

## **Terms and conditions**

1. Applicant will be required
  - I. To provide proof of ownership/approved plan
  - II. NOC for opening of office from competent authority at their own cost at the time finalization, if required.
2. The offerer must have a clear title to the property.
3. The offers are invited under two bid systems (Technical bids and Financial bids) sealed in separate envelopes and then placed in one envelope superscribed "**Offer for Bank premises at.....(Place)**"
4. The building must be suitable from security point of view and have all civic facilities such as 24 hours water supply, electricity, and space for generator power back up etc.
5. The building should be strong and modern and should provide for natural structural safety from hazards of earth quake, fire, theft and collapse.
6. If the site selected is plot, then all the approvals for construction of building will be obtained by the applicant(s) at his own cost.
7. The offerer of the building will have to execute Bank's standard **Agreement to lease and Lease deed** and bear the cost of execution and registration of lease deed 50:50 basis.
8. The offerer should bear all the taxes including service tax, non confirming /misuse/conversion/cesses etc related to the premises.
9. Applicants having larger area than our requirement shall agree to offer space as per Bank's requirement.
10. Premises should be ready for possession within 180 days.
11. The offerer shall provide required power load with three phase connection as required by the bank.
12. Applications received directly from brokers/ property dealers/ real estate agencies on behalf of landlords will not be entertained by Bank and such application will be out rightly rejected.
13. Tender document received after due date and time shall be rejected.
14. All columns of the tender documents must be duly filled in and no column should be left blank. All pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any overwriting or use of white ink is to be duly initialed by the tenderer. In case the space in the tender document is found insufficient, the tenderer may attach separate sheets.
15. The short listed applicant(s) will be informed by Punjab Gramin Bank for arranging site inspection of the offered premises to know the technical suitability of the site/building.
16. Financial bids will be opened for only those applications who are found technical suitable for the Bank/ Office and will be allotted to lowest bidder (L1) as per CVC guidelines.
17. Date of opening of Financial Bid will be intimated to all the applicants whose buildings/sites are found technically suitable through email, phone call & website Notice.
18. **Security Deposit(which is refundable) amount of Rs.10000.00 (Rupees ten thousands only)** in the shape of demand draft be submitted along with **Technical Bid** in favour of **Punjab Gramin Bank**, payable at Kapurthala. Application without security deposit amount will not be entertained and liable to be rejected.
19. Any condition mentioned in Technical & Financial bid by the applicant will not be entertained and liable to be rejected.
20. **Last date for submission of proposal is 10.02.2022 upto 5.00 P.M.**
21. **Technical bids of all the applicants will be opened on 11.02.2022 at 11.00 A.M.**

  
**General Manager**