INVITATION FOR OFFER FOR LEASE PREMISE OF JASDAN BRANCH

GUJARAT GRAMIN BANK invites proposals / offers in two bid system from owners / Builders / Developers having clear and marketable titles over land and built-up property, having carpet area of approx. 1000 Sq. Ft. to 1200 Sq. Ft. on ground floor for new premise of a Gujarat Gramin Bank, Jasdan Branch, on lease / rental basis. The Offered premise should be in Jasdan, Ta. Jasdan, Dist. Rajkot and within one kilometer from existing premises. The Premise should be ready for possession/Occupation within 03 Months.

Preference shall be given to offers from Public Sector Units / Bank's / Undertakings and Government Departments.

Offers in two sealed envelopes in conformity with two-bid system should contain the following details.

Envelop No. (1) - Marked "Technical Bid" :- should contain full technical details viz. location of premises with detailed address, plan drawn to scale with completion / occupation certificate, carpet area of each portion to be acquired, specification of internal finishes, amenities, car parking facility, distance from railway station. **No indication as to price aspect be given in "Technical Bid."**

Envelop No. (2) Marked "Financial Bid" Should contain strictly Financial details viz. Rates per Sq.ft. on carpet area, details of Municipal taxes and lease expenses etc. Carpet area (as per IS Code 3861-2002) shall exclude staircase, corridor and passage, porch, shaft and machine rooms for lifts, air-conditioning duct, loft, built-in wardrobes & shelf, intermediate pillars / columns, partitions & wall and other obstructions, verandahs, balcony, bathrooms and lavatory etc.

Offers should be valid for a minimum period of -120- days from the last date of submission. No brokerage shall be paid. Both the sealed covers marked as TB & FB superscribing advertisement reference and applicant name & address be put in one sealed cover addressed and submitted to "The Regional Manager, Gujarat Gramin Bank, Regional Office RAJKOT, 2nd Floor, Viral Heights, Nr. Ayodhya Chowk, 150 ft. Ring Road, RAJKOT – 360006" on or before **26.08.2026 by 17.00 hrs**.*

Any decision taken by Bank at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.

Place: Rajkot
Date: 05/08/2026.

For, Gujarat Gramin Bank

Regional Manager
Regional Office-Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE RAJKOT

OFFER LETTER TO BE GIVEN BY THE LANDLORD [S] OFFERING PREMISES ON LEASE

From,

_____

_____

_____

To,
The Regional Manager
Gujarat Gramin Bank
Region Office Rajkot,
Rajkot

Dear Sir,

Sub: OFFER TO GIVE THE PREMISES ON LEASE FOR YOUR BRANCH / OFFICE.

I/We, offer to give you on lease the premises described here below for your_____branch/office.

a) Full address of premises offered on lease
b) Distance from the main road / cross road
c) Whether there is direct access to the premises from the main road
d) Parking Facilities offered
e) Floor area - (Carpet Area in sq. ft. floor wise)
f) Year of construction
g) Landlord to submit stamped undertaking that construction has been done as per Local Body approved Plan and bye-laws and no illegal construction is carried out by him /her / them.
h) If the building is new, whether occupancy certificate is obtained.
i) If the building is yet to be constructed
   j) Whether the plan of the building is approved (copy enclosed)
   ii) Cost of construction
   iii) Time required for completing the construction
i) If the building is old whether repairs / renovation is required
   i) If so cost of repair / construction.

Boundaries

East

West

North

South

For, Gujarat Gramin Bank

Regional Manager
Regional Office-Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE RAJKOT

TERMS & CONDITIONS:

a) **Rent** – Floor-wise rent payable at the following rates i.e.

		Rental Rate per sq. ft. of Carpet Area per month
i)	Basic Rent	As per Financial Bid
ii)	Service, if any (A/C Society charges etc.) Give Details	

With effect from i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation additions, payable within 5th working day of succeeding calendar month. For services like AC the respective service rent will be payable from the date the service is available.

b) **Lease Period:**

i) _____years certain and___ years option from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with_% enhancement in rent after years.

ii) In case I / We fail to discharge the entire loan to be (granted by the Bank for construction / repairs/ renovation / addition of the premises) along with interest within the agreed period of lease, I/We, agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

iii) You are however at liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing without paying any compensation for earlier termination.

c) **Rates & Taxes:**

All existing and enhanced Municipal Corporation Taxes, rates and cesses will be paid by me/us. This condition cannot be modified by Landlords. If any notice is received by the Bank from the Authorities concerned on a/c of default, I / We shall pay the liabilities immediately or I / We authorise you to pay the same against adjustment of future rent payable to me / us.

d) **Repairs / Maintenance:**

i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/ water meters for the purpose.

ii) All repairs including annual/periodical colour wash and annual / periodical painting will be got done by me / us at my/ our cost. In case, the repairs and or white / colour washing is / are not done by me/us as agreed now, you will be at liberty to carry out such repairs or white/ colour washing etc. at our cost and deduct all such expenses from the rent payable to us.

For, Gujarat Gramin Bank

Regional Manager
Regional Office-Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE RAJKOT

e) **Rental Deposit:**

You have to give us a sum of Rs._____being the advance rent deposit for_____months which will be refunded to you during the lease period or before surrender of the premises or from the second year of lease and preferably in 12 to 24 months instalments as stipulated to me/us by you (Applicable only where no loan component is involved).

or

f) **Loan:**

I / We may be granted a loan of Rs. _____(Rupees_____only) that may be sanctioned as per the norms of the Bank which will be cleared with interest within the stipulated period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction/ renovation is_____.

Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

g) **Lease Deed / Registration Charges:**

If you require, I/We undertake to execute an agreement to lease/regular lease deed in your favour containing the mutually accepted/sanctioned terms of lease at an early date. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me/us.

h) I / We undertake to provide space for **outdoor fans** / units for Air-Conditioners (Split ACs).

i) I / We give permission for installation of On-site ATM within the premises including structural changes and undertake to provide space to install V-SAT antenna, Radio Mast Pole antenna etc.

DECLARATION:

a) I / We am / are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respect as per the specification/requirement of the Bank.

b) The concept carpet area for rental purpose was explained to me/us and clearly understood by me/us according to which the area occupied by Verandah, Corridor & passage Entrance hall & Porche, Staircase & stair cover, Shaft & machine room for lift, A/C Ducts/ plant room, Shaft for sanitary / water-supply / garbage/ fire fighting / electricity / telecommunication / AC, Bathrooms, Lavatories, Stilt, Covered / open parking spaces, Pump Room, Flower Bed, Watchmen / s Chowky, Storage Tanks, Chajja, Canopies & Worship Places and other uncovered area would be excluded for arriving at rental payments, (strike out whichever is not applicable, particularly for toilet (s).

c) Bank is at liberty to surrender any part of the premises during the currency of the lease without payment of any compensation/ rent for the unexpired lease for which I / We shall not have any objection.

d) The following amenities are available in the premises or I/We agree to provide the following amenities (Strike out whichever is not applicable) at our cost.

i) The strong room area will be constructed strictly as per the Bank's / RBI's specifications and size. Strong room door, grill gate, tangbar, ventilators are to be supplied by the Bank.

ii) A partition wall will be provided inside the strong room segregating safe deposit vault and cash room.

iii) A lunch room for staff and stock room will be provided as per the requirement /specification of the Bank/A wash basin will also be provided in the lunch room.

For, Gujarat Gramin Bank

Regional Manager
Regional Office-Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE RAJKOT

iv) Separate toilets for gents, ladies and transgender will be provided.

v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.

vi) Entire flooring will be of vitrified tiles and walls distempered.

vii) All windows will be strengthened by grills with glass and mesh doors.

viii) **Required power load (Commercial Connection)** of____KVA for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.

ix) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.

x) A suitable space for fixing sign boards on the front walls of the building will be provided at no extra cost.

xi) Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.

xii) In case of bank agrees to, I undertake not to let/lease out any portion of the same building to any other bank.

e) I / We declare that I am/are the absolute owner of the plot/building offered to you and having valid marketable title over the above. I/We also confirm that there is no litigation / court order against this property.

f) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

g) You are at liberty to remove at the time of vacating the premises all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.

h) If my/our offer is acceptable. I/We will give you possession of the above premises by_____(Date)

i) I/We further confirm that this offer is irrevocable and shall be open for_____days from date hereof, for acceptance by you.

Date:
Place:

Yours faithfully,

(OWNER/S)

For, Gujarat Gramin Bank

Regional Manager
Regional Office, Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE, RAJKOT

SUGGESTED FORMAT FOR TECHNICAL BID

1.	Name of Owner	:	
2.	Telephone No. / Mobile No.		
3.	Complete Address of Site / Premises Offered	:	
4.	Copy of ownership proof (attach copy)	:	
5	Floor offered with details of Carpet area. Quote to be in Carpet area and not any other area	:	
6.	Year of construction	:	
7.	Whether said property has Municipal Approval for commercial use. (Attach Copy)	:	
8.	Details of sanctioned plan (Copy to be furnished on demand)	:	
9.	Details of completion / occupation certificate (Copy to be furnished on demand)	:	
10.	Whether the colony is finally approved by Govt. (Submit the proof)	:	
11.	Specifications of Internal Finishes	:	
12.	Amenities	:	
13.	Electrical Load	:	
14.	Water Supply Connection	:	
15.	Type of Structure – RCC / Load Bearing	:	
16.	Parking availability	:	
17.	V-SAT Antenna Space	:	
18.	Distance from Railway / Station etc.	:	

CARE:

- No indication as to price aspect be given in Technical Bid.
- Technical bid and Financial bid are to be submitted in separate sealed covers marked as TB & FB superscribing advertisement reference, name of the applicant and address of the applicant.
- Both the sealed covers (TB & FB) be put in one sealed cover marked as "Offer for premises on Lease for Jasdan Branch of Gujarat Gramin Bank".

Date:

Place:

Yours faithfully,

(OWNER/S)

For, Gujarat Gramin Bank

Regional Manager
Regional Office, Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE, RAJKOT

SUGGESTED FORMAT FOR FINANCIAL BID

1.	Full Name of Owner	:	
2.	Location of Premises	:	
3.	Rental rate per sq.ft. of Carpet area. Quote to be in carpet area only and not any other area. ` _____	:	
4.	Municipal Taxes. To be borne by landlord invariably	:	
5.	Taxes including revision in future To be borne by Landlord invariably. Please note that Municipal taxes / cess/ services to be borne by Landlord. Service charges like Society charges, maintenance charges to be borne by Landlord.	:	
6.	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	:	
7.	Service Tax on rent (to be borne by whom)	:	
8.	Period of Lease	:	
9.	Desired enhancement in rent	:	
10.	Cost of execution of Lease Deed to be shared in proportion	:	50:50
11.	Interest free rent advance required, if any	:	
12.	Loan amount required for construction / renovation of premises. If any	:	
13.	Any other condition, If any.	:	

Date:

Place:

Yours faithfully,

(OWNER/S)

For, Gujarat Gramin Bank

Regional Manager
Regional Office, Rajkot

GUJARAT GRAMIN BANK REGIONAL OFFICE RAJKOT