

Annexure -IV

Lease Agreement Format

This agreement made at _____ on this-----day of ----- 2023 at _____.

Between

Shri ----- S/o Shri -----(hereinafter referred to as the 'Lessor' which expression shall unless it be repugnant to the subject or context thereof, include its respective legal representatives, heirs, administrators, executors, successors and assigns as the case may be) of the FIRST PART.

AND

Small Industries Development Bank Of India, a corporation established under the Small Industries Development Bank of India (SIDBI) Act, 1989 and having its Head Office at 'SIDBI Tower', 15 Ashok Marg, Lucknow- 226001 and a Branch Office at _____ (hereinafter referred to as the "Lessee" which expression shall unless it be repugnant to the subject or context thereof, include its successors and assigns) represented through its Authorized Officer Shri -----, Deputy General Manager, of the SECOND PART.

WHEREAS

a. The Lessor is the owner of the premises situated at ----- (Address of the offered premises)(more fully described in the first schedule hereunder written and hereinafter referred to as the "said Property").

b. The Lessor has at the request of the Lessee agreed to lease out to the Lessee, ---, admeasuring about -----Sq.ft. (carpet area) located on the Ground floor of ----- (Address of the offered premises) (herein after referred to as the "demised premises") (details whereof are more particularly shown and described in the second schedule hereunder written), together with all structures, fixtures and fittings (if any) including electrical installation therein and appurtenant thereto for its office use, initially for a period of 5 (five) years commencing from date of possession of demised premises, on the payment of monthly lease rental@ ----- per sq. ft on carpet area of -----sq. ft. amounting to------(Rupees -----only), inclusive of all Municipal taxes, common area maintenance, common security charges and other outgoing charges, excluding applicable GST thereon as applicable to be paid by Lessee. The lease for the demised premises may be extended for a period of further 5 years on the terms mutually agreed between the parties.

c. The lessor shall furnish and complete Basic Furnishing, as described in the Tender document / RfP in all respect, within 15 (fifteen) days time from the date of issue of Letter of Intent, at their own cost and as per layout / plans and specifications approved by the Lessee. Lessor shall be liable for penalty of per day rent till completion of basic furnishing work and handing over the demised premises beyond 15 days period.

d. Lessee shall start paying rent for premises from the date of handing over of premises after completion of Basic furnishing of the premises and no rent shall be payable till handing over of the completely furnished premises.

NOW THIS AGREEMENT WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS: -

1) That the Lessor hereby grants unto the Lessee, the Lease to occupy and use the demised premises with all structures, fixtures and fittings including electrical installations therein and appurtenant thereto, on the covenants, conditions and stipulations contained herein, for an initial period of 5 years on payment of monthly lease rental @ of ----- per sq. ft. amounting to -----/- (Rupees - -----only), inclusive of all applicable taxes including Municipal

Taxes, outgoings, maintenance charges, common security charges, non-occupancy charges and all other outgoings, etc., except GST. The lease may be extended for a period of further 5 years on the terms mutually agreed between the parties.

2) All the above payments shall be subject to tax deduction at source (TDS) as applicable from time to time under Income Tax Act 1961 or other applicable statutes.

3) There shall be an increment of 25% after every 5 years on the last paid lease rental inclusive of all Municipal taxes, common area maintenance, common security charges, and other outgoing charges, excluding applicable GST thereon as applicable paid by lessee.

4) The Lessee shall pay to the Lessor the monthly Lease rent on or before the 10th day in advance of the succeeding month during the term hereby granted. Such Lease rent will be paid after deducting TDS as applicable under the provisions of Income Tax.

5) The Lessee shall also pay to the Lessor, a refundable interest free advance of --- -----/- (Rupees -----only), which is equivalent to three months lease rental for the said premises, as security deposit, at the time of execution of this lease agreement. The Lessor shall keep this refundable interest free advance, equivalent to three months rental for premises, as security deposit, which has been deposited at the time of execution of this lease agreement. This security deposit, equivalent to three months lease rent, shall be refunded by the Lessor to the Lessee on the end of lease term or termination of lease, as may be decided by Lessee. If for any reason, the said interest free advance, as mentioned above, is not refunded by the Lessor, the Lessor shall be liable to pay to the Lessee interest at the prevailing Prime Lending Rate (PLR) of SIDBI on the unpaid mount till the amount is fully repaid.

6) The Lessor shall bear and pay all existing and future taxes, cess, levies, fees, penalties, surcharges, charges by whatever name called (including commercial tax, water tax, sewerage tax etc) in respect of demised premises to the municipal authorities, statutory and/or local bodies. Any increase in the taxes, levies, etc. shall also be borne by the Lessor. The Lessee shall not bear any incidence of tax, charges, fees as mentioned herein above.

7) The Lessor shall provide, without any extra charge, electric power connection of ___ KW power load with separate meter in SIDBI's name, at its own cost for the demised premises for operating lights, fans, Air conditioners, computers and other equipments. Necessary cabling upto the demised premises with a suitable distribution panel has also to be done by the Lessor. Security deposit at applicable rate will be payable by SIDBI to Electricity Department which will be recovered by SIDBI from Electricity Department at the time of vacating the premises.

8) The Lessor, through its appointed agency, shall make necessary arrangement for power back up / DG set, as and when required by Lessee.

9) The Lessor shall make, at its own cost, need based alterations (viz. readjustment of brick work/ walls/ partitions etc.) as per the requirement of the Lessee in the demised premises. The Lessee shall provide drawings to the Lessor after the lay out plan of the demised premises is provided to the Lessee. Further, any other genuine requirement that comes before handing over the possession of the demised premises shall also be completed by the Lessor.

10) The Lessee shall pay all the charges for the electricity consumed in respect of the demised premises directly to the authorities concerned.

11) The Lessor shall be solely responsible to arrange for full, adequate and timely maintenance and upkeep of the building, common areas, security of the building and for supply, repair and maintenance of water connections, sewerage, structures, amenities of whatsoever nature over the demised premises through the agency responsible for maintenance of the building (Name of the building) and other common area.

12) The Lessor shall, arrange to provide exclusive parking facility of -----numbers of two-wheelers and _____ numbers of four wheelers at the basement and ground floor of the premises without any extra charge/ payment.

13) The Lessor shall arrange to provide 24 hours regular supply of adequate water for drinking and other purposes at all times in the demised premises from his own sources. If water supply arranged by the Lessor for the Lessee is not upto the satisfaction of the Lessee, the Lessor shall, on the notice of the Lessee, arrange the supply of adequate water within reasonable time in the demised premises for the Lessee, failing which the Lessee is entitled to retain/hold or deduct such sum of the lease rent from the Lessor as may be required for ensuring adequate water supply including making other arrangements of any kind whatsoever for adequate water supply.

14) The Lessor shall make arrangement at its own cost to provide separate toilets of adequate size for gents and ladies and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings, in the premises with round the clock water supply at their own cost, in the demised premises.

15) The Lessor shall provide vitrified flooring and skirting in the premises at their own cost. shade and quality of tiles to be approved by Lessee.

16) The Lessor shall provide entrance door of glass/rolling shutter/channel gate at the entrance to the premises and M.S. grills in windows either from inside or outside at their own cost.

17) The Lessor shall provide plastic emulsion paint (as per the shade chosen by Lessee) in the entire offered premises at their own cost before handing over the possession or during execution of interiors.

18) The Lessor shall provide adequate space with good visibility to the general public for Lessee's (SIDBI) signage as per the requirement of the Lessee.

19) The Lessee shall not make any structural alternations or additions to the demised premises without the previous consent in writing of the Lessor or to cut, maim or injure or permit to be cut, maimed or injured any walls or structures therein or any portion thereof provided the Lessee shall have the right during the tenure of this lease at its own cost to install such partitions or cabins and fixtures and fittings and to make temporary additions or alternations into or upon the demised premises as may be necessary and advantageous for its use of the demised premises and such partitions and fixtures etc. shall remain the property of the Lessee which the Lessee shall be entitled to remove at any time during the currency of or on the expiry of the Lease. The Lessee shall be entitled to put up name plates at such places and of such sizes as it may deem fit.

20) The Lessee shall not, without the previous consent in writing of the Lessor, make any major alternations or addition to the external appearance of any part of the demised premises. The Lessee shall be entitled to put up sign board at such places and of such sizes as it may deem fit.

21) The Lessee shall use the demised premises only for its business purposes as also for accommodating the offices of any other institutions or bodies associated with or controlled by the Lessee, at its discretion, and may use a portion of the demised premises for a canteen, recreation and / or a dispensary for its staff for providing amenities to the staff etc.

22) In the event of the Lessee engaging the services of a contractor for catering food and drinks to the staff of the Lessee, it shall not create or grant any interest in the demised premises in favor of the contractor.

23) The Lessee shall not, except hereinbefore provided, let, mortgage, assign or otherwise part with the possession of the demised premises or any part thereof.

24) After giving notice in writing, the Lessor and/or any of its agents, Surveyors and workmen duly authorized by it, may enter into and upon the demised premises at all reasonable times for the purposes of either viewing the conditions of the demised premises or doing any work or things as may be necessary for any repairs, alternations, maintenance or improvements either to the demised premises or to the provisions or articles or things therein or thereon.

25) The Lessee, with prior intimation to the Lessor, shall deliver and/or hand over the peaceful vacant possession of the demised premises on the expiry or sooner

determination of or the termination of the lease or after the expiry of such renewed period as the Lessee may opt for, in good and tenantable condition, except reasonable wear and tear and damage due to reasons beyond the control of the Lessee.

26) The Lessee shall keep, at its own cost, the demised premises in good and tenantable condition.

27) The Lessor shall permit the Lessee to enjoy all the amenities and/or all such amenities as may be provided in the demised premises during the currency of this Lease.

28) The Lessor shall arrange to keep the entrance doorways, lift, lobbies, staircase, landings and passage in the said building leading to the demised premises well and sufficiently cleaned and lighted. The Lessee shall be responsible for the general maintenance of the plumbing, sewerage and electrical within the demised premises.

29) Service charges for maintenance and operation of common services such as lifts, water pump charges, common lighting, security etc. shall be borne by the Lessor. The Lessor shall bear the electricity charges, if any, for lighting the passages, staircases, landings and lobbies outside the demised premises.

30) The Lessor shall insure and keep insured the said premises against damage for loss by earthquake, fire, riot and/or civil commotion etc. If the Lessor fail to insure as aforesaid, it shall assume responsibility for any loss or damage to the property of the Lessee. If at any time during the period of this lease agreement, the demised premises shall be destroyed or damaged by fire, tempest, earthquake, accident, Act of God or any irresistible force or any other means so as to become unfit for occupation, then the lease rent hereby reserved or a fair and just proportion thereof, according to the nature and extent of damages sustained (to be ascertained, if required, by reference to Arbitration as per provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof), will be suspended and cease to be payable until the demised premises shall have been again rendered fit for occupation or use provided that the provisions contained in this sub-clause shall be without prejudice to all other rights and remedies to which the Lessee may be entitled by statute or any other law or otherwise.

31) The Lessee, on paying the lease rent hereby reserved and observing and performing the several covenants and conditions on the part of Lessee, shall quietly enjoy the demised premises during the term of this lease without interruption by the Lessor or any person lawfully claiming under or in trust for the Lessor.

32) The Lessor shall, without prejudice to the rights mentioned herein, be entitled to terminate this lease by giving three months notice in writing in the event of breach of any of the covenants by the Lessee, provided that before exercising this right, the Lessor should have given three months notice calling upon the Lessee to remedy the breach and the Lessee should have failed to remedy the same.

33) The Lessor agrees to permit the Lessee to install on the terrace of the building, a mast /Dish Antenna, without any extra charges /additional lease rent. The Lessor has also permitted the Lessee to carry out the structural work for that purpose on the terrace and to install thereon the necessary equipment ancillary to such mast /Dish Antenna and to lead wires/cables, etc. to and from such Dish Antenna and other equipment on the terrace, from and to the demised premises.

