

ANDHRA PRADESH GRAMEENA BANK

(A Govt. Undertaking

Sponsored by  Union Bank of India)

Request for Proposal (RFP) for Premises Required on Lease for Head Office of Andhra Pradesh Grameena Bank

S.NO	Description	Details
1	RFP Reference No.	APGB/HO/Services/04 Dt 06.08.2025
2	Brief Description of the RFP	Request for Proposal (RFP) for Premises Required on Lease for Head Office of Andhra Pradesh Grameena Bank
3	Bank's Address for Communication	General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office 4 th Floor, Door No.5-37-231, Raghu Mansion, 4/1 th Lane, Opp: Hotel Sankar Vilas, Brodipet, Guntur - 522002, Andhra Pradesh Phone: 9490158007
4	RFP Issuance Date	06-08-2025
5	Last Date of Submission of Queries for Pre Bid Meeting	13-08-2025 at 11.00 AM
6	Date and Time of Pre-Bid Meeting	13-08-2025 at 12.00 PM
7	Last Date for Receipt of Bids	28-08-2025 till 4.00 PM
8	Date and Time of Opening of Technical Bids	28-08-2025 at 4.30 PM
9	Date and Time of Opening of Price Bids	Will be intimated later
10	Address for submission of Proposals/Bids	General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office 4 th Floor, Door No.5-37-231, Raghu Mansion, 4/1 th Lane, Opp: Hotel Sankar Vilas, Brodipet, Guntur - 522002, Andhra Pradesh Phone: 9490158007
11	Tender Fees (Refundable)	Rs.20,000/- (Rupees twenty thousand only)

12	Documents to be submitted	The Technical Bid (Annexure-III) and Commercial Bid (Annexure-IV) should be submitted in separate sealed envelopes, clearly super scribed as “Technical Bid (Annexure-III)” and “Commercial Bid (Annexure-IV)” respectively and those two covers shall be kept in a separate cover and submit at above mentioned address with from Address
13	Total carpet Area required	Between 20000 to 30000 SFT
14	Other terms & Conditions	The Bank reserves the right to reject any or all bids at any point of time without assigning any reason whatsoever. Bank reserves the right to carry out any modifications within the premises as per its requirements.
Tender Fee Amount should be paid through DD favoring Andhra Pradesh Grameena Bank, Payable at Guntur and the same should be submitted along with Technical & Commercial bid.		
This document can be downloaded from Bank’s website https://apgb.bank/tenders		

Issued By:
General Manager,
Services Department,
Andhra Pradesh Grameena Bank, Head Office
4th Floor, Door No.5-37-231, Raghu Mansion, 4/1th Lane,
Opp: Hotel Sankar Vilas, Brodipet, Guntur - 522002, Andhra Pradesh
Phone: 9490158007
Email: services@apgb.bank
Website: <https://apgb.bank>

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Annexure-III

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS (TECHNICAL BID)

With reference to your Enquiry/ advertisement in the local daily/ Bank's website dated _____, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: GENERAL INFORMATION

1	Name of the owner and address	
2	Share of each owner, if any, under joint ownership:	
3	Location:	
4	Name of the building (if any):	
5	Premises Address along with PIN & prominent landmark	
6	Locality (Prime/ Main Road/ Side street):	
7	Lease period offered (Minimum 3 Years)	

PART B: TECHNICAL INFORMATION

	I. Building	
1	Whether ready to offer area as required by Bank? (Yes/No):	
2	Dimension of the building in feet	(L x W x H)
3	Carpet Area of the offered premises(Sq.ft) - Internal measurements	
4	Total number of Toilet/Washrooms & dimensions	
	II. Floor particulars	
5	Total number floors in the building and floor numbers proposed for lease (Give area of each floor proposed):	
6	Age of the building:	
7	Frontage in feet:	
8	Whether building is within 8 km radius of the existing Head Office at Brodipet 4/1 : (Mention the distance from existing Head Office)	
9	Type of Building: (Residential /Commercial as per plan approval)	
10	Type of Construction (Load bearing/RCC)	
11	No. of Pillars in premises offered (specify no.)	
12	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	

PART C: OTHER PARTICULARS:

Amenities available / proposed:		
1	Separate electricity meter (YES/NO):	
2	Electrical power load: (Min 125 KVA required for premises)	
3	Car Parking facility (area in sq. ft.)	
4	Water supply facility (Municipal supply/Well/Bore well):	
5	Continuous water supply (YES/NO):	
6	Whether separate water meter is provided (YES/NO):	
7	Total No. of toilets (Minimum Two in each floor)	
8	Whether <u>plans are approved</u> by local authorities:	
9	Time required for giving possession:	
10	Total No. of Lifts available (Preferably two) Ramp facility should be provided to access lift:	
11	Any other information i.e. visibility from main road etc.	

Encl: 1. Copy of the Title deed to the property
2. Latest Tax paid receipt
3. Approved plan of the building.
4. KYC Documents-Copy of Aadhaar and PAN.

Place:

Date:

Phone No:

Address:

Signature
(Landlord /Owner)

OFFER OF PREMISES ON LEASE / RENTAL BASIS (PRICE BID/COMMERCIAL BID)

With reference to your Enquiry/advertisement in the local dailies/banks Website dated _____, I/We hereby offer the premises owned by us for housing your office on lease basis.

RENT:

Rate per sq.ft (carpet area) :

Amount of Municipal/Panchayat/Local Taxes per annum :

Water Taxes per annum :

Monthly Maintenance charges
(like society charges/charges for amenities, etc.) :

Any other charges per month (please specify) :

Municipal/ Panchayat/ Local Taxes to be borne by* :

Water Taxes to be borne by* :

Maintenance charges to be borne by* :

Any other charges to be borne by* :

* Please mention (landlord or Bank)

TOTAL DEMAND (per month)

Rent : Rs.

Water tax : Rs.

Maintenance charges : Rs.

Any other charges : Rs.

Total : Rs.

Place:

Date:

Phone No:

Address:

Signature
(Landlord/Owner)