



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank

(Bank of India Underwriting)

(Govt. of India Underwriting)

संस्थापक : पंजाब ग्रामीण बैंक

पं

Sponsored by: Punjab National Bank

SARVA HARYANA GRAMIN BANK

**REGIONAL OFFICE: First Floor, SCF 24-25, Defence Colony,
Hisar-125001 (Haryana)**

PREMISES REQUIRED

Sarva Haryana Gramin Bank requires suitable Premises having Carpet Area (900Sq.ft to 1300 Sq. ft.) on lease/rental basis premises at Uchana (Jind). Premises offered should have all clearance certificates from statutory authorities. Interested owners of such premises in the desired locality who are ready to lease out their premises on long term lease basis preferably for 15 years or more may send their offers in the prescribed format available on Bank's Web Site www.shgb.co.in or the same may be obtained from the above address during office hours. The complete offer duly sealed & signed should reach the undersigned on or before: 10-07-2025 up to 02.00 P.M at the above address.

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

-sd

Regional Manager

Date of Advertisement: 21-06-2025



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(Govt. of India Undertaking)

संयोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

SARVA HARYANA GRAMIN BANK

REGIONAL OFFICE:HISAR-125001

INVITES

OFFERS OF PREMISES FOR BANK OUTLET ON LEASE

AT

Uchana (Jind)

Sarva Haryana Gramin Bank,

Regional Office:HISAR

e-mail: -rohisargadshgb@shgbank.co.in

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सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank

(सरकारी अंशदाता) (Govt. of India Undertaking)

Sponsored by: Punjab National Bank

NOTICE

REQUIREMENT OF PREMISES

Sarva Haryana Gramin Bank invites sealed offers for premises in two bids system for following branch/office. The premises should be commercial approved or a building conforming to the conditions stipulated by concerned Government authority for commercial use. Interested parties who are ready to lease out their premises on long term lease basis preferably for 15 years or more, located at **Uchana (Jind)**.

Sr. No.	Name of Branch/Office	Classification	Carpet area
1	Uchana (Jind)	SEMI-URBAN	900 sqft to 1300 sqft

The premises should be on the ground floor with ramp facility and with all other facilities including adequate power, Water supply, parking space, space for signage Board, Hording, generator, V-SAT/ RF Tower at terrace without any extra charges beyond rent.

Sr. No	Bid Reference	RO/HSR/GAD/2025-26/
1	Date of commencement of bid	21-06-2025
2	Last Date for Bid Submission	10.07.2025 till 02.00 P.M
3	Date and Time of Opening of Technical cum Eligibility Bid	10.07.2025 at 03.30 P.M
4	Place of Physical Bid Submission & Opening of Bids	Sarva Haryana Gramin Bank, Regional Office, First Floor, SCF 24-25, Defence Colony, Hisar-125001 (Haryana)
5	Contact Person	1. Name: Sh. Parveen Jain Designation: Senior Manager Mob No:97299-97584 2. Name: Smt. Manisha Designation: Manager Mob No: 87088-44517
6	Validity of Bid	90 days (after opening of financial bid)

Note: - The above schedule is subject to change. Notice of any changes / corrigendum / addendum will be published on Bank's website (www.shgb.co.in).

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



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(Government of India Undertaking)

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संस्थापक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

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 Sarva Haryana Gramin Bank Branch Office Uchana (Jind)" and it should also bear the name and address, Phone No., e-mail 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 (Performa 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 Branch Office Uchana (Jind)".

ENVELOPE NO.2

Envelope No.2 shall contain only Financial bid i.e. rent per sqft for carpet area basis (Performa B – Commercial Bid) and prices duly filled in and signed on each page by the Bidder. This envelope shall be super scribed "Envelope No.2, "FINANCIAL BID FOR PREMISES OF Branch Office Uchana (Jind))".

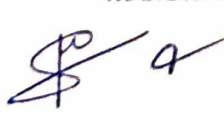
Sealed Bids as above will be received at or may be sent by post to the office of the REGIONAL MANAGER, ADDRESS OF REGIONAL OFFICE: Sarva Haryana Gramin Bank Regional Office , First Floor, SCF 24-25, Defence Colony, Hisar-125001 (Haryana). THE LAST DATE FOR RECEIPT OF THE OFFERS IS UPTO (10-07-2025 up to 02.00 P.M).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. The bank 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 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 or thereafter also. Hence, bidders are advised to visit Bank's website regularly.


REGIONAL MANAGER





सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank

(Joint Venture of Haryana Sahakar)

(Joint of Haryana Sahakar)

सहकारिता - विकास - सेवा

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Terms and conditions

1. Applicants 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 bank there.
3. The entire area offered shall be available on ground floor.
4. The photographs, layout plans, utilization plans should be submitted with technical offer.
5. The premises should be well constructed and 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 ample parking space should be available.
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 bank after execution of lease deed.
9. Total lease period will be minimum 15 years (5+5+5) OR (3+3+3+3+3).
10. Enhancement in rent after initial period of 5 years OR 3 years will be maximum of 15% OR 8% as per Bank's guidelines.
11. Bidder shall agree to execute Lease Deed for entire period with periodic increase in rent on the standard format of Bank with No exit clause during such period. However, Bank shall have absolute right to determine/terminate the lease by giving **3 months' notice in advance** to the landlord.
12. No escalation in the rent rate shall be allowed during the currency of the total lease period.
13. The lease deed for the entire period shall be executed on Bank's standard format without any alteration.
14. Stamp duty and registration fees & other charges towards executions & registration of lease deed shall be shared equally by landlord and bank.
15. Income tax on rental payment will be deducted at source (TDS) at the prevailing rate.
16. Sufficient space at prominent locations shall be provided for display of Bank's glow signboard.
17. The landlord should not have any objections in carrying out interior work/floor chasing work etc. However no structural changes will be made.
18. No Interest free Deposit/Rental Advance/Security deposit will be provided by the bank.
19. Separate three (3) phase electric connection as per Bank requirement shall be provided by landlord at their own cost for exclusive use of bank. However, actual electrical consumption charges shall be paid by the bank.
20. Area should be sufficiently developed with regards to visibility, foot fall and approachability.
21. Building constructed/to be constructed should be in good condition, ventilated and lit.



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प्रायोजक : पंजाब नेशनल बैंक

पं

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22. 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 bank's authorities. However the same will not be included in the carpet area for rent purposes.
23. The premises should be accessible to disabled/ Sr. citizens. If the office premises have steps at the entrance, RAMP should be provided for the convenience of the people on the wheelchairs.
24. Rent free space is to be provided by landlord for Bank's Sign Board, hording, Generator set and installation of VSAT / RF tower at terrace.
25. Vitrified flooring of approved make and color to be executed as directed by the bank's authorities.
26. Wherever required MS Grill with aluminum sliding windows/ TW Windows to be provided as per drawing and as directed by bank authorities. Rolling shutters for external entrances with necessary locking arrangements shall also be provided by LL.
27. 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 bank.
28. Any other works which the bank'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 bank.
29. The bank 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.
30. Landlord will get a separate water and electric meter installed for the exclusive use of bank. The electric energy and water consumption charges shall, however, be paid by the bank.
31. 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 bank shall be entitled to do repairs and whitewashing/distempering/ painting etc. and every other kind of repair at its own expense and deduct the expenses so incurred out of the rent.
32. Rent shall be payable only for the 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 mumty, shaft and machine room for lift, bathroom and lavatory, air-conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.
33. The bidder (s) should have sufficient area to have required carpet area.
34. No condition be given in financial bid. It is to contain only prices per Sq.ft on a carpet area basis otherwise Bid will liable to be rejected.
35. The financial offers of only those premises selected after inspection and technically found suitable for Bank purposes will be opened and the lowest one (per sqft rate per month) of the same will be taken up for further discussion. Other financial bids will not be opened.
36. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
37. Documents to be submitted with technical bid are as below:
 - a. Approved map of competent authority.
 - b. Copy of latest Electricity Bill, Tax Receipt.

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प्रधानमंत्री प्रधान कृषि विकास बैंक

Sponsored by: Punjab National Bank

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 the case of company.