34) The Lessee may terminate the lease prior to the aforesaid term of the lease or prior to the expiry of any extended term of the lease after initial term of 5 years, as provided in this agreement, by giving three months notice to the Lessor, without being liable for any claim for damage or compensation for such earlier termination or sooner determination of the lease, and thereupon. The Lessee shall vacate and give peaceful and vacant possession of the demised premises to the Lessor on or before the expiry of the notice period and will also pay the lease rent becoming payable and all other charges payable under the lease up to the date of delivery of possession of the demised premises to the Lessor.

35) That any notice to be given by the Lessor to Lessee shall be deemed to be sufficiently and properly given to and served on Lessee if sent to it by Registered or Speed Post at its Head Office addressed to the General Manager (Premises) and copy whereof shall be addressed to the Branch Office of the Lessee at ----- for the time being and any notice to be given by Lessee to Lessor shall be deemed to be sufficiently and properly given and served on it if sent to it at its last known address, by Registered Post and any notice so sent, in either case, shall be deemed to have been delivered in the usual course of post.

36) The Lessor and Lessee shall be bound by all the local laws prevailing in the State of Uttar Pradesh, as may be applicable to the demised premises, whether in respect of grant of Lease or otherwise

37) The Lessor shall indemnify and keep indemnified the Lessee during the subsistence of these presents against any loss or damage incurred or suffered by the Lessee by reason of non-renewal of lease by the authority concerned / state government in favour of the Lessor or any adverse condition stipulated by the competent authority / state government while renewing the lease in favour of Lessor. In case any permission is required from any authority for the use of demised premises for commercial purpose, the Lessor shall obtain the same and also undertake to give indemnity to the Lessee in this regard.

38) During the lease period (tenancy) if Lessors become incapable/in case of any eventuality for looking after the Bank's (SIDBI) Premises, then the Lessor shall appoint its authorized person under intimation to the Lessee, who will look after the Bank's (SIDBI) Premises and he will be entitled to receive the rent from SIDBI.

39) This agreement of Lease shall be executed and registered with the office of Sub-Registrar at _____, as applicable based on location of the premises. The original shall be kept by the Lessee and the certified copy by the Lessor. If any permission is required to be obtained from any of the local authorities or rent controller, etc. for grant of Lease as contained herein, the same shall be obtained and complied with by the Lessor.

40) All the expenses of, and in respect of this agreement, such as stamp duty and registration, legal charges and any other charges incidental thereto shall be borne by the Lessor and the Lessee in equal proportion. However, each party shall bear its respective lawyer's charges, if any.

FIRST SCHEDULE

(Description of the entire immovable properties)

(Address along with boundaries)

North:

South:

East:

West:

SECOND SCHEDULE
(Description of the demised premises)

All those piece and parcel of the Ground floor, admeasuring ----- sq. ft. carpet area together with electrical fittings, doors, windows, together with other permanent fixtures, fittings, bath-rooms etc. of the building situated at (Address of the building) which is bounded as follows –

North:
South:
East:
West:

IN WITNESS WHEREOF the Lessor and the Lessee have caused these presents and the duplicate hereto to be signed on their behalf on the day, month and year first herein above written SIGNED AND DELIVERED BY THE WITHIN NAMED LESSOR,
Shri

In the presence of Shri

SIGNED AND DELIVERED BY THE LESSEE

Small Industries Development Bank of India by the hand of Shri _____, Deputy General Manager

In the presence of Shri-----

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI) REQUIRES OFFICE PREMISES

SIDBI invites offers for office premises admeasuring between 234.35 sq. mtr (approx. area 2500 sq.ft) to 278.81 sq.m (approx. area 3000 sq.ft) carpet area in Indore on leave and licence / lease basis on single floor at ground floor in buildings located within 2 KM. from the existing SIDBI premises at Ground Floor, 26 Dhan Trident Building, Satya Sai Circle, Vijay Nagar, Indore - 452010 - Madhya Pradesh).

The premises should be readily available and preferably furnished & airconditioned or it shall be furnished / refurbished by the owner(s) at their own cost as per the Bank's requirement / specifications. Unfurnished premises may also be considered.

Interested parties having clear and marketable title to the properties built as per local byelaws and having permission for commercial use of the same, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to *(BO In-charge with address and contact number/email of BO)*.

The formats for technical and financial bids are attached and may be downloaded or the same can be obtained from SIDBI office at the above address. No indication of rent should be given in technical bid. Shortlisting of premises, prima facie meeting the above eligibility criteria shall be done on the basis of following technical parameters:

S. N.	Parameters
1	Location
2	Carpet area offered
3	Approach to the premises and surroundings
4	Visibility and Frontage -
5	Present Age, Condition and maintenance/upkeep of the Building
6	Common amenities / facilities (like lifts, firefighting, security, etc) available
7	Space on roof top for installation of Wireless antenna
8	Parking Space available
9	Power Back-up (DG set facility)
10	suitability / condition of existing Interiors/furnishing / AC
11	Willing to furnish / provide AC, as per Bank's requirement
12	Provision of Separate toilets & pantry
13	Adequate power connection
14	Time required for giving possession of furnished premises
15	Overall impression of the committee after visits / inspection

Financial Bids of only shortlisted offers will be opened. The L-I bidder out of the shortlisted bids as indicted above, shall be considered and invited for negotiations, if felt necessary.

The Technical Bids (i.e. Cover 1) will be opened on December 27, 2023 at 15:00 hours at SIDBI' s office in presence of bidders who wish to remain present. Similarly, the Financial Bids (i.e. Cover 2) of shortlisted bidders would be opened in presence of bidders who wish to remain present at a date and time which would be conveyed

in due course. Incomplete applications may be rejected. SIDBI reserves the right to reject any or all the offers without assigning any reason thereof.

Estate/property agents may submit their proposals along with authority letter(s) from the owners. No commission / brokerage will be paid by SIDBI to Estate/Property Agents.

Instructions / Guidelines to Bidders / offerers for filling the Format

1. The bidders /offerers are required to complete the format in all respects with specific answers to all the questions / points.
2. The bidders /offerers shall enclose copy of proof of ownership of the premises. The bidders /offerers shall also enclose copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc., indicating dimensions of the space offered.
3. The bidders /offerers shall arrange all permissions/ approvals (if required) from the concerned local statutory authorities at his own cost for using the premises for commercial purpose before handing over possession of the premises including providing space on the roof top for erecting Radio Frequency (Wireless) antenna over a mast of around 9Meters height
4. The bidders /offerers shall state the details of existing interior furnishing, amenities etc. provided, if any, and confirm his willingness to carry out the work of interior furnishing, amenities etc. as required by the Bank at his own cost details of which is given in technical and financial bid. For execution of interior work by the offeror, he shall appoint a professional architect having minimum experience of 5 years in the field and carry out interior furnishing work including supply/installation of the furniture items, Air conditioners etc. as per Bank's requirement. Based on the proof / bills, etc. or considering reasonable rates for the works carried out, the Bank may cross-check the actual expenditure and decide on proportionate rent thereof.
5. The rate quoted shall be per sqft. of carpet area of the premises offered and shall be inclusive of all applicable taxes (including municipal taxes), outgoings, maintenance charges, etc. Applicable GST will be paid / reimbursed extra. The rate quoted should be competitive since other similar offers will be concurrently examined.
6. Possession of premises is to be handed over to the bank as early as possible.
7. One certified copy each of the following documents to be submitted by the bidders /offerers who are finally short-listed by the Bank:
 - ❖ Title document (preferably with English translation)
 - ❖ Copy of proof of payment towards municipal / property tax
 - ❖ Occupancy / completion certificate and any other Clearance of Development authority/ local body obtained, if any in connection with the offered premises.
 - ❖ Permission for commercial use of the property
8. Stamp duty, Registration charges, etc. to be shared equally by both the parties.
9. Completed format with necessary enclosures to be submitted to SIDBI on the above address before the last date.

