

NOTICE INVITING TENDER (NIT)

**STATE BANK OF INDIA
COMMERCIAL BRANCH,
IDCOL House,
Unit-2, Ashok Nagar,
Bhubaneswar-751009**

PREMISES REQUIRED ON LEASE

**REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR SHIFTING OF
COMMERCIAL BRANCH OF SBI IN BHUBANESWAR**

Tender No: SBI/CB/BHU/01 Dated: 18.11.2021

SBI-Commercial branch on Behalf of State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises on Lease Rental basis for shifting of following **office establishment** in Bhubaneswar.

SL N O	Name of Branch	Status of Branch	Desired Location	Built up Area Requirement including
1	COMMERCIAL BRANCH.	Existing	In and around the main road of Bhubaneswar City under BMC, preferably nearer to existing Branch premises.	855 to 1175.65 Sqm (9200-12650 sqft)

Note:

- A. There is a requirement of Record Room of around 1200 sft for keeping and storing of valuable documents. The compactors shall be provided and installed by the outside agency engaged by the Bank, in the area to be marked as record room for storing valuable documents. Necessary structural strengthening of the floor slab is required to bear the additional load of compactors to be installed and the same needs to be arranged by the land lord. Record Room doors to be supplied by the Bank. Otherwise owner has to provide collapsible gate with wooden door. The land lord has to cooperate the agency engaged for installation of compactors at no extra cost.
- B. In case of requirement of Locker Room* for lockers and storing other valuables, the same needs to be constructed in the premises of all sides RCC walls of 300mm thickness as per the layout (shall be provided after finalization of premises) with 12mm dia steel bars @ 150mm c/c in both ways and both sides of the walls and using M20 concrete at owners cost. Locker Room doors to be supplied by the Bank. Otherwise owner has to provide collapsible gate with wooden door.

- C. In case of strong room class is not required as in B above, strengthening of floor slab is required to bear the additional load of “locker Safe” to be kept in the premises.
- D. Owner of the Building is sole responsible for the construction and stability of Premises. Structural Stability Certificate by Competent Structural Engineer should be given to the Bank at no extra cost.
2. The premises should be preferably in prime locality in the **vicinity of existing respective branch/office premises/desired location** preferably on a main road with **adequate dedicated parking space (15 nos car & 25 nos two wheelers)** and predominantly in the cluster of commercial establishment on the **Ground floor** ready/likely to be ready for immediate possession.
3. Premises should be ready for possession / occupation or expected to be ready within 3(three) months from the last date of submission of proposal. **Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt. /Semi-Govt. Departments / Public Sector Units / Public Sector banks.**

The format for submission of the “Technical bid” containing detailed parameters, terms and conditions and “Price bid” can be downloaded from the Bank’s website www.sbi.co.in & <https://bank.sbi> under important links “[Procurement and others](#)” from **18.11.2021 to 09.12.2021**.

4. The offers in a sealed cover complete in all respects should be submitted on or before **3.30pm on 09.12.2021** during working hours at the following address-

**Asst. General Manager & COO,
Commercial Branch, Ground floor,
State bank of India, IDCOL House,
Unit-2, Ashok Nagar,
Bhubaneswar-751009**

The SBI reserves the right to accept or to reject any or all offers without assigning any reason therefor. No correspondence in this regards will be entertained. **No Brokers please.**

Sd/-

**Asst. General Manager & COO,
Commercial Branch, Ground Floor,
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Tender No: SBI/CB/BHU/01 Dated: 18.11.2021

TECHNICAL BID

TERMS AND CONDITIONS

OFFER/LEASING OF COMMERCIAL/OFFICE PREMISES

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photo copies may be used in case of multiple offers). The “Technical Bid” and “Price Bid” for **EACH proposal/offer** should be enclosed in separate sealed envelopes duly super scribed on top of the envelope as “**Technical Bid**” or “**Price Bid**” as the case may be and these envelopes are to be placed in a single cover super scribing “**Tender for leasing of Commercial/Office premises for Commercial Branch, Bhubaneswar**” and should be submitted at the Office of the **Asst. General Manager & COO, Commercial Branch, Ground floor, State Bank of India, IDCOL House, Unit-2, Ashok Nagar, Bhubaneswar-751009** on or before **3.30PM on 09.12.2021**.

