



**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: Rohtak, Plot No-1 Sector -3 Huda Rohtak (124001)**

### Advertisement for New Premise

**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 Premise: Rohtak Main (Chotu Ram Chowk, Rohtak) & Rohtak Mata Darwaja (Babra Mohalla, Rohtak)**” to **Regional Office: Rohtak by 26.07.2023 up to 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)

S. No	Name of Bank Outlet & (Proposed Area for New Premises)	Classification	District	Area Required (sq.ft.) (+/- 5%)	Proposal to be sent to Regional Office: Rohtak
1.	Rohtak Main Branch  (Near by Ambedkar Chowk, Civil Lines Road, HUDA Complex & Sonipat Road)	Urban	Rohtak	1200-1500	The Regional Manager, Sarva Haryana Gramin Bank, Regional Office: Plot No 1 Sector -3 Huda Distt. Rohtak (124001) M: 9729997635
2.	Rohtak Mata Darwaja, Babra Mohalla, Rohtak  (Near by Gurudwara Bangla Sahib, Mata Darwaja & Maharana Partap Chowk near Jind By-Pass, Rohtak)	Urban	Rohtak	1200-1500	

SEPARATE ENVELOPES FOR TECHNICAL AND FINANCIAL BID SUPER SCRIBED AS “TECHNICAL BID FOR PREMISES FOR BRANCH OFFICE ROHTAK MAIN / ROHTAK MATA DARWAJA” & “FINANCIAL BID FOR PREMISES FOR BRANCH OFFICE ROHTAK MAIN / ROHTAK MATA DARWAJA” RESPECTIVELY WILL BE SEALED, WHICH SHALL FURTHER BE KEPT IN ONE ENVELOPE MENTIONING AS “OFFER FOR PREMISES FOR BRANCH OFFICE ROHTAK MAIN / ROHTAK MATA DARWAJA” SHALL BE SUPER SCRIBED ON THE COVER ALONG WITH NAME AND MOBILE NO. OF THE OWNER.

**Note: Date of opening of Technical Bids is 27.07.2023 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))

**Regional Manager**



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### Terms and Conditions for Bank Premises:

1. **Area of Building (As per Advertisement):** For Rural: 1000-1200 Sq Ft., For Semi-Urban/Urban: 1200-1500 Sq Ft.
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) 5years (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.
12. Premises should be suitable from the **point of security** and have all civic facilities such as adequate sanitary arrangements **preferably having separate**



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**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 premises at first floor should also have ramp up to 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 IdProof & 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.

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)



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Annexure A

**Technical Bid**

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

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)



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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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Annexure B

**Financial Bid**

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

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\*** forthe 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/aloffers without assigning any reason whatsoever. No brokerage will be paid by the Bank

Date:

Signature of building Owner