



सर्व हरियाणा ग्रामीण बैंक  
Sarva Haryana Gramin Bank

(भारत सरकार का उपक्रम)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

**Regional Office: SCO 161 P, 162, 163, First Floor, Sector 20, HUDA, Kaithal (Haryana)-136027**

### Advertisement for New Premises

**Sarva Haryana Gramin Bank** invites proposals for New Premises on **Lease/Rent** basis for its Bank Branches. 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**” to the **Regional Office, Kaithal**. The Complete proposals duly sealed & signed, must reach to the Regional Offices **by 04:00 PM on 20-10-2022**. 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 prescribed format of proposal & more details, visit our website [www.shgb.co.in](http://www.shgb.co.in) under “TENDER NOTICE” Section.

Sr. No	Name of Bank Outlet	Classification	District	Area Required (sq.ft.) (+/- 5%)	Proposal to be sent to Regional Office
1.	Dhand	Semi-Urban	Kaithal	1200-1500	Regional Manager, Sarva Haryana Gramin Bank, RO Kaithal, SCO: 161P,162,163, 1st Floor, Sector- 20, HUDA, Kaithal 136027 Mobile:9991116856, 9466141281
2.	Barsana	Rural	Kaithal	1000-1200	
3.	Murtzapur	Rural	Kurukshetra	1000-1200	

**Regional Manager**



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SEPARATE ENVELOPES FOR TECHNICAL AND FINANCIAL BID SUPER SCRIBED AS “TECHNICAL BID FOR PREMISES FOR BRANCH \_\_\_\_\_” & “FINANCIAL BID FOR PREMISES FOR BRANCH \_\_\_\_\_” RESPECTIVELY WILL BE SEALED, WHICH SHALL FURTHER BE KEPT IN ONE ENVELOPE MENTIONING AS “OFFER FOR PREMISES FOR BANK BRANCH \_\_\_\_\_” SHALL BE SUPERSCRIBED ON THE COVER ALONGWITH NAME, ADDRESS AND MOBILE NO. OF THE OWNER.

**Note : Date of opening of Technical Bids is 21.10.2022 at 11.00 AM**

(If there is any change in date of opening of Bids, the same will be placed on Bank's Website [www.shgb.co.in](http://www.shgb.co.in))



### **BID DETAILS**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
1	RFP No. and Date	RO/KTL/GAD/22/288 dated 04.10.2022
2	Brief Description of the Tender	<b>Advertisement for New Premises of Bank Branches</b>
3	Date of Issue of Tender	<b>04-10-2022</b>
5.	Last Date of Submission of Bids	<b>20-10-2022 (Upto-04:00 PM)</b>
6.	Date and time of Opening of Bids	<b>21-10-2022 (Time-11:00 AM)</b>
7.	Place of Physical Bid Submission & Opening of Bids	<b>Sarva Haryana Gramin Bank, Regional Office, Kaithal, SCO: 161P,162,163, 1st Floor, Sector- 20, HUDA, Kaithal 136027</b>

Note: - Technical bids will be opened in the presence of the bidders who choose to attend as above. The above schedule is subject to change. Corrections/Corrigendum, if any, will be placed on Bank website only.



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

### **SUBMISSION OF BID:**

The Technical & Financial Bids are to be submitted in two separate envelopes each sealed and clearly super scribed as **TECHNICAL BID FOR PREMISES OF BRANCH \_\_\_\_\_** & **FINANCIAL BID FOR PREMISES OF BRANCH \_\_\_\_\_**. Both the envelopes shall be contained in a large envelope (3rd Envelope) duly sealed, super scribed "**Offer of Premises for Bank Branch \_\_\_\_\_**" and it should also bear the name and address/ Phone No. 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.

Sealed Bids as above will be received at or may be sent by post to the office of the **Regional Manager, Sarva Haryana Gramin Bank, Regional Office, Kaithal, SCO: 161P,162,163, 1st Floor, Sector- 20, HUDA, Kaithal 136027**. The last date for receipt of the offers is up to **20.10.2022 before 04:00 hrs**. 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. Preference will be given to the buildings owned by the Government/BSNL.

**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.

Corrections/Corrigendum, if any, will be placed on Bank website only. Hence, bidders are advised to visit Bank's website regularly.