Important points of Parameters -

1	Built up Area	As specified in Notice Inviting Tender (NIT)
2	Parking Space	Dedicated parking space for 15 nos. cars & 25 dedicated Two 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 / occupation/expected to be ready within 3 (three) months from the last date of submission of proposal.
6	Premises under construction (except finishing stage)	Will not be considered and rejected.

7	Location	In the vicinity of the existing Branch to be shifted, preferably.
8	Preference	<p>(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority.</p> <p>(ii) Single Floor (Preference shall be given to GF)</p> <p>(iii) Offer from Govt./Semi Govt. Departments / PSU / Banks</p> <p>(iv) Ready to occupy premises/ expected to be ready within 3 (three) months from the last date of submission of proposal.</p>
9 a	Unfurnished premises	May be considered and Bank will get the interior and furnishing work done as per requirement
b	For all premises	<p>Landlord has to arrange the following works pertaining to building/construction as under:</p> <p>i) 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.</p> <p>ii) If the premises offered is other than ground floor, in that case the premises must have lift facility. For ground floor, ramp has to be constructed/provided as per the specification of the Bank.</p> <p>iii) The premises should have permission from the BMC/local Authority for commercial/official use, at their own cost.</p> <p>iv) All statutory clearances from the local and government authorities are available for the leasing and use of the building e.g. Fire department's clearance, occupation certificate, Income tax department clearance.</p>
10	Initial period of lease	5+5 years (maximum hike 25%) after 5 years with an option to renew 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	3 Months after completion of civil work and other mandatory approvals by Land lord.

TERMS AND CONDITIONS

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 ceiling of 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 10 years.

1.2 Tender document received by the **SBI, Commercial Branch, Bhubaneswar** after due date and time i.e **09.12.2021 after 3.30 pm shall be rejected.**

1.3 The lessors are requested to submit the **tender documents in separate envelopes** super scribed on top of the envelope as “**Technical Bid**” or “**Price Bid**” as the case may be duly filled in (as stated earlier) with relevant documents/information at the **following address:**

**Assistant General Manager & COO,
Commercial Branch,
IDCOL House, Unit-2, Ashok Nagar,
Bhubaneswar 751009**

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 SBIIMSPL/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 **(i.e 09.06.2022)**

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 **Technical Bid** will be **opened on 10.12.2021 at 11.00 AM** in presence of tenderers who choose to be present at the office of **Asst. General Manager & COO, Commercial Branch, Ground floor, State bank of India, IDCOL House, Unit-2, Ashok Nagar, Bhubaneswar-751009**. All tenderers are advised in their own interest to be present on that date at the specified time.

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

No bidder/ representative shall be allowed to attend the meeting/ bid opening with mobile phones.

1.9 The SBI reserves 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 exclusive building/floor in the building having ample parking space in the compound / basement of the building. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks as stated earlier.**

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

1.14a The details of parameters and the technical score has been incorporated in **Annexure I**. The selection of premises will be done on the basis of **techno commercial evaluation**. **70%** weightage will be given for **technical** parameters and **30%** for **price bid**. **The score finalized by Committee of the SBI in respect of technical parameters will be final and binding to the applicant.**

1.14b **The bidder who gets equal or more than 60 marks in technical evaluation will qualify for opening of price Bids.** Bank reserves the right to accept the bid amount quoted by the owner of the desired premises as emerged by the technical

evaluation or negotiate with the bidder for deriving the final price. Bank also reserves the right to consider open/vacant Premises without interiors and Bank will take up interior works on its own. The bidder who is declared successful shall be required to execute lease deed in the bank's prescribed lease deed format. No request for any deviation in the terms and conditions stipulated in the draft lease deed shall be entertained.

1.15 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.**

1.16 **Mode of measurement for premises is as follows:**

Rental will be paid on the basis of "Built up area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch. **Built up area will be jointly measured by SBI and landlord.**

A. Rentable Built up 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 built up area.
2. Above 2.1m up to 2.6m: 50% of built up 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. Build in cupboards

1.17 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, bike parking slots offered should be indicated separately.**

Rent shall be quoted on Built up area basis only, taking into account the parking space, maintenance charge, area for installation of generator and VSAT/tower/antenna etc., and no separate rent shall be paid for these facilities.

1.18 **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.**

1.19 Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of the above works**. The required **additional 3-phase electrical power load 90 to 110 KW (or more if required)** 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. alongwith 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 should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.

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.

1.23 All kind of civil work (additional / alteration) will be carried out by the owner as per advise of the Bank and specifications provided by SBI pertaining to construction of Cash Room/Strong room/Locker Room, ATM / e lobby, Record & Stationary room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows with all accessories and doors etc. (additional / alteration) server room & UPS room made up of brick work, Rolling shutter with central lock & with toughened fixed glass and glass door at outside opening which are not to be closed with brick walls, front façade including glass glazing, external ACP paneling as per Bank's design, ramp with S.S (grade 304) railing for disabled/old people, **double charged vitrified tile flooring (MRP Rs 70/Sft Minimum)**, brickwork, plaster, inside and outside painting with acrylic emulsion paint / synthetic enamel paint / exterior apex etc., windows, safety grill, ant termite treatment etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank, **Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate, firefighting system compliance certificate of the premises before possession by the Bank. Rent should be inclusive of all works.** 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, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

Place:

Name & Signature of bidder/lessor(s)

Date:

with seal if any

PREMISES REQUIRED ON LEASE
**REQUIREMENT OF COMMERCIAL/ OFFICE PREMISES FOR SHIFTING OF
COMMERCIAL BRANCH OF SBI IN BHUBANESWAR**

Tender No: SBI/CB/BHU/01 Dated: 18.11.2021

DETAILS OF OFFER (Part of Technical Bid)
OFFER SUBMITTED FOR LEASING PREMISES

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

With reference to your advertisement in the _____ dated _____

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

General Information:

A	Location:	
A.1	Distance in Km from the Existing Branch/Office	
A.2	Distance in Km from the nearest City Bus Stop.	
B.	Address:	
B.1	Name of the Building	
B.2	Plot No & Door No.	
B.3	Name of the Street	
B.4	Name of the City	
B.5	Pin Code	
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 tick at the appropriate option)

- a. Building : Load bearing (-----) RCC Framed Structure(-----)
- b. Building: Residential (-----), Institutional (-----), Industrial (-----), Commercial (-----). c. No. of floors (-----)
- d. Year of construction and age of the building (-----).
- e. Floor of the offered premises:

Level of Floor	Built up area
Parking	
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.16 of "Technical Bid".

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 (Mentioned)	-----
Availability of Running Municipal Water Supply	Yes/No
Whether plans are approved by the local authorities (Enclose copies)	Yes/No
Whether NOC from the local authorities has been received	Yes/No
Whether occupation certificate has been received (Enclose copy)	Yes/No
Whether direct access is available, if yes give details	Yes/No
Whether fully air conditioned or partly air conditioned	Yes/No
Whether lift facilities are available	Yes/No
No. of car parking/scooter parking which can be offered	Car-
Exclusively to the Bank	Scooter-

*** Please enclose plans/ layouts of the building.**

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, Toilet for Ladies, Gents & Customers, Generator room, Canteen and Pantry with all fittings and fixtures, Vitrified Tile Flooring and other works as per Banks specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal

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ANNEXURE – I (PART OF TECHNICAL BID)