10. Description of property and other terms and conditions as prescribed in Technical Bid (TB) shall be submitted duly signed on each page by owner / authorized representative in COVER 1. No indication of rent/charges to be given in Technical Bid (TB). Instructions/ guidelines for filling the format, declaration and terms and conditions to be also submitted in Cover 1.
11. Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER2.
12. The COVER 1 & COVER 2 shall together be put in a separate cover and addressed to the (authority and address), Small Industries Development Bank of India. Name of the site / location being offered is to be mentioned on the top of this envelope.
13. Incomplete offers may be rejected.
14. The Cover 2 of offerers not satisfying the requirement of the Bank as per the advertisement shall not be opened.
15. The offers are irrevocable and shall be valid for acceptance for 120 days from last date of submission.

Note:

- a) Bank reserves the right to reject any or all the offers without assigning any reasons at any stage.
- b) Offers submitted by Real Estate consultants / Agents should be accompanied by an authority letter from the owner(s). No brokerage will be paid by the Bank and Bank does not have any Brokers.
- c) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid.

Sign and seal of offeror(s)
and date

TERMS & CONDITIONS (to be signed and submitted in Cover 1)

I / We hereby agree that:

a) Rent & Lease Period

- i) Lease rent shall be paid by Small Industries Development Bank of India (SIDBI) (hereinafter referred as 'Bank) on sq. ft carpet area basis in the first week of succeeding month.
- ii) Lease rent shall be paid by the Bank with effect from the date on which possession of the completed premises is handed over to the Bank along with necessary permissions required, power, water supply.
- iii) The initial lease period shall be for 5 years which can be extended for further 5 years with maximum up to 25 % increase in rent. Bank shall have option to renew the lease for another term of 3/5 years on same terms and conditions with a maximum upto 25% increase in rent, necessary provision to this effect would be made in the Agreement.
- iv) Bank will be at liberty to vacate the premises at any time during the lease period by giving 3 months' notice in writing.

b) Taxes / Rates

All existing and enhanced/ future Municipal taxes and cess will be paid by me / us. Applicable GST will be paid / reimbursed by the Bank as per actuals.

c) Payment of advance Rent / Security Deposit

Bank shall pay to me / us a sum, as will be agreed to by both the parties, being the interest free advance of rent deposit, which will be refunded to the Bank at the time of vacating the premises or Bank will be at liberty to adjust the amount against rent/ retain possession of the premises (without payment of rent) till the deposit is refunded. Such advance / deposit shall not exceed 3 months rent.

d) Power and Water Connection

- (i) I / We shall provide adequate power connection for commercial use(with separate electricity meter) for operating AC, Computers, Light & Fans etc. at my/our own cost. We understand that approx. power load requirement of the bank will be about 12 – 15 KW per 1000 sqft of carpet area.
- (ii) I / we shall provide 24 hrs. water supply in the premises.
- (iii) Bank shall bear actual charges for consumption of electricity and water.

e) Interior furnishing

- (i) I / We shall provide air-conditioned premises with necessary interior furnishing as per the layout and specifications approved by SIDBI. Rent for such interior furnishing shall be paid extra by the bank as per the quoted / agreed rates.
- (ii) I / we have quoted the rent for interiors assuming that the estimated cost of interiors would be approximately ₹----- per sqft on carpet area. In case of decrease / increase in cost the monthly rent for interiors will be proportionately decreased / increased. Necessary proof of actual expenditure shall be shown to the bank, if required.

