

**PUNJAB NATIONAL BANK,
GAD, CIRCLE OFFICE, SITE NO.5,
FEROZEPUR ROAD, LUDHIANA**

REQUIREMENT OF PREMISES

Offers in two separate sealed covers containing technical details and financial details respectively are invited from interested parties, who are ready to lease out their readily available premises located at Patiala for opening Circle Office with approx. Carpet Area 3500-4000 sq.ft., on long term basis i.e. for 10-15 years or more.

The cover containing technical details should be marked Envelop No.1 and superscribed as "**TECHNICAL BID**" and the cover containing financial details should be marked Envelope No.2 and superscribed as "**FINANCIAL BID**". Both these covers duly sealed should be put in a 3rd cover superscribed as "**Offer of premises for Circle Office at Patiala**" and it should also bear the name and address/Phone number of the offeror. The 3rd cover duly sealed should be addressed to the Circle Head, Punjab National Bank, Circle Office, Site no.5, Ferozepur Road, Ludhiana.

The offer as above should be submitted in Bank's prescribed format only, which may be obtained from Punjab National Bank, Circle Office, Site No.5, Ferozepur Road, Ludhiana between 10.00 a.m. to 5.00 p.m. (Monday to Friday) and between 10.00 a.m. to 2.00 p.m. (Saturday) upto 13.04.2010 or downloaded from bank's website. The sealed offers will be received at Punjab National Bank, Circle Office, Ludhiana upto 14.04.2010 during office hours. The bank reserves the right to accept/reject any/all offers without assigning any reason whatsoever. No brokerage will be paid by the bank.

CHIEF MANAGER

**DRAFT OF QUOTATION FORM PART – I
(TECHNICAL BID)**

The Circle Head,
Punjab National Bank,
Circle Office,
Site no.5, Ferozpur Road,
LUDHIANA.

Dear Sir,

The details of premises which I/We offer to lease out to the bank, in response to advertisement dated _____, are as under:-

1. Name of owner/s
2. Share of each owner if any under
Joint ownership
3. Location:
 - a) Name of the building
 - b) Number and Street
 - c) Ward/Area
4. Building:
 - a. Type of Building
(Residential/Commercial/Industrial/Mixed)
 - b. Type of construction
(Load bearing/RCC/framed structure)
 - c. Clear floor height from floor to ceiling.
 - d. Rentable carpet area offered to Bank:
 - i) At Basement
 - ii) At ground floor
 - iii) At first floor
 - iv) At second floor
 - v) Any other floor (please specify)

Total Area:

e. Specification of construction

- 1) Floor
- 2) Roof
- 3) Walls
- 4) Doors and windows
- 5) Are M.S.grills provided to windows (Yes/No)

f. Running water facility available Yes/No

g. Sanitary facilities available Yes/No

h. Electrical supply with separate meter available Yes/No

i. Parking facility Yes/No

I/We agree to execute lease deed in bank's standard format.

My/Our offer will be valid for next six months from the date of offer.

Signature of offeror

Name:

Address:

Place:

Date:

Encl: Plan of premises

Strike out whichever is not applicable

**DRAFT OF QUOTATION FORM PART – II
(FINANCIAL BID)**

The Circle Head,,
Circle Office,
Punjab National Bank,
Site no.5, Ferozpur Road,
LUDHIANA.

Dear Sir,

I/We offer to lease our premises located at _____ (other details of which are given in part I) at following rate:

Floor	Carpet area in sq.ft.	Rate(Rs.per sq.ft.)	Total rent p.m. (Rs.)
Basement			
Ground floor			
First Floor			
Second floor			
Any other floor			
TOTAL:			

I/We agree to:

- i) Execute Lease deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the premises.
- iii) Bear the cost of execution and registration of Lease deed.
- iv) To lease the premises in favour of bank for _____ years with _____ options of _____ years each with _____% increase in rent at each option.

Do you require loan for construction of premises/building Yes/No

If yes, then

Estimated cost of construction: Rs. _____

Loan amount required Rs. _____

Any other terms and condition (Please specify)

My/Our offer will be valid for next six months from the date of offer.

Signature of offeror

Name

Address

Place:

Date:

Encl:Plan of premises

