



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

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak

Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

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

### Advertisement for New Premise

**Sarva Haryana Gramin Bank** invites proposal for new premise on **Lease/Rent** for our new Regional Office at Kaithal. 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 in a sealed envelope marked as “**Proposal for Bank Premises**” to the **Head Office, Rohtak**. All proposals must reach to the Head Offices **by 04.00 PM on 07.04.2021**. 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 to be sent to General Manager, Sarva Haryana Gramin Bank, SHGB House, Plot No. 1, Sector-3, Rohtak- 124001.**

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

**General Manager**



**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

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak

Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

**Terms and Conditions for Bank Premises:**

**1. Area of Building (As per Advertisement):**

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.

3. The locker cum strong room shall be constructed by the landlord as per Bank/RBI's specifications and Bank shall provide the steel doors thereof.

**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 the premises shall be borne by the landlord.



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

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak

Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

---

10. The landlord must have a clear title for the property.
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 **preferably having separate Wash Room for Lady Customers/Staff**, water, electricity, natural light and ventilation.
13. **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 premises should be accessible to Disabled/Senior Citizens/Pensioners. If the branch premises have steps at the entrance, ramp should be provided at the entrance for convenience of persons on the wheelchair.**
14. The premises should be ready built. The structure of the building should be strong enough to bear the weight of strong room, strong room doors, safes and locker cabinets.
15. 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.
16. The parking space, if provided, 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.
17. **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.

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)



**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

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak  
Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

Annexure A

**Technical Bid**

Bank Premises for Branch Office/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. 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



**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

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak

Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

---

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. The space for customer lounge, as far as possible, should not be less than 35% of total area that too with a width of minimum 10 Ft.
12. Relevant information about the building:
- (i) Copy of Approved Plan of Building:
  - (ii) Copy of Sanctioned Power Load:
  - (iii) Any other:

Date:

Signature of building Owner



**सर्व हरियाणा ग्रामीण बैंक**  
**Sarva Haryana Gramin Bank**  
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नैशनल बैंक  Sponsored by: Punjab National Bank

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak  
Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

## Annexure B

### Financial Bid

Bank Premises for Branch Office/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:

Lump sum Rate @ Rs. \_\_\_\_\_/- p.m

Or

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

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



**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

General Administration Division, Head Office, Plot No.1, Sector 3, Rohtak

Tele: 01262-252109 / 252110, Email: hogadshgb@shgbank.co.in

**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) Lump sum Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) per month

Or

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

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

\* Strike off which is not applicable.

Date:

Signature of building Owner