

**Regional Office –41/1, 1st Floor, Dugri Road, Ludhiana-141003**

### **PREMISES REQUIRED ON LEASE BASIS**

Union Bank of India requires a well constructed commercial premises for New Branch admeasuring 1700 Sq. Ft. (+/-) 10% in ready possession, preferably at Ground Floor with roof top rights, separate entry and sufficient parking space at **Bahadur Ke Road, Ludhiana.**

Those having own property/Co-owners or having right to negotiate on behalf of owner can collect/download technical/price bid format from above address during office hours or can log on to our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) or Government portal <https://eprocure.gov.in/epublish/app> .

The Technical bid and Price bid should reach our office latest by on or before **3.00 pm by 24.05.2024** in separate sealed envelopes. Technical bids will be opened on **24.05.2024 at 4.00 P.M.** at above mentioned address in the presence of bidders or their representative. Brokers will not be entertained. Preference will be given to the govt./semi-govt. leased buildings.

Bank reserves the right to reject/accept any/all proposals without stating any reason. For any additional information you may contact at above mentioned address.

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**Subject: Premises required on Lease for new branch at Bahadur Ke Road, Ludhiana**

Start Date of Tender: 02 May 2024  
Last Date of Submission: 24 May 2024 upto 3:00 PM  
Tender Opening Date: 24 May 2024 at 4:00 PM

**Place of Submission of tender** - Union Bank of India, Regional Office, 41/1, 1st Floor, Dugri Road, Ludhiana-141003

**TENDER NOTICE**

Union Bank of India requires well-constructed commercial premises in ready to possession state preferably on the ground floor with sufficient parking space.

**Our requirement for aforesaid office is as under:**

- Carpet Area 1700 ( $\pm 10$  %) Sq.feet, on ground floor.
- Adequate Parking facility.
- Separate toilet facility should be provided for Gents & Ladies within the premises.
- Clear title of the land and permission for utilization of building for commercial use from competent authority.
- In case the landlord has availed any loan against mortgage of land and /or building, No Objection Certificate to be produced from the mortgagee.
- Covered drainage system.
- Building must be in accordance with fire safety norms of Punjab State.
- Electrical supply having separate meter catering not less than 20 Kilowatt.
- Area must be having broad band facility and good mobile connectivity.
- Building must have pest control measures in place for protection from termites etc.
- All taxes (house tax/property tax/water tax etc.) are to be borne by the landlord.
- Strong room as per bank requirements will be constructed by the landlord at their cost. The strong room will be constructed through RCC with Steel Rods

strengthening as per RBI guidelines. Complete specifications and Strong room construction details can be collected from the above-mentioned address separately.

- Offered Premises should be handed over to bank after taking NOC from District Fire officials for shifting the Bank, if required.
- The applicant should be the legal owner of the premises or should be in a legal position to execute deed with the bank. **(Copy of clear title should be enclosed with the Technical Bid)**
- Completely filled application as per Annexure -V (Technical Bid) and Annexure -VI (Price Bid) along with required documents should be submitted in two separate sealed envelopes and should be super scribed with “**Technical Bid**” and “**Financial Bid**” respectively. Both these envelopes should be sealed in a third (main) envelope and should be super scribed with “**Offer for Bahadur Ke Road, Ludhiana branch premises on Leased/Rental basis**”. Contact details along with contact number of the applicant must be mentioned on all three envelopes.
- Lease period offered shall be minimum 10 years and can be extended as per mutual consent and in consideration with bank guidelines.
- Rent increase shall be after a block of minimum 5 years, subject to maximum hike as per bank’s guidelines.
- All received Technical Bids shall be scrutinized and Site inspection of qualified applications will be done by the bank.
- Financial bids of only those applications shall be opened, which shall be in conformity with all criteria of the bank as per technical bid and our Site inspection.
- Final Carpet area under consideration shall be calculated after joint measurement by the Bank’s empaneled Architect with the Landlord as per bank guidelines. Lease shall be applicable on area finalized after joint measurement.
- Space at Terrace/Roof of the building for erection of V-SAT/any other bank’s equipment as required by the bank shall be provided by the applicant. No other charges for the same shall be payable.

- Technical Bid should not contain any price information and should be complete in all respect as per Annexure - V. **Incomplete applications shall be summarily rejected.**
- Commercial bid should be complete in all respect. **Price should be quoted in terms of rate per square feet only.** In case the bidder quote lump sum rate, per square feet rate shall be calculated by dividing Lump sum rate by the area mentioned in Technical bid. Applicant with lowest rate shall be offered for Premises as per bank terms and conditions. Price applicable will be decided after joint measurement of site @ L1 rate.
- No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
- Bidders are requested to follow all protective measures against corona virus while coming for tendering process.
- Any personnel diagnosed CORONA positive or having symptoms of sneezing, fever, cough, etc. should not visit the bank for tender related works.
- Wearing masks is mandatory while attending Pre-bid meeting, submitting tