



**REQUEST FOR PROPOSAL FOR OFFICE PREMISES
IN MUMBAI**

Ref: SBI PAYMENTS/VM/2023-24/04 Dated: 03-04-2023

**SBI PAYMENT SERVICES PRIVATE LTD
1st FLOOR, MADHULI BUILDING, SHIV SAGAR ESTATE,
OPP. NEHRU PLANETARIUM, WORLI
MUMBAI-400018**

1. Introduction

- I. **“State Bank of India”** (hereinafter referred to as ‘SBI/the Bank’), having its Corporate Centre at Mumbai, various other offices (LHOs/ Head Offices /Zonal Offices/Global Link Services, Global IT Centre, Foreign Offices etc.) of State Bank of India, branches/ other offices, Subsidiaries and Joint Ventures available at various locations and managed by the Bank (collectively referred to as **State Bank Group or ‘SBG’** hereinafter).
- II. **“SBI Payment Services Private Limited”** (hereinafter referred to as “SBI Payments”) is a subsidiary of State Bank of India established with the objective of carrying out Merchant Acquiring Business activities.

2. Objective

The objective of this RFP is to seek techno-commercial offers for the hiring of a Warm shell/Partly Furnished/Furnished office space on a leave and license basis within the radius of 2 Km from Prabhadevi Railway Station/Lower Parel Railway Station/Parel Railway Station/Bandra Kurla Complex/ Dadar Railway station/ Nariman Point/ Cuffe Parade, Mumbai.

3. Disclaimer

The information contained in this RFP or subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of SBI Payment Services Pvt Ltd (“SBI Payments”) or any of their employees or advisers, is provided to the applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer by SBI Payments to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in the RFP, and obtains independent advice from appropriate sources. SBI Payment also accepts no liability of any

nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. The issue of this RFP does not imply that SBI Payment is bound to select an applicant or to appoint the selected applicant. SBI Payment reserves the right to reject all or any of the proposals in part or in full, without assigning any reasons whatsoever.

4. Definitions:

In this connection, the following terms shall be interpreted as indicated below:

- i. **“SBI Payments”** means **SBI Payment Services Private Limited** incorporated under the Companies Act, 1956 and having its registered office at State Bank Bhavan, 12th floor, Nariman Point, Madam Cama Road, Mumbai 400 002 and Corporate Office at 1st Floor, Madhuli Building, Shiv Sagar Estate, Opp. Nehru planetarium, Worli, Mumbai - 400018
- ii. **“Bidder”** means an eligible entity/firm/ individuals participating in the Bidding process as owner of the property in response to this RFP and shall include his/their legal heirs, successors and assigns.
- iii. **“Bid”** means the written reply or submission of response to this RFP.
- iv. **“The Contract”** means the agreement entered into between SBI Payments and the Vendor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- v. **“Vendor/Service Provider”** is the successful Bidder found eligible as per eligibility criteria set out in this RFP, whose technical Bid has been accepted and who has emerged as successful Bidder as per the selection criteria set out in the RFP and to whom notification of award has been given by SBI Payments.
- vi. **“Lessor and Lessee”** in this case the lessor is **the successful bidder who is the owner of the property and SBI Payments will be the lessee.**

5. Schedule of Event

Sr. No	Brief	Details
1	Issuance of RFP document	03.04.2023
2	Pre Bid Meeting	From 03 pm (time) to 05 pm (time) on 10.04.2023 (date) at SBI Payment Services Pvt. Ltd., 1 st Floor, Madhuli Building, Shiv Sagar Estate, Opp. Nehru planetarium, Worli, Mumbai- 400018
3	Response to clarification sought	12.04.2023
4	Last date of submission of Bids	19.04.2023 by 01:00 PM
5	Opening of Technical Bids	03 pm (time) on 19.04.2023 (date) Authorized representatives of vendors may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the vendor representatives.
6	Opening of Commercial Bids	03.00 pm (time) on (date) 24.04.2023 OR On a subsequent date which will be communicated to such Bidders who qualify in the Technical Bid.
7	Name & Address of Communication	Vice President (Vendor Management) SBI Payment Services Pvt Ltd. 1st Floor, Madhuli Building, Shivsagar Estate, Opp Nehru Planetarium Worli Mumbai- 400018 Phone No: 2241722210 E-mail: vpvm@sbipayments.com
8	Bid Related to be mailed to	vpvm@sbipayments.com

