ੴ ਸ੍ਰੀ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹਿ

पंजाब एण्ड सिंध बैंक
(भारत सरकार का उपक्रम)

Punjab & Sind Bank
(A Govt. of India Undertaking)

Where service is a way of life

PUNJAB & SIND BANK

HEAD OFFICE, 21 BANK HOUSE, RAJENDRA PLACE, NEW DELHI- 110008

ANNEXURE-II
(For website)

INVITES

OFFERS FOR PREMISES ON LEASE AT (Dharashiv City,Maharashtra)

Punjab & Sind Bank
(MUMBAI ZONE)
27/29 Ambalal Doshi Marg
Fort, Mumbai
PIN-400001
e-mail: - zo.mumbai@psb.co.in
Phone NO :- 7666072944

"Where Service is a way of life"

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Where service is a way of life

PSB UniC

NOTICE

REQUIREMENT OF PREMISES

Punjab & Sind Bank invites sealed offers for premises in two bid systems for following branch/office. The premises should be commercial approved or a building conforming to the conditions stipulated by concerned Government authority for commercial use. Interested parties who are ready to lease out their readily available premises on long term lease basis preferably for 15 years or more, located in **(Dharashiv, Maharashtra)** within radius of 500 meters approx. of existing branch.

Sl No	Name of Branch/ Centre	District	Approx. Carpet area
1	Dharashiv, Maharashtra	Dharashiv	Upto 1200 sqft (including space for ATM)

The premises should be preferably in Ground Floor with ramp facility/easily accessible by differently abled persons or senior citizens and should be available with all other facilities including adequate power, Water supply, parking space, and space for signage Board, generator, V-SAT / RF Tower/Solar Panel at terrace without any extra charges beyond rent.

1	Bid Reference	**NIT/PSB/ZOMUM/2025-26/01**
2	Date of commencement of Bid download	10.08.2025 from 1700 hrs
3	Last date and time for downloading bid	30.08.2025 up to 1700 hrs
4	Last Date for Bid Submission	30.08.2025 till 1700 hrs
5	Date and Time of Opening of Technical cum Eligibility Bid	01.09.2025 from 1700 hrs
6	Place of Physical Bid Submission & Opening of Bids	**PUNJAB & SIND BANK MUMBAI ZONE 27/29 Ambalal Doshi Marg Fort, Mumbai PIN-400001**
7	Contact Person	Name: Mr. Abhijeet Jamkar Designation: Manager Email ID: abhijeet.jamkar@psb.co.in Mob No:7666072944
8	Validity of Bid	120 days

Note: - Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes /corrigendum / addendum will be published on Bank's website (www.punjabandsindbank.co.in). Further, please note that commercial bid opening date and time will be intimated to the technically qualified bidders at a later date.

The Bid Documents containing detailed terms & conditions can be downloaded online directly from Bank's website (www.punjabandsindbank.co.in) as per the above bid schedule.

SUBMISSION OF BID:

The Bids are to be submitted in two separate envelopes each sealed and clearly super scribed as to envelope number and contents as indicated below. Both the envelopes shall be contained in a large envelope (3rd Envelope) duly sealed, super scribed "**Offer of Premises for Punjab & Sind Bank (Dharashiv, Maharashtra)**" and it should also bear the name and address/ Phone No. of the bidder.

Bidders must ensure before submitting their bid that the bid document including corrigendum (if any) has been duly signed (compulsory) and stamped (if required) on each page.

ENVELOPE NO.1

Envelope No.1 shall contain bid document (Proforma A – Technical Bid), duly filled in as specified in the information and instructions to bidders having each page and correction duly signed by the bidder or its authorized signatory. This envelope shall be super scribed **"Envelope No.1**, **TECHNICAL BID FOR PREMISES OF PSB (Dharashiv, Maharashtra)'"**.The envelope must not contain any indication of the Financial Bid. In case, where indication regarding financial bid is find, the bid shall be rejected anonymously.

ENVELOPE NO.2

Envelope No.2 shall contain only Financial bid i.e. rent per sq. ft. for carpet area basis (Proforma B – Commercial Bid) and prices duly filled in and signed on each page by the Bidder/s. This envelope shall be super scribed "**Envelope No.2, FINANCIAL BID FOR PREMISES OF PSB (Dharashiv, Maharashtra)'**

Sealed Bids as above will be received at or may be sent by post to the office of the **Zonal Manager Mumbai Zone, 27/29 Ambalal Doshi Marg, Fort, Mumbai 400001** THE LAST DATE FOR RECEIPT OF THE OFFERS IS UPTO **(30.08.2025 & 1700 Hrs).**The sealed offer should be submitted to above address in person or through speed post/ registered post. The Bank will not be responsible for any postal delay.