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS

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

Sl. No.	Parameter	Total Marks	Marks obtained
1	<u>Built up area as per requirement:</u> Built up area in the range of 855 sqm to 1175.65 sqm: (10 marks) Built up area not in the range of 855 Sqm to 1175.65 aforesaid range: (5 marks)	10	
2	<u>Premises location:</u> On main road : 10 Side road : 0	10	
3	<u>Distance from nearest Bus station/ market place/ desired location:</u> Up to 0.5 Kms :10 More than 0.5 Km and upto 01 kms : 7 More than 01 and up to 02 Kms : 5 More than 2 Kms (0 marks)	10	
4	<u>Availability of Premises on:</u> Ground Floor : 10 Multiple Floors : 7	10	
5	<u>Quality of construction, Load Bearing/ RCC framed structure & adequately Ventilated, Ambience & Suitability of premises:</u> Excellent : 10 Good : 7 Satisfactory : 5 Unsatisfactory : 0	10	
6	<u>Age of the building:</u> Newly constructed within 01 year : 5	5	

	Constructed within 01-05 years : 3 Building older than 05 years : 2		
7	<u>Available Frontage of the Premises:</u> Up to 15 meters : 5 10m to 15 m : 3 6m to 10 m : 2 Less than 6 m : 0	5	
8	<u>Parking space availability:</u> Having Ground Floor parking : 10 Having cellar/basement parking : 5 Others : 0	10	
9	<u>Availability of water supply, electricity, drainage etc:</u> Available : 5 Not available : 0	5	
10	<u>Sanctioned Electrical load of 80 KW to 90 KW:</u> Already available : 5 Will be available within 3 months of LOI : 2	5	
11	<u>Nearby surroundings, approach road, ambience, convenience and suitability of premises from business point of view, as assessed by Premises Selection Committee:</u> Most suitable : 20 Good : 15 Satisfactory/Average : 10 Not satisfactory : 5	20	
	TOTAL	100	

Place:

Date:

Name & Signature of lessor with seal if any

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PART II-PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____ dated ____ and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I/We offer the premises owned by us for Commercial/office use on lease basis on the following terms and conditions:

General Information:

Location:

a.	Name of the Building	
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 (ii) Address (iii) Name of the contact person (iv) Mobile no. (v) Email address	

Name & Signature of lessor with seal if any

Rent:

Level of Floor/Floor No.	Built up Area (sqm)	Rent per sqm. per month (Rs.) #Please refer note below	Total rent per month (Rs.)
Total			

Rentable area will be based on “Built up area” of the floor in accordance with the one mentioned under para / clause / item 1.16 of technical bid. Please note that the rent should be inclusive of municipal taxes/cess, Maintenance charge, Property tax, service charges like society charges etc. and will not be paid separately by the Bank. Rent shall be quoted on Built up area basis only, taking into account the parking space, area for installation of generator and VSAT/tower/antenna etc., and no separate rent shall be paid for these facilities.

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

Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, &C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

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

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

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

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

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

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

B: $(210/250)*100 = 84.00$

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

4. Technical score (percentile form)

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

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

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

5. Financial score (percentile form)

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

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

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

6. If proportion of technical to financial score is specified to be 70:30, then final score will work out as follows:

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

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

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

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

GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF A BRANCH BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND BANK'S OTHER TERMS & CONDITIONS

□ SPECIFICATIONS:

□ BUILDING WILL CONSIST OF R.C.C. FRAMED STRUCTURE WITH FIRST CLASS CONSTRUCTION & ALL PERIPHERAL WALLS WILL BE 23 CM. THICK.

□ ALL PARTITION WALLS WILL BE 11.5 CM. THICK AND WILL HAVE 6MM STEEL @ THIRD COURSE.

□ FLOOR FINISH-

□ BANKING HALL / BRANCH HEAD'S ROOM / TOILETS / CANTEEN / LOCKER / SYSTEM/CONFERENCE-VITRIFIED TILES/GRANITE OF APPROVED SHADE, DULY COVERED WITH POP & POLYTHENE TO AVOID DAMAGE FROM INTERIOR WORKS.

□ INSIDE OTHER ROOMS-VITRIFIED TILES.

□ OPEN AREA-KOTA STONE/CEMENT CONCRETE PAVERS.

□ WALL FINISH-

□ INTERNAL-PLASTIC EMULSION/OIL BOUND DISTEMPER /ENAMEL PAINT OF APPROVED SHADE / MAKE.

□ EXTERNAL--WATER PROOF CEMENT PAINT-APEX OR STONE CLADDING OR FRONT STRUCTURAL GLAZING AS PER CASE.

□ M.S. GRILL FOR WINDOWS-16 MM SQUARE BARS @ 7.62 CM. C/C BOTH WAYS IN FRAME WITH OPENABLE WINDOW FOR AIR-CONDITIONERS/DESRT COOLERS.

□ MAIN ENTRY TO HAVE ROLLING SHUTTER, COLLAPSIBLE GATE & EXIT WILL HAVE COLLAPSIBLE GATE & ROLLING SHUTTER.

□ BUILDING SHOULD HAVE FLOOR TO CEILING HEIGHT APRX-3.10 M.

□ IN TOILETS, PANTRY & DRINKING WATER AREA ALL WALL TO BE AFFIXE WITH TILES OF APPROVED MAKE / SHADE UPTO FULL HEIGHT WILL BE FIXED.

□ ALL SANITARY & C.P. FITTINGS WILL BE OF APPROVED MAKE AS PER BANK'S APPROVAL.

□ IN CASE OF NON-CURRENCY CHEST BRANCH, CASH AND LOCKER ROOM WILL HAVE IRON COLLAPSIBLE DOOR & DOUBLE FLANGED IRON SHEET DOOR (SIZE-4'X7').

□ IN CASE OF OTHER DOORS, IT SHALL HAVE WOODEN CHOUKHATS WITH 38 MM BLOCK BOARD SHUTTER DOORS WITH APPROVED LAMINATED BOTH SIDE.

□ ONLY IN CASE OF RCC STRONG ROOM & RCC LOCKER ROOM, DOOR & VENTILATOR WILL BE SUPPLIED BY BANK, OTHERWISE ALL OTHER DOORS WILL BE PROVIDED BY OWNER.

□ ALL ROOMS ARE TO BE PROVIDED WITH SUITABLE OPENINGS FOR VENTILATORS/EXHAUST FANS (12"x12").

- FOR CASH ROOM (NON-CURRENCY CHEST BRANCH) IT WILL BE CONSTRUCTED WITH 9 INCHES THICK BRICK WALLS, DULY PLASTERED AND SAFE WILL BE EMBEDDED WITH RCC IN CASH ROOM.
- PANTRY WILL HAVE GRANITE TOP PLATFORM 2 FEET WIDE WITH STEEL SINK COMPLETE.
- ELECTRICAL WIRING AND FIXTURES TO BE PROVIDED AS PER BANK'S ELECTRICAL ENGINEER DIRECTION.
- LOCKER ROOM WILL BE CONSTRUCTED WITH 1' (ONE FEET) RCC WALL (ALL FOUR SIDE WALL.), ROOF WILL BE FORTIFIED WITH 20MM DAI BAR WITH 75MM C/C, FLOOR WILL BE 8" TH. RCC CONCRETE 12 MM DIA BAR AT 150MM C/C PLACED BOTHWAYS IN TWO LAYERS (STAGGERED WAY), SIDE COVERS- 40 MM, FOR WALLS AND FLOOR SLAB, CONCRETE. MIX.M100 DULY FINISHED WITH CEMENT PLASTER.
- OPENINGS TO BE LEFT FOR SECURITY TYPE VENTILATORS / DOORS.