38. 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 the bid form should be legible & filled out 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 Bank reserves the right to reject the incomplete bids. In case property is in joint name, co-owner will have to sign the bid document.

39. 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 bank 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.

40. Any decision taken by the Bank at any point in 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.

41. The offer will be valid for 90 days after opening of Financial Bid.



42. If the land lord/s is having and offered area more than the Bank's requirements, Bank will take area only as per its requirement and a written confirmation/undertaking must be provided by the technically qualified bidder/s, agreeing to offer the space as per the Bank's requirement, prior to the opening of the financial bid.

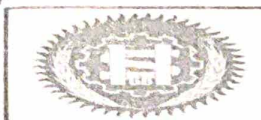
Date: Signature of Owner/s

Name:

Address:

Mobile No:



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(Govt. of India Underwriting)

प्रधानाधिकारी : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

FORMAT FOR TECHNICAL BID (PERFORMA-A)

To The

Regional Manager

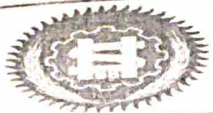
Sarva Haryana Gramin Bank

RO HISAR

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 area in order to have required carpet area.	Carpet Area: _____Sq.ft. GFsqft FF sqft (Any other floor... 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 & relevant papers to be enclosed)	
8	Whether any loan running against for	



सर्व हरियाणा ग्रामीण बैंक Sarva Haryana Gramin Bank

(सरकारी सहायता प्राप्त बैंक)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

	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___ 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	Whether suitable space on terrace available for VSAT antenna, RF antenna, Radio Antenna etc	
18	If the building is old whether repairs / renovations is required	
19	Is there any bar by local body for carrying out Banking business in the centre/ locality.	

SIGNATURE OF THE OWNER/S

I/we agree to execute lease deed in Bank'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/our offer will be valid for next 90 days from the date of opening of financial bid.

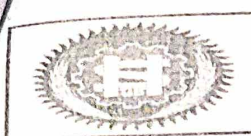
PLACE

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.



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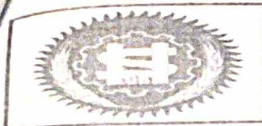
प्रायोजक : पंजाब नेशनल बैंक

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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 Sarva Haryana Gramin Bank Uchana (Jind)" 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 mumty, shaft and machine room for lift, bathroom and lavatory, air- conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.



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(Govt. of India Undertaking)

(Govt. of India Undertaking)

प्रभोदार : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

FORMAT FOR FINANCIAL BID (PROFORMA-B)

To

The Regional Manager

Sarva Haryana Gramin Bank

Regional Office Hisar

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)			
	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 15 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/S



Regional Office: First Floor, SCF 24-25, Defence Colony, Hisar-125001 (Haryana)

Date-20.06.2025

(Minutes of ROBC meeting for approval of draft for advertisement in newspapers for new premises of B.O. Uchana)

In compliance with the request received from Branch Office Uchana (Jind) regarding the requirement for new branch premises, the survey committee has submitted report dated 05-06-2025, in which committee submit that the required carpet area could not be finalized in the ceiling limit of Rs.20000/-. As per GAD circular no 05/2024 above the rent limit of Rs.20000/- monthly, the bids must be invited through advertisement in newspapers.

Accordingly, a draft advertisement has been prepared (copy attached), inviting sealed proposals from interested parties for providing suitable premises for the branch. The premises should be within the vicinity of the existing branch located near SBI Bank, Uchana, District-Jind. The required carpet area is between 900-1300 sq. ft., preferably on the ground floor.

Recommendation:

It is recommended that the attached advertisement be published in below mentioned newspapers (Quatations attached)-

1. The Pioneer (in English)
2. Punjab Kesari (in Hindi)

This will ensure wider reach and suitable response in a timely manner. The last date for receiving proposals is 10.07.2025 up to 02:00 PM.

Submitted for kind approval, please.


Functional Manager

(GAD)


Manager

(FD)

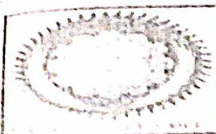

Senior Manager

(I&AD)


Senior Manager

(2nd in Command)


Regional Manager



सर्व हरियाणा ग्रामीण बैंक
Sarva Haryana Gramin Bank
(Bank of India Underwriting)
Approved by Punjab National Bank


Regional Office: First Floor, SCF 24-25, Defence Colony, Hisar-125001 (Haryana)

Advertisement for New Premises

Calling for bids under two BIDs systems

Sarva Haryana Gramin Bank invites proposal for New Premises on Lease/Rent basis for Branch Office UCHANA (JIND). Interested person(s)/party(ies) having suitable commercial Place/Premises may submit their proposal with full details in a sealed envelope marked as "Proposal for Bank Premises Branch Office Uchana (Jind)" to the Regional Office, Hisar.

All proposals must reach to the Regional Offices by 10-07-2025 upto 02.00 PM. Bank reserves its right to reject any or all the proposals without citing any reason. Corrections/Corrigendum, if any, will be placed on Bank website only. For details, visit our website www.shgb.co.in under "TENDER NOTICE" Section.

Sr No	Name of Bank Outlet	Classification	Location	Carpet Area Required (sq.ft.)	Proposal to be sent to Regional Office
1	Uchana (Jind)	Semi-Urban	Within the vicinity of existing branch located near SBI bank Uchana District-Jind	900-1300 Ground Floor	Regional Manager, Sarva Haryana Gramin Bank, RO Hisar, First Floor, SCF 24-25, Defence Colony, Hisar-125001 (Haryana)
Contact Details:- 99918-45886, 97299-97584, 8930463901 8708844517					 Regional Manager Date: 20-06-25



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क्षेत्रीय कार्यालय: प्रथम मंजिला, एस.सी.एफ. 24-25, डिफेंस कॉलोनी, हिसार-125001 (हरियाणा)

नए परिसर के लिए विज्ञापन
 जो निविदा प्रणाली के अंतर्गत निविदाएं आमंत्रित की जा रही हैं।

सर्व हरियाणा ग्रामीण बैंक अपने शाखा कार्यालय उचाना (जींद) के लिए लीज/किराया आधार पर नए परिसर हेतु प्रस्ताव आमंत्रित करता है। इच्छुक व्यक्ति/पक्ष जिनके पास उपयुक्त वाणिज्यिक स्थान/परिसर उपलब्ध हैं वे अपना प्रस्ताव "बैंक परिसर हेतु प्रस्ताव उचाना (जींद)" के रूप में सीलबंद लिफाफे में क्षेत्रीय कार्यालय, हिसार को भेज सकते हैं।

सभी प्रस्ताव 10-07-2025 को दोपहर 2:00 बजे तक क्षेत्रीय कार्यालय में पहुँचना आवश्यक है। बैंक बिना कोई कारण बताए किसी भी या सभी प्रस्तावों को अस्वीकार करने का अधिकार सुरक्षित रखता है। यदि कोई संशोधन/शुद्धिपत्र जारी किया जाता है, तो वह केवल बैंक की वेबसाइट पर ही उपलब्ध होगा।

विवरण हेतु कृपया बैंक की वेबसाइट www.shgb.co.in के "TENDER NOTICE" अनुभाग में देखें।

क्र.सं.	बैंक आउटलेट का नाम	वर्गीकरण	स्थान/जगह	आवश्यक कार्पेट क्षेत्रफल (वर्ग फुट में)	प्रस्ताव भेजने का पता
1	शाखा कार्यालय उचाना	अर्ध-शहरी	एसबीआई बैंक उचाना के पास स्थित मौजूदा शाखा के आसपास के क्षेत्र में। उचाना (जींद)	900-1300 भूतल	क्षेत्रीय प्रबंधक, सर्व हरियाणा ग्रामीण बैंक, क्षेत्रीय कार्यालय हिसार, प्रथम मंजिला, एस.सी.एफ. 24-25, डिफेंस कॉलोनी, हिसार-125001 (हरियाणा)
संपर्क विवरण: - 99918-45886, 97299-97584, 8930463901, 8708844517					 प्रेषक: क्षेत्रीय प्रबंधक दिनांक 20-06-25