30, then final score will work out as follows:-

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

$$B : (89.74 * 0.70) + (84 * 0.30) = 88.01 \text{ Rank-2}$$

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

Successful Rank-1 bidder as shown above will be called for further negotiation by the Bank.



ANNEXURE-II (Part of Technical Bid)
Premises required on lease

GENERAL SPECIFICATIONS FOR CONSTRUCTION/ADDITION OF A BRANCH BUILDING CUM CURRENCY CHEST & STRONG ROOM TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND OTHER TERMS & CONDITIONS

SPECIFICATIONS:-

1. Building will consist of RCC Strong room (if Required). The RCC walls to be constructed as per requirement of the bank for keeping loan files.
2. All the peripheral walls of the building will be of 23 cm thick & all the partition walls will be 11.50 cm thick and will have 6 mm steel @ third course.
3. FLOOR FINISH:-
4. Banking hall/BM's room/toilets/canteen/System/Conference room shall have double charged vitrified tiles/granite/ wooden of approved shade.
5. Insides other rooms-Double charged vitrified tiles.
6. Open area-Kota stone/Cement concrete pavers.
7. WALL FINISH:
8. Internal- Plastic emulsion/oil bound distemper/enamel paint of approved shade/ makes.
9. EXTERAL: Water proof paint apex or stone cladding of front structural glazing as per requirement.
10. M.S Grill for windows-16 mm square bars @7.62 Cm , C/c both way in frame.
11. Main entry & exist to have collapsible gate.
12. Building should have floor to ceiling height approx 3.10 Mt.
13. In toilet, pantry and drinking water area wall tiles of approved makes/shade upto fullheight will be fixed.
14. All sanitary & CP fittings will be of approved makes as per Bank's approval.
15. In case of other doors, it shall have wooden choughats with 38 mm wooden frame and door shutter with approved laminated both side.
16. Only in case of RCC strong room door and ventilator will be suppliedby the Bank; otherwise all other doors will be provided by the owner.
17. Pantry will have granite top platform 2 feet wide with steel sink.



18. Electrical wiring and fixtures to be provided by the Bank's Electrical Engineer direction.
19. **Apart from above, bank may add specifications as per requirement of Bank.**

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



PRICE BID (COVER-B) FOR HOME LOAN CENTRE, REGIONAL BUSINESS OFFICE AT MUKTSAR

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)
ALL PAGES TO BE DULY SIGNED AND STAMPED BY THE BIDDER/ LESSOR (S)

With reference to your advertisement in the _____ dated __/__/2025 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 office for **HOME LOAN CENTRE, REGIONAL BUSINESS OFFICE AT MUKTSAR** on lease basis on the following rent:

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

General Information:

Location:

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the Street	
a.3	Name of the City	
a.4	Pin Code	
b.	(i) Name of the Owner (s) (ii) Address (iii) Name of the contact person (iv) Mobile No. (v) E-mail address	



Rent:

Level of Floor	Floor Area (Sq.Mt.) As per IS 3861code	Rent per Sq. Mt. per month (Rs.)	Total rent per month of floor (Rs.)
Ground Floor			
First Floor			
Second Floor			
Total Rent			

The service tax/GST, if levied, on rent paid by us shall be reimbursed by the Bank, to us on production of such proof/ challan of 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 bidder/ lessor (s) with seal, if any



ANNEXURE-A: SAMPLE FORMAT OF LEASE AGREEMENT

The Lease Agreement is made on this _____ day of _____ 200__ between _____ Shri /Smt. _____ son/wife of Shri _____ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part.(If the Lessor is a firm, company etc., the description should be accordingly be changed).

AND

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

WHEREAS

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified herein below. The lessors being seized and possessed or otherwise well and sufficiently entitled to the premises particularly described in the Schedule hereto and entitled to grant a lease of premises have agreed to grant a lease of the premises particularly described in the schedule.

Now this INDENTURE WITNESSES that in consideration of the rent hereinafter reserved and the covenants and stipulations hereinafter contained and on the part of the lessees to be performed and observed, the lessors doth hereby demise unto the lessee the premises at _____(address of the premises)_____ having a carpet area (or built-up area whichever is applicable as per contract) of _____ sq.m. (_____ sq.ft.) here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of _____ years commencing from _____ with the absolute option to the Bank to renew the lease for further _____ terms of _____ years, yielding and paying thereof unto the lessors the monthly rent of Rs._____ subject to TDS on or before the _____ day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that :-

1. The Lessee to the intent that the obligations may continue throughout the term hereby created 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 interest free advance deposit which is refundable at the time of termination of lease. 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 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 meter or water meters to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

2. (i) The Lesser had been 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 availing of _____ loan of Rs. _____ for the construction of new premises / for carrying out additions / alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the installments / dues for liquidation of the said loan with interest within a maximum period of 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 tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipment 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 thereof.

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

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

4. It is hereby agreed by and between the parties hereto as follows:- (i) In case of



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

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

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

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

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving _____ calendar months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

(vi) If the lessors shall at any time fail and neglect to perform and observe any of the covenants and conditions herein contained and on his/their part to be observed and performed then the Lessee shall be entitled at its option to forthwith determine this Lease.

(vii) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessees a lease for further period/s of _____ (generally 5+5 years) from the date of expiration of term hereby created on the same terms and conditions as a fresh lease agreement as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated. 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-utilized portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, unutilized 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-utilized 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 WHERE OF THE PARTIES hereto have executed these presents the day and year first above written.

SIGNED SEALED AND DELIVERED

By the above named

In the presence of

Lessor (s)

Address :

SIGNED SEALED AND DELIVERED

By the above named

In the presence of

For and on behalf of

State Bank of India, _____ Br. Lessee

Witness :-

Signature 1. _____ 2. _____ 3. _____

Name:- 1. _____ 2. _____ 3. _____

Address: 1. _____ 2. _____ 3. _____

Signature: 1. _____ 2. _____ 3. _____



Sample: Authority letter to Representative for participation in bid opening process.

Authority letter

I.....s/o..... r/o.....
..... have participated in
Tender floated by Bank for the Premises on lease for
..... Branch and submitted bid/s as per terms and
conditions of tender. Now due to my personal engagement/occupancy, I could not
personally attend/present in the Bids opening process. Therefore, I authorize
Sh.....s/o,.....r/o.....
to participate and represent me and sign all necessary documents in the Bids
opening process on my behalf. All acts done by above authorized person/s in
Bids/Tender Opening Process will be deemed as done by my-self.

Date.....

Signature of Authorised Person

Signature & Name of Bidder/s