

Subject : Floating of Advertisement for new Branch Premises

ESTATES & ENGINEERING



Dated: 17th July 2025

REG: Floating of Advertisement for new Branch Premises

This is in reference to mail dated: 21st June 2025 from *Strategy & Planning Dept. CHQ* forwarded by Branches Dept. ZOS, where S&P have accorded approval for acquisition of following premises falling under Cluster 2:

S. No:	Proposed Location	Location Type	Zone	Tier	Area Classification	Targeted Business 1 st Year (Rs. In Crores)
1.	Khajapora Nowshera	Branch	Srinagar	1	Metro	18.00
2.	Eidgah Road	Branch	Srinagar	1	Metro	19.00

(Tender Documents of each premises attached)

As per directions of the competent authority, while proceeding for acquisition of premises, compliance shall be ensured for following:

- Acquisition of premises within close proximity of J&K Grameen Bank and Ellaquai Dehati Bank be avoided.
- Premises shall be acquired at conspicuous location in ground floor having potential to attract good business to bank.
- Compliance of policy guidelines of the bank particularly w.r.t commercial permission and related NOCs be ensured.

Further, Zone has been advised to start process of development of premises in consultation with BSD/CHQ at utmost priority in compliance to above directions.

As per acquisition of premises policy, seeking offers from private parties/individuals through press advertisement is mandatory. A brief notice in daily **local/national newspapers** having wide circulation in the area where the bank desires to purchase land should be released in English, Hindi or regional language and a detailed advertisement needs to be given on the **Bank's website** or relevant internet site. Preferably, a standard notice format may be adopted. A **minimum time of 21 days**, to be counted from the date of publication of the tender notice in the newspaper(s), should be given for the submission of offer.

The concerned Zonal Head is empowered to initiate publication of advertisements through Corporate Communication & Marketing department of the bank for acquiring premises on outright purchase/lease basis.

As per Acquisition of Premises Policy (attached), **Single Stage Two Envelope System (Two Bid System)** is to be followed for acquiring of premises on outright purchase/lease basis in all cases. Under this system, the tenderers are asked to bifurcate their quotations in two envelopes. The first envelope, called the technical bid, shall contain the eligibility, technical specifications. No indication as to price aspects or financial stipulations be given in the Technical bid. The Financial Bid shall contain nothing but prices aspects of premises without any conditions.

Further, in case of only one offer is received and that is found to be technically suitable or it may so happen that out of various offers received only one offer is technically qualified, the Premises Committee should not open the price bid and they must publish the advertisement once again (**re-advertisement**). While publishing advertisement second time, Premises Committee to ensure that coverage is increased and also to examine whether there are any restrictive conditions in the advertisement on account of which the response is poor or there is no response.

Premises committee to ascertain the reasons and modifications be made accordingly and re-advertisement should be published in newspapers/Bank's website. A **minimum period of 14** days, to be counted from the date of publication of the tender notice in the newspaper(s), should be given for submission of offer in case of re-advertisement.

Note is as such submitted to Zonal Premises Committee **for floating of advertisement in two local/national dailies through Corporate Communication Dept. CHQ and Bank's Official Website through Intranet/Web Team Dept. for outright purchase/acquiring property on lease basis for housing the premises for proposed Branch Khajapora Nowshera and Branch Eidgah Road Srinagar falling under Cluster 2 as per acquisition of premises policy.**

Comments Added By :004598 (FAIZAN KHALID BAKSHI,Assistant Manager,ESTATES & ENGINEERING,ZONAL OFFICE KASHMIR SRINAGAR) at Thu Jul 17 2025 17:08:38 IST

Endorsed for approval

Decision of 032325: Approve

Comments Added By :032325 (RAAFI BIN YASEEN,Senior Manager,ESTATES & ENGINEERING,ZONAL OFFICE KASHMIR SRINAGAR) at Thu Jul 17 2025 17:36:00 IST

proposal endorsed

Decision of 004363: Approve

Comments Added By :004363 (MOHAMMAD YOUSUF DAR,Chief Manager,LAW DEPARTMENT,ZONAL OFFICE KASHMIR SRINAGAR) at Fri Jul 18 2025 15:01:14 IST

Endorsed for approval

Decision of 004341: Approve

Comments Added By :004341 (ASMAT ARA,Assistant General Manager,CLUSTER II ZONE SRINAGAR,ZONAL OFFICE KASHMIR SRINAGAR) at Sat Jul 19 2025 10:46:12 IST

Endorsed for approval

Decision of 010788: Approve

Comments Added By :010788 (SHAGUFTA AMIN,Senior Manager,BRANCHES DEPARTMENT,ZONAL OFFICE KASHMIR SRINAGAR) at Sat Jul 19 2025 12:52:20 IST

Endorsed and forwarded to DGM CCM CHQ for approval.

Decision of 004231: Approve

Comments Added By :004231 (RAJA ZAFFER KHAN,Deputy General Manager,ZONAL OFFICE KASHMIR SRINAGAR) at Sat Jul 19 2025 15:09:17 IST

APPROVED

By: Zonal Premises Committee On Sat Jul 19 2025 15:09:26 IST