

## **Terms and conditions**

1. Applicant will be required to provide proof of ownership/approved plan.
2. 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 landlord. The charges/levies/penalties, misuse charges if any, for commercial use of the premises shall be borne by the landlord.
3. There should not be any bar by any State/Central/Quasi government or municipal body for construction/opening/functioning of the bank there.
4. The entire offered area shall be available on ground floor only and suitable from the point of security and have all civic facilities such as adequate sanitary arrangements, water and electricity, natural lights & ventilations etc.
5. **The front side of the site should be preferably minimum 20 feet.**
6. 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)**”
7. The building should be strong and modern and should provide for natural structural safety from hazards of earth quake, fire, theft and collapse.
8. 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.
9. 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.
10. 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 Landlord.
11. 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.
12. Rent free space is to be provided by landlord for Bank’s Sign Board, Generator set and installation of VSAT/RF tower at terrace.
13. Vitrified flooring of 2’X2’ of approved make and color to be executed as directed by the bank’s authorities.
14. 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 shutter for external entrances with necessary locking arrangements shall also be provided by Landlord.
15. 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.
16. 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.
17. 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.
18. The LL will make white washing/color washing/ painting etc. once in 3 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.

19. No condition be given in financial bid. It is to contain only prices in per sq. ft. of carpet area/lump sum basis, otherwise bid will liable to be rejected.
20. 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 sq. ft. per month) of the same will be taken up for further discussion. Other financial bids will not be opened.
21. The bank reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.
22. Sufficient space at prominent location shall be provided for display of Bank's glow sign board.
23. 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.
24. Applicants having larger area than our requirement shall agree to offer space as per Bank's requirement. Landlord will provide sufficient rent free area for parking of vehicles.
25. **Premises should be ready for possession within 60 days.**
26. The offerer shall provide required power load with three phase connection as required by the bank.
27. 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.
28. Tender document received after due date and time shall be rejected.
29. 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.
30. 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.
31. Date of opening of Financial Bid will be intimated to all the applicants whose buildings/sites are found technically suitable through email or phone call.
32. **Security Deposit(which is refundable) amount of Rs.25,000.00 (Rupees Twenty Five Thousand 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.
33. **If the successful bidder (L-1) refuses to sign the Agreement To Lease and Lease Deed, the security money will be forfeited.**
34. Any condition mentioned in Technical & Financial bid by the applicant will not be entertained and liable to be rejected.
35. Rent shall be settled purely on carpet area basis. Carpet area shall be the covered area worked out excluding area of walls, door and other opening 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.
36. Provision of separate toilets for gents and ladies of suitable size shall be made by the landlord, as per specifications and drawing as directed by Bank's authorities. However, the same will not be included in carpet area for rent purpose.
37. **Last date for submission of proposal is 06.12.2024 upto 5.00 P.M.**
38. **Technical bids of all the applicants will be opened on 07.12.2024 at 11.00 A.M.**

**General Manager**