



PUNJAB & SIND BANK

Regional Office, Agra

100 Feet Road, Sharda Vihar, Dayal Bagh, Agra-282005

INVITES

OFFERS FOR PREMISES ON LEASE AT-
Kanpur Nagar, Uttar Pradesh

Punjab & Sind Bank
Regional Office Agra
(100 Feet Road, Sharda Vihar, Dayal Bagh, Agra-282005)
e-mail: - ro.agra@psb.bank.in
Phone No: 7986719244

“Where Service is a way of life”



NOTICE

REQUIREMENT OF PREMISES

Punjab & Sind Bank invites sealed offers for premises in two bid systems for following branch/office. The premises should be commercially approved or a building conforming to the conditions stipulated by concerned Government authority for commercial use with Fire NOC (if already constructed). In case of open plot Fire NOC is to be obtained, at the appropriate stage, invariably as per authority Norms. Interested parties who are ready to lease out their premises on long term lease basis preferably for 25 years or more, located in Kanpur Nagar, **Uttar Pradesh**.

Sr. No	Name of Branch/Centre	Approx. Carpet area*	Remarks
1	Currency Chest , Kanpur Nagar	4000 sqft	a. Premises shall be constructed only on GROUND FLOOR with clear ceiling height of min. 15- 16 feet & minimum number of pillars. Entire area shall be available on a single floor with independent access to the area. No Basement shall be provided below the currency chest. b. Required power load of at least 35- 40 KW. (This may change as per requirement of the bank post proper analysis of building and Bidder has to provide the same at their own cost) . And in future if load is required to be increased ,cost of the same is to bear by Bidder only. c. The currency VAULT must be constructed as per RBI specifications measuring about 1500 sqft carpet area to be constructed by the offerer at his own cost along with supplementary strong room, rest room for guards , toilets, pantry, frisking area and any other requirements as per the Bank/regulatory norms. The area offered must have adequate parking facilities for bank's vehicles, chest vehicles etc. Bank will only pay rent as per measured Carpet Area.*

*Carpet area 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 lift, entrance hall and porch, staircase and mumty, shaft and machine room for lift, bathroom and lavatory, air conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch, Pantry etc.

The premises should be on Ground Floor with ramp facility/easily accessible by differently abled persons and should be available with all other facilities including adequate power,

“Where Service is a way of life”



Water supply, parking space, and space for signage Board, generator & for V-SAT / RF Tower/Solar Panel at terrace without any extra charges beyond rent.

1	Bid Reference	PSB/AGRA/2026-27/7
2	Date of commencement of Bid Download	14.10.2026 from 10.00 AM
3	Last date and time for downloading Bid	28.10.2026 upto 4.30 PM
4	Last Date for Bid Submission	28.10.2026 till 4.30 PM
5	Date and Time of Opening of Technical cum Eligibility Bid	28.10.2026 from 5.00 PM
6	Place of Physical Bid Submission & Opening of Bids	Punjab & Sind Bank, Regional Office Agra-100 Feet Road, Sharda Vihar, Dayal Bagh Agra-282005
7	Contact Person	Name: Sh. Arun Patel Designation: Sr. Manager Email ID: ro.agra@psb.bank.in Phone No: 7986719244
8	Validity of Bid	180 days

Note: -Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes / corrigendum / addendum will be published on Bank's website (www.punjabandsind.bank.in). Further, please note that commercial bid opening date and time will be intimated to the technically qualified bidders later.

The Bid Documents containing detailed terms & conditions can be downloaded online directly from Bank's website (www.punjabandsind.bank.in) as per the above bid schedule.

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 Punjab & Sind Bank Currency Chest, Kanpur Nagar**" and it should also bear the name and address/ Phone No./email id 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 super scribed "**Envelope No.1, TECHNICAL BID FOR PREMISES OF PSB (Currency Chest Kanpur Nagar, Uttar Pradesh)**". The envelope must not contain any indication of the Financial Bid. In case, where indication regarding financial bid is found, the bid shall be rejected anonymously.



ENVELOPE NO.2

Envelope No.2 shall contain only Financial bid i.e. rent per sq. ft. for carpet area basis (Proforma B – Commercial Bid) and prices duly filled in and signed on each page by the Bidder/s. This envelope shall be super scribed “**Envelope No.2, FINANCIAL BID FOR PREMISES OF PSB (Currency Chest, Kanpur Nagar, Uttar Pradesh)**”

Sealed Bids as above will be received at or may be sent by post to the office of the Regional Manager, Regional Office Agra, 100 Feet Road, Sharda Vihar Dayal Bagh Agra-282005. THE LAST DATE FOR RECEIPT OF THE OFFERS IS UPTO (28.10.2026 till 4.30 PM). The sealed offer should be submitted to above address in person or through speed post/ registered post. The Bank will not be responsible for any postal delay. Any bid which will be received post scheduled time will be considered as Late and that will not be considered for opening Technical Bid.

The bank reserves the right to accept/ reject any or all the bids without assigning any reason whatsoever and Bank may cancel the tender at any stage without 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 Bank. 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 Bank's website regularly.

**REGIONAL
MANAGER
(Regional Office
Agra)**



ANNEXURE-III

Terms and conditions

1. Preference will be given to premises/ properties located near our existing currency chest (near Gumti No.5).
2. The premises should have proper access from the road and shall be big enough to accommodate the vehicles of Reserve Bank of India (RBI). The approach road to the premises should be sufficiently wide (about 30 ft) to accommodate movement & turning of a big truck.
3. The entire offered area shall be available in a single floor and on Ground Floor only having floor to ceiling height of minimum 15-16 ft., Strong room ceiling and roof of the floor should have a minimum clear space of 900 mm. There should be area in the offered premises where 1500 sqft vault with Patrol Corridor(perimeter) around Vault having measurement Front-1.5 Meter, Back 1.2 Meter and Sides approx. 1 meter should be available in rectangular shape.
4. There should not be any water logging inside the premises and surrounding area.
5. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. **The title report proving ownership is to be enclosed mandatorily.** Lease agreement for the premises finalized will be entered into with the landlord/s.
6. The Offeror/s is/ are to provide adequate parking space for vehicles of currency chest i.e. Secured parking facility within the area for cash vans and for vehicles of bank staff.
7. Payment of rent will be on Carpet area basis only. Carpet area shall be arrived after joint measurement as per the Bank's Carpet area Definition.
8. Bank may install its On-Site ATM within the premises offered. No additional rent will be paid for the ATM. In other words, Currency Chest area and ATM area will be clubbed to determine the rent payable. The offerors at their own cost must construct ATM enclosure within the offered area as per the plan lay out of the Bank's Architect.
9. Premises will have to be constructed, as per Bank's requirement, along with construction the currency & small coins storage vault as per specifications of the RBI / Bank with corresponding load bearing capacity. There shall be a separate room for police personnel (for round the clock stay), safe room, kitchen, Pantry, UPS room and frisking area etc. also in the premises. The complete construction cost is to be borne by the Landlord only, including purchase of tangbars.
10. The Fitness Certificate for the vault room must be obtained through a Bank's appointed Architect/ Engineer and same is to be inspected by RBI official and approval will be provided by them. In case it's found by RBI officials that constructed vault is not as per RBI norms, rework if any is to be carried by bidder at their own expense till the time it's approved.
11. Only the vault room door, air ventilator & exhaust fan for the vault shall be supplied by the Bank.
12. The offerors at their own cost shall secure and provide the required power load in their name (Landlord/s or Bank's Name) with independent meter. Energy Meter also is to be provided by the Offeror / landlord(s). All related costs shall be borne by the Offeror / landlord(s). The Bank shall bear the electricity consumption charges on monthly basis only thereafter post taking handover of the premises. (post completion of Civil work)
13. Adequate and uninterrupted water supply to the premises shall be arranged with required capacity of underground tank/ overhead tank and pump. Bank will bear the actual consumption charges only if any.
14. Offerors at their own cost must construct separate toilets for Ladies, Gents and Differently abled citizens along with separate bath cum toilet for police guards with accessories (toilet sheet, washbasin, Urinals, Taps, Tiles [Full Height] , Doors, etc.) as per instructions of Bank/Authorized Architect.
15. The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof / waterproof as per the requirement.

"Where Service is a way of life"



Painting of the premises is to be done once in 2 years.

16. During the period of tenancy, if the Bank desires to carry out alterations if any within the premises at Bank's cost, the Offeror will permit the same on the existing lease terms and conditions.
17. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
18. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
19. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
20. Offerors, at their cost, must provide: a) Collapsible gates of full size for external & internal entrances to premises. b) Rolling shutters for external entrances with necessary locking arrangements. c) MS Grills for all windows and ventilators and other such openings as per the specifications of the bank. d) The building construction shall conform to relevant IS Codes and shall be earthquake resistant. e) Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel if any. f) Good quality vitrified tile flooring with tactile path as per Bank's/ Architect instructions. Non-Skid ceramic tile flooring in toilets. g) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets, doors etc., of standard quality.
21. Electrical distribution system including light points, power points, distribution boards and good quality earthing (conforming to Indian Electricity Act and Local Electricity Board rules and regulations).
22. Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.
23. There should not be any other occupant in the specific area of the premises offered to the Bank.
24. Ramp at the entrance of branch/ ATM for ease of access for physically challenged persons. It may be noted that in terms of recent DFS communication, to extend banking facilities to 'Divyangjan', among the facilities to be provided, barrier free access to public places by constructing ramps, lifts & railings has been stressed upon.
25. The Strong room flooring to be provided with suitable epoxy industrial flooring or any other suitable flooring as suggested by bank.
26. Sufficient dedicated space to be given for parking 20 feet long carrier vehicle in loading area and the entire loading area to be covered by means of min 6" brick wall and the entry area shall be provided with fully covered MS gates.
27. The construction of the Currency Chest along with vault room shall be done as per Design of Structural consultant in conformity with the technical specifications as advised by the Reserve Bank of India (RBI) and IBA.
28. Architect fee for the civil work is to be paid by the bidder only.
29. The carpet area of floor shall be the floor area worked out excluding the following portions of the building:
 1. Toilets
 2. Common Verandahs, Passages, Corridors
 3. Open Balconies
 4. Common Entrance Hall
 5. Car porch whether common or exclusive
 6. Staircase and mum ties
 7. Lift well and shafts
 8. Garages / parking area
 9. Common Canteen Areas
 10. Air conditioning ducts and common AC plant rooms.
 11. Pump house areas.
 12. Space occupied by walls/ pillars
 13. Space occupied by Generator/ Generator Room.
 14. Truck loading area & driveway
 15. Any other area which is common to all tenants.
 16. Intermediate pillars within the plinth area.
 17. Strong room walls
 18. Pantry



I/We am/are agreeable to exclude the area covered under the above items, and willing to accept the rent and advance rent (refundable as per Bank's Guidelines) strictly based on carpet area to be arrived at after joint measurement.

Date:

Signature of Owner/s

Name: _____

Address: _____

MobileNo: _____

Email ID: _____



ANNEXURE-IV



FORMAT FOR OWNERS APPLICATION FORWARDING

The Regional Manager,
Punjab & Sind Bank
Regional Office Agra

Sir,

Sub: Offer of the premises on lease for your Branch/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 Bank'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 Banks terms and conditions subject to the authority of the Bank 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 Bank 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 180 days from the date of opening of financial bid.

Yours faithfully,

Signature of owner/s:

Name:

Place:

Date:



FORMAT FOR TECHNICAL BID (PROFORMA-A)

**The Regional Manager,
Punjab & Sind Bank
Regional Office Agra**

Dear Sir/Madam,

The details of the premises which I/we offer to lease out to Bank 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
6	Carpet area offered to bank (if any of the bidders having more area than Bank's requirement, they may offer the part area to Bank as per its requirement) (Provide sketch for the area to be offered to Bank)	Carpet Area: _____ Sq.ft
7	Whether the owner has clear and marketable title. (photocopy of ownership proof along with title search report from any advocate mandatorily to be submitted & 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. Non encumbrance certificate from Advocate to be submitted	
9	Whether the offered property has Municipal Approval for commercial use.(Attach copy)	
10	Details of sanctioned plan	

11	Details of completion/ occupation certificate (Copy to be furnished on demand)	
12	Amenities offered	
13	Whether facility of RAMP is feasible/available?	
14	Whether electric power connection with minimum (as per requirement) of the bank load available. If not, landlord is required to provide the same.	
15	Whether running water facility available	
16	Whether sanitary facility available	
17	Parking space available?	
18	Whether suitable space on terrace available for VSAT/antenna, RF antenna, Radio Antenna, Solar Panel etc.	
19	If the building is old whether repairs/renovations is required	
20	Is there any bar by local body for carrying out Banking business in the center/ locality.	
21	Fire NOC (Available/ To be applied)	

SIGNATURE OF THE OWNER/S

1.I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.

2.I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and have also understood the detailed specifications for the construction of Currency Chest Vault as per RBI Guidelines and confirm our acceptance for the same and accordingly quoted our rate on Carpet area basis in the Financial Bid.

3. I/we agree to execute lease deed in Bank's standard format. My/Our offer will be valid for next 180 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 Punjab & Sind Bank Currency Chest, Kanpur"** with name, contact number & address of the applicant.
 - *Carpet area 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 lift, entrance hall and porch, staircase and mumty, shaft and machine room for lift, bathroom and lavatory, air-conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch, Pantry etc.

**ANNEXURE-VI****FORMAT FOR FINANCIAL BID(PROFORMA-B)**

**The Regional Manager,
Punjab & Sind Bank
Regional Office Agra**

Dear Sir/Madam,

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. (Rates should be in figures as well as in words)													
	<table border="1"> <thead> <tr> <th>Floor</th> <th>Carpet area (in sqft)</th> <th>Rate per sqft per month (Amount in Rs.) (in figures & in words)</th> <th>Total Rent per month</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Floor	Carpet area (in sqft)	Rate per sqft per month (Amount in Rs.) (in figures & in words)	Total Rent per month									
Floor	Carpet area (in sqft)	Rate per sqft per month (Amount in Rs.) (in figures & in words)	Total Rent per month											
4	Lease period: (minimum 25 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 & registration expenses	50: 50												

**PLACE:
DATE:**

SIGNATURE OF OWNER



Annexure (Area wise bifurcation)

Indicative list of functional areas in a Currency Chest with a Vault of 1500Sq. ft. area

- a. Strong Room Vault(1500 sq ft)
The Carpet area of the vault required may be calculated keeping the following factors in mind:-
(i) Number of Bins required keeping in mind the cash holding limit at the time of proposal and the projected expansion of branches and likely cash holding limit in future.
(ii) Dedicated coin storage compartment having concrete shelves of approximately 150 Sq. ft. Area.
(iii) Area required for packing of the diversions of Soiled Currency in remittance boxes and for its storage/safe custody till it is eventually diverted.
- b. Rest Room for Armed Police Guards (2 Head Constables & 5 Constables). The area must incorporate the following
- Area required for 4x Double Deck wooden bunks with mattresses for Constables
 - Area required for 2x Double Deck wooden bunks for SI / Head Constables
 - Built in Cup boards (3 for Constables, 1 for SI/ HCs)
 - Pantry/ Kitchen with drinking water facility
 - Min. area required for Computer Table for CCTV Monitor
 - Min. area required for Weapon & Amn Storage Cabinets
 - Toilet (WC + Shower + Wash Basin)
- c. Frisking Area at Entry/Exit
- d. Other Areas (Remittance Party Waiting Area & Cash verification and Sorting Area)

KINDLY NOTE:

1. The aforementioned areas are merely indicative. Details are to be filled in the provided area. Actual areas and dimensions shall be as per the requirements of the Bank.
2. The Offeror is requested to submit indicative layout duly incorporating the above functional areas as well as parking area and other amenities provided to the bank.

Signature of Offeror