- (iii) I / We shall complete the interior furnishing work within 2/ 3 months or within the period as agreed, after receipt of approval from the bank. Lease rent will commence from the date of handing over possession of the completed premises along with interiors.
- (iv) The Bank will pay monthly rent for interiors at the quoted / agreed rates for a maximum period of 10 years or till the date of earlier vacation of premises without any increase.
- f) **Provision of Toilet and Pantry**
I / we shall provide toilets of adequate size for gents and ladies and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings, in the premises at my/our cost.
- g) **Maintenance / Repairs**
 - (i) All repairs including seepage/leakage, repairs to plumbing lines and painting in common area & external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, Bank will be at liberty to carry out such repairs and painting etc. at my/our cost and deduct all such expenses from the rent payable to us.
 - (ii) The premises shall be painted with plastic emulsion paint at my/our cost before handing over the possession to the Bank. The shade will be as advised by the Bank.
 - (iii) Bank shall take care of day to day maintenance / repairs of premises, furniture & fixtures and keep them in good condition.
- h) **Lease Deed / Registration Charges**
I / We undertake to execute lease agreement as per agreed terms and conditions on the bank's proforma at any early date. I / We undertake to bear 50% charges towards stamp duty and registration / legal charges.
- i) **Usage of premises for commercial purpose**
I/we confirm that the premises offered have been approved by the Local Municipality / Development Authority for using as commercial premises.
- j) **Ownership & payment of rental**
I/we confirm that I am/we are the owner of the premises and Bank will pay rental to me/us after deduction of applicable income tax (TDS).
- k) **Insurance of the Premises-**
Premises and its contents provided by me/us shall be adequately insured by me/us during the lease period. No extra amount shall be payable for the same by the Bank.

Date:

Place:

(Sign and seal of offeror and date)

Annexure -III
The Format for Technical Bid (TB)
(to be submitted in Cover – 1)

From
 ,

 Contact No. (Mobile and Landline)

To,
 The Branch In-charge,
 Small Industries Development Bank of India

With reference to your advertisement dated published in the Local Newspapers and posted at SIDBI Website, I / We hereby submit the Technical bid for the office premises required by you. I / We confirm that I / We are the owners / authorized person to offer you the premises on lease basis /leave license basis by your Bank.

Sl. No.	Particulars	Details to be filled in by the offeror
1	Location of the premises (Mention full address with the landmark in the surrounding if any). Whether the Premises is located in the Residential / Commercial / Industrial area?	
2	Present Age of premises and type of construction (mention whether 1st class RCC or tiled roof structure etc.) (Certificate from Chartered Engineer regarding structural stability / safety of the building to be produced, if demanded by SIDBI).	
3	Total carpet area of the premises offered in sq. feet (carpet area means covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall are not deductible. Area of AHUs and Toilets exclusively constructed for the premises will be included. Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the Bank with dimensions.	

4	Mention the floor, at which the premises is being offered (should be located on single floor / level)	
5	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parkings. (minimum --- -- reserved car parking) *.	Car parking's----- nos. (covered) ----- nos. (Open) Two-wheeler parkingsnos.
6	Whether premises has independent and proper access for easy movement of staff, customers and Bank's assets.	Yes / No
7	Name of the owner(s) of the property offered (Enclose proof of ownership)	1. 2.
8	Whether Offerer is real owner or a Power of attorney holder. (Enclose documentary evidence)	
9	Whether premises is constructed as per the approved plans of statutory authorities, having provision of fire safety as per local byelaws. Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purpose (enclose the documentary evidence)	Yes / No
10	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	
11	Whether independent water and electricity connections are available in the Owner's name / in any others name (Please specify).	Yes / No Electrical power load available: KW
12	Whether power back-up (DG Set) is available If yes, give details.	Yes / No Electrical power load available: KW
13	Availability of AC facility, if provided in offered premises give the details.	
14	Whether Premises is (a) furnished Willing to furnish as per Banks requirements at own cost.	Yes / No Yes / No

15	Whether adequate frontage for fixing signboard available.	Yes / No
16	Details of common facilities available in the building viz. lift, firefighting arrangement, cleaning / maintenance arrangement etc. (Mention specifically on all the facilities)	
17	Whether 24 Hrs. Common Security is provided in the building?	Yes / No
18	Whether separate toilets for Ladies and Gents provided within the premises or to be constructed.	Yes/No
19	Whether premises is readily available? Please indicate time likely to be taken for handing over possession of completed premises.	Yes/No -----month(s)
20	Lease Period a) Initial lease period (5years) b) Option with bank for renewal of lease for 5years with maximum 25% increase in rent' Further option for renewal of lease for 3 – 5 yrs with maximum 25% increase in rent'	Ye s Ye s Yes
21	Interest free security deposit/advance rent payable (maximum equivalent to three months rent shall be paid by the bank).	-----months rent
22	Availability of space on roof top for installation of Wireless antenna of maximum height of 9 Meters and weight around 250Kg.	Yes
23	Any other details which the offerer would like to furnish.	

