



**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

GAD, Head Office, Plot No.1, Sector 3, Rohtak. Email: hogadshgb@shgbank.co.in

### Advertisement for New Premises

**Sarva Haryana Gramin Bank** invites proposal for new premises on **Lease/Rent** for our new Regional Office at Mahendergarh. Area required for new premises is 2500 Sq Ft to 3000 Sq Ft. Interested person(s)/party(ies) having suitable commercial place/premises may submit their proposal with full details with copy of technical and financial bid in separate envelopes, after that keep both in third envelope marked as “**Proposal for Bank Premises at Mahendergarh**” to Regional Office, Rewari. All proposals must reach on or before **30.05.2024 upto 05.00 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. **Proposal be sent to Regional Manager, Sarva Haryana Gramin Bank, Shop No. 11-12, New Grain Market, Rewari.**

For details visit our website: [www.shgb.co.in](http://www.shgb.co.in)

**General Manager**

**SEPARATE ENVELOPES FOR TECHNICAL AND FINANCIAL BID SUPER SCRIBED AS “TECHNICAL BID FOR PREMISES FOR REGIONAL OFFICE MAHENDERGARH” & “FINANCIAL BID FOR PREMISES FOR REGIONAL OFFICE MAHENDERGARH” RESPECTIVELY WILL BE SEALED, WHICH SHALL FURTHER BE KEPT IN ONE ENVELOPE MENTIONING AS “OFFER FOR PREMISES AT MAHENDERGARH” SHALL BE SUPER SCRIBED ON THE COVER ALONGWITH NAME AND MOBILE NO. OF THE OWNER.**

**Note : Date of opening of Bids is 31.05.2024 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))



**Terms and Conditions for Bank Premises:**

1. **Area of Building (As per Advertisement): 2500 Sq Ft to 3000 Sq Ft**
2. Bidder should submit Full details of the Proposed Building alongwith 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. **Registration/Execution charges for Agreement to Lease and Lease Deed will be shared in the ratio 50:50 between Bank and proposed building owner.**
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, when ever required.
12. Premises should be suitable from the **point of security** and have all civic facilities such as adequate sanitary arrangements **having separate Wash Room for**



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Lady 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 should be preferably on the ground floor and if ground floor is not available, the same should be on 1<sup>st</sup> floor with lift facility and should also have ramp upto the entrance gate for old/ disabled customers/ persons with wheel chair.**

15. The premises should be ready built. The structure of the building should be strong enough to bear the weight of heavy almiras etc.

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, including sublets, 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 premises found suitable out of technically qualified bids.

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)



**Annexure A**

**Technical Bid**

**Bank Premises for Regional Office, SHGB: Mahendergarh**

**1. Name of the Registered Building Owner alongwith Mobile No.:**

- (i) Sh./Ms. \_\_\_\_\_ (Mob: \_\_\_\_\_ )
- (ii) Sh./Ms. \_\_\_\_\_ (Mob: \_\_\_\_\_ )
- (iii) Sh./Ms. \_\_\_\_\_ (Mob: \_\_\_\_\_ )

**2. Address of Building alongwith 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**

**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**



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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 and KYC, as mentioned below are attached:
- (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:
  - (v) NOC for commercial use of Building from the concerned Authority:
  - (vi) Address proof and Id proof of applicant:

I/We confirm that all the above said information given by me/us are 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 Regional Office, SHGB: \_\_\_\_\_

1. Name of the Registered Building Owner:

(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 (carpet area) @ Rs. \_\_\_\_\_/-

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

Date:

Signature of building Owner



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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 (carpet area) @ Rs. \_\_\_\_\_/-

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

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

Date:

Signature of building Owner