□ **TERMS & CONDITIONS:**

- OWNER SHALL ENGAGE QUALIFIED ARCHITECT/ENGINEER FOR COMPLETE PLANNING/SUPERVISION OF CONSTRUCTION ETC.
- ATM ROOM, STATIONARY, RECORD ROOM, PANTRY, TOILETS (GENTS & LADIES), STRONG ROOM OR CASH ROOM, LOCKER ROOM, RAMP FOR PHYSICALLY CHALLENGED ETC. TO BE CONSTRUCTED AS PER LAYOUT PLAN APPROVED BY BANK AND EXPENDITURE IN THIS REGARD WILL BE BORN BY OWNER. FLOORS ARE TO BE STRUCTURALLY STRENGTHENED TO SUSTAIN ADDITIONAL LIVE LOAD OF APPROX. 15-20 TON ON ACCOUNT OF STRONG /CASH SAFES.
- STAMP DUTY EXPENSES TO BE SHARED EQUALLY @ 50:50 BASIS BY BANK & OWNER.
- RENT WILL BE BASED ON ACTUAL BUILT UP AREA (AS PER IS CODE 3861:2002) TO BE MEASURED JOINTLY AFTER COMPLETION OF CIVIL WORKS.
- TITLE / OWNER SHIP PROOF SHOULD BE CLEAR & LEASE WILL BE EXECUTED AS PER BANK'S STANDARD FORMAT (SAMPLE ENCLOSED).
- POSSESSION OF PREMISES WILL BE TAKEN AFTER COMPLETION OF ALL WORKS AS PER LAYOUT PLAN/AS PER SPECIFICATIONS ENUMERATED, AFTER PRODUCTION OF "NOC" FROM COMPETENT AUTHORITY, ALL CERTIFICATES FROM ARCHITECTS ETC. AS MENTIONED BELOW.
- ALL TAXES & SERVICE CHARGES EXCEPT SERVICE TAX TO BE BORN BY OWNER. SERVICE TAX IF APPLICABLE WILL BE REIMBURSED BY BANK ON PRODUCTION OF CHALLAN.
- OWNER WILL ARRANGE REQUIRED ELECTRICAL LOAD FROM ELECTRICITY AUTHORITY
- PERIODICAL MAINTENANCE OF BUILDING TO BE DONE BY OWNER.
- FOLLOWINGS TO BE FURNISHED BY OWNER THROUGH ARCHITECT ENGAGED BY THEM, BEFORE POSSESSION OF PREMISES IS TAKEN BY BANK-
- STRUCTURAL SUITABILITY CERTIFICATE OF PREMISES.

- BUILT UP AREA CERTIFICATE.
- COMPLETION CERTIFICATE AS PER PLANS/SPECIFICATIONS PROVIDED BY BANK.
- “NOC” FROM CIVIC AUTHORITY FOR COMMERCIAL USE OF PREMISES.
- SUITABLE SPACE TO BE PROVIDED FOR STAFF PARKING & GENERATOR SET (NO RENT WILL BE GIVEN BY BANK FOR THIS AREA). GENERATOR SET WILL NOT BE PLACED ON BRANCH FRONT.
- SUITABLE PLACE TO BE PROVIDED FOR DISPLAY OF BANK’S SIGN BOARDS, HANGING OF OUTDOOR UNIT OF AIR-CONDITIONERS, NOC FOR PROVIDING V-SAT WITH MONKEYCAGE ON ROOF TOP / RADIO FRQUENCY TOWER TO BE INSTALLED AT ROOF TOP. ROOFRIGHT AND CLEAR ACCESS TO THE ROOF BE PROVIDED. (NO RENT FOR THIS FACILITY).
- TWENTY -FOUR HOURS UN-INTURRUPTED WATER SUPPLY ARRANGEMENT TO BE MADE BY WAY OF UNDERGROUND / OVERHEAD TANK & SUBMERSIBLE PUMP EXCLUSIVELY FOR BANK.
- BUILDING PLANS TO BE GOT CLEARED FROM LOCAL CIVIC AUTHORITY FOR BANK’S COMMERCIAL USE, IN CASE OF NEW CONSTRUCTION.
- BANK WILL HAVE SEPARATE & EXCLUSIVE ACCESS TO BRANCH FROM MAIN ROAD.

SIGNATURE OF OWNER OF BUILDING
(IN TOKEN OF ACCEPTANCE OF ABOVE)

SAMPLE FORMAT OF LEASE AGREEMENT

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

AND

The State Bank of India, a Bank constituted under the State Bank of India Act, 1955 having its Corporate Office at State Bank Bhavan, Madame Cama Road, Mumbai and a branch office (Commercial Branch, Bhubaneswar) at IDCOL House, Unit-2, Ashok Nagar, Bhubaneswar-751009 (hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

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

WHEREAS

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises i.e. _____ with the free hold rights of the land under the said Property No.- _____ more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified 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 as described in schedule here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of **10 years (Ten years)(5+5)** commencing from _____ with the absolute option to the Bank to renew the lease for further one terms of **10 years**, yielding and paying thereof unto the lessors the monthly rent of **Rs.**_____, subject to **TDS** on or before the **7th** day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that :-

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

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

(ii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric 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.

(f) Canteen

(g) Record Room

(iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

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

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

(vi) If the Lessee uses the lift services in that case the consumption charges of the electricity for lift usage will be borne by the Lessee as other occupants are paying.

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

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

(ii) The lessor/s hereby declare and acknowledge the avilment of loan of Rs._____ for the construction of new premises / for carrying out additions /

alterations to the premises and lessee is entitled to adjust 75% or entire rent towards the installments / dues for liquidation of the said loan with interest within a maximum period of 7 years as stipulated under the loan documents dated and is also bound by the terms and conditions agreed to under the said loan documents.

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

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

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 atleast 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.

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

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 as per its absolute discretion 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 90 days prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

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

(vii) The Lessors shall at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessees a lease for further period/s of **5 (Five) years** from the date of expiration of term hereby created on the same terms and conditions as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated and in any case the increase in rent shall not be more than 25%(Twenty Five Percent) of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein. That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e lessors and the Bank in equal sharers.

(viii) Notwithstanding anything contained herein above the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilized and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced / decreased proportionately according to the area / portion surrendered by the Lessee. And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the lessor(s) shall make suitable arrangement so that the exclusive independent entry /use for/of the branch/office is not affected in any manner.

(ix) In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area will be determined considering the prevailing circumstances for the time being but in and the period of such Lease shall be co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.

(x) SALE AND /OR TRANSFER OF SAID PREMISES : that if the lessor at any time during the initial lease period or any extended period thereof sell and / or transfer rights in said demise premises as a whole or any part thereof to any

one person or more than one person or agency etc. then this will be subject to the terms of this lease deed and in such event the lessee shall pay the rent to such transferee or transferees on the same terms and condition as are contained herein provide the transferees except all terms and conditions in to and agree to continue the lease. The Lessor shall arrange and ensure that term and condition of lease deed are agreeable to the transferee and no inconvenience is caused to SBI/lessee on account of such transfer during currency of lease term or any extension thereof.

(xi) In the event of the Lessor (s) deciding to sell the demised premises during the tenancy, they shall in the first instance offer the premises to the Bank and the Bank shall within one calendar month from the date of receipt of such offer either accept or reject such offer.

The Schedule above referred to IN WITNESSES WHEREOF THE PARTIES hereto have executed these presents the day and year first above written.
SIGNED SEALED AND DELIVERED

By the above named
In the presence of Lessor (s)

SIGNED SEALED AND DELIVERED
By the above named

In the presence of

For and on behalf of
State Bank of India,

Br. Lessee
Witness :-
Signature _____
Name _____
Address _____
Signature _____
Name _____
Address _____
Signature _____
Name _____
Address _____
Signature _____