

**ANNEXURE-1**  
**(Advertisement on Bank's Website)**  
**Premises Required**

Bank desires to acquire a premises to be used as godown on lease basis having around 3500 sq. ft. carpet area on Ground Floor/ Basement for Shifting inventories/goods in the vicinity of Noida, preferably near the Sector-7, Noida , U.P.

The offers are invited under two bid system (Technical Bid & Financial Bid). Interested parties (except brokers) may obtain the prescribed format of technical bid (Annex-2) and financial bid (Annex-3) from Punjab & Sind Bank's Asset Recovery Branch, Ashram Chowk New Delhi (between 10.00 AM to 5 PM from Monday to Friday and on 1st , 3rd and 5th Saturday) upto 04-06-2022 by 2.00 PM or may download the same from Bank's website <https://punjabandsindbank.co.in>

The duly filled in offer complete in all respect in separate sealed covers marked "Technical Bid" & "Financial Bid" and super scribing "Offer for Premises to be used as Godown at Noida for Stock/inventory" on top and name, address & contact number of offerer at bottom left corner should be addressed to:

The Branch Manager,  
Punjab & Sind Bank,  
Asset Recovery Branch,  
Sidhartha Enclave,  
Ashram Chowk,  
New Delhi-110014.

The last date of submission of completed application form in separate sealed covers in two part (Technical & financial Bid) is 04-06-2022 upto 5.00 PM. The offer shall be dropped in the box kept for the purpose at the premises of Asset Recovery Branch Sidharth Enclave Ashram Chowk New Delhi -110014 on or before 04.06.2022 upto 5.00 PM.

The technical bid or offer shall be opened on next working day at 3 PM and date of opening of financial bid will be intimated to short listed offerers subsequently.

**The bank reserves right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.**

Authorized Officer

**ANNEXURE -2-**

Format of offer letter for premises to be used as Godown at Noida, U.P. on rent

**Technical Bid**

(To be submitted in separate sealed cover super scribed as Technical bid)  
(Strike out whichever is not applicable)

The Branch Manager  
Punjab & Sind Bank  
A.R.B.,

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

Ref- Your advertisement dated ..... in..... (Name of Newspaper)/ on Bank's website for-----Premises to be used as godown

Dear Sir,

In response to your advertisement in \_\_\_\_\_(Name of Newspaper) dated\_\_\_\_\_/ on Bank's website for\_\_\_\_\_ Premises to be used as godown, 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- Basement -
9	Leasehold/freehold (if leasehold, furnish the name of the lessor/lessee, nature of lease, duration of lease, lease rent, balance period and term).	

**Signature**

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)	
13	Clear floor height from floor to ceiling.	(It will be clear minimum 10'-0")
14	Plinth height from Ground Level	
15	Elevation	
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 provided.	
23	Electric connection has been obtained/ to be obtained. Sanctioned/applied load Energy meter capacity and in whose name it is installed.	
24	Maintenance liability and its expenses	
25	Tax Liabilities Name of Authority, quarterly taxes, assessment effective since, assessment for the premises is separate or with other parts of the building	All tax liabilities including municipal, Property tax etc will be borne by owner
	GST will be borne by Bank All other taxes / Charges / Penalties on commercial use of premises will be borne by Landlord.	
26	Document representing title of offerer on the premises like copy of title document, tax receipt etc are to be enclosed	
27	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	Copy of the sanction plan indicating the area offered is to be enclosed	

**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.

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.

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) Electric Connection/Wiring** I shall provide separate electric connection/meter for the Bank. Bank will however, pay electricity consumption bills issued as per actual consumption from the date possession of the building is taken over.

**ii) Any other terms & Conditions landlord to state:**

**Signature**

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 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:-

**ANNEXURE-3-**

**Format of offer letter for premises to be used as Godown on rent**

**Financial Bid**

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

(Strike out whichever is not applicable)

The Branch Manager

Punjab & Sind Bank

Asset Recovery Branch,

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

Ref- Your advertisement dated ..... in ..... (Name of Newspaper)/  
on Bank's website for (Premises to be used as Godown)

Dear Sir,

In response to your advertisement in \_\_\_\_\_(Name of Newspaper)  
dated \_\_\_\_\_/ on Bank's website for \_\_\_\_\_ to be  
used as Godown, 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)	Ground floor- Basement -
4.	Rent Rate – Monthly rent (in Rs per sq. ft. )/ Lumpsum	Ground floor- Basement -
5.	Monthly Rent (Carpet area x Rent Rate per sq. ft.)	Rs.
6.	Lease Period	11 Months, Can be renewed further for same period with same terms and condition as per option of the bank.
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 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.

9	GST	a) Whether GST is applicable? (Yes/No)	
		b) GST Will be paid by Bank	
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.	Additions/alterations	Civil additions/alterations as per Bank's specification to be done by Landlord. Interior furnishing is to be done by Bank	
16	Any other information not covered above		

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:-