*To be decided by respective BO / XBO before floating the advertisement

I / We have also read and understood the terms and conditions, Instructions / Guidelines to Bidders / Offerers for filling the Format as part of this Technical Bid and the same are being submitted duly signed as a token of acceptance. We also enclose the following documents in support of our offer:

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Offerer)

(This format shall be submitted in a separate sealed cover super scribing - "TECHNICAL BID FOR OFFICE PREMISES AT")

Annexure – IV

The Format for Financial Bid (FB)(to be submitted in Cover – 2)

From

,

.....

.....

Contact No. (Mobile and Landline)

To,

The Branch In-charge,
 Small Industries Development Bank of India,

.....

.....

.....

Having read and understood the contents of detailed advt., Instructions, terms and conditions and Technical bid, I/we hereby submit (in separate sealed cover) our Financial Bid for the office premises and interior furnishing work offered by us on Lease/Leave and License basis.

Office Premises

Sl. No.	Particulars	Details to be filled in by the offerer
1	<p>Monthly rent per sq.ft. of carpet area. (carpet area means covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall are not deductible. Area of AHUs and Toilets exclusively constructed for the premises will be included.</p> <p>a) *Rent for the premises –</p> <p>b) Rent for the existing facilities available (Airconditioning, interiors etc.)</p> <p>c) **Rent for interior furnishing as per the design and specifications of the bank by appointing an architect, etc. (cost of new interiors considered at ` per sq.ft. approx.)</p> <p>(Note: Estimated cost of interior works may be considered between ` 1000-` 1500 per sq.ft.)</p>	<p>` per sq. ft.</p> <p>` per sq. ft.</p> <p>` per sq. ft.</p> <p>(Pl write in words also)</p>
2	<p>Lease period</p> <p>a) Initial period (minimum 5 years)</p>	

	b) Renewal period (5 years) and % increase in rent. (Max. Twenty Five Percent) c) Bank shall have option to renew the lease for another term of 3/5 years at same terms and conditions with maximum 25% increase in rent paid at the end of 10 th year, necessary provision to this effect would be made in the Agreement)	----- % (Both in figure and words) Yes / No
3	Municipal and other Taxes are to be borne by the landlord.	To be included in monthly rent.
4	Service Tax	To be paid separately as per actuals
5	Maintenance of common area / facilities and external painting to be done by the landlord & cost thereof shall be borne by the landlord.	To be included in monthly rent
6	DG Set charges per month, if any. Based on actual power consumption (meter reading) the bill will be paid by the Bank.	DG Set charges ` per unit
7	Type of agreement to be executed (cost of stamp duty & registration charges is to be borne by landlord & lessee at 50 : 50 each)	Lease agreement / leave and licence agreement.
8	Whether rent as quoted above at Sl. no. 1 (a) should be reasonably split into basic rent and service / amenity charges. If so, at what ratio and also give details of such services / amenities provided in the premises to justify such splitting.	
9	Any other charges payable (specify details)	
10	Interest free deposit, if required to be paid by the bank (Max. equivalent to -- months rent)	Equivalent to months rent

*Monthly rent should also include charges such as municipal & other taxes (viz. property tax, water tax, sewer tax, etc.), maintenance charges for common area / facilities, parking charges and all other charges. Water and electricity charges for the rented premises will be paid by the Bank as per actuals.

**Monthly rent for interior work may be quoted considering lease period of 10 years. No rent of interior work would be payable after 10 years. Similarly, no increase in the rent of interiors would be admissible on renewal of lease.