

## ANNEXURE-1-A

### Guest House Requirement

Dated \_\_\_/\_\_\_/\_\_\_\_\_

Bank desires to acquire a 3BHK/4BHK on lease basis/Rental basis having following specification:

01. 01 unit of 3BHK/ 4BHK Room is required.
02. Fully Furnished
03. Carpet Area : 1000 sq. ft. to 1200 sq. ft.
04. Minimum 02 Parking Spaces
05. Maintained by the owner of the property.
06. Lease will be executed

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-1) and financial bid (Annex-2) from Punjab & Sind Bank's Zonal Office/Branch at 27/29 Ambalal Doshi Marg Fort Mumbai (between 10.00 AM to 4 PM from Monday to Friday and on 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturday) upto 02.05.2026 or may download the same from Bank's website [www.punjabandsindbank.bank.in](http://www.punjabandsindbank.bank.in)

The duly filled in offer complete in all respect in separate sealed covers marked "Technical Bid" & "Financial Bid" and super scribing "offer for GUEST HOUSE AT SOUTH MUMBAI. Guest House" on top and name, address & contact number of offerer at bottom left corner should be addressed to:

The Zonal Manager  
Punjab & Sind Bank  
Zonal Office,  
27/29 Ambalal  
Doshi Marg  
Fort Mumbai  
400001

The last date of submission of completed application form in separate sealed covers in two part (Technical & financial Bid) is 02.05.2026 upto 4.00 PM. The offer shall be dropped in the box kept for the purpose at the premises of Zonal Office Mumbai on or before 02.05.2026 upto 4 PM.

The technical bid or offer shall be opened on next working day/ on the last submission day at 5 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.

-SD/-  
ZONAL MANAGER

## ANNEXURE -1-

### Format of offer letter for premises for Guest house at South Mumbai 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,  
Mumbai

Ref- Your advertisement dated ..... in ..... (Name of Newspaper)/ on  
Bank's website for Guest House at South Mumbai.

Dear Sir,

In response to your advertisement in \_\_\_\_\_(Name of  
Newspaper) dated \_\_\_\_\_/ on Bank's website for "Guest House at South  
Mumbai" on lease the premises described below:

1.	Name and address of owner(s) of the flat	
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/Hotel offered with Pin code and land mark nearby	
6	Location of the premises/Flat (Attach a copy of Plan)	
7	Registration details: PAN/GIR number, GST Registration Registration No. of Property	
8	a) Total Number of rooms available (with parking and furnishing items provided)	
9	Documents to be submitted  01. Proof of registration/certificate 02. GST certificate 03.Income tax/PAN	

10	Availability of amenities ( Please specify Yea or NO)		
Sr.NO	Particulars	Yes /No	Details
I.	3BHK		
II.	4BHK		
III.	Airial View/Scenic view		
IV.	Parking Facility		
V.	Society Amenities details		
VI.	Lift Facility		
VII	Other Facility available if any ( Details may be given)		
11.	LIST OF FURNITURE & FIXTURES IN EACH ROOM		
SrNo	Particular	YES/NO	
i.	King size double Bed		
iv.	Dressing table with mirror and one tool		
v.	Proper lightning in the room-( min 01 tube light, essential bed light etc)		
vi.	Two single charis and one sofa with central table		

vii.	Wardrobe including hangers	
viii.	Drinking water arrangement with glasses	
ix.	Geyser with hot water facility in the bathroom	
x.	Fans	
xi.	Air conditioners	
xii.	Room Heater	
xiii.	Dustbins	
xiv.	Curtains	
xv.	Color TV ( Preferebly LCD/LED) With setup box/cable with standard plan of channel	
xvi.	Luggage stand	
xvii.	Toiletries	
xviii.	Two king size blankets/Quilts for each bed room with additional blanket/quilts at no additional cost	
xix.	Electric tea kettle	

12.

Any other terms and conditions owner landlord to State:

- All repairs including annual/periodical painting will be done by me/us at my/own cost. In case, the repairs and/or paintings is/are not done by me/us as agreed now, the bank will be at liberty to carry out same 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 favor on Bank's standard format at an early date.
- I/we declare that I am/we are the absolute owner of the plot/building/flats offere to you and having valid marketable title over the above. Documents certifying title of offerer on the premises like copies of title deed, up to date tax receipts sanction plan, completion/occupancy certificate, site plan of the premises etc. are enclosed /will be provided as & when demanded.
- if my/our offer is accepted, I/we will give possession of above premises to the bank within 20 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 the best of my/our knowlde

**ANNEXURE-3-**

**Format of offer letter for premises for Guest house at South Mumbai 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----- (Guest House at South Mumbai)

Dear Sir,

In response to your advertisement in \_\_\_\_\_(Name of Newspaper) dated \_\_\_\_\_/ on Bank's website for Guest House at South Mumbai" I / we, offer to give you on lease the premises described below:

1.	Name of the Owner/s & Address	
2.	Full Address of the Property/flat	
3.	Carpet Area (in sqft) Note: Definition of carpet area is given in Annex 5	Floor- 3BHK/4BHK Other*(Specify)-
4.	Rent Rate – Monthly rent (in Rs per sq. ft. ) (Strictly on carpet area as defined above)	Floor- 3BHK/4BHK Other*(Specify)-
5.	Monthly Rent (Carpet area x Rent Rate per sq. ft.)	Rs.
6.	Lease Period	
6A	Periodical Enhancement	
7.	Cost of execution/registration of lease deed on Bank's standard format	Will be borne by Landlord & bank on 50:50 basis
8A	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 Property/execution of lease by 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	All Borne by Me/us
13.	Brokerage	To be borne by the landlord.(No brokerage will be paid by the Bank).
14.	Repair & Maintenance	Borne by Me/Us

18.	Any other information not covered above	
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\* 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 of (Owner/s)**

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

**Address:-**

**Mobile/telephone Nos. :-**

