



HIMACHAL PRADESH GRAMIN BANK
Head Office: Jail Road, Mandi, Himachal Pradesh -175 001
Tel No.01905-227519, Fax No.01905-227518,
www.hpqb.in, email – hogadhqgb@hpqb.co.in

Date:12.03.2018

Sealed bids are invited for offering premises to our Branch Office at Khalini.

Himachal Pradesh Gramin Bank invites sealed bids from general public, who are willing to offer premises to our Branch Office at Khalini, Shimla(H.P.). Separate Technical and Financial Bid are to be submitted for each proposal. Bid consists of two parts i.e. "Technical Bid" (Envelope I) and "Financial Bid" (Envelope II) and both of them are to be placed in a single envelope super scribing "Bid for application for Bank Building/Site at Khalini" (Envelope III).

The specifications of premises required are as under:

| S.No. | Specifications |
|-------|--|
| 1 | Area Required- 1000-1300 sqft Location- Khalini Facilities Required- Space for vehicle parking, Space for installation of VSAT, Adequate water and electricity supply, separate washroom facility for men and women. |

Interested parties may contact Branch Office in this regard.

Last date and time of submitting sealed bids: 04/04/2018 (03:00 P.M.)

Date and time of opening of sealed bids: 04/04/2018 (03:30 P.M.)

Technical Bid (Annexure-I)

Financial Bid (Annexure- II)

Lease Agreement Draft (Annexure-III)

INSTRUCTIONS TO BIDDERS – SPECIAL AND GENERAL TERMS AND CONDITIONS :

1. Sealed Bids should reach our Head Office, Jail Road, Mandi on or before 04.04.2018 (up to 3:00P.M.).All bidders are requested to submit the bids (Technical Bid and Financial Bid) duly filled with complete and correct information along with relevant document at the following address:

General Manager (GAD)
Himachal Pradesh Gramin Bank
Jail Road, Mandi (H.P.)- 175001
Contact Number- 01905-227519

2. Offers received with delay for any reasons whatsoever, including postal delay after 04.04.2018(3:00P.M.) will be rejected. Bids will be opened by Tender Opening Committee at 03:30P.M. in our Head Office, Jail Road, Mandi on 04.04.2018.
3. The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.
 - a) ENVELOPE NO. 1: Should contain (i) Technical Bid duly signed and super scribed as "**Technical Bid**". The Name & address of the applicant/bidder to be mentioned on the cover without fail.
 - b) ENVELOPE NO. 2: Should contain the Financial Bid duly signed and super scribed as "**Financial Bid**". The Name & address of the applicant/bidder to be mentioned on the cover without fail.
 - c) ENVELOPE NO. 3: Should contain Envelope 1 and Envelope 2. Envelope should be super scribed as "**Bid for application for Bank Building/Site at Khalini**". The

Name & address of the applicant/bidder to be mentioned on the cover without fail.

4. Procedure for two bid process:
 - i. Bidder is/are advised in his/her/their own interest to be present on 04.04.2018 at 3:30 P.M. The Technical bids will be opened in the presence of bidders present and bid opening committee at our Head Office, Mandi. The preliminary shortlisted bidders will be informed by the Bank for arranging site inspection of the offered premises.
 - ii. After the site visit, the offered premises will be evaluated on various parameters like location, amenities available, exclusivity, nearby surroundings, quality of construction, efficacy of the internal layout of premises and suitable offers shall be shortlisted for opening the Financial Bid.
 - iii. After opening of Financial bid, the lowest Rate (L-1) per square feet basis provided by bidder will be further taken up for softening of rent and total rent (i.e. rate per square feet*total area offered) will be negotiated to a lump sum amount with the L-1 party only. In no case, discussion will be held with the parties other than L-1.
5. Separate bids are to be submitted, if more than one property is being offered.
6. All columns of the bid documents must be suitable filled in and no column should be left blank. All the pages of the bids must be signed by the authorized signatory of the bidder.
7. In case of joint ownership, all the joint owners have to sign all the pages of the bids (Technical and Financial Bids). Any over- writing or use of white ink is to be duly authenticated by the bidder.
8. The applicant must be agreed to do the construction alterations as per Bank requirements and cost is to be borne by landlord.
9. Successful bidder will have to provide collapsible gate and grills on windows.
10. The lease rent shall commence only after execution and registration of lease deed in Bank's favour (in the Bank's specified format) of the demised premises on delivery of full possession of the offered premises to the Bank upon completion of civil and other works as per Bank's requirement.
11. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
12. Standing terms and conditions of the bank in force from time to time shall apply.
13. No Brokers / intermediaries shall be entertained.
14. Incomplete Offers / Offers with incorrect details are liable for rejection.
15. I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.
16. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever thereof.
17. All disputes are subjected to Mandi (H.P.) Jurisdiction only.

I/we have carefully perused the aforesaid terms and conditions and agree to abide the same in the event of our offer being accepted by Himachal Pradesh Gramin Bank.

Place:

Date:

Signature of the Bidder

Name: _____

Address: _____

Mobile No.: _____

TECHNICAL BID**Bid for offering premises to Branch Office at Khalini.**

| Sr.No. | Particulars | Information |
|--------|---|---|
| 1 | Name & Address of owner/s (Attach Proof of ownership) | |
| 2 | Location: i) Name of building ii) Street Number iii) Ward/Area | |
| 3 | Type of Building-Residential/Commercial/Industrial/Mixed (Attach Proof) | |
| 4 | Size of Plot: | Front..... ft Depth..... ft Total Area.....Sq. ft |
| 5 | Signed Rough Map of premises attached(Mandatory) | |
| 6 | Parking facility | Yes/No |
| 7 | Type of Building: | (Load bearing/RCC/framed structure) |
| 8 | Year of Construction | |
| 9 | Clear floor height from floor to ceiling | |
| 10 | whether plan of construction is approved by the competent authority | Yes/No |
| 11 | Floor | Ground floor/1st Floor/Basement |
| 12 | Rentable Covered area offered to Bank |sq ft. |
| 13 | Are M.S. grills provided to windows? | Yes/No |
| 14 | Running water facility available | Yes/No |
| 15 | Sanitary facilities available(For Men and Women separate) | Yes/No |
| 16 | Electrical supply with separate meter available | Yes/No |
| 17 | Ownership Proof enclosed | Yes/No |
| 18 | Property whether mortgaged | Yes/No |

I/We agree to:

- i. Execute Agreement to Lease and Lease Deed in Bank's Standard Format for 5+5+5 years i.e. 15 years with 15% increase in rent after completion of every term of 5 Year.
- ii. Construct and provide all civil works at my/our own cost as per Bank's requirements/ Architect report.
- iii. Bear all the taxes and charges related to premises.
- iv. Bear the 50% cost of execution and registration of Lease Deed.
- v. Bear all expenses related to whitewash/color wash & distemping once in 3 years.
- vi. I will also provide.....
.....
.....
.....

My/our offer will be valid for next six months from the date of offer.

Date:

Signature of the Bidder

Place:

Name: _____

Address: _____

Mobile No.: _____

FINANCIAL BID**Financial bid for offering premises to Branch Office at Khalini.**

| | | |
|---|--|---|
| 1 | Name & Address of owner/s | |
| 2 | Contact No. of Bidder | |
| 3 | Full Address of the Premises Offered | |
| 4 | Offered Rate of monthly Rent per Square Feet of floor area of the premises offered under this Bid. | Rs.....per sq. ft Total Rs..... for the area of.....sq. ft offered under this bid. |

*** Total rent (= rate per square feet*total area offered) will be further negotiated to a lump sum amount.**

I/ We hereby state that the above information is true and we have gone through the Bid document and we undertake that we have understood all the terms and conditions as shown in Annexure-I. I/We offer our own premises, as mentioned above.

Place:

Date:

Signature of the Bidder

Name: _____

Address: _____

Mobile No.: _____

LEASE DEED

This lease made this _____ day of *DD/MM/YYYY* between Sh. _____ s/o Sh _____ Resident of _____ Distt. _____ H.P.

(herein after called the 'Lessor' which expression shall mean and include his heirs executors, administrators and assigns) of the one part, and Himachal Gramin bank, having its Head Office at Jail Road, Mandi H.P. (herein after called the 'Lessee' which expression shall mean and include its successors and assigns) of the other part.

WITNESSETH

That in consideration of the rent herein reserved and of the covenants on the part of lessee hereinafter contained the lessee demises unto the lessee the Building situated at _____ bounded as follows:

NORTH :

SOUTH :

EAST :

WEST :

With all appurtenances belonging to it for the term of 5 years from *DD/MM/YYYY* paying during the such period a monthly rent of Rs. _____ for covered area of _____ Sq.ft. payable with in a fortnight after the expiry of the month for which it shall be due.

It is agreed between the parties as follows:-

- i) That the period fixed for the lease is 5 years commencing from *DD/MM/YYYY* with an option for continuing the lease for a further two terms of 5 years each on the same terms and conditions as herein contained and the Lessor shall not be entitled to refuse to extension of 5 years if the Lessee exercises that option within one month before the expiry of the original term of 5 years, provided that in the absence of notice for the exercise of option, the lessee will be deemed to have exercised the same, after five years the rent automatically enhanced @ 15%.
- ii) That the bank shall be entitled to sublet the building or any portion thereof to any person without the consent of the lessor.
- iii) That all the rates and taxes Municipal or Govt. chargeable or payable in present or future in respect of the property hereby demised shall be payable by the lessor.
- iv) That the lessor will make annual repairs/ white-washing/ colour-washing every year and distempering/ painting etc. once in 3 years. In case he fails to do so, the bank shall be entitled to do these repairs and white washing/ distempering/ painting and every other kind of repairs at its own expenses and deduct by expenses so incurred out of the rent.
- v) That any fixture in the shape of counter, racks, partition electric ceiling fans and strong room equipments e.g. iron doors or sheets or cage, which the bank may during the continuation of this tendency attach to the demised premise shall belong to the bank and shall be removable by the bank at the termination of the tenancy.
- vi) That during the currency of this tenancy, the tenant shall occupy the premises without any hindrance from the lessor or any other person claiming under him and shall also enjoy quiet and peaceful possession thereof.
- vii) That the lessee shall be entitled to bring in and on the demised premises heavy iron safe or any no. of safes and of any dimensions and weight and also its locker cabinets, strong room

door frames and leaves and other fixtures and other articles of similar nature for its use in the course of its business and to install and fix up the same. All such things and articles shall continue to remain the property of the lessee. The lessee shall be entitled to remove at any time the various articles installed and fixed up by it in and on the demised premises at any time or on the termination of original or extended term of lease, as the case may be, which it may do by removing the door frames and leaves of the room etc. of the demised premises, if necessary. However, if the lessee deems it necessary to remove the door frames and /or leaves or other fixtures belonging to the lessor for the purpose of taking out its own articles, it shall refit the same at its own cost.

- viii) The Lessee Bank is entitled to make such addition and alterations in the premises as it considers necessary and that the lessor will sign plans and applications etc. for submission to the local authorities and get the same sanctioned.
- ix) That the lessor will install a separate water and electric meter for the exclusive use of the lessee bank within one month. If the lessor fails to do so, the lessee bank will get the connection in its own name and deduct the cost and expenses incurred out of the rent payable to the Lessor.
- x) The electric energy and water consumption charges shall, however, be paid by the Lessee.
- xi) The lessee shall be entitled to use the premises for any purpose as it deem it in connection with the Bank's business.
- xii) Space for V-SAT 3x3=9 Sq. Mtr. Shall be provided by the lessor on the top of the building with clear vision of South/south east direction along with space for ATM with within the premises also.

The Bank has its liberty to vacate the building by giving 15 days notice.

| | |
|----------|-------------------|
| | Lessor: |
| Witness: | Name: _____ |
| | S/O _____ |
| | R.O. _____ |
| Witness: | Distt. _____ H.P. |

Lessee:

For Himachal Pradesh Gramin Bank

Manager