



सर्व हरियाणा ग्रामीण बैंक  
Sarva Haryana Gramin Bank

(सरकारी वारंतावर या उपकरण)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक

Sponsored by: Punjab National Bank

H. O. SHGB House, Plot No. 1, Sector-3, Rohtak- 124001.

### Advertisement for New Premises

Sarva Haryana Gramin Bank invites proposal for New Premises on **Lease/Rent** basis for its Bank Outlet. 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**. All proposals must reach to the Regional Offices **by 15-03-2024 upto 04.00 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](http://www.shgb.co.in) under "TENDER NOTICE" Section.

Sr No	Name of Bank Outlet	Classification	District	Area Required (sq.ft.)	Proposal to be sent to Regional Office
1	Barta	Rural	Kaithal	800-1200	Regional Manager, Sarva Haryana Gramin Bank, RO Kaithal, SCO: 161P,162,163, 1st Floor Sector- 20, HUDA, Kaithal 136027

Contact Details:- Mobile:94661-41281, 94167-43130, 79883-25695

Regional Manager



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

**Note : Date of opening of Technical Bids is 16-03-2024 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

SL.No.	Description	Details
1	RFP No. and Date	RO/KTL/GAD/24/ dated 29-02-2024
2	Brief Description of the Tender	Advertisement for New Premises of Bank Branches
3	Date of Issue of Tender	29-02-2024
5	Last Date of Submission of Bids	15-03-2024 (Upto-04:00 PM)
6	Date and time of Opening of Bids	16-03-2024 (Time-11:00 AM)





**Terms and Conditions for Bank Premises:**

1. **Area of Building (As per Advertisement): 800-1200 Sq Ft for RURAL.**
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.
4. **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)**
5. **Enhancement of Rent is permitted:**
  - (i) **On completion of 1<sup>ST</sup> TERM**
  - (ii) **On completion of 2<sup>nd</sup> TERM**
6. **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.**
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. **Bidder should submit consent for sharing the registration/execution charges for Agreement to Lease and Lease Deed in the ratio 50:50**
9. The charges/levies/penalties, misuse charges if any, for commercial use of premises shall be borne by the Landlord.
10. The landlord must have a clear title for the property, approved plan of Building and commercial approval of Building from concerned Authority etc.
11. 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.





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12. 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.
13. The building should be strong and modern and should provide for natural structural safety from Hazards of earth quake, fire, theft and collapse.
14. **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 at first floor 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.**
15. The Landlord will construct Strong Room as per Bank's/RBI specifications at own cost.
16. 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.
17. 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.
18. **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.
19. 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.
20. Applicant will be required to submit KYC documents of all owners i.e. Photo Id Proof & Address Proof.
21. After visit of premises/site by the Building committee, the financial Bid will be opened of only those bidders whose technical bid qualified.
22. The whole premises should be on the single floor.



23. Landlord will provide Space for fixing Antenna, Bank's Sign board, VSAT/RF Tower & Solar plates on the roof without any additional rent

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





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





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सर्व संचालन... सर्व उत्थान...

प्रायोजक : पंजाब नेशनल बैंक



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## 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.



**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**

