(To be submitted by the Tenderer) Format A

Tender for Commercial property (Lease/ Leave & License/ Rental)

For ……. Branch of Abhyudaya Co-op. Bank Ltd.

Details of Offer – Technical Bid

PART A : GENERAL INFORMATION

1. All columns should be duly filled in. Nil or Not Applicable should be marked where there is nothing to report. In case the space in the tender document is found insufficient, the Owner may use separate sheets to provide full information/ submit explanation.
2. Copy of the documents attached should be signed by the tenderer only. Any over writing should be duly signed by the tenderer.
3. Area to be mentioned in Square Feet only.

1.	**DETAILS OF OWNER**		
1.1	Name	:	
1.2	Address	:	
1.3	Phone No. & FAX No.	:	
1.4	E-mail address	:	
1.5	Name and contact details of contact person	:	
1.6	Bank, Branch, IFSC Code & A/c No. of the owner (copy of Passbook/ statement be enclosed)	:	

Signature of owner :

1.7	GST registration details	:	
2.	**DETAILS OF PROPERTY**	:	
2.1	Complete postal address of the property		
2.2	Property offered on lease/leave & license	:	
2.3	(i) Usage of property (as approved by Competent Authority) a. Residential b. Commercial c. Residential/Commercial d. Shopping Complex e. Mixed user	:	
	(ii) Details of locality where offered premises is located – Type of locality a. Residential b. Commercial c. Shopping Complex d. Industrial e. Slum		
3	**DETAILS OF PLANS / BLUE PRINTS / SANCTIONED PLAN**		
3.1	Whether the plan of the property is sanctioned by Competent Authority	:	
3.2	If sanctioned, please enclose copy of approved land / site plans	:	
3.3	Names & Address / Phone No. of Architect	:	

Signature of owner :

3.4	Whether member of the Co-op. Housing Society. If so the membership number and proof of maintenance payment be attached.	:	
4	**DETAILS OF LAND / SITE**		
4.1	Size of the plot	:	
a.	Frontage in ft.	:	
b.	Depth in ft.	:	
c.	Distance from Municipal / PWD road		
d.	Wheather any unauthorized construction / Jhuggi-Jhopadi exists in the area being offered.		
4.2	Pictures to be attached (refer Para No.8(d)		
PART B : <u>TECHNICAL INFORMATION</u>			
5	**<u>BUILDING</u>**		
5.1	Type of Building (independent or part of Society/ Complex)	:	
5.2	No. of Floors and height of each floor including Basement, mezzanine or loft and access provided there to, if any	:	
5.3	Clear floor height from floor to ceiling	:	
5.4	Area of premises offered Super built up area Built up area Carpet area Mezzanine (carpet) Loft area	:	

Signature of owner :

6	**AGE / CONDITION OF THE CONSTRUCTION / BUILDING**		
6.1	Year of contruction (Completion and Occupation Certificate to be enclosed)	:	
6.2	Under construction (Mention stage of construction) RERA Regn. No.	:	
6.3	Time period required to complete the construction (in case it is under construction) and obtain Occupation Certificate	:	
7	**DETAILS OF BOUNDARIES AND ADJACENT BUILDINGS / PREMISES**		
7.1	Boundary of the property a. North b. East c. South d. West	:	
8	**COMMON FACILITIES PROVIDED**		
a.	Car Parking space	:	
b.	Scooter parking	:	
c.	Power/ Electricity [sanctioned load & No. of phases]	:	
d.	Water supply by Municipal Corpn. / Borewell / Overhead Tank	:	
e.	Lifts and their number, if any	:	
f.	Generator / Space for generator	:	
g.	Proper sanitary/ sewerage system	:	
h.	Provision for strong room/ ATM Wheather ready to construct if selected by the Bank	:	
i.	Wheather willing to strengthen all windows and ventilators with iron grill / glass / mesh door.		

Signature of owner :

9	**OTHER INFORMATION, IF ANY**	:	
10	**LIST OF DOCUMENTS / ENCLOSURES (Also refer to details of documents required as given in the advertisement)**	:	

Reference Bank's advertisement / Tender No.DEV/008 dated 01.10.2026.

DECLARATION :

A. I / We declare that I am / we are the absolute owner(s) of the plot / building / premises offered to the Bank. I declare that Title of the Property offered is clear, free from encumbrance and there is no dispute whatsoever. Bank will not be / cannot be made a party to any such dispute / litigations even in future also. I also declare that there is no overdue govt. claims / taxes /dues etc. The property is not covered under any re-development scheme of the govt. / other authority.

B. The following amenities are available in the premises or I / We are agreeable to provide the following amenities (Strike out whichever is not applicable).

1. (i) The strong room for Safe Deposit Vault/ provision for ATM will be constructed strictly as per the Bank's specifications. (ii) Separate toilet blocks for gents & ladies will be provided (iii) Ramp will be provided for differently able persons. (iv) All windows and ventilators will be strengthened by iron grill with glass and mesh doors.
2. 3 (three) phase electric meter of required power load for the normal functioning of the Bank and the requisite electrical wiring / points will be provided.
3. Installation of Lease Line, ISDN Line, etc. at the premises will be feasible.

Signature of owner :

4. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will also be provided.
5. Adequate space for fixing Bank's Signage board(s) will be provided.
6. Repair work of premises / leakage treatment etc. will be done by me / us from time to time.

C. If my / our offer is accepted, I / we will give possession of the above premises, complete in all respect, on / by (date) _____.

D. I / we further confirm that this offer is irrevocable.

E. I/we shall/have no objection for publication of the public notice in the newspapers in the event my/our premises is selected.

F. I / we agree to execute and register the Lease Deed/ Leave & License Agreement as per the Bank's format and on the terms & conditions mentioned therein.

G. Bank is at liberty to remove at the time of vacating the premises, all records, electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture / electric / electronic equipments etc. put up by the Bank.

H. I/we have read it and understood the same in conjuction with other terms & conditions as notified in the advertisement / on Bank's website.

I / We declare that the information furnished above is true and correct to the best of our knowledge and belief.

Place :

Date :

Sr. No.	SIGNATURE (s) OF OWNER	Name, address and contact no. of the owners

Enclosure : As above

(To be submitted by the Tenderer) **Format A**

Details of offer : Financial Bid

Ref : Offer for lease/leave & license/renting of Commercial property at _____ for _____ Branch

Sr. No.	Name of the Offerer	Location address	No. of commercial properties offered	Floor No.	Carpet Area of each commercial property	Rate per sq. ft. carpet area (Rs. in figures & words)	Amount (Rs. in figures & words)

i) Owners shall quote rate and amount excluding registration and stamp duty charges as these charges will be shared by the Bank on 50:50 basis. **The Bank will be paying only rent and electricity consumption charges.** Other obligations / expenses like property tax, Municipal tax, Water tax etc. will be borne by the applicant owner. Therefore, while quoting the expected rent, these expenses may be considered by the applicants. Further, the Security Deposit amount will not exceed the equivalent of 6 months' rent.

ii) Financial bid be placed in a sealed envelope superscribed "Financial Bid" and the same shall be placed along with Technical Bid cover in a larger envelope super scribed –

Reference Bank's advertisement / Tender No.DEV/001 dated 20.12.2025.

Place :

Date :

Sr. No.	SIGNATURE (s) OF OWNER	Name, address and contact no. of the owners

FORMAT B

(To be submitted by shortlisted applicants only)

For ……. Branch of Abhyudaya Co-op. Bank Ltd.

DETAILS OF OFFER – TECHNICAL BID

PART A : GENERAL INFORMATION

4. All columns should be duly filled in. Nil or Not Applicable should be marked where there is nothing to report. In case the space in the tender document is found insufficient, the Owner may use separate sheets to provide full information/ submit explanation.

5. Copy of the documents attached should be signed by the tenderer only. Any over writing should be duly signed by the tenderer.

6. Area to be mentioned in Square Feet only.

1.	**DETAILS OF OWNER**		
1.1	Name	:	
1.2	Address	:	
1.3	Phone No. & FAX No.	:	
1.4	E-mail address	:	
1.5	Name of the contact person	:	
1.6	Constitution of Owner / firm (Whether Proprietary / Partnership / Pvt. Ltd. / Public Ltd. / PS etc.)	:	
1.7	Bank, Branch, IFSC Code & A/c No. of the owner (copy of Passbook/ statement be enclosed)		

Signature of owner :

2.	**DETAILS OF PROPERTY**	:	
2.1	Name of the owner	:	
2.2	Location & complete address of the property		
	a. Name of the scheme	:	
	b. Sector No.	:	
	c. Street	:	
2.3	Property offered on lease/leave & license	:	
2.4	Usage of property (as approved by Competent Authority) a. Residential b. Commercial c. Residential/Commercial d. Shopping Complex e. Mixed user	:	
2.5	Distance to public amenities (in kms)		
	a. Railway Station	:	
	b. Bus stop	:	
	c. Market	:	
	d. Police Station	:	
	e. Educational Institution	:	
	f. Bank	:	
	g. Hospital	:	
	h. Post Office	:	
2.6	Details of locality where offered premises is located – Type of locality a. Residential b. Commercial c. Shopping Complex d. Industrial e. Slum	:	

Signature of owner :

2.7	Whether the locality is free from special hazards like fire, flood, etc.	:	
2.8	Whether the locality has protection from adverse influence such as Encroachments, unauthorized hutments, Industrial nuisance, smoke, dust, noise etc.	:	
PART B : <u>TECHNICAL INFORMATION</u>			
3	**<u>BUILDING</u>**		
3.1	Type of Building (independent or part of Society/ Complex)	:	
3.2	No. of Floors and height of each floor including Basement, mezzanine or loft and access provided there to, if any	:	
3.3	Clear floor height from floor to ceiling	:	
3.4	Area of premises offered Super built up area Built up area Carpet area Mezzanine (carpet) Loft area Please state the ratio of built up area from carpet to built up to ascertain the loading.	:	
3.5	List of common areas included for the purpose of commuting super built up area and its percentage to Carpet area Built up area	:	
4.	**<u>TOTAL CARPET AREA</u>**	:	
5	**AGE / CONDITION OF THE CONSTRUCTION / BUILDING**		
5.1	Newly constructed within 2 years (Completion and Occupation Certificate with date to be enclosed)	:	
5.2	Old construction – Mention year of completion (OC CC to be enclosed)	:	

Signature of owner :

5.3	Under construction (Mention stage of construction) RERA Regn. No.	:	
5.4	Time period required to complete the construction (in case it is under construction) and obtain Occupation Certificate	:	
5.5	Whether structural stability certificate enclosed (Certificate shall be from Licenced Structural Engineer of Municipal Corporation)	:	
6	**BOUNDARIES AND ADJACENT BUILDINGS/ PREMISES**		
6.1	Boundary of the property a. North b. East c. South d. West	:	
7	**COMMON FACILITIES PROVIDED**		
	a. Car Parking space	:	
	b. Scooter parking	:	
	c. Power/ Electricity (3 phase)	:	
	d. Water supply Municipal Corpn. Borewell Overhead Tank		
	e. Lifts and their Nos., if any		
	f. Generator for emergency		
	g. Anti lightening device		
	h. Security arrangements (fire fighting / anti burglary device etc.)		
	i. Proper sanitary / sewerage system		
	j. Provision for strong room/ ATM Wheather ready to construct if selected by the Bank		

Signature of owner :

8	**DETAILS OF PLANS / BLUE PRINTS / SANCTIONED PLAN**		
8.1	Whether the plan of the property is sanctioned by Competent Authority	:	
8.2	If sanctioned, please enclose copy of approved land / site plans	:	
8.3	Names & Address / Phone No. of Architect	:	
9	**PROVISION OF ARRANGEMENT FOR FIRE SAFETY**		
9.1	Are the safety measures taken	:	
92	If yes, give details of arrangements	:	
9.3	Is No Objection Certificate obtained / Secured from the fire control authorities	:	
9.4	In case of Co-op. Housing Society, Shopping is at Ground Floor. Any provision for NOC from the members ?	:	
9.5	If yes, produce proof / copies of certificates	:	
10	**COMPLETION / OCCUPATION CERTIFICATE**		
10.1	Whether completion / occupation certificate is issued by the competent authority	:	
10.2	Designation of the authority which has issued the completion / occupation certificate	:	
10.3	Enclose a certified copy of the completion / occupation certificate	:	
11	**DETAILS OF LAND / SITE**		
11.1	Tenure of the land		
	a. Freehold	:	
	b. Leasehold	:	
	c. If leasehold give residual period of lease and name of the title holders	:	

Signature of owner :

	d. Annual lease rent and amount	:	
11.2	Size of the plot	:	
	a. Frontage in ft.	:	
	b. Depth in ft.	:	
11.3	Area of the plot	:	
	a. Coverage area (ground coverage)	:	
	b. Open area	:	
11.4	Topography of the land / site		
	a. Level	:	
	b. Undulated	:	
	c. Slopping	:	
	d. Low laying or raised	:	
11.5	Source of water supply to the building/ commercial premises	:	
11.6	Any establishment easements regarding right of way / passing for mains of water / electricity	:	
11.7	Does the site or portion fall within railway / National Highway and whether underground cable traverse the site / Mention the control line of set back for National Highway (N H) & State Highway (S H)	:	
11.8	Site Plan of the land / site to be enclosed	:	
12	OTHER INFORMATION IF ANY	:	
13	**LIST OF DOCUMENTS / ENCLOSURES (Also refer to details of documents required as given in the advertisement)**	:	

Signature of owner :

DECLARATION :

I. I / We declare that I am / we are the absolute owner(s) of the plot / building / premises offered to the Bank. I declare that Title of the Property offered is clear, free from encumbrance and there is no dispute whatsoever. Bank will not be / cannot be made a party to any such dispute / litigations even in future also. I also declare that there is no overdue govt. claims / taxes /dues etc. The property is not covered under any re-development scheme of the govt. / other authority.

J. The following amenities are available in the premises or I / We are agreeable to provide the following amenities (Strike out whichever is not applicable).

7. (i) The strong room for Safe Deposit Vault/ provision for ATM will be constructed strictly as per the Bank's specifications. (ii) Separate toilet blocks for gents & ladies will be provided (iii) Ramp will be provided for differently able persons. (iv) All windows and ventilators will be strengthened by iron grill with glass and mesh doors.
8. 3 (three) phase electric meter of required power load for the normal functioning of the Bank and the requisite electrical wiring / points will be provided.
9. Installation of Lease Line, ISDN Line, etc. at the premises will be feasible.
10. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will also be provided.
11. Adequate space for fixing Bank's Signage board(s) will be provided.
12. Repair work of premises / leakage treatment etc. will be done by me / us from time to time.

K. If my / our offer is accepted, I / we will give possession of the above premises complete in all respect, on / by (date) _____.

L. I / we further confirm that this offer is irrevocable.

M. I/we shall/have no objection for publication of the public notice in the newspapers in the event my/our premises is selected.

N. I / we agree to execute and register the Lease Deed/ Leave & License Agreement as per the Bank's format and on the terms & conditions mentioned therein.

O. Bank is at liberty to remove at the time of vacating the premises, all records, electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture / electric / electronic equipments etc. put up by the Bank.

P. I/we have read it and understood the same in conjuction with other terms & conditions as notified in the advertisement / on Bank's website.

I / We declare that the information furnished above is true and correct to the best of our knowledge and belief.

Place :

Date :

Sr. No.	SIGNATURE (s) OF OWNER	Name, address and contact no. of the owners