6. Single Stage Bidding Process

The response to the present RFP shall be submitted in a single stage i.e., the offers shall be submitted as a single bid. The bidder is required to sign this document on all the pages towards acknowledging receipt of requirement of RFP and the same is required to be submitted along with their proposal in a sealed envelope. The bids should reach SBI Payment Services Pvt Ltd corporate office on or before 01:00 PM of 19.04.2023

7. Detailed Specifications of the Office Space

Detailed specifications of the office space to be hired are placed in **Annexure I and Annexure II**. Bidders are requested to provide details and compliance against each line item of the specification.

8. Eligibility criterion

Eligibility Criteria		
Sr. No	Brief	Details
1	Location	The premises should be within a radius of maximum 2 Km from Prabhadevi Railway Station/Lower Parel Railway station/ Parel Railway Station/Bandra Kurla Complex/ Dadar Railway station/Nariman Point/ Cuff Parade with adequate dedicated parking space and predominantly in the cluster of commercial establishments.
2	Building type	1) Building to be suitable for office use. 2) Premises offered in the building can be Warm shell/Partly Furnished/Furnished though preference would be given to Furnished property. 3) Preference for Floors above 10.
3	Carpet area	Total carpet area of approx. 20,000 - 25,000 Sq. Ft +/- 5%, on a contiguous usable space with dedicated washrooms for Ladies and Gents.
4	Parking	Adequate Parking Space inside the premises. Per 1000 sq. ft of the total Carpet Area; 1 parking should be provided for four-wheelers and additionally, adequate parking should be provided for two-wheelers.
5	License Term	60 Months
6	Stamp Duty / Registration Charges	To be shared in the ratio of 50:50

7	Total Rent-free Period	Furnished- 3 months after execution of agreement Partially Furnished- 6 months after execution of agreement Warm Shell- 12 months after execution of agreement
8	Validity of offer	6 months from the offer submission date
9	Building Age	Should not be older than 15 years
10	Building Permission/Due diligence Documents to be furnished along with the offer	1) Title deed
		2) Mortgage documents in case of property being under mortgage.
		3) OC
		4) Building Plan Approval
		5) Fire NOC
		6) Structural stability Certificate
		7) Any other NOC required as per authority or quasi-authority
		8) Lift Completion Certificate
		9) Any other document as may be sought by our legal team for undertaking due diligence of the property

9. Right to Reject, Accept, /Cancel the bid:

SBI Payment reserves the right to accept or reject any of the submitted bid without assigning any reason whatsoever.

SBI Payment does not bind itself to accept any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. SBI Payment also has the right to re-issue the Tender without the bidder having the right to object to such re issue.

10. Banned OR Delisted Bidder

Bidders must give a declaration that they have not been banned or delisted by any Government, Quasi Government Agencies, Statutory, Regulatory Body, PSUs or PSBs and its subsidiaries. If a bidder has been banned by any Government, Quasi Government agencies, Statutory Body, PSUs or PSBs and its subsidiaries, this fact must be clearly stated. If this declaration is not given, the bid will be rejected as non-responsive. This declaration shall be submitted along with the Technical Bid in Form- **Annexure III**.

Bidders should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.

11. Penalty conditions:

Penalty clauses for non-fulfilment of the following T&C shall be as follows:

Item	Penalty (% of monthly rental*)
Water not available for 4 hours or more	0.1% per instance
Electricity outage for more than ½ hour	0.5% per instance
50% or more than 50% of the lifts not working for more than 4 hours	0.1% per instance
A.C. outage for more than ½ hour	0.5% per instance
Delay in handing over	If more than 30 days from the date of issue of LOI, SBI Payment has the right to impose a penalty of Rs.5000/- (Rupees Five thousand only) per day for a delayed period.

12. Clarification and amendments on RFP/ Pre-Bid Meeting

- a. Bidder requiring any clarification about the Bidding Document may notify in writing strictly, to be submitted only through e-mail by the stipulated date and time at Email ID vpvm@sbipayment.com No other mode of communication will be entertained.
- b. Pre-Bid meeting will be held on the date and time specified in the schedule of events which may be attended by the authorized representatives of the Bidders interested to respond to this RFP.
- c. The queries received (without identifying the source of the query) and the response of SBI Payments thereof will be posted on SBI Payments' website or conveyed to the Bidders.
- d. SBI Payments reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. SBI Payments, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding document, by amendment which will be made available to the Bidders

by way of corrigendum/addendum. The interested parties/Bidders are advised to check SBI Payments' website regularly till the date of submission of Bid document specified in the schedule of events/email and ensure that clarifications / amendments issued by SBI Payments, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by SBI Payments will be binding on the participating Bidders. SBI Payments will not take any responsibility for any such omissions by the Bidder. SBI Payments, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda/ corrigenda or clarifications issued in connection thereto is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any addenda/ corrigenda or clarifications issued in connection thereto thereof.

- e. No request for change in commercial/legal terms and conditions, other than what has been mentioned in the RFP or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.
- f. Queries received after the scheduled date and time will not be responded/acted upon
- g. The bidders shall raise their queries in below format in excel sheet:

Bidder Name and address	Sl. No	RFP Page No	RFP Clause No.	Existing Clause	Query/Suggestions

13. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish EMD for the amount of Rs. 5 Lakh and validity period of 180 days.
- ii. EMD is required to protect SBI Payments against the risk of Bidder's conduct.

- iii. The EMD may be in the form of a Demand Draft issued by a Scheduled Commercial Bank in India, drawn in favour of SBI Payment Services Pvt Ltd payable at Mumbai.
- iv. Any Bid not accompanied by EMD for the specified amount as mentioned elsewhere in the RFP will be rejected as non-responsive.
- v. The EMD of the unsuccessful Bidders shall be returned within 1 month from the date of Bid finalisation.
- vi. No interest is payable on EMD.
- vii. The EMD may be forfeited:-
 - a) if a Bidder withdraws his Bid during the period of Bid validity specified in this RFP; or
 - b) if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to the signing of Contract; or
 - c) if the successful Bidder fails to sign the contract, within the specified time period in the RFP/Purchase Order.
- viii. If EMD is forfeited for any reasons mentioned above, the concerned Bidder may be debarred from participating in the RFPs floated by SBI Payments, in future, as per sole discretion of SBI Payments.

14. Bid Preparation and submission:

- i. The Bid is to be submitted in **two separate envelopes**. One of the envelopes is to be prominently marked as **Technical Proposal for Office premises in response to the RFP No. SBI Payments/VM/2023-24/04 dated 03.04.2023** This envelope should contain the following documents and be **properly sealed**:
 - (a) **Annexure-I** on Bidder's letter head.
 - (b) Annexure-III on Bidder's letter head
 - (c) Earnest Money Deposit (EMD) as specified in this document.
 - (d) A letter on Bidder's letterhead: -
 - (i) Mentioning details of EMD submitted, technical competence and experience of the Bidder
 - (ii) Certifying that the period of the validity of the Bid is as per terms of this RFP.
 - (iii) Confirming that they agree with all the terms and conditions mentioned in the RFP.

- (iv) Specific response with supporting documents in respect of Eligibility Criteria as mentioned in Point 4.
- (e) KYC documents of Authorized signatory.
- (f) Power of attorney showing that the signatory has been duly authorized to sign the Bid document.
- ii. A second sealed envelope prominently marked as **Commercial Proposal for Office Premises in response to the RFP No. SBI Payments/VM/2023-24/04 dated 03.04.2023** . The Indicative Price must include all the price components mentioned. Prices are to be quoted in Indian Rupees only.
- iii. Bidders may please note:
 - a. While submitting the Technical Bid, literature on the Services should be segregated and kept together in one section / lot in a separate envelope.
 - b. Care should be taken that the Technical Bid shall not contain any price information.
 - c. The Bid document shall be complete in accordance with various clauses of the RFP document, or any addenda/corrigenda or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder and stamped with the official stamp of the Bidder.
 - d. Bids are liable to be rejected if only one (i.e. Technical Bid or Indicative Price Bid) is received.
 - e. Prices quoted by the Bidder shall remain fixed for the period of 180 days
 - f. If deemed necessary SBI Payments may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
 - g. The Bidder may also be asked to give presentation for the purpose of clarification of the Bid.

- h. The Bidder must provide specific and factual replies to the points raised in the RFP.
- i. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract.
- j. Any inter-lineation, erasures or overwriting shall be valid **only** if these are initialled by the person signing the Bids.
- k. SBI Payments reserves the right to reject Bids not conforming to above.
- l. The two NON-WINDOW envelopes shall be put together and sealed in an outer NON-WINDOW envelope.
- m. All the envelopes shall be addressed to SBI Payments and deliver at the address given in this RFP and should have name and address of the Bidder on the cover.
- n. If the envelope is not sealed and marked, SBI Payments will assume no responsibility for the Bid's misplacement or its premature opening.

15. Documents to be submitted as part of the Response

Following documents shall be submitted along with proposal:

1. Sealed and signed RFP documents
2. Sealed and signed Corrigendum (s), if any
3. A Demand Draft for Rs. 5 (Five lakh) in favour of SBI PAYMENT SERVICES PVT. LTD. (valid for Six months)
4. All Annexures
5. Supporting documents.
 - Title deed
 - Occupancy Certificate
 - Mortgage documents (if any)

- Building Plan Approval
 - Fire NOC
 - Any other NOC required as per authority or quasi-authority
 - Structural Stability Certificate
 - Lift Completion Certificate
 - Any other documents as may be sought by our legal team for undertaking due diligence of the property.
6. Photocopy of approved /sanction layout;
 7. Photocopy of last paid house/property tax
 8. Photocopy of last paid electricity /water bill
 9. Photocopy of last paid society charges, if any
 10. Photocopy of Partnership Deed (in case of Partnership firm)
 11. Photocopy of Power of Attorney, Authorizing the authorized signatory to sign the RFP documents (in case of partnership or different stake holder)
 12. Any other document mentioned in this RFP document and required to be produced.
 13. Any cost related to the NOC will be borne by the Vendor/Service Provider/ Bidder.
 14. Photos of premises (interior & exterior)

16. Award Criteria:

- i. SBI Payment Services Pvt Ltd will notify the successful bidder in writing by Speed Post/courier/Email that their bid has been accepted. The Selected bidder has to return the duplicate copy of such letter to the SBI Payment Services Pvt Ltd within 07 (Seven) working days, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.
- ii. The successful bidder shall be required to enter into a Lease Agreement with the SBI Payment Services Pvt Ltd, within 90 days of award of the tender or within such extended period as may be decided by the SBI Payment Services Pvt Ltd.

17. Lease Agreement:

The successful bidder shall execute the Registered Lease Deed for a minimum **period of 5 years with the minimum extended of further 10 (5+5) years**. The draft agreement will be finalized by the SBI Payment Services Pvt Ltd.

The Stamp Duty and Registration charges towards Registration of Lease Deed with the competent authority shall be born equally (50:50) by the Successful bidder and SBI Payments.

18. Site Visit:

SBI Payments reserves the right to visit the site location as part of technical evaluation. Bidders have to allow the entry into premises as per decision of SBI Payments.

(To be provided on the letter head)

Annexure- I

SBI Payment Services Pvt Ltd		
OFFER FOR PREMISES		
TECHNICAL DETAILS- ENVELOPE -I		
GENERAL DETAILS/PARAMETERS	DETAILED PARAMETERS	DETAILS
GENERAL BUILDING DETAILS:		
Owner's Name and Address		
Builder/Developer of the Property		
Name of Property		
Address of Property		
Business Activity		
Typical Floor Size (sq. ft.)		
Chargeable or Built-Up Area Available as per requirement (in sq. ft) as mentioned in the Title Documents*		
Usable or Carpet Area Available as per requirement (in Sq. Ft) as mentioned in the title Documents #		
Quoted Floor Efficiency (%)		
Ownership Floor Nos. (Ground, Mezzanine, First, second etc.)		
Floor on Offer (Group, Mezzanine, First, second etc.)		
Availability on a Single floor	Yes/No	
Status/Condition of space at Handover	Warm shell/Unfurnished/Partly Furnished/ Furnished	
Total Rent-Free Period		
Building Completion Date/Age of Building		

Timelines for occupation/ Building Completion	Date of possession (for buildings under construction)	
Occupation Certificate*	Available/Not Available/Enclosed	
Title Certificate*	Available/Not Available/Enclosed	
Municipal Approved Building/Floor Plan*	Available/Not Available/Enclosed	
Detailed drawings/sectional Plans of the Floor(s) offered (To be made available on demand)	Available/Not Available/Enclosed	
Brief Technical Specifications:		
Clear Height (slab to slab) in ft		
Power Load in KVA		
Power Back Up	Available / Not available (in %)	
Central Air-conditioning	Available / Not available	
Any other matter relevant to lease		
PARAMETERS		
Type of Owner	Corporate Owner with > 5 years' experience	
	Corporate Owner with < 5 years' experience	
	Non-Corporate Owner/Builder with > 5 years' experience	
	Non-Corporate Owner/Builder with < 5 years' experience	
Building Quality and Technical Specifications, Construction quality, HVAC, Natural Lighting, Air- conditioning, Fire sprinklers, Ceiling height, IT and Telcom Infrastructure, Elevators etc.	A Grade/Green/Leeds certified/Energy efficient building	
	Lobby/Reception Area	
	Air-conditioning available with AHUs/Without AHUs HVAC specifications	
	Fire Sprinklers and Hydrant	

	Fire Alarm	
	Public Address System	
	Ceiling Height (In meters/feet)	
	Type and no, of elevators	
	Natural lighting and power back-up	
	Availability of open deck/space	
	Availability of Kitchen/Canteen along with necessary approvals	
	IT and Telcom Infrastructure	
Server Room	Dedicated Server Room should be available with a minimum capacity of 8 racks with all Server Room Standards	
Water	The primary and secondary sources of water and the storage capacity within the main facility.	
	Limitations or restrictions to the supply on a 24-hour basis.	
Visibility	Located and visible from main road	
	Located off the main road	
	Type of approach road (Metaled/Concrete)	
Surroundings & View from the Building		
	View from East side	
	View from West side	
	View from South side	
	View from North side	
	Landscaping/gardens near the building	
	Food-courts/Eateries/Restaurants near the building	

Location Suitability, Neighborhood profile and tenants in the vicinity.	Located in Financial/Commercial, /Business District	
	Type of similar Companies in the vicinity	
	Tenants in the Complex	
Availability of Occupancy Certificate	Available	
	Part Occupation certificate	
	Yet to be received	
Safety And Security	24 Hours Security	
	Electronic Surveillance of common areas	
	Fire Fighting Systems	
	Access Control	
	Scanning of baggage/under- vehicle scanning/boom barriers	
	Safety of area	
	Whether the area is flood-prone	
Building Layout, (No. of Floors)		
Other Infrastructure -Hotels, Restaurant/Eateries, Gym, ATMs, Landscaping etc.	Hotels in the vicinity	
	Restaurants in the vicinity	
	Business Centre/Conference Facilities	
	Landscaping/gardens in the building	
	Food Court/ Cafeteria in the complex	
Other Infrastructure-Car Parking	Car Parking Ratio (on built up area)	
	Approximate Car Parking Number Available to us	
	Distance from Railway Station	
	Distance from Bus Stop	

Staff Convenience, Connectivity, Access Road, Suburban Rail proximity, Building completion/occupancy status	Availability of Cabs during daytime/evening	
	Availability of Cabs during late evening	
	Building completion/ongoing construction	
Area Available & Floor efficiency/Usage	Area Availability	
	Floor efficiency ration	
License Period & Renewals (Availability of Long period say minimum 15 years with single / multiple renewal term option is expected to recover the cost of Renovations particularly when premises to be hired is unfurnished, as far as Lock in period, only the Lessee should have the right to vacate the premises by giving the notice. This is because the lessee is required to incur the renovation cost and to do lot of labour in establishing office)	Lease / Leave and License Tenure	
	Lock in period (Years)	
	Availability of renewal option	Yes/No

*The Owners/real estate Consultants submitting their offer should keep the back-up papers ready for submission to the SBI Payments, if not enclosed with the Offer.

#Usable carpet would be all inclusive including AHU, Chiller, and others if these are chargeable

Detailed drawings / plans/sectional drawings of the floor should indicate:

- a) Locations of main electrical shafts for main electrical Incomer for the premises offered.
- b) Size of main Incomer cable to the offered premises.
- c) Electrical load available for Lighting/ UPS/ Power Point
- d) Availability of the electrical Meters of requisite Capacity.
- e) Sectional drawings of the premises indicating clear Floor heights, depth of Cross beams.

- f) Detail drawings of the AC system proposed for the floor with related Infrastructure Recommended including dedicated A.C system of the floor.
- g) Owner's willingness to carry out the work of A.C System of the floor, based on SBI Payments Services Pvt Ltd Design Concept.
- h) Permissible locations of additional Split ACs with outdoor units on the external Wall surface/Balconies.
- i) Lighting/Power Points Provided by the owners.
- j) Separate dedicated earth-pits for the premises offered.
- k) Location of Toilet Blocks.
- l) Availability of Fire fighting/ Smoke detector / Public address system.
- m) Connectivity of the Fire Fighting/ Smoke detector/ Public address system with the centralized system with the Centralized system of the building
- n) Location of Telephone cabling shaft for the floor.

1. No Brokerage will be paid in case of offers received through brokers/real Estate consultants.

- 2. Interested owners should submit their offers in two sealed envelopes. Envelope marked as "Technical Bid for Premises for Mumbai Office" shall contain details of property except rent which should be in the envelope marked as "Financial Bid for premises for Mumbai Office" Shall contain in addition to general information, the rent per month per square feet and other charges. The envelopes should be addressed to Mr Manoj Kumar, Vice President- Vendor Management, SBI Payment Services Pvt Ltd. 1st Floor, Madhuli Building, Shiv Sagar Estate, Opp Nehru Planetarium Worli Mumbai- 400018.
- 3. The company reserves the right to reject any or all the proposals without assigning any reason thereof.

DATE:

PLACE:

SIGNATURE OF THE OWNER

Annexure II

SBI Payment Services Pvt Ltd			
OFFER FOR PREMISES			
FINANCIAL ENVELOPE II			
Sr. No	Parameter	Brief Description	Details
	Name of the Property		
	Location		
	Business Activity		
	Developer's Name		
	Owner's name		
A	General Building Details		
1	Floor on offer	Ground Mezzanine, First, Second etc	
2	Built Up Area (As mentioned in the title Documents)	Chargeable area in shift	
3	Carpet Area (As mentioned in the title Documents)	Usable or carpet area	
C	Commercial & Other Lease Terms		
1	Quoted rent on Built up Area	INR/sft/Month	
2	Quoted Rental on Built up Area	INR/sft/Month	
3	Current property Tax	INR/sft/Month	
4	Future Property Tax	INR/sft/Month	
5	Society Maintenance Charges	INR/sft/Month	
6	Common Area Maintenance Charges	INR/sft/Month	
7	Security Deposit	In month	
8	Car Parking bays	Car Parking Bay/Area leased	
9	Car Parking Charges	INR/Car Parking Bay/Month	
10	Escalation	Every 3/5 years	
11	Leave & License Period	5+4	
12	Lock in Period	In months/Year	
13	Total Rent-Free Periods including Fit Out Period	In months	

DATE:

PLACE:

SIGNATURE & SEAL OF THE OWNER

Annexure III

(To be Submitted along with Technical Bid)
Declaration Regarding Clean Track Record
(To be submitted Bidder's company letter head, if applicable)

Date:

VP- Vendor Management
SBI Payment Services Pvt Ltd
1st Floor, Madhuli Bldg.,
Nr Shiv Sagar Estate,
Opp. Nehru Planetarium
Worli, Mumbai 400018

Declaration Regarding Clean Track Record
RFP No: SBI Payments/VM/2022-23/ Dated:

Dear sir,

I/We have carefully gone through the Terms & Conditions contained in the RFP No. dated. We hereby declare that we/me have not been debarred/ blacklisted **by any Government, Quasi Government agencies, Statutory, Regulatory Body, PSUs or PSBs and its subsidiaries.** I further certify that I am competent officer in my company to make this declaration that our bid is binding on us (if applicable).

Thanking you,
Yours sincerely,

(Authorised Signatory)

Place:
Date: