



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 : Mahendergarh Balaji Tower Murti Nagar Mahendergarh,123029
General Administration Division

INVITES OFFERS FOR PREMISES ON LEASE AT

(Branch Office Mahendergarh)

Sarva Haryana Gramin Bank,

Regional Office, Balaji Tower, Murti Nagar, Near Genius Academy, Mahendergarh-123029

e-mail: - romahendergarhgad@shgb.co.in



सर्व हरियाणा ग्रामीण बैंक
Sarva Hararyana Gramin Bank

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सर्व हरियाणा ग्रामीण बैंक क्षेत्रीय कार्यालय महेन्द्रगढ़

(पता: बालाजी टॉवर, मूर्ति नगर, नियर जीनियस अकादमी, महेन्द्रगढ़-123029)

परिसर की आवश्यकता

सर्व हरियाणा ग्रामीण बैंक को अपनी शाखा महेन्द्रगढ़ हेतु उपयुक्त तैयार एवं अच्छी तरह से निर्मित हॉल प्रकार का भवन, जिसमें कारपेट क्षेत्र 1000 से 1400 वर्ग फुट हो, लीज/किराये के आधार पर आवश्यक है। परिसर अधिमानतः भूतल (ग्राउंड फ्लोर) पर होना चाहिए तथा यदि प्रथम तल पर हो तो लिफ्ट की सुविधा अनिवार्य होगी।

प्रस्तावित परिसर के पास वैधानिक प्राधिकरणों से सभी अनुमतियाँ/प्रमाणपत्र प्राप्त होने चाहिए। इच्छुक मालिक/पंजीकृत पावर ऑफ अटॉर्नी धारक, जो अपना परिसर दीर्घावधि (अधिमानतः 15 वर्ष या उससे अधिक) पर बैंक को किराये पर देने के इच्छुक हों, वे अपना प्रस्ताव निर्धारित प्रारूप में प्रस्तुत करें। प्रारूप बैंक की वेबसाइट www.shgb.co.in अथवा क्षेत्रीय कार्यालय से कार्यालय समय में प्राप्त किया जा सकता है (मेल-romahendergarhgad@shgbank.co.in अथवा संपर्क -8233380811 राजेश गुर्जर, वरिष्ठ प्रबंधक)। पूर्ण प्रस्ताव, विधिवत सीलबंद एवं हस्ताक्षरित, उपरोक्त पते पर दिनांक 01.11.2025, सायं 02:00 बजे तक पहुँच जाना चाहिए।

बैंक द्वारा कोई ब्रोकरेज देय नहीं होगा। बैंक अपने विवेकाधिकार से किसी भी अथवा सभी प्रस्तावों को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित रखता है।

क्षेत्रीय प्रबंधक



SARVA HARYANA GRAMIN BANK
REGIONAL OFFICE MAHENDERGARH

(Address: Balaji Tower, Murti Nagar, Near Genius Academy, Mahendergarh-123029)

PREMISES REQUIRED

Sarva Haryana Gramin Bank requires suitable ready built and well-constructed hall type building for Branch/Office having Carpet Area (1000 sqft to 1400 sqft) on lease /rental basis, premises should be preferably in Ground Floor and if in first floor, with lift facility at **Branch Office, Mahendergarh**. Premises offered should have all clearance certificates from statutory authorities. Interested owners / registered Power of attorney Holders of such premises in the desired locality 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 website www.shgb.co.in or the same may be obtained from the above address during office hours (Mail-romahendergarhgad@shgbank.co.in or Contact-8233380811 Rajesh Gurjar, Sr. Manager). The complete offer duly sealed & signed and should reach the undersigned **on or before 01.11.2025, 02:00 PM** at the above address. 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.


REGIONAL 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

Regional office : Mahendergarh Balaji Tower Murli Nagar Mahendergarh,123029
General Administration Division

NOTICE

REQUIREMENT OF PREMISES

Sarva Haryana Gramin Bank invites sealed offers for premises in two bid systems for following branch/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 at **Near Bus Stand, Mahendergarh** within radius of 500 mtrs approx. of existing branch.

Sr No	Name of Branch	District	Approx. Carpet area
1	Branch Office Mahendergarh	Mahendergarh	1000 sqft to 1400 sqft

The premises should be preferably in Ground Floor with ramp facility and if in first floor, lift facility should be available with all other facilities including adequate power, Water supply, parking space, space for signage Board, and generator, V-SAT / RF Tower at terrace without any extra charges beyond rent.

1	Bid Reference	ROMGH/SHGB/2025-26/01
2	Date of commencement of Bid download	17.10.2025 from 10:00 hrs
3	Last date and time for downloading bid	01.11.2025 upto 14:00 hrs
4	Last Date for Bid Submission	01.11.2025 till 14:30 hrs
5	Date and Time of Opening of Technical cum Eligibility Bid	03.11.2025 from 11:00 hrs
6	Place of Physical Bid Submission & Opening of Bids	Sarva Haryana Gramin Bank, Regional Office Mahendergarh, Near Genius Academy, Mahendergarh -123029
7	Contact Person	Rajesh Gurjar Senior Manager 8233380811 Gaurav Saini Manager 9017038268
8	Validity of Bid	120days

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). Further, please note that commercial bid opening date and time will be intimated to the technically qualified bidders at a later date.

The Bid Documents containing detailed terms & conditions can be downloaded online directly from Bank's website (www.shgb.co.in) as per the above bid schedule.

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GENERAL ADMINISTRATION DIVISION, REGIONAL OFFICE, MAHENDERGARH

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 Bank Branch Office Mahendergarh**" and it should also bear the name and address/Phone No. 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 SHGB Branch Office Mahendergarh**"

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 SHGB Branch Office Mahendergarh**"

Sealed Bids as above will be received at or may be sent by post to the office of the **Regional Manager, Sarva Haryana Gramin Bank, Regional Office Mahendergarh, Balaji Tower, Murti Nagar, Near Genius Academy, Mahendergarh-123029**. THE LAST DATE FOR RECEIPT OF THE OFFERS IS UPTO **01.11.2025 14:30 Hrs**. 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 up to one (1) day before the date of bid submission and thereafter also. Hence, bidders are advised to visit Bank's website regularly.


REGIONAL MANAGER

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Terms and conditions

1. Applicant 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 offered area shall be available in a single floor and preferably in ground floor and if in first floor, lift facility should be available.
4. **The photographs, layout plans, utilization plans should be submitted with technical offer.**
5. 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 parking space for atleast 4 four wheeler, 10 two wheelers will be provided.
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. Initial lease period shall be for 5 years with an option with Bank of minimum further two renewals of 5+5years with agreed enhancement in rent. Total Lease period will be minimum 15 years (5+5+5).
10. Enhancement in rent after initial period of 5 years will be maximum 15 % as per Bank's guidelines.
11. No escalation in the rent rate shall be allowed during the currency of the total lease period.
12. Lease deed for entire period shall be executed on Bank's standard format without any alteration.
13. Stamp duty and registration fees & other charges towards executions & registration of lease deed shall be shared equally by landlord and bank.
14. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
15. Sufficient space at prominent locations shall be provided for display of Bank's glow signboard.
16. The landlord should not have any objections in carrying out interior work/floor chasing work etc. However, no structural changes will be made.
17. Rental advance if any required and/or allowed by the bank shall be repayable in 12 equal monthly installments at the beginning of the lease.
18. Separate [three(3)] phase electric connection having [20] KVA power load shall be

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provided by landlord at this cost for exclusive use of bank. However, actual electrical consumption charges shall be paid by bank.

