



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001

www.hpgb.in, email – hogadhpgb@hpgbank.co.in

Head Office: Mandi: Jail Road, Mandi -175001

Requirement for New Premises

Himachal Pradesh Gramin Bank invites proposal for New Premises on **Lease/Rent** basis for opening its Branch Office. 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** _____” to the **Regional Office**, _____. All proposals must reach to the Regional Office _____ **on or before 13.10.2025 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 prescribed formats and more details, visit our website www.hpgb.bank.in under “**TENDER NOTICE**” Section.

Sr. No	Name of Bank Branch	Classification	District	Carpet Area Required (sq.ft.)	Proposal to be sent to Regional Office
1	Oachghat	Rural	Solan	600-800 Sq.ft.	Regional Manager, Himachal Pradesh Gramin Bank, Regional Office Solan
2	Surajpur	Rural	Sirmaur	600-800 Sq.ft.	
3	Uncha Gaon	Rural	Solan (Kunihar)	600-800 sq.ft.	
4	Mamel	Rural	Mandi (Karsog)	600-800 sq.ft.	Regional Manager, Himachal Pradesh Gramin Bank, Regional Office Mandi
5	Jaisinghpur	Rural	Kangra	600-800 sq.ft.	Regional Manager, Himachal Pradesh Gramin Bank, Regional Office Dharamshala

Contact Details:- Mobile: Regional Manager(SOLAN):8194929493
Regional Manager(MANDI): 9418011888
Regional Manager(DHARAMSHALA): 9816080418

General Manager



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

Note: Date of opening of Technical Bids is 14.10.2025 (12:30 PM) at respective Regional Office in the presence of ROBC/Bid Opening Committee.

(If there is any change in date of opening of Bids, the same will be placed on Bank's Website www.hpgeb.in)



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BID DETAILS

SL.No.	Description	Details
1	RFP No. and Date	HO/GAD/25/BO-OACHGHAT,SURAJPUR,UNCHA GAON, MAMEL, JAISINGHPUR dated 06.10.2025
2	Brief Description of the Tender	Advertisement for New Premises of Bank Branches
3	Date of Issue of Tender	07.10.2025
5.	Last Date of Submission of Bids	13.10.2025 (Time 04:00 PM)
6.	Date of Opening of Technical Bids	14.10.2025 (Time 12:30 PM)



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Terms and Conditions for Bank Premises:

1. **Carpet Area of Building (as per Advertisement):600-800 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.
3. 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.
4. **The photographs, layout plans, utilization plans should be submitted with technical offer.**
5. 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.
6. Rent shall be payable from the date of taking actual possession of the premises by the bank after execution of lease deed.
7. Income tax on rental payment will be deducted at source (TDS) at the prevailing rate.
8. Sufficient space at prominent locations shall be provided for display of Bank's glow signboard.
9. Separate electric connection (three (3) phase connection as per electricity load requirement) as per Bank requirement shall be provided by landlord at their own cost for exclusive use of bank. However, actual electrical consumption charges shall be paid by the bank.
10. Where ever required MS Grill with aluminum sliding windows/ TW Windows to be provided as per drawing and as directed by bank authorities. Rolling shutters for external entrances with necessary locking arrangements shall also be provided by LL.
11. 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 the bank.
12. No condition be given in financial bid. It is to contain only prices in per Sq. ft of a carpet area basis otherwise Bid will liable to be rejected.
13. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
14. **Lease Period:** **Preferable for 15 Years as per the following Terms:**
 - (i) **5 years (1st Term)**
 - (ii) **5years (2ndTerm)**
 - (iii) **5 years (3rdTerm)**
15. **Enhancement of Rent is permitted:**
 - (i) **On completion of 1STTERM**
 - (ii) **On completion of 2nd TERM**
16. **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 **1 month's notice in advance** before the expiry of original term of lease for 5 years.**
17. **The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.**
 - (i) **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.**



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(ii) **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.**

(iii) **ENVELOPE NO. 3: Should contain Envelope 1 and Envelope 2. Envelope should be super scribed as “Bid for application for Bank Building/Site at (Branch Name)”. The Name & address of the applicant/bidder to be mentioned on the cover without fail.**