Regional Manager  
Regional Office: Kaithal



### Terms and Conditions for Bank Premises

1. **Area of Building (As per Advertisement): 1200-1500 Sq. Ft for Semi Urban & 1000-1200 Sq. Ft. for Rural Branch.**
2. Bidder should submit Full details of the Proposed Building along with a copy of approved construction plan and NOC for commercial use of the premises.
3. **Lease Period: Preferable for 15 Years as per the following Terms:**
  - (i) **5 years (1<sup>st</sup> Term)**
  - (ii) **5 years (2<sup>nd</sup> Term)**
  - (iii) **5 years (3<sup>rd</sup> Term)**
4. **Enhancement of Rent is permitted:**
  - (i) **On completion of 1<sup>ST</sup> TERM**
  - (ii) **On completion of 2<sup>nd</sup> TERM**
5. **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.
6. 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.
7. Prescribed "**Agreement to Lease**" and "**Lease Deed**" incorporating all the terms and conditions as approved by the Competent Authority shall invariably be got executed on the stamp paper, as per the rates prevailing in Haryana State. However, the lease deed should be got registered with the concerned competent authorities.
8. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.



9. **Bidder should submit consent for sharing the registration/execution charges for Agreement to Lease and Lease Deed in the ratio 50:50**
10. The charges/levies/penalties, misuse charges if any, for commercial use of premises shall be borne by the Landlord.
11. The landlord must have a clear title for the property, approved plan of Building and commercial approval of Building from concerned Authority etc.
12. Accommodation should be sufficient for the present and if possible, for future requirements of the Bank and have a provision for hiring additional space, whenever required.
13. 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 carpet area for rent purpose.
14. Premises should be suitable from the **point of security** and have all civic facilities such as adequate sanitary arrangements **preferably having separate Wash Room for Lady Customers/Staff**, water, electricity, natural light and ventilation.
15. The building should be strong and modern and should provide for natural structural safety from Hazards of earth quake, fire, theft and collapse.
16. **The premises, especially the branch premises, should be preferably on the ground floor and if ground floor is not available, the same should be on the first floor with/without lift facility. However, Branch/Office (Bank Outlets) premises should also have ramp upto the entrance gate for the Old/Disabled customers/persons with wheel chair. The premises should be ready built as far as possible. The construction of the building on plot should be last priority. The structure of the building should be strong enough to bear the weight of strong room, strong room doors, safes and locker cabinets.**
17. **The photographs, layout plans, utilization plans should be submitted with technical offer.**
18. The LL will make white washing / 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 repairs at its own expense and deduct the expenses so incurred out of the rent.





19. Rent shall be payable only for 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.
20. The bidder (s) should have sufficient built up / covered area in order to have required carpet area.
21. The Landlord will construct Strong Room as per Bank's/RBI specifications at own cost. However, Strong room door and air ventilators will be supplied by Bank.
22. No condition be given in financial bid. It is to contain only prices in per Sq.ft of carpet area basis otherwise Bid will liable to be rejected.
23. While submitting the proposal for Bank premises, Bidder should mention the power load available. Bidder should submit the consent letter to provide power load as per the actual requirement.
24. Rent shall be payable from the date of taking actual possession of the premises by the bank after execution of lease deed.
25. No escalation in the rent rate shall be allowed during the currency of the total lease period.
26. The parking space should either be free of cost or included in the Rent. No separate charges for parking shall be considered. Hence, the same shall also be incorporated in the lease deed specifying the complete details thereof.
27. **No Advance shall be granted to the Bidder either to tenancy rights due to leasing out the premises or to enable existing occupant to purchase alternative accommodation** for their use so as to enable them to lease out the premises.
28. The landlord should not have any objections in carrying out interior work/floor chasing work etc. However, no structural changes will be made.
29. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.



30. 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 bid form should be legible & filled 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 words. 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.
31. 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.
32. There should not be any deviation in terms & conditions as have been stipulated in the bid documents. However, in the event of imposition of any other conditions, which may lead to deviation with respect to the terms & conditions as mentioned in the bid document, the lesser is required to attach a separate sheet "List of deviation", if any.
33. Applications received from Brokers/Property Dealers/Real Estate Agencies on behalf of Land Lords will not be entertained by Bank and such applications will be out rightly rejected.
34. Applicant will be required to submit KYC documents of the owner(s) i.e. Photo Id Proof & Address Proof.
35. After visit of premises/site by the Building committee, the financial Bid will be opened of only those bidders whose technical bid qualified.
36. 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 sq. ft. rate pm**) of the same will be taken up for further discussion. Other financial bids will not be opened.
37. The whole premises preferably should be on the single floor.
38. Where ever required MS Grill with aluminium sliding windows/ TW Windows to be provided as per drawing and as directed by bank's authorities. Collapsible gates of full size & rolling shutters for external entrances with necessary locking arrangements shall also be provided by Landlord.





39. 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.
40. 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.
41. 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 bank.
42. Rent free space is to be provided by the Landlord for Generator Set & fixing Antenna, Bank's Sign board, VSAT/RF Tower & Solar plates at the terrace.
43. Any decision taken by the Bank at any point of 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.
44. The offer will be valid for 120 days after opening of Financial Bid.

Date:

Signature of Owner/s

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No: \_\_\_\_\_

The RFP documents comprising of Technical and Financial Bid are uploaded as Annexure A & B to this RFP on Bank's website: [www.shqb.co.in](http://www.shqb.co.in)



## OWNER'S APPLICATION

To  
The Regional Manager,  
Sarva Haryana Gramin Bank,  
Regional Office: Kaithal -136027

Sir,

**Sub: Offer of the premises on lease for your BO: \_\_\_\_\_**

1. I / We have read and understood the Bid details 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/Annexure.
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 Annexure (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 120 days from the date of opening of financial bid.

Yours faithfully

Signature of owner(s)

Name & Address:

Place:

Date:



**Annexure A**

**Technical Bid**

Bank Premises for SHGB Branch Office: \_\_\_\_\_

1. Name of the Registered Building Owner:

(i) Sh./Ms. \_\_\_\_\_

(ii) Sh./Ms. \_\_\_\_\_

(iii) Sh./Ms. \_\_\_\_\_

2. Address of Building along with sketch/plan:

3. Area of Building with Floor position: \_\_\_\_\_ Sq. ft.; Floor:

(Super built area, Covered area, Carpet area be given separately)

4. Location: Urban/Semi-Urban/Rural

5. Ownership of Building: Owned/Power of Attorney/Panchayat/

(Enclose Copy) Municipal Corporation/Market Committee/

Government/PSU

6. Construction type: Concrete/Other Material (Please specify)



7. Type of Building: Closed/Open space
8. Age of Building: No. of Years Constructed \_\_\_\_\_
9. Approach to Building: On Front (Main) Road/Back (Gali) Road/Market Area
10. Availability of Parking Space: Yes/No, if yes then please mention Area\_\_\_\_\_
11. Space for Generator Set: Available/Not available
12. Roof Top right: For installing of V-Sat/Solar Panel for UPS
13. Relevant information about the building:
  - (i) Copy of Approved Plan of Building:
  - (ii) Copy of Sanctioned Power Load:
  - (iii) Copy of Commercial Approval Building from concerned Authority:
  - (iv) Any portion of the building is unauthorized; if so give details of the same:

I/We confirm that all the above said information given by me/us is true and I/We hold clear marketable title to the property. I/We shall provide all documents/papers that are required/necessary to your panel advocate for establishing the title to the property. I/We shall abide by the terms and conditions of the Bank.

Date:

Signature of Building Owner

**NOTE:**

- **No indication as to price aspect** is to be given in “Technical Bid” failing which the offer shall be summarily rejected.



**Annexure B**

**Financial Bid**

**Bank Premises for SHGB Branch Office: \_\_\_\_\_**

**1. Name of the Registered Building Owner with KYC proof:**

(i) Sh./Ms. \_\_\_\_\_

(ii) Sh./Ms. \_\_\_\_\_

(iii) Sh./Ms. \_\_\_\_\_

**2. Address of Building:**

**3. Area of Building with Floor position: \_\_\_\_\_ Sq. ft.; Floor:**

**4. Bid for the Rent amount for the above building:**

Rate per Sq. Ft @ Rs. \_\_\_\_\_/-

Total Rs. \_\_\_\_\_/- p.m.



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**Declaration:**

I/We am/are hereby declare to submit that I/We am/are ready to accept the Rent\* for the above said building @

(i) Rate per Sq. Ft @ Rs. \_\_\_\_\_/-

Total Rs. \_\_\_\_\_/- p.m.

The decision of the Bank shall be final and reserves the right to accept/ reject any/all offers without assigning any reason whatsoever. No brokerage will be paid by the Bank

Date:

Signature of building Owner