19. Provision of separate **toilets** for gents and ladies of suitable size shall be made by the landlord, as per specifications and drawing and as directed by bank's authorities. However, the same will not be included in carpet area for rent purpose.
20. Strong room is to be constructed by landlord as per Bank's requirement and RBI specifications. However, strong room door and air ventilators will be supplied by Bank and will be installed by LL.
21. The premises should be accessible to disabled/ Sr. citizens. If the office premises have steps at the entrance, **RAMP** should be provided for convenience of the persons on the wheel chairs.
22. Rent free space is to be provided by landlord for Bank's Sign Board, Generator set and installation of VSAT / RF tower at terrace.
23. Vitrified flooring of 2' X 2' of approved make and color to be executed as directed by the bank's authorities.
24. Where ever required MS Grill with aluminum sliding windows/ TW Windows to be provided as per drawing and as directed by bank's authorities. Collapsible gates of full size & rolling shutters for external entrances with necessary locking arrangements shall also be provided by LL.
25. 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.
26. 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.
27. 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.
28. 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 bank.
29. The LL will make white washing / 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 repairs at its own expense and deduct the expenses so incurred out of the rent.
30. Rent shall be payable only for 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 mummy, shaft and machine room for lift, bathroom and lavatory, air-conditioning ducts and plant rooms, shaft and sanitary piping, balcony and cantilevered porch.
31. The bidder (s) should have sufficient built up / covered area in order to have required carpet area.
32. No condition be given in financial bid. It is to contain only prices in per Sq. ft of carpet

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Area basis otherwise Bid will liable to be rejected.

33. Bank may at its discretion sanction loan for construction of building/renovation before handing over to Bank, as per extant guidelines.
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 pm**) 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.
 - 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 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 bid form should be legible & filled 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. In that case Landlord will raise GST invoice on monthly basis to receive the rent payment. TDS will be deducted as applicable.
39. There should not be any deviation in terms & conditions as have been stipulated in the bid documents. However, in the event of imposition of any other conditions, which may lead to deviation with respect to the terms & conditions as mentioned in the bid document, the lesser is required to attach a separate sheet "List of deviation", if any.
40. Any decision taken by the Bank at any point of 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.
41. The offer will be valid for 120 days after opening of Financial Bid.

Date:

Signature of Owner/s

Name: _____

Address: _____

Mobile No: _____

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FORMAT FOR OWNERS APPLICATION FORWARDING

To,

The Regional Manager,
Sarva Haryana Gramin Bank
Regional Office: Mahendergarh
Balaji Tower, Near Genius Academy
Mahendergarh-123029

Mam,

Sub: Offer of the premises on lease for your Branch/office at Address.....

1. I/We have read and understood the notice and terms & conditions / instructions to the bidder and submit my/our bid for Bank's consideration duly filled and complete in all respects according to the Performa.
2. I / We further understand that selection of premises will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same.
3. I / We do hereby declare that the information furnished in the Performa (A) & (B) and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. I/we agree that the decision of your Bank in selection of L-1 bidder will be final and binding to me/us.
5. My/Our offer will be valid for minimum period of 120 days from the date of opening of financial bid.

Yours faithfully,

Signature of
owner/s:
Name:

Place:

Date:

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FORMAT FOR TECHNICAL BID (PROFORMA-A)

To

The Regional Manager,
Sarva Haryana Gramin Bank
Regional Office: Mahendergarh
Balaji Tower, Near Genius Academy
Mahendergarh-123029

Dear Sir/Madam,

The details of the premises which I/we offer to lease out to Bank areas 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.GFSq.ft FF Sq.ft (Any other floor sq.ft)
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
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)	

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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 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 offer will be valid for next 120 days from the date of opening of financial bid.

PLACE:

DATE:

SIGNATURE OF THE OWNER/S

NOTE:

- **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 BRANCH OFFICE MAHENDERGARH**" 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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GENERAL ADMINISTRATION DIVISION, REGIONAL OFFICE, MAHENDERGARH

FORMAT FOR FINANCIAL BID (PROFORMA-B)

To

The Regional Manager,
Sarva Haryana Gramin Bank
Regional Office: Mahendergarh
Balaji Tower, Near Genius Academy
Mahendergarh-123029

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