



ANNEXURE-IV



## **FORMAT FOR OWNERS APPLICATION FORWARDING**

To,  
The Zonal Manager,

Address.....

.....

Sir,

**Sub: Offer of the premises on lease for your Branch/office at Address.....**

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:

*“Where Service is a way of life”*

**ANNEXURE-V****FORMAT FOR TECHNICAL BID (PROFORMA-A)**

To  
The Zonal Manager  
Address:.....  
.....

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 <b><u>KVA (as per requirement)</u></b> 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 .....(name of Branch /Office)**" 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 mummy, shaft and machine room for lift, bathroom and lavatory, air- conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.



**ANNEXURE-VI**



**FORMAT FOR FINANCIAL BID (PROFORMA-B)**

To  
The Zonal Manager  
Address :.....  
.....

Dear Sir/ Madam,

1	Full Name of Owner(s)	1. 2. 3.
2	Complete address of site/premises offered Telephone no./ Mobile no.:	
3	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)	
	Floor	Carpet area (in sqft)
	Rate per sqft per month. (Amount in Rs.) (in figures & in words)	Total Rent per month
4	Lease period: (minimum 15 years certain period)	
5	Desired enhancement in rent (Increase in rent), if any after every 5 Year (%)	_____ % (_____) (Maximum 15%)
6	Municipal Tax, Property Tax And Other Present And Future Taxes	To be borne by landlord invariably
7	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	Rs. _____per month
8	GST on rent	Applicable/ Not applicable
9	Lease Deed execution & registration expenses	50 : 50

PLACE:  
DATE:

SIGNATURE OF OWNER/S