


**PREMISES REQUIRED ON LEASE BASIS FOR UNION BANK OF INDIA**

Union Bank of India requires premises for commercial use. A well-constructed Premises at Ground floor, Main road with adequate parking facility and should have separate entrance for ATM and Branch at below location: -

SI NO	Town	Area Required
1.	Seoni Malwa	1400 sq.ft (± 10%)

The owners should have clear and marketable title of the property, occupancy certificate with necessary permission for commercial use from concerned authorities.

Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the technical bid / price bid formats from Union Bank of India, Hoshangabad Branch, Narayanganj, Tarahatta, Distt. Hoshangabad, Madhya Pradesh - 461001 during office hours from 03.05.2024 to 24.05.2024 or download from the website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and should submit their technical bid and price bid offers in separate sealed covers super-scribing (1) "Technical bid for Seoni Malwa Dist Narmadapuram and (2) "Price bid for Seoni Malwa Dist Narmadapuram" on or before 24.05.2024 by 3.00 p.m. to Union Bank of India, Regional Office, 2nd Floor, 228, M.P.Nagar, Bhopal, M.P. The technical bid will be opened on 24.05.2024 at 04.00 p.m. on the above address, in the presence of vendor/their representatives. No brokers or intermediaries will be entertained. Priority will be accorded to the property to be leased by the public sector undertakings or Government / semi govt. bodies. Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

  
Regional Head  
11 3

यूनियन बैंक ऑफ इंडिया  
भारत सरकार का उपक्रम  
Union Bank  
of India  
A Government of India Undertaking  
REGIONAL OFFICE - NARMADAPURAM

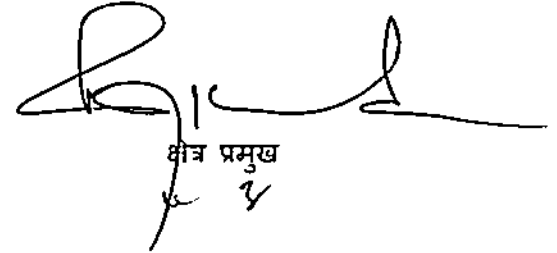
2nd Floor, 228, M.P.Nagar, Bhopal, M.P.-462011, Ph:0755-2556490/91  
email: [pnd.robhopalsouth@unionbankofindia.bank](mailto:pnd.robhopalsouth@unionbankofindia.bank)

यूनियन बैंक ऑफ इंडिया के लिए लीज आधार पर परिसर की आवश्यकता

यूनियन बैंक ऑफ इंडिया को व्यावसायिक उपयोग के लिए परिसर की आवश्यकता है - पर्याप्त पार्किंग सुविधा के साथ ग्राउंड फ्लोर मुख्य सड़क पर एक अच्छी तरह से निर्मित परिसर और नीचे दिए गए स्थान पर एटीएम और शाखा के लिए अलग प्रवेश द्वार होना चाहिए:

SI NO	Town	Area Required
1.	सियोनि मालवा	1400 sq.ft (± 10%)

मालिकों के पास संपत्ति का स्पष्ट और विपणन योग्य शीर्षक, संबंधित अधिकारियों से व्यावसायिक उपयोग के लिए आवश्यक अनुमति के साथ अधिभोग प्रमाण पत्र होना चाहिए। मालिकों की ओर से स्वामित्व या वास्तुगत करने की शक्ति रखने वाले संभावित विक्रेता यूनियन बैंक ऑफ इंडिया, होशंगाबाद शाखा, 461001 से कार्यालय समय के दौरान नारायणगंज, तारहट्टा, जिला से तकनीकी बोली मूल्य बोली प्रारूप एकत्र कर सकते हैं। होशंगाबाद, मध्य प्रदेश 03.05.2024 से 24.05.2024 तक या वेबसाइट [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) और [www.eprocure.gov.in](http://www.eprocure.gov.in) से डाउनलोड करें और अपनी तकनीकी बोली और मूल्य बोली प्रस्ताव अलग-अलग सीलबंद लिफाफे में सुपर-स्क्रिबिंग के साथ जमा करें ( 1) "सियोनि मालवा-जिला-नर्मदापुरम के लिए तकनीकी बोली" और (2) " सियोनि मालवा-जिला-नर्मदापुरम के लिए मूल्य बोली" 24.05.2024 को या उससे पहले अपराह्न 3.00 बजे तक; यूनियन बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, दूसरी मंजिल, 228, एम.पी.नगर, भोपाल, म.प्र. तकनीकी बोली 24.05.2024 को सायं 04.00 बजे खोली जायेगी। उपरोक्त पते पर, विक्रेता/उनके प्रतिनिधियों की उपस्थिति में। किसी भी दलाल या विचालियों पर विचार नहीं किया जाएगा। शासकीय अर्ध शासकीय को प्राथमिकता दी जायेगी। सार्वजनिक क्षेत्र के उपक्रम निकायों द्वारा पट्टे पर दी जाने वाली संपत्ति। बैंक विना कोई कारण बताए ऑफर को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

  
क्षेत्र प्रमुख  
५ ३



2nd Floor, 228, M.P.Nagar, Bhopal, M.P.-462011, Ph:0755-2556490/91  
email: [pnd.robhopalsouth@unionbankofindia.bank](mailto:pnd.robhopalsouth@unionbankofindia.bank)

**PREMISES REQUIRED ON LEASE**

Union Bank of India requires a well-constructed commercial Premises at Ground floor Main road with adequate parking facility and should have separate entrance for ATM and Branch at place Seoni Malwa for setting up Branch.

A well-constructed Premises at Ground floor Main road (with adequate parking facility and should have separate entrance for ATM and Branch at below location: -

**Terms and conditions:**

1. The owners should have clear and marketable title of the property, occupancy certificate with necessary permission for commercial use from concerned local authorities.
2. Preference will be given for ready to occupy premises with necessary amenities.
3. Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the technical bid/price bid formats from Union Bank of India, Hoshangabad Branch, Narayanganj, Tarahatta, Distt. Hoshangabad, Madhya Pradesh - 461001 during office hours from 03-05-2024 to 24.05.2024 or download from the website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. For Bank Premises, the technical bid and price bid offers should be submitted in separate sealed covers super-scribing (1) "Technical bid for RO - Narmadapuram" and (2) "Price bid for RO - Narmadapuram"
5. The premises should be handed over with the necessary civil work by the landlord as per Bank's policy.
6. The completed bids is to be dropped in the Box kept at the below address on or before 24.05.2024 at 3.00 PM sharp. Bids received without Tender fess of Rs 1000 in the form of DD favouring Union Bank Of India and after the cut off time will not be eligible.

UNION BANK OF INDIA,  
REGIONAL OFFICE - NARMADAPURAM  
2ND FLOOR, 228, M.P. NAGAR,  
BHOPAL, M.P.-462011

7. The technical bid will be opened on 24.05.2024 at 4.00 PM in the presence of vendor/their representatives.



8. All columns of the Bids must be duly filled in and no column should be left blank. All the pages of the Bids are to be signed by the offeror /authorized signatory. In case of joint ownership, all the joint owners must sign all the pages of the Bids. Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers / Offers with incorrect details are liable for rejection. No enclosures to be attached with the Bids.
9. The Technical Bids will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerors at our above office. All offerors are advised in their own interest to be present on that date, at the specified time.
10. After the site visit and evaluation of the Technical Bid received, most suitable and Competitive offers will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Committee and L1 bidder will be invited for negotiation.
11. If the negotiations are fruitful, the successful Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder will be required to submit few Photographs from inside & outside the premises offered along with the property documents such as copy of sale deed, Tax paid Receipt, Approved Plan, Khatha, Electricity bill and Encumbrance Certificate, Occupancy Certificate. Bank may call additional documents if required which Offeror will have to submit.
12. The premises should be Commercial. The property documents will be subjected to Legal Scrutiny by the Bank's Panel Advocate to verify the title clearance and to check if any impediments exist over the property. Once it is cleared, the proposal will be sent for approval to Competent Authority.
13. In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder.
14. In case the L1 bidder backs out from the process, Bank will do re-tendering process.
15. The "Offer" submitted should remain open for consideration for a minimum period of six months from the date of opening of Offer (Price Bid).
16. No brokers or intermediaries are entertained.
17. Priority will be accorded to the property to be leased by the public sector undertakings or Government/Semi Govt Bodies.
18. Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained.
19. The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever. Please refer banks website and Govt. portal regarding any corrigendum for the subject tender till finalization.

After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will be conveyed to the Landlord for acceptance which are generally as under -

- a. All present & future Municipal taxes to be borne by Landlord. Actual water charges metered through consumption will be borne by the Bank.



✓

- b. A separate water meter for the Bank at your own cost to be installed. Also a separate electricity meter to be provided for payment of electricity bill as per the actual consumption.
- c. Rent: Rent will be paid for actual carpet area after joint measurement of the premises. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only after deduction of applicable TDS.

Rent Advance: 3 months' rent, recoverable in 2 years from the date of advance.

Rent Deposit: 3 months rent, recoverable from the last 3 months of rent of lease tenure.


- d. Legal Charges: 50:50 by Bank and Landlord.
- e. Lease Period & Increase in rent: 10-15 years w.e.f date of possession/date of execution of lease deed with 10 % increase in rent after every block of 5 (Five) years. Lease deed should be executed for full lease period of 10-15 years with exit clause and payment of rent will be effective from the date of possession/execution of lease deed of the premises.
- f. Landlord to obtain and submit approved plan and occupation certificate from the Local authority. Landlord is required to submit certified copy from local body (concerned authority) that premise is approved for commercial activity. In case the offered premises coming under Residential area/zone, the Landlord should obtain prior permission from the Municipality/Corporation/authority concerned in respect of change in use of the premises. However, if misuse charges are levied at a later date by the authorities concerned, the Landlord shall have to undertake to bear the misuse charges. A declaration to this effect should be submitted before execution of lease deed.
- g. Rent will be paid for actual carpet area only after taking joint measurement of the premises, execution of Lease agreement, and handing over possession of the premises, complete in all respects.
- h. Landlord is required to provide separate toilets for gents and ladies at own cost.
- i. Land lord to provide space for rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipment's at free of cost.
- j. A collapsible gate, rolling shutters to be provided at the entrance and at any other point, as directed by Bank, which gives direct access to outsiders / customers cost of which will be borne by Landlord.
- k. All windows should be strengthened by grills and with glass and mesh from your side at Landlord's cost.
- l. Landlord to supply required power load (30 kw) as mentioned in the tender for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter at own cost.
- m. Continuous water supply to be ensured at all times by providing overhead tank and Necessary taps with separate water meter. Wherever necessary, electric motor of required capacity is to be provided.
- n. Space for fixing Bank's Signboard will be provided on entire frontage for which Landlord will not charge.

2



- o. Penalty @ 500/- per day will be levied if execution of lease & the possession of premises is not given immediately from the date of acceptance of approved terms. The Bank will have the option to cancel the approval with no damages/compensation to landlord.
- p. Flooring of working area of Bank premises with vitrified tiles of Johnson make, size 2'x2', shade perlato, will be provided at landlord's cost.
- q. For setting up of onsite ATM/e-lobby, necessary civil works, separate shutter, to be provided by the Landlord. No separate lease agreement or rent /service charges be considered for installation of onsite ATM/e-lobby. However, repairs/renovation will be carried out by the Bank at its own cost.
- r. The Lease agreement will be executed and registered with SRO only after handing over the possession of the premises after completion of Landlord scope of work as required by the Bank and rent will commence from date of possession of the premises.
- s. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-sat/MPLS connectivity Pole without additional rent.
- t. Landlord should provide adequate common parking space in front of the building, for the vehicles of the customers and separate covered parking space for staff without any additional cost/rent.
- u. Landlord to provide proper ramp facility at the entrance of the branch premises /ATM kiosk for persons with disabilities.
- v. The Bank at its absolute discretion and irrespective of the period of lease available, can surrender/vacate the demised premises any time after giving three months' notice to the Lessor in writing without payment of any claim/compensation for unexpired period of lease agreement.

Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

  
Regional Head  
w d



Phone No. \_\_\_\_\_

# PRICE BID

(To be submitted in separate sealed envelope)

The price bid will be opened only of those satisfying the  
Criteria of pre-qualification.

## OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS AT SEONI MALWA DIST-NARMADAPURAM

Opening of Price Bid : 24.05.2024 at 4.00 pm



OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

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

**PART A: RATES OFFERED**

Rate per sq.ft. (carpet area) / lump sum monthly Rent:

**PART B : OTHER DETAILS**

- i. Amount of Municipal/ Panchayat/ Local Taxes per annum:
  - ii. Monthly Maintenance charges (like society charges/charges for amenities, etc):
  - iii. Any other charges per month: (please specify)
  - iv. Municipal/ Panchayat/ Local Taxes to be borne by: \*
  - v. Maintenance charges to be borne by: \*
  - vi. Any other charges to be borne by: \*
- \* Please mention (landlord or Bank)

**PART C: TOTAL DEMAND (per month)**

- |                                       |       |
|---------------------------------------|-------|
| I. Rent.                              | : Rs. |
| II. Municipal/ Panchayat/ Local Taxes | : Rs. |
| III. Maintenance charges              | : Rs. |
| IV. Any other charges                 | : Rs. |
| V. Total                              | : Rs. |

Place:

Signature

Date:

(Landlord/Owner)

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_





# **TECHNICAL BID**

**(To be submitted in separate sealed envelope)**

## **OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS AT SEONI MALWA DIST-NARMADAPURAM**

Date of Issue of Tender : 02.05.2024, 10.00 am  
Last date of Submission of Tender : 24.05.2024, 3.00 pm Sharp  
Opening of Technical Bid : 24.05.2024 4.00 pm



OFFER OF BANK'S PREMISES ON LEASE/ENTAL BASIS

FORMAT OF TECHNICAL BID

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

**PART A: GENERAL INFORMATION**

I. Name of the owner/s:

II. Share of each owner, if any, under joint ownership:

III. Location:

A. Name of the building/scheme:

B. Sector No.:

C. Street:

D. Full Address alongwith PIN code & prominent landmark

E. Locality (Residential/Commercial/Industrial/Mixed):

**PART B: TECHNICAL INFORMATION**

I. Building

A. Carpet Area of the premises(in sq.ft):

Whether ready to offer area as required by Bank?

Dimension(LxWxH) in feet	Carpet Area(Sq.Ft)
--------------------------	--------------------

i. Hall

ii. Toilet/Washrooms

iii. Strong Room, if any.

B. Floor particulars



C. Age of the building:

D. Frontage in feet:

E. Access /distance from Main Road:  
(Mention whether it is on main road)

F. Type of Building: (Residential/Commercial/Industrial)

G. Type of Construction (Load bearing/RCC/Steel framed)

H. Pillars in premises offered (specify no.)

I. Floor numbers and height of each floor including Basement, if any:  
(Clear floor height from floor to ceiling)

**PART C : OTHER PARTICULARS :**

1. Lease period offered

2. Amenities available / proposed:

(a) Separate electricity meter

(b) Sanctioned Electrical power/ load

(c) Car Parking facility:

(d) Continuous water supply

(e) Water supply facility (Municipal supply/Well/Borewell):

(f) No. of toilets:

(g) Ramp Facility

3. Whether separate water meter is provided:

4. Whether plans are approved by local authorities:

5. Time required for giving possession:

6. Whether agreeable to provide for rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipments (YES/NO) :

7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

