



Corp. Off: 6th Floor, PNB House, 7-Bhikaji Cama Place,
New Delhi-110066 **Email:** info@pnbcsl.co.in
Website: <https://pnbcsl.in>

(For Newspaper and website Publication)

PREMISES REQUIRED

PNBCSL requires suitable ready built and well-constructed hall type building for Office having Carpet Area (250 sqft to 300 sqft) on lease /rental basis premises should be preferably in Ground Floor and if in first floor, lift facility at/or near Lakdikapul-Saifabad, Hyderabad. Premises offered should have all clearance certificates from statutory authorities. Interested owners / registered Power of attorney holders of such premises in the desired locality who are ready to lease out their readily available premises on long term lease basis preferably for 5 years or more may send their offers in the prescribed format available on PNBCSL's website <https://pnbcsl.in> or the same may be obtained from the above address during office hours. The complete offer duly sealed & signed and should reach the undersigned on or before **(31/08/2024 & 05:00 PM)** at the above address.

No brokerage will be paid by the PNBCSL. PNBCSL reserves the right to accept or reject any or all offers at its sole discretion without assigning any reasons whatsoever.

-sd-

Authorised Signatory

Date of advertisement: 29/07/2024

**PNB Cards & Services Ltd. invites offer for premises on lease at Lakdikapul-
Saifabad, Hyderabad**

SUBMISSION OF BID:

The Bids are to be submitted in two separate envelopes each sealed and clearly super scribed as to envelope number and contents as indicated below. Both the envelopes shall be contained in a large envelope (3rd Envelope) duly sealed, super scribed “**Offer of Premises for PNB CSL (Territory Office at Lakdikapul- Saifabad, Hyderabad)**” and it should also bear the name and address/ Phone No. of the bidder.

Bidders must ensure before submitting their bid that the bid document including corrigendum (if any) has been duly signed (compulsory) and stamped (if required) on each page.

ENVELOPE NO.1

Envelope No.1 shall contain bid document (Proforma A – Technical Bid), duly filled in as specified in the information and instructions to bidders having each page and correction duly signed by the bidder or its authorized signatory. This envelope shall be superscribed “**Envelope No.1, TECHNICAL BID FOR PREMISES OF PNB CSL (Territory Office, Hyderabad)**”

ENVELOPE NO.2

Envelope No.2 shall contain only financial bid i.e. rent per sqft for carpet area basis (Proforma B – Commercial Bid) and prices duly filled in and signed on each page by the Bidder. This envelope shall be superscribed “**Envelope No.2, FINANCIAL BID FOR PREMISES OF PNB CSL (Territory Office, Hyderabad)**”

Sealed Bids as above will be received at or may be sent by post to the **PNBCSL, Corporate Office, 6th Floor, PNB House, 7-Bhikaji Cama Place, New Delhi-110066**

THE LAST DATE FOR RECEIPT OF THE OFFERS IS UPTO (31/08/2024 & 05:00 PM). Sealed offer should be submitted to above address in person or through speed post/ registered post. The PNB CSL will not be responsible for any postal delay.

The PNB CSL reserves the right to accept/ reject any or all the bids without assigning any reason whatsoever.

Please note: Application received through brokers/ property dealers on behalf of owner will be liable to be rejected out-rightly. No brokerage will be paid by the PNB CSL.

Only bidder or authorized representative on behalf of bidder, carrying authority letter or power of attorney with him/ her along with photo ID and address proof shall be allowed to attend any meeting/ bid opening.

Any Corrigendum can be issued up to one (1) day before the date of bid submission and thereafter also. Hence, bidders are advised to visit PNB CSL’s website (<https://pnbcsl.in>) regularly.

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Authorised Signatory

Terms and conditions

1. Applicant must have clear marketable title to the property. Copy of approved construction plan and NOC for commercial use of the premises must be submitted by the landlord along with technical bid. The charges/levies/penalties, misuse charges if any, for commercial use of the premises shall be borne by the landlord.
2. There should not be any bar by any State/Central/Quasi government/ Gram Panchayat or municipal body for construction/ opening/ functioning of the PNBCSL's territory office there.
3. The entire offered area shall be available in a single floor and preferably in ground floor and if in first floor, lift facility should be available.
4. **The photographs, layout plans, utilization plans should be submitted with technical offer.**
5. The premises should be strong preferably framed RCC structured and modern and should provide for structural safety from earthquake, theft etc. and suitable from the point of security and have all civic facilities such as adequate sanitary arrangements, water and electricity, natural lights & ventilations etc.
6. Rent free parking space for at least 2 four-wheeler, 6 two wheelers will be provided.
7. Rent shall be settled purely on carpet area basis. At the time of taking possession correct measurement shall be taken and recorded in the presence of the landlord.
8. Rent shall be payable from the date of taking actual possession of the premises by the PNBCSL after execution of lease deed.
9. Initial lease period shall be for **5** years with an option with PNBCSL of minimum further two renewals of 5+5 years with agreed enhancement in rent. Total Lease period will be minimum 5 years (5+5+5).
10. Enhancement in rent after initial period of 5 years will be maximum 5% as per PNBCSL's guidelines.
11. No escalation in the rent rate shall be allowed during the currency of the total lease period.
12. Lease deed for entire period shall be executed on PNBCSL's standard format without any alteration.
13. Stamp duty and registration fees & other charges towards executions & registration of lease deed shall be shared equally by landlord and PNBCSL.
14. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
15. Sufficient space at prominent location shall be provided for display of PNBCSL's glow signboard.
16. The landlord should not have any objections in carrying out interior work/floor chasing work etc. However no structural changes will be made.
17. Separate three (3) phase electric connection having 05 KVA power load shall be provided by landlord at this cost for exclusive use of PNBCSL. However, actual electrical consumption charges shall be paid by PNBCSL.
18. Provision of separate **toilets** for gents and ladies of suitable size shall be made by the landlord, as per specifications and drawing and as directed by PNBCSL's authorities. However, the same will not be included in carpet area for rent purpose.
19. If the office premises have steps at the entrance, **RAMP** should be provided for convenience of the persons on the wheelchairs.
20. Rent free space is to be provided by landlord for PNBCSL's Sign Board, Generator set at terrace.

21. Vitrified flooring of 2' X 2' to be executed as directed by the PNBCSL's authorities.
22. Wherever required MS Grill with aluminium sliding windows/ TW Windows to be provided as per drawing and as directed by PNBCSL's authorities. Collapsible gates of full size & rolling shutters for external entrances with necessary locking arrangements shall also be provided by Landlord.
23. Miscellaneous civil / plumbing works if any and painting of premises to be executed by the landlord before handing over possession of the premises to the PNBCSL.
24. Any other works which the PNBCSL's authorities may deem fit to be executed by the landlord to cover the conditions mentioned in the standard format of agreement to lease/lease deed with PNBCSL.
25. The PNBCSL at its absolute discretion and irrespective of the period of lease available can any time, terminate the lease, surrender/ part surrender / vacate the demised premises after giving three months' notice to the landlord/ lesser in writing.
26. Landlord will get a separate water and electric meter installed for the exclusive use of PNBCSL. The electric energy and water consumption charges shall, however, be paid by PNBCSL.
27. The LL will make whitewashing / color washing / painting etc. once in 3 (Three) years and need based repairs as and when required. In case, he fails to do so, the PNBCSL shall be entitled to do repairs and whitewashing/distempering/ painting etc. and every other kind of repairs at its own expense and deduct the expenses so incurred out of the rent.
28. Rent shall be payable only for usable carpet area. The area suggested means carpet area and the calculation of the same should be based on IS-3861-2002. In broad terms, 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 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.
29. The bidder (s) should have sufficient built up / covered area in order to have required carpet area.
30. No condition be given in financial bid. It is to contain only prices in per Sq.ft of carpet area basis otherwise Bid will liable to be rejected.
31. The financial offers of only those premises selected after inspection and technically found suitable for PNBCSL purposes will be opened and the lowest one (**per sqft rate pm**) of the same will be taken up for further discussion. Other financial bids will not be opened.
32. The PNBCSL reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
33. Documents to be submitted with technical bid are as below:
 - a. Approved map of competent authority.
 - b. Copy of latest Electricity Bill, Tax Receipt.
 - c. Copy of Aadhaar Card and PAN Card of Owner.
 - d. Copy of Fire NOC and Completion/Occupation Certificate wherever applicable.
 - e. Proof of ownership or any other document in support of property.
 - f. NOC for commercial use of premises.
 - g. Board resolution for authorized signatories in case of company.
34. All columns of the bid document must duly fill in and no column should be left blank. All pages of the bid documents (Technical and Financial Bid) are to be

signed by the bidder or its authorized signatory. All entries in bid form should be legible & filled clearly. Any overwriting/cutting or use of white ink which is unavoidable shall be attested by the authorized signatory. The rent rate should be filled in figure as well as in word. The PNBCSL reserves the right to reject the incomplete bids. In case property is in joint name, co-owner will have to sign the bid document.

35. All municipal taxes, property tax or any other taxes present or in future will be borne by landlord. However, GST if applicable to landlord will be payable by PNBCSL over & above rent. In that case Landlord will raise GST invoice on monthly basis to receive the rent payment. TDS will be deducted as applicable.
36. There should not be any deviation in terms & conditions as have been stipulated in the bid documents. However, in the event of imposition of any other conditions, which may lead to deviation with respect to the terms & conditions as mentioned in the bid document, the lesser is required to attach a separate sheet "List of deviation", if any.
37. Any decision taken by the PNBCSL at any point of time in connection with this process will be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
38. The offer will be valid for 120 days after opening of Financial Bid.

Date:

Signature of Owner/s

Name: _____

Address: _____

Mobile No: _____

FORMAT FOR OWNERS' APPLICATION

To,

Chief Operating Officer,
Address: PNB Cards & Services Ltd.
6th Floor, PNB House,
7-Bhikaji Cama Place,
New Delhi-110066

Sir,

Sub: Offer of the premises on lease for your 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 PNB CSL'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 PNB CSLs terms and conditions subject to the authority of the PNB CSL 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 PNB CSL 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:

FORMAT FOR TECHNICAL BID (PROFORMA-A)

To,

Chief Operating Officer,
Address: PNB Cards & Services Ltd.
6th Floor, PNB House,
7-Bhikaji Cama Place,
New Delhi-110066

Dear Sir,

The details of the premises which I/we offer to lease out to PNB CSL 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 PNB CSL (if any of the bidders having more area than PNB CSL's requirement, they may offer the part area to PNB CSL as per its requirement) (Provide sketch for the area to be offered to PNB CSL)	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 electric power connection with minimum 5 KW (as per requirement) load available. If not, landlord is required to provide the same.	
14	Whether running water facility available?	
15	Whether sanitary facility available?	
16	Parking space available?	
17	If the building is old whether repairs / renovations is required	
18	Is there any bar by local body for carrying out business in the centre/ locality.	

SIGNATURE OF THE OWNER/S

I/we agree to execute lease deed in PNBCSL'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 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 PNBCSL (Territory Office-Hyderabad)"** 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.

FORMAT FOR FINANCIAL BID (PROFORMA-B)

To

The Chief Operating Officer
Address: PNB Cards & Services Ltd.
6th Floor, PNB House,
7-Bhikaji Cama Place,
New Delhi-110066

Dear Sir,

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. (Rate 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 word)	Total Rent per month
4	Lease period: (minimum 5 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 and registration expenses		50:50	

FORMAT FOR SURVEY REPORT
SURVEY REPORT FOR THE PREMISES OF TERRITORY OFFICE,
HYDERABAD.

Sl.	Particulars	Description
1	Date of visit	
2	Name of the offer or/bidder	
3	Location with address	
4	Floor/Carpet area (Sqft) (Calculation of carpet area should be as per IS Code 3861-2002)	GF- Sqft Tota Area FF- Sqft 2 nd F- Sqft
5	Distance from existing premises / from main market area for new premises	
6	Commercial / Residential / Mixed use	
7	Access & Environment	
8	Locality	
9	Age of the building & construction	
10	Whether ready for occupation / occupancy certificate received	
11	Flooring (vitrified / mosaic / cement plaster etc.)	
12	Electrical capacity / fitting etc.	
13	Whether parking facility available	

Signature of inspecting officials
(Name & Designation)