



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

SARVA HARYANA GRAMIN BANK  
REGIONAL OFFICE: NEAR POLYTECHNIC CHOWK  
AMBALA CITY (134003)

**PREMISES REQUIRED**

Sarva Haryana Gramin Bank requires a suitable ready built and well-constructed hall type building having Carpet Area (Approx – 2500Sq.ft to 3000 Sq. ft.) on lease/rental basis premises at any one of the **Sector 08, 09, 10,11, 12A,14 and 20 of District Panchkula**. Premises offered should have all clearance certificates from statutory authorities. Interested owners of such premises in the desired mentioned sectors who are ready to lease out their readily available 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](http://www.shgb.co.in) or the same may be obtained from the above address during office hours. The complete offer duly sealed & signed and should reach the undersigned on or before: 27.03.2025 up to 02.00 P.M at the above address. The technical bids for the received bids will be opened on 27.03.2025 at 03:00 PM.

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: 13-03-2025



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**REGIONAL OFFICE:AMBALA**  
**NEAR POLYTECHNIC CHOWK, AMBALA CITY -134003**

**INVITES**  
**OFFERS FOR PREMISES ON LEASE**  
**AT ANY ONE OF THE**  
**(Sector 08, 09, 10, 11, 12A, 14 and 20 in Panchkula)**

Sarva Haryana Gramin Bank,

Regional Office: Ambala

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



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## NOTICE

### REQUIREMENT OF PREMISES

Sarva Haryana Gramin Bank invites sealed offers for premises in two bid systems for following 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 readily available premises on long term lease basis preferably for 15 years or more, located in any one of **Sector 08, 09, 10,11, 12A,14 and 20 of Panchkula**.

Sr. No.	Name of Branch/Office	Area	Appx Carpet area
1	Regional Office	<b>Any one of the Sector 08, 09, 10, 11, 12A,14 and 20 of Panchkula</b>	2500 to 3000 sq ft.

The premises should be available with all other facilities including adequate power, Water supply, ample parking space, space for signage Board, generator, V-SAT/ RF Tower at terrace without any extra charges beyond rent.

Sr. No	Bid Reference	RO/AMB/GAD/2024-25/
1	Date of commencement of bid	13-03-2025
2	Last Date for Bid Submission	27.03.2025 till 02.00 P.M
3	Date and Time of Opening of Technical cum Eligibility Bid	27.03.2025 till 03.00 P.M
4	Place of Physical Bid Submission & Opening of Bids	Sarva Haryana Gramin Bank, Regional Office, Near Polytechnic Chowk, Ambala City (134003)
5	Contact Person	1. Name: Sh. Nitin Kumar Designation: Senior Manager Mob No: 8708881463 2. Name: Sh. Sukhdev Singh Designation: Manager Mob No: 9416743130
6	Validity of Bid	90 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.shgb.co.in](http://www.shgb.co.in)).

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 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 Sarva Haryana Gramin**



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Bank Regional Office, SECTOR (08, 09, 10,11, 12A,14 and 20 of District Panchkula)" 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 REGIONAL OFFICE INSECTOR (08, 09, 10,11 12A,14 and 20 of District Panchkula)”.

### **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 REGIONAL OFFICE INSECTOR (08, 09, 10,11, 12A,14 and 20 of District Panchkula)”.

Both these envelopes to be put in one main envelope mentioning “OFFERS FOR PREMISES ON LEASE IN SECTOR \_\_ PANCHKULA”. Further bidder should also mention the complete address of the offered premises on main envelope. Separate set of envelopes is to be submitted for each bid, in case any owner submit bids for more than one premises.

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 Near Polytechnic Chowk Ambala City (134003). THE LAST DATE FOR RECEIPT OF THE OFFERS IS UPTO (27.03.2025 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 any time before opening of tender. Hence, bidders are advised to visit Bank's website regularly.

**REGIONAL MANAGER**



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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 in a single floor preferably.
4. The photographs, layout plans, utilization plans should be submitted with technical offer.
5. The premises should be well constructed and ready to move. The premises should be 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. **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.
10. Initial lease period shall be for 5 years with an option with the bank of minimum further two renewals of 5+5 years with agreed enhancement in rent. Total lease period will be minimum 15 years (5+5+5).
11. Enhancement in rent after an initial period of 5 years will be as per Bank's guidelines.
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 having 20 KVA power load 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.



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20. Area should be sufficiently developed with regards to visibility, foot fall and approachability.
21. Building should be in good condition, properly ventilated and lit.
22. Separate **toilets** for gents and ladies of suitable size shall be provided 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. Rent free space is to be provided by landlord for Bank's Sign Board, Generator set and installation of VSAT / RF tower at terrace.
24. Vitrified flooring of approved make and color to be executed as directed by the bank's authorities.
25. Wherever required MS Grill with aluminum sliding windows/ TW Windows to be provided as directed by bank authorities. Rolling shutters for external entrances with necessary locking arrangements shall also be provided by LL.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. The bidder (s) should have sufficient built up / covered area to have required carpet area.
33. 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.
34. 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.
35. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
36. 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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- 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.
37. 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.
38. 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 only. In that case Landlord will raise GST invoice on monthly basis to receive the rent payment. TDS will be deducted as applicable.
39. 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.

Date:                      Signature of Owner/s

Name:

Address:

Mobile No:



## FORMAT FOR TECHNICAL BID (PROFORMA-A)

The

Regional Manager

Sarva Haryana Gramin Bank

RO Ambala

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 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





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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 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 20 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 :

NOTE:

SIGNATURE OF THE OWNER/S



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**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 Sarva Haryana Gramin Bank.....(name of Branch /Office)” 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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## FORMAT FOR FINANCIAL BID (PROFORMA-B)

To

The Regional Manager

Sarva Haryana Gramin Bank

Regional Office Ambala

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