The bank reserves the right to accept/ reject any or all the bids without assigning any reason whatsoever.

Please note: Application received through brokers/ property dealers on behalf of owner will be liable to be rejected out-rightly. No brokerage will be paid by the Bank.
Only bidder or 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 attend any meeting/ bid opening.
Any Corrigendum can be issued up to one (1) day before the date of bid submission and thereafter also. Hence, bidders are advised to visit Bank's website regularly.

ZONAL MANAGER
(MUMBAI ZONE)

ANNEXURE-III

Terms and conditions

1. Applicant must have clear marketable title to the property. Copy of approved construction plan and NOC for commercial use of the premises must be submitted by the landlord along with technical bid. The charges/levies/penalties, misuse charges if any, for commercial use of the premises shall be borne by the landlord.
2. There should not be any bar by any State/Central/Quasi government/ Gram Panchayat or municipal body for construction/ opening/ functioning of the bank there.
3. The entire offered area shall be available in a single floor, i.e. ground floor.
4. **The photographs, layout plans, utilization plans should be submitted with technical offer.**
5. The premises should be strong preferably framed RCC structured and modern and should provide for structural safety from earthquake, theft etc. and suitable from the point of security and have all civic facilities such as adequate sanitary arrangements, water and electricity, natural lights & ventilations etc.
6. Rent free parking space will be provided.
7. Rent shall be settled purely on carpet area basis. At the time of taking possession correct measurement shall be taken and recorded in the presence of the landlord.
8. Rent shall be payable from the date of taking actual possession of the premises by the bank after execution of lease deed.
9. Initial lease period shall be for **5** years with an option with Bank of minimum further two renewals of 5+5years with agreed enhancement in rent. Total Lease period will be minimum 15 years (5+5+5).
10. Enhancement in rent after initial period of 5 years will be maximum 15% as per Bank's guidelines.
11. No escalation in the rent rate shall be allowed during the currency of the total lease period.
12. Lease deed for entire period shall be executed on Bank's standard format without any alteration.
13. Stamp duty and registration fees & other charges towards executions & registration of lease deed shall be shared equally by landlord and bank.
14. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
15. Sufficient space at prominent location shall be provided for display of Bank's glow signboard within offered rent.
16. The landlord should not have any objections in carrying out interior work/floor chasing work etc. However no structural changes will be made.
17. Rental advance if any required and / or allowed by the bank shall be repayable in 12 equal monthly installments at the beginning of the lease.
18. Separate three (3) phase electric connection having 20 KVA power load shall be provided by landlord at this cost for exclusive use of bank. However, actual electrical consumption charges shall be paid by bank.
19. Provision of separate **toilets** for gents and ladies of suitable size shall be made by the landlord, as per specifications and drawing and as directed by bank's authorities. However the same will not be included in carpet area for rent purpose.

20. Strong room is to be constructed by landlord as per Bank's requirement and RBI specifications. However, strong room door and air ventilators will be supplied by Bank and will be installed by LL.
21. The premises should be accessible to disabled/ Sr. citizens. If the office premises have steps at the entrance, **RAMP** should be provided for convenience of the persons on the wheel chairs.
22. Rent free space is to be provided by landlord for Bank's Sign Board, Generator set and installation of VSAT / RF tower/Solar Panel at terrace.
23. Vitrified flooring of 2' X 2' of approved make and color to be executed as directed by the bank's authorities.
24. Where ever required MS Grill with aluminum sliding windows/ TW Windows to be provided as per drawing and as directed by bank's authorities. Collapsible gates of full size & rolling shutters for external entrances with necessary locking arrangements shall also be provided by LL.
25. Miscellaneous civil / plumbing works if any and painting of premises to be executed by the landlord before handing over possession of the premises to the bank.
26. Any other works which the bank's authorities may deem fit to be executed by the landlord to cover the conditions mentioned in the standard format of agreement to lease/lease deed with bank.
27. The bank at its absolute discretion and irrespective of the period of lease available can any time, terminate the lease, surrender/ part surrender / vacate the demised premises after giving three months' notice to the landlord/ lesser in writing.
28. Landlord will get a separate water and electric meter installed for the exclusive use of bank. The electric energy and water consumption charges shall, however, be paid by bank.
29. The LL will make white washing / color washing / painting etc. once in 3(Three) years and need based repairs as and when required. In case, he fails to do so, the bank shall be entitled to do repairs and whitewashing/distempering/ painting etc. and every other kind of repairs at its own expense and deduct the expenses so incurred out of the rent.
30. Rent shall be payable only for usable carpet area. The area suggested means carpet area and the calculation of the same should be as per Bank's policy. In broad terms, carpet area of any floor shall be the covered area worked out excluding area of walls, door and other openings in the walls, intermediate pillars within the plinth area, verandah, corridor, passage and loft, entrance porch, staircase and mumty, shaft and machine room for lift, bathroom and lavatory, air-conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.
31. The bidder (s) should have sufficient built up / covered area in order to have required carpet area.
32. No condition be given in financial bid. It is to contain only prices in per Sq. Ft. of carpet area basis otherwise Bid will liable to be rejected.
33. Bank may at its discretion sanction loan for construction of building/ renovation before handing over to Bank, as per extant guidelines.
34. The financial offers of only those premises selected after inspection and technically found suitable for Bank purposes will be opened and the lowest one **(per sqft rate pm)**of the same will be taken up for further discussion. Other financial bids will not be opened.

35. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
36. Documents to be submitted with technical bid are as below:
    a. Approved map of competent authority.
    b. Copy of latest Electricity Bill, Tax Receipt.
    c. Copy of Aadhaar Card and PAN Card of Owner.
    d. Copy of Fire NOC and Completion/Occupation Certificate wherever applicable.
    e. Proof of ownership or any other document in support of property.
    f. NOC for commercial use of premises.
    g. Board resolution for authorized signatories in case of company.

37. All columns of the bid document must duly fill in and no column should be left blank. All pages of the bid documents (Technical and Financial Bid) are to be signed by the bidder/s or its authorized signatory. All entries in bid form should be legible & filled clearly. Any overwriting/cutting or use of white ink which is unavoidable shall be attested by the authorized signatory. The rent rate should be filled in figure as well as in word. The Bank reserves the right to reject the incomplete bids. In case property is in joint name, co-owner will have to sign the bid document.
38. All municipal taxes, property tax or any other taxes present or in future will be borne by landlord. However, GST if applicable to landlord will be payable by bank over & above rent. In that case Landlord will raise GST invoice on monthly basis to receive the rent payment. TDS will be deducted as applicable.
39. There should not be any deviation in terms & conditions as have been stipulated in the bid documents. However, in the event of imposition of any other conditions, which may lead to deviation with respect to the terms & conditions as mentioned in the bid document, the lesser is required to attach a separate sheet "List of deviation", if any.
40. Any decision taken by the Bank at any point of time in connection with this process will be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
41. The offer will be valid for 120 days after opening of Financial Bid.

Date:

Signature of Owner/s
Name: ________________
Address:_______________
____
____

Mobile No:______________

FORMAT FOR OWNERS APPLICATION FORWARDING

To,
The Zonal Manager,
PUNJAB & SIND BANK
MUMBAI ZONE
27/29 Ambalal Doshi Marg
Fort, Mumbai
PIN-400001

Sir,

Sub: Offer of the premises on lease for your Branch/office at Dharashiv, Maharashtra

1. I / We have read and understood the notice and terms & conditions /instructions to the bidder and submit my / our bid for Bank's consideration duly filled and complete in all respects according to the Proforma.

2. I / We further understand that selection of premises will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same.

3. I / We do hereby declare that the information furnished in the Proforma (A) & (B) and in the supplementary sheets is correct to the best of my / our knowledge and belief.

4. I/we agree that the decision of your Bank in selection of L-1 bidder will be final and binding to me/us.

5. My/Our offer will be valid for minimum period of 120 days from the date of opening of financial bid.

Yours faithfully,

Signature of owner/s:
Name:

Place:
Date:

FORMAT FOR TECHNICAL BID (PROFORMA-A)

To
The Zonal Manager
PUNJAB & SIND BANK
MUMBAI ZONE
27/29 Ambalal Doshi Marg
Fort, Mumbai
PIN-400001
Dear Sir/ Madam,