18. 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 Himachal State. However, the lease deed should be got registered with the concerned competent authorities.
19. **Bidder should submit consent for sharing the registration/execution charges for Agreement to Lease and Lease Deed in the ratio 50:50**
20. Procedure for two bid process:
 - i. Bidder is/are advised in his/her/their own interest to be present on 13.10.2025 12:30 PM at respective Regional Office. The Technical bids will be opened in the presence of bidders present and bid opening committee at our Regional Offices. 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.
21. Separate bids are to be submitted, if more than one property is being offered.
22. The charges/levies/penalties, misuse charges if any, for commercial use of premises shall be borne by the Landlord.
23. The landlord must have a clear title for the property, approved plan of Building and commercial approval of Building from concerned Authority etc.
24. 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.
25. 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.
26. The building should be strong and modern and should provide for natural structural safety from Hazards of earth quake, fire, theft and collapse.
27. **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 (Bank Outlets) premises at first floor should also have ramp upto the entrance gate for the Old/Disabled customers/persons with wheel chair.**



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28. 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, heavy Almira etc (if any).
29. The Landlord will construct Strong Room as per Bank's/RBI specifications at own cost.
30. 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.
31. 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.
32. **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.**
33. Applicant will be required to submit KYC documents of all owners i.e. Photo Id Proof & Address Proof.
34. After visit of premises/site by the Building committee, the financial Bid will be opened of only those bidders whose technical bid qualified.
35. The whole premises should be on the single floor.
36. 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 the carpet area for rent purposes.
37. The premises should be accessible to disabled/ Sr. citizens. If the office premies have steps at the entrance, **RAMP** should be provided for the convenience of the persons on the wheelchairs.
38. Rent free space is to be provided by landlord for Bank's Sign Board, hording and installation of VSAT / RF tower at terrace.

The RFP document comprising of Technical and Financial Bid are uploaded as Annexure A& B to this RFP on Bank's website: www.hpgeb.in



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FORMAT FOR TECHNICAL BID (PERFORMA-A)

To
The Regional Manager
Himachal Pradesh Gramin
Bank RO _____

Dear Sir/ Madam,

The details of the premises which I/we offer to lease out to Bank are as under,

1	Name of Owner(s) (% share of each owner)	1. 2. 3.
2	Telephone/Mobile No owner(s) of	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. GFsqft FFsqft (Any other floor sqft)
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 AreaSq.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	



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	has to be obtained from the bank / financial institution.	
9	Whether the offered property has Municipal Approval for commercial use. (Attach copy)	
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	Landlord is ready to provide electric power connection with electricity load as per requirement of Bank. (Any other cost related to Electricity load will be borne by landlord)	
14	Whether running water facility available	
15	Whether sanitary facility available along with separate washroom for female staff	
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.	
20	GST Number available with landlord (Yes/No) if yes then Mention GST Number	
21	MS GRILL Provided to Windows Yes/No	



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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 and charges for sanctioning and providing required electricity load with separate electricity connection.
- iv. Bear the 50% cost of execution and registration of Lease Deed.
- v. Bear all expenses related to whitewash/color wash & distempering once in 3 years.
- vi. I will also provide.....

.....
.....

.....

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

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 Himachal Pradesh Gramin Bank Branch Office _____"** 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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FORMAT FOR FINANCIAL BID (PROFORMA-B)

To
The Regional Manager
Himachal Pradesh Gramin Bank
Regional Office _____

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)													
	<table><tr><th>Floor</th><th>Carpet area (in sqft)</th><th>Rate per sqft per month. (Amount in Rs.) (in figures & in words)</th><th>Total rent per month</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Floor	Carpet area (in sqft)	Rate per sqft per month. (Amount in Rs.) (in figures & in words)	Total rent per month									
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												

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

* (Rent must be incl GST if GST of landlord is available)

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

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:

Signature of the Bidder

Date:



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FORMAT FOR OWNERS APPLICATION FORWARDING

To
The Regional Manager
Himachal Pradesh Gramin Bank
RO _____

Sir,

Sub: Offer of the premises on lease for your Branch office at _____

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 proforma.
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 Proforma (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: