

**General Administration Department
Circle Office South Delhi,
Rajendra Bhawan, Rajendra Place,
New Delhi, Tel: (011)-25744459**

REQUIREMENT OF PREMISES

PNB invites offers in two bid system for premises on lease measuring 2500 – 3500 sq.ft. (232 – 325 sq.mts.) carpet area for its Large Corporate Branch in or around Sector 15 & 29, Gurgaon. The premises should be in approved Commercial Complex or a building conforming to the conditions stipulated by State Government Authority for Commercial use. Conversion / Misuser / Parking Charges / Service Tax including construction of Strong Room and expenses to be incurred on sanction of adequate power load will have to be borne by the Landlords. Interested parties, who are ready to lease out their available premises located preferably at Ground Floor on long term lease basis preferably for 15 years may apply.

Bank reserves the right to accept/reject any/all offers without assigning any reasons whatsoever. Last date for submission of offer is **14.6.2010**. The bids will be accepted between 10 am to 5 pm on working days and between 10 am to 2 pm on Saturdays at the Reception at Ground Floor.

Please Note: Applications received directly from Brokers / Property Dealers / Real Estate Agencies on behalf of Landlords will not be entertained by the Bank and such applications will be outrightly rejected.

TERMS AND CONDITIONS

Some of the terms & conditions, which an offerer should ensure while applying for the proposed premises:

(Please note that no document is required to be enclosed with the Technical / Financial Bid)

- Applicant will be required: (i) to provide proof of ownership / approved plan and (ii) NOC for opening of Bank from DDA/MCD/NDMC/Competent Authority at their own cost at the time of finalization.
- The offerer must have a clear title to the property.
- The premises must be suitable from the point of view of security and have all civic facilities such as adequate sanitary arrangements, Water and Electricity, Natural light & Ventilation.
- The premises should be strong and modern and should provide for natural structural safety from hazards of fire, theft & collapse.
- The premises structure should be strong enough to bear the weight of Strong Room, Strong Room Doors, Safe & Lockers cabinet. RCC construction for Strong Room/Currency Chest should be as per RBI approved BIS specifications.
- The offerer of the premises will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.

- The offerer should bear all the taxes including Service Tax, non-conforming / Misuser / Conversion / Parking charges, cesses etc. related to the premises.
- The offerer have to provide space for Canteen, Generator Set, two toilets and Parking free of cost.
- Applicants having a larger area than our above requirement shall agree to offer space as per bank's requirement.
- The offerer shall provide upto 40 KVA power load with three phase connection as required by the Bank.

The cover containing technical details should be marked envelope no. 1 and superscribed with **Technical Bid** and the cover containing Financial details should be marked as envelope no. 2 & super scribed with **Financial Bid**. Both these covers duly sealed should be put up in the third cover super scribed with "**Offers for premises located at _____**" and it should also bear the name, address and contact number of the offerer on all the three envelopes. The third cover duly sealed should be addressed to Chief Manager, Punjab National Bank, Circle Office Delhi, GAD Deptt., 4th Floor, Rajendra Bhawan, Rajendra Place, New Delhi – 110125 and submitted as detailed hereunder.

The offer(s) as above should be submitted in the bank's prescribed format only which may be obtained/submitted from/to [Punjab National Bank Circle Office Delhi, GAD Deptt., 4th Floor, Rajendra Bhawan, Rajendra Place, New Delhi – 110125 Contact No. 25744459](#) between 10 AM and 5 PM on all working days (except Saturday) and between 10 AM to 2 PM on Saturday, up to 14.6.2010. The sealed offers will be received at the same address and on the same timings. The bank reserves the right to reject any/all offers without assigning any reasons whatsoever. **No brokerage will be paid by the bank.**

The offerers can down load the proforma from the Website <http://pnbindia.in/Tbitz.htm> and submit the same at the above address as per time schedule given above.

CHIEF MANAGER
DELHI CIRCLE

QUOTATION FORM PART-I (TECHNICAL BID)

The Chief Manager,
Punjab National Bank,
Circle Office Delhi,
GAD Deptt.,
4th floor, Rajendra Bhawan,
Rajendra Place,
NEW DELHI-110125.

Dear Sir,

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

- 1) Name of owner/s
- 2) Share of each owner, if any,
under joint ownership
- 3) Location / Address of the premises:
- 4) Building
 - a. Type of building _____ :
(Residential/Commercial/Industrial/Mixed)
 - b. Rentable Carpet area offered to Bank:

Floor	Area (sq.ft.)
Basement	
Ground Floor	
First Floor	
Second Floor	
Any other floor	
Total area	

- c. Running water facility available Yes/No
- d. Sanitary facilities available Yes/No
- e. Electrical supply with separate meter available Yes/No
- f. Parking facility Yes/No

I/We agree to provide Electricity of 40 KVA power load with three phase connection before start of the branch and also 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 the Offerer: _____

Name: _____

Address: _____

Phone No. _____

Mobile No. _____

Place:

Date :

QUOTATION FORM PART-II (FINANCIAL BID)

The Chief Manager,
Punjab National Bank,
Circle Office Delhi,
GAD Deptt.,
4th floor, Rajendra Bhawan,
Rajendra Place,
NEW DELHI-110125.

Dear Sir,

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

Floor	Carpet Area (in sq. ft.)	Rate (Rs. per sq. ft.)	Total price/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 present & future including Service Tax, non-confirming / Misuser / Conversion / Parking Charges, Cesses etc. 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.

Any other terms and conditions (Please specify)

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

Signature of the Offerer: _____

Name: _____

Address: _____

Phone No. _____

Mobile No. _____

Place:

Date :