The details of the premises which I/we offer to lease out to Bank are as under,

1	Name of Owner(s) (% share of each owner)	1. 2. 3.
2	Telephone/Mobile No of owner(s)	Tele No : Mobile No:
3	Complete address of site/premises offered and Locality	
4	Type of Building (Commercial/ residential/Mixed use)	
	Type of Construction (framed/ load bearing)	
	Year of construction	
	Height of the floor to ceiling	
	Load Bearing capacity of floor	
	Frontage of the premises	
5	Rentable Carpet area*available with details of floor. (Quote to be in Carpet area and not in any other form). The bidder (s) should have sufficient built up / covered area in order to have required carpet area.	Carpet Area: ____________Sq.ft. GF...........sqft FF...........sqft (Any other floor .... sqft)
6	Carpet area offered to bank (if any of the bidders having more area than Bank's requirement, they may offer the part area to Bank as per its requirement) (Provide sketch for the area to be offered to Bank)	Carpet Area: ___________Sq.ft
7	Whether the owner has clear and marketable title. (photocopy of ownership proof & relevant papers to be enclosed)	
8	Whether any loan running against for the offered property, if yes, then NOC has to be obtained from the bank / financial institution.	
9	Whether the offered property has Municipal Approval for commercial use. (Attach copy)	
10	Details of sanctioned plan (Copy to be furnished on demand)	

11	Details of completion/ occupation certificate (Copy to be furnished on demand)	
12	Amenities offered	
13	Whether facility of RAMP is feasible/available?	
14	Whether electric power connection with minimum **KVA (as per requirement)** load available. If not, landlord is required to provide the same.	
15	Whether running water facility available	
16	Whether sanitary facility available	
17	Parking space available?	
18	Whether suitable space on terrace available for VSAT antenna, RF antenna, Radio Antenna etc.	
19	If the building is old whether repairs / renovations is required	
20	Is there any bar by local body for carrying out Banking business in the centre/ locality.	

SIGNATURE OF THE OWNER/S

I/we agree to execute lease deed in Bank's standard format. I/We declare that I/We are the sole owners of the property and have the authority to let out the premises. I/We am/are enclosing copies of approved plan, commercial permission & other relevant documents. My/Our offer will be valid for next 120 days from the date of opening of financial bid.

PLACE

DATE: **SIGNATURE OF THE OWNER/S**

NOTE:

- **No indication as to price aspect** is to be given in "Technical Bid" failing which the offer shall be summarily rejected.
- **MOST IMPORTANT: Technical Bid (Envelope No.1) and Financial Bid (Envelope No. 2) are to be submitted in separate sealed covers marked as "Technical Bid" & "Financial Bid" respectively with name, address & contact number of the applicant.**
- Both these sealed covers are to be submitted in single sealed cover super scribed/Marked as **"Offer of Premises for Punjab & Sind Bank (DHARASHIV, Maharashtra)"** with name, contact number & address of the applicant.
- *Carpet area of any floor shall be the covered area worked out excluding area of walls, door and other openings in the walls, intermediate pillars within the plinth area, verandah, corridor, passage and loft, entrance hall and porch, staircase and mumty, shaft and machine room for lift, bathroom and lavatory, air- conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.

FORMAT FOR FINANCIAL BID (PROFORMA-B)

To
The Zonal Manager
PUNJAB & SIND BANK
MUMBAI ZONE
27/29 Ambalal Doshi Marg
Fort, Mumbai
PIN-400001

Dear Sir/ Madam,

<table>
<tr><td>1</td><td colspan="2">Full Name of Owner(s)</td><td colspan="2">1.
2.
3.</td></tr>
<tr><td>2</td><td colspan="2">Complete address of site/premises offered
Telephone no./ Mobile no.:</td><td colspan="2"></td></tr>
<tr><td rowspan="4">3</td><td colspan="4">Rental rate per square feet of carpet area. Quote to be in carpet area only and not any other area. (Rates should be in figures as well as in words)</td></tr>
<tr><td>Floor</td><td>Carpet area (in sqft)</td><td>Rate per sqft per month. (Amount in Rs.)
(in figures & in words)</td><td>Total Rent per month</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td>4</td><td colspan="2">Lease period:
(minimum 15 years certain period)</td><td colspan="2"></td></tr>
<tr><td>5</td><td colspan="2">Desired enhancement in rent (Increase in rent), if any after every 5 Year (%)</td><td colspan="2">_______%_(______________________)
(Maximum 15%)</td></tr>
<tr><td>6</td><td colspan="2">Municipal Tax, Property Tax And Other Present And Future Taxes</td><td colspan="2">To be borne by landlord invariably</td></tr>
<tr><td>7</td><td colspan="2">Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)</td><td colspan="2">Rs. ___________per month</td></tr>
<tr><td>8</td><td colspan="2">GST on rent</td><td colspan="2">Applicable/ Not applicable</td></tr>
<tr><td>9</td><td colspan="2">Lease Deed execution & registration expenses</td><td colspan="2">50 : 50</td></tr>
</table>

PLACE:
DATE: **SIGNATURE OF OWNER/S**