हिमाचल प्रदेश ग्रामीण बैंक
HIMACHAL PRADESH GRAMIN BANK
Scheduled Bank Owned by Government

BID DETAILS

Head Office: Mandi: Jail Road, Mandi -175001

Advertisement for New Premises

Himachal Pradesh Gramin Bank invites proposal for New Premises on **Lease/ Rent** basis for its Regional Office Dharamshala. 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, Dharamshala**. All proposals must reach to the Regional Office Dharamshala **on or before 24.12.2025 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. For prescribed formats and more details, visit our website www.hpgb.in under "**TENDER NOTICE"** Section.

Sr. No	Name of Bank Branch/Office	Classification	District	Carpet Area Required (sq.ft.)	Proposal to be sent to Regional Office
1	**Regional Office Dharamshala**	**Semi Urban**	**Kangra**	**1200-1500**	Regional Manager, Himachal Pradesh Gramin Bank Dharamshala

Contact Details:- Mobile: Regional Manager:9816080418
Manager:9857006007

General Manager

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

Note: Date of opening of Technical Bids is 26.12.2025 (12:30 PM) at Regional Office Dharamshala 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.hpgb.in)

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SL.No.	Description	Details
1	RFP No. and Date	**HO/GAD/2025-26/RO Dharamshala dated 1 7 -12-2025**
2	Brief Description of the Tender	**Advertisement for New Premises of Regional office Dharamshala**
3	Date of Issue of Tender	**18.12.2025**
5.	Last Date of Submission of Bids	**24.12.2025 (Time 05:00 PM)**
6.	Date of Opening of Technical Bids	**26.12.2025 (Time 12:30 PM)**

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Terms and Conditions for Bank Premises:

1. **Carpet Area of Building (as per Advertisement):1200-1500 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. **Lease Period:** **Preferable for 15 Years as per the following Terms:**

(i) **5 years (1st Term)**
(ii) **5years (2ndTerm)**
(iii) **5 years (3rdTerm)**

4. **Enhancement of Rent is permitted:**

(i) **On completion of 1STTERM**
(ii) **On completion of 2nd TERM**

5. **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 months' notice in advance** before the expiry of original term of lease for 5 years**.**

6. **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.**

(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 RO DHARAMSHALA". The Name & address of the applicant/bidder to be mentioned on the cover without fail.**

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 Himachal 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. Procedure for two bid process:

i. Bidder is/are advised in his/her/their own interest to be present on 26.12.2025 at RO Dharamshala. The Technical bids will be opened in the presence of bidders present and bid opening committee at our Regional Office Dharamshala. The preliminary shortlisted bidders will be informed by the Bank for arranging site inspection of the offered premises by both ROBC and HOBC.

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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.

10. Separate bids are to be submitted, if more than one property is being offered.

11. The charges/levies/penalties, misuse charges if any, for commercial use of premises shall be borne by the Landlord.

12. The landlord must have a clear title for the property, approved plan of Building and commercial approval of Building from concerned Authority etc.

13. 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.

14. 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.

15. The building should be strong and modern and should provide for natural structural safety from Hazards of earth quake, fire, theft and collapse.

16. 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 up to the entrance gate for the Old/Disabled customers/persons with wheel chair.

17. 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 almiras etc (if any).

18. The Landlord will construct Strong Room as per Bank's/RBI specifications at own cost.

19. 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.

20. 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.

21. 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.

22. **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**.

23. Applicant will be required to submit KYC documents of all owners i.e. Photo Id Proof & Address Proof.

24. After visit of premises/site by the Building committee, the financial Bid will be opened of only those bidders whose technical bid qualified.

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25. The whole premises should be on the single floor.

26. In absence of mandatory documents mentioned at Sr. no. 17 of Technical Bid Performa, Technical bid of applicant will be rejected.

27. Landlord will provide Space for fixing Antenna, Bank's Sign board, VSAT/RF Tower & Solar plates on the roof without any additional rent

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

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Annexure A

Technical Bid

Bank Premises for HPGB Branch Office: _____

1. **Name of the Registered Building Owner:**

(i) **Sh./Ms._____Mob. ( )**

(ii) **Sh./Ms._____Mob. ( )**

(iii) **Sh./Ms._____Mob. ( )**

2. **Address of Building along with sketch/plan (duly signed by landlord):**

3. **Area of Building with Floor position: _____Sq. ft.; Floor:**

(Super built area, covered area, Carpet area be given separately)

4. **Location:**

a

5. **Ownership of Building:** **Owned/Panchayat/ Municipal Corporation/Market**

(Enclose Copy) **Committee/ Government/PSU**

6. **Construction type:** **Concrete/Other Material (Please specify)**

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7. **Running water facility available: Yes/No**

8. **Are M.S. grills provided to windows? Yes/No**

9. **NOC for commercial use of Building from the concerned Authority: (Yes/No)**
(If no then any tax liability or any other penalty arising due to lack of this document will be borne by the landlord)

10. **Approach to Building:** **On Front (Main) Road/Back (Gali) Road/Market Area**

11. **Availability of Parking Space:** **Yes/No, if yes then please mention Area_____**

12. **Roof Top right:** **For installing of V-Sat/ RF Tower**

13. **Mandatory documents required about the building:**

(i) **Copy of Approved Plan of Building:**

(ii) **Copy of Sanctioned Power Load (copy of electricity bill):**

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 & 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.

Date:

Signature of the Bidder

Place:

Name: _____

Address: _____

Mobile No..: _____

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FINANCIAL BID

Annexure B

Financial bid for offering premises to Regional Office at RO Dharamshala.

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.**
*** (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:

Date:

Signature of the Bidder

Name: _____

Address: _____

_____

Mobile No.:_____.

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