

Abhyudaya Co-op. Bank Ltd.

K. K. Tower, Off G. D. Ambekar Marg,
Parel Village, Mumbai - 400 012.

Tender No.DEV/001

Date : 20.12.2025

Tender for hiring of commercial property for Chembur, Mira Road, Ghatkopar, Sherly Rajan Branches and ATM for Sherly Rajan Branch.

Newspaper advertisement dt. 20.12.2025 in The Free Press Journal and Nav Shakti.

Details of requirements and terms & conditions

1. The offered premises should be on the Ground Floor with clear access for the customer/staff. It should also contain adequate parking space and all necessary utilities like electricity & water supply should be fully functional / nearing completion.
2. The applicant must ensure & 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. Further, there should not be any overdue govt. claims / taxes /dues etc. The property should not have been covered under any re-development scheme of the govt. / other authority.
3. Commercial properties which are ready for possession will be preferred.
4. Plans duly approved by municipal authorities/competent authority should be submitted. Legal documents provided by the tenderer will be used by the Bank for Title Clearance Search Report. The title certificate issued by Bank's Solicitor/Advocate only shall be considered.
5. It is the policy of the Bank to issue public notice in the newspapers inviting objections if any, claims from the public, if any, before entering into the Agreement/ Conveyance Deed / MOU for the offered property. The Owner should not have any objection for issuance of the public notice by the Bank.
6. The shortlisted properties will be visited by Bank Officials/empanelled valuers, Architect etc. for assessment and valuation etc.
7. The format of application containing necessary details and declaration is enclosed which may be submitted alongwith the required documents. Two separate sealed envelopes [one containing technical details (Technical Bid) like description of the property etc. and second containing financial details (Financial Bid) are to be seal packed **in a single envelop** and sent to the Bank on the address given below :

**The Asst. General Manager
Development Dept.
Abhyudaya Co-op. Bank Ltd.
Abhyudaya Bank Bldg.,
1st Floor, Sector – 17, Vashi,
Navi Mumbai – 400 703.
Tel. No.022- 27890648/49.**

The envelopes should be clearly marked as (1) **TECHNICAL BID** and (2) **FINANCIAL BID** respectively. All these 3 envelopes must be marked as “Offer for premises for Branch of Abhyudaya Co-op. Bank Ltd.” and must contain full postal address, contact details of the applicant as well as date & time of the despatch **through Speed Post**.

8. **Documents required** – All documents are to be self attested by the applicants for their genuineness. All applicable documents be enclosed with the application.
 - a) Aadhar Card / PAN Card / Voter ID Card / other residential proof issued by the competent authority.
 - b) Since registration under GST is mandatory for receipt of commercial rent from the Bank, applicable GST registration certificate may also be enclosed or undertake to submit the same if premises is shortlisted by the Bank.
 - c) Copy of Title Deed, upto date Municipal Tax / Property Tax payment receipts or receipt for any other charges payable must be enclosed the application.
 - d) Adequate number of pictures / photographs containing location, frontal elevation and inner layout of the proposed premises must necessarily be enclosed.
 - e) Copy of Bank Passbook/ statement (not more that 3 months old) should be enclosed. Any change in the residential address or contact details / e-mail etc. are to be conveyed to the Bank, in time.
9. Only the short-listed applicants will be advised by the Bank about further course of action. The short-listed applicants will be advised to submit a draft of **Rs.20,000/-** (as processing / other incidental expenses) in favour of Abhyudaya Co-op. Bank Ltd. and payable at Vashi Branch. This amount will be forfeited by the Bank if, after site visit by the Committee, the applicant owner backs out for any reasons whatsoever or puts up disabling demands [like exorbitant rent / adverse agreement terms etc.]. The Bank will be refunding this amount to the remaining non- selected shortlisted applicants.
10. In case of final selection, the owner will be required to execute the **rent agreement on the standard format** [which contains detailed terms & conditions] of the Bank. Please note that no change whatsoever in the standard format will be accepted by the Bank.
11. **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.

12. The applicants are advised to submit their account details after due consideration as frequent changes in the account for receipt of rent will not be allowed.
13. For any clarification / further information, the applicants may contact Office of the undersigned only (refer to para No.7).
14. **Bank reserves the right to reject any proposal without assigning any reason and no correspondence will be entertained in this regard. Further, the Bank may totally or partially change the requirement of premises at any time during the process or even can withdraw the advertisement partially or completely all together without any information/ recourse to the applicants. Any changes/ updates relating to this tender process will be placed on our website only for information of the applicants and no separate/ individual correspondence will be made by the Bank.**
15. **Last date for receipt of application 03.01.2026 (Saturday). Time: upto 6.00 p.m. Applications received after this date / time will be out rightly rejected.**

Place : Vashi, Navi Mumbai.

Date : 20.12.2025

(Dy. Gen. Manager)

**Abhyudaya Co-op. Bank Ltd.
Development Dept. (Premises & Estate)
Abhyudaya Bank Bldg.,
1st Floor, Sector - 17, Vashi,
Navi Mumbai - 400 703.
Tel. No.022- 27890648/49.**

(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.	Whether 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 construction (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 Whether ready to construct if selected by the Bank	:	
i.	Whether 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/001 dated 20.12.2025.

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 :

: 6 :

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 conjunction 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