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**Master Circular on Policy Guidelines for Acquisition of Accommodation on Lease—Hiring, De-Hiring, Shifting and Surrender of Premises & Off-Site ATMs**

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**ANNEXURE -2-**

**Format of offer letter for premises for Zonal Office/ Branch/Off-Site ATM on rent  
Technical Bid**

**(To be submitted in separate sealed cover super scribed as Technical bid)**

**(Strike out whichever is not applicable)**

The Zonal Manager  
Punjab & Sind Bank  
Zonal Office,

\_\_\_\_\_  
\_\_\_\_\_

Ref- Your advertisement dated ..... in ..... (Name of Newspaper)/ on  
Bank's website for ----- Zonal Office / Branch / Offsite ATM

Dear Sir,

In response to your advertisement in \_\_\_\_\_ (Name of  
Newspaper) dated \_\_\_\_\_/ on Bank's website for \_\_\_\_\_  
Branch/Off-Site ATM, I / we, offer to give you on lease the premises described below:

1.	Name and address of owner(s)	
2.	Relationship with any Bank Officials	
3.	Constitution (Individual, HUF, Partnership Firm, Trust, Private Ltd. Co., Public Ltd. Company, Govt./Local Authority/Institution, Association of persons)	
4.	Share of each owner if any under Joint Ownership	
5.	Postal address of the premises offered with Pin code and land mark nearby	
6.	Location of the premises (Attach a copy of Plan)	
7.	Whether premises offered is Residential/Commercial	
8.	a) Plot Area (in sqft) b) Carpet area of the premises (in sqft) as defined in the Annexure 5 c) Clear Frontage to the Main Road	Ground floor- Other* (Specify) -
9.	Leasehold/freehold (if leasehold, furnish	

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	the name of the lessor/lessee, nature of lease, duration of lease, lease rent, balance period and term).	
10	Boundaries of the premises North South East West	
11	Copy of site plan and lay out plan showing internal dimensions and carpet area to be enclosed	
12	Type of construction Roof Structure  Brick Work  Flooring  (Load bearing/ R.C.C./ Steel framed structure)	It shall be of RCC (1:2:4) with MS Rods according to ISI standard design of structure.  Brick work in the foundation and superstructure will be in cement mortar 1:4  It will be of Vitrified tiles / Granite in bank premises (i.e. Banking Hall, Strong Room, Stationery Room, Record Room, Toilet etc.
13	Clear floor height from floor to ceiling.	(It will be clear minimum 10'-0")
14	Plinth height from Ground Level	
15	Elevation	The windows/openings in the front portion of the building will be glazed in aluminum frames and the main front door of the banking hall will be aluminum glazed door with automatic double action floor spring of Everite Make.
16	Age of the building.	
17	Basic amenities provided/to be provided.	
18	Special features, if any.	
19	Are repairs and/or reconditions necessary? (if so, what are they? What is the probable cost?).	
20	Details of parking spaces available	
21	Water supply facilities available/to be provided.	
22	Sanitary facilities available/to be	

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	provided.	
23	Electric connection has been obtained/ to be obtained. Sanctioned/applied load Energy meter capacity and in whose name it is installed.	..... KVA
24	Whether space available on the roof of the building for installing installation like V-Sat etc.	
25	Maintenance liability and its expenses	
26	Tax Liabilities Name of Authority, quarterly taxes, assessment effective since, assessment for the premises is separate or with other parts of the building  GST will be borne by Bank All other taxes / Charges / Penalties on commercial use of premises will be borne by Landlord.	
27	Lift for First Floor / Ramp for Ground Floor will be provided	
28	Document representing title of offerer on the premises like copy of title document, tax receipt etc are to be enclosed	
29	Any other information not covered above	
A	Whether plans have been approved by Municipality and if so, whether it will be possible to carry out some changes?	
B	Whether the premises is constructed as per approved plan & completion certificate has been obtained and requisite NOC if any has been obtained from the appropriate authority.	
C	Whether commercial use of the premises is permissible.	
D	Probable time for completion and handing over possession if the premise is to be constructed/under construction. .	
E	Copy of the sanction plan indicating the area offered is to be enclosed	

\* For ZO / Controlling Offices

**Declarations:**

I/We am/are aware that, the rent shall be calculated as per the carpet area which will be measured in presence of landlord/s and Bank Officials after completion of the Building in all respect as per the specification/requirement of the Bank.



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Definition of Carpet area as given in the enclosed Annex 05 was explained to me/us and clearly understood by me/us.

**Carpet area would mean total area less pillars and walls etc. For determining the carpet area following area shall not be included:**

- a) Verandah
- b) Corridor and passages (Except within the premises)
- c) Entrance hall and porch
- d) Staircase and stair mummy
- e) Shaft and machine room for lift
- f) Bathroom/lavatory
- g) Air-conditioning duct and plant room.
- h) Shaft for sanitary piping
- i) Door and other opening in the wall.
- j) Pillar, support or any obstruction within the plinth area irrespective of their location.
- k) Flues within the wall.
- l) Fire Place projecting beyond the face of wall.

The Bank will be entitled to use the premises without any interruption.

The transaction does not involve violation of HRC Act, ULC Act and Accommodation Controller Act etc. relevant in this regard. The Bank will be at liberty to use all the installations/fixtures/furniture provided in the premises. Installations required in the premises for functioning of Bank's business may be installed without referring the matter to me/us.

Roof of the building may be utilized by the Bank for installation of instrument like V-sat etc. and landlord will provide the same without any additional rent along with access.

The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities as per plan /drawing specifications provided by the Bank at the time of acceptance of my offer.

**i) Strong Room:** The strong room will be constructed strictly as per Bank's design and specifications. I have gone through the detailed specifications of four walls, floor and ceiling of Strong room. I undertake to construct as per norms & bank shall be at liberty to ensure its supervision. Strong Room door with grill gate, ventilator, exhaust fan, V-cage are to be provided by the Bank which would remain bank's property.

**ii)** An enclosure with brick wall & collapsible gate will be provided inside the strong room segregating the locker room and cash room.

**iii)** A lunch room for staff and stock room will be provided as per requirement /specifications of the Bank. A wash basin/sink will be provided in lunch room.

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**iv) Toilets:** I/We shall provide W.Cs urinals, wash basins and other fittings. The W.Cs will have glazed tiles upto 7'. In case, there is no corporation sewerage system existing in the premises I/We shall provide septic tank, soak pits etc. Its time to time maintenance shall be done by me/us.

**v) Rolling Shutters & Grill Gate:** The rolling shutters and collapsible grill with aluminum paint outside the glazing in the front. In addition to glazed door/door will be provided at the entrance and at any other point which gives direct access from outside.

**vi) Flooring/ painting** will be done as per Bank's specification.

**vii) Windows & Ventilators:** All windows and ventilators would be duly glazed and strengthened by grills with glass shutters.

**viii) Required power load** for the normal functioning of the Bank and the requisite electrical wiring/points, for telephone/UPS/Computers/AC will be provided.

**ix) Water Connection:** I shall provide separate municipal water in the premises. Overhead water tank and power motor with complete connection will also be provided by me for exclusive use of the bank from the date possession of the building is taken over. Wherever water consumption charges are not demanded by the Corporation and water taxes is demanded thereof the bank will pay water tax.

**x) Space for fixing bank's sign board** will be provided.

**xi) Electric Connection/Wiring** I shall provide separate electric connection/meter for the Bank. All electric and powers points in the premises would be of conduit wiring as per specifications of the Bank. Bank will however, pay electricity consumption bills issued by electricity Board/Department from the date possession of the building is taken over.

**xii) Space for Generator:** I shall provide space for generator without any additional cost.

**xiii) Parking :** I shall provide dedicated parking space without any additional cost

**xiv)** I shall construct / modify the premises for ATM / E Lobby within the offered carpet area

**xv)** I shall provide space for installation of ROF / V-SAT installation without any additional cost.

**xv)** I shall provide lift for first floor and Ramp with railing for Ground Floor.

**xvi) Any other terms and conditions landlord to state:**

All repairs including annual/periodical painting will be got done by me/us at my/our cost. In case, the repairs and or painting is/are not done by me/us as agreed now, the Bank



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will be at liberty to carry out such repairs white/colour washing etc. at our cost and deduct all such expenses from the rent payable to me/us.

I/we undertake to execute a lease deed, in the Bank's favour on Bank's standard format at an early date.

I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above. Documents certifying title of offerer on the premises like copies of title deed, update tax receipts, sanction plan, completion/occupancy certificate, site plan of the premises etc are enclosed/will be provided as & when demanded.

The Bank is at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, ventilator, partitions and other furniture put up by Bank.

If my/our offer is accepted, I/we will give possession of above premises to the Bank within ..... days from date of receipt of acceptance letter from the Bank.

I/We further confirm that the offer is irrevocable and shall be open for 120 days from date hereof, for acceptance by the Bank.

I/ We hereby confirm that, all the above information furnished by me/ us are true in best of my/ our knowledge. Copies of site plan, sanctioned drawings, documents certifying our title on the premises etc. are enclosed.

I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.

**Place :**

**Date :**

**Signature**

**(Owner/s)**

**Name of Owner(s):-**

**Address:-**

**Mobile/telephone Nos. :-**

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**ANNEXURE-3-**

**Format of offer letter for premises for Zonal Office / Branch/Off-Site ATM on rent Financial Bid**

**(To be put in separate sealed cover super scribed as financial bid)**

**(Strike out whichever is not applicable)**

The Zonal Manager

Punjab & Sind Bank

Zonal Office,

\_\_\_\_\_

\_\_\_\_\_

Ref- Your advertisement dated ..... in ..... (Name of Newspaper)/ on Bank's website for ----- (Place of Branch/ ATM / Zonal Office)

Dear Sir,

In response to your advertisement in \_\_\_\_\_ (Name of Newspaper) dated \_\_\_\_\_ / on Bank's website for \_\_\_\_\_ Zonal Office / Branch/Off-Site ATM, I / we, offer to give you on lease the premises described below:

1.	Name of the Owner/s & Address	
2.	Full Address of the Premises	
3.	Carpet Area (in sqft) Note: Definition of carpet area is given in Annex 5	Ground floor- Other*(Specify) –
4.	Rent Rate – Monthly rent (in Rs per sq. ft. ) (Strictly on carpet area as defined above)	Ground floor- Other*(Specify)-
5.	Monthly Rent (Carpet area x Rent Rate per sq. ft.)	Rs.
6.	Lease Period	15 Years
6A	Periodical Enhancement	15% After every 5 years
7.	Cost of execution/registration of lease deed on Bank's standard format	Will be borne by Landlord & bank on 50:50 basis
8.	Tax Liabilities	a) Quarterly Corporation Taxes /other taxes payable after applying necessary rebate
		b) Present assessment applicable

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		since	
		c) Next assessment due on	
		d) All existing and future taxes and penalties, if any on account of commercial use relating to the property and building i.e. property tax, house tax, composition fee/penalties for non conforming use, fire tax, water tax or any other local tax, if imposed by local body or state govt. will be borne by Landlord. Any future increase in above taxes will be borne by Landlord.	
8A	GST	a) Whether GST is applicable? (Yes/No)	
		b) GST Will be paid by Bank	
9A	Interest Free Rent Advance	a) Whether interest free rent advance is required.	Yes/No
		b) If yes, for how many months? (upto six months' rent ; adjustable in equal installments against the rent payable within the period of 24 months from the release of deposit.)	..... Months
10	Commencement of rent	The rent will start from the date of physical possession of the premises is taken by the bank.	
11.	Release of Rent	The rent may be released to me/us only after execution and registration of lease deed w.e.f. the date of possession of the premises.	
12.	General Maintenance/Society Charges	Wherever the society charges, monthly amount for the general maintenance of the building or the common services, the same will be borne by the landlord in respect of the portion which has been let out to the bank as per share/space	
13.	Brokerage	To be borne by the landlord.(No brokerage will be paid by the Bank).	
14.	Repair & Maintenance	Plastic emulsion paint/distemper of walls and ceiling, paints of doors and windows, rolling shutters and minor repairs etc. shall be done by landlord after every two years at landlord's cost. If this work is not done by landlord, the bank has a right to get the same done on my/our behalf. The charges may be recovered from the monthly rent payable to landlord.	
15.	Letting out of other floor	I/We shall let out the other floors on the same building only after taking written consent of the bank. first option for the purpose will be of the bank.	
16.	Permission to the bank for sub-letting	Bank has the right to sub-let the premises without my/our consent.	



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17.	Additions/Alterations.	Civil Additions / alterations as per Bank's specification to be done by Landlord. Interior furnishing is to be done by Bank
18.	Any other information not covered above	

\* For Controlling Offices

I/We hereby certify that I/We are authorized as owner/power of attorney holder for leasing out the offered premises. Certified copies of document of the title, power of attorney are attached. This offer is irrevocable for a period of 120 days.

I/We am/are aware that the rent mentioned above will be inclusive of all the amenities including parking spaces and other conveniences provided by the landlords.

I/We am/are also aware that above mentioned all parameters will be considered/quantified to decide the lowest offerer.

I/We am/are aware that the Bank is not bound to accept my/our offer and may cancel it without assigning any reasons/notice whatsoever.

**Place :**

**Date :**

**Signature**

**(Owner/s)**

**Name of Owner(s):-**

**Address:-**

**Mobile/telephone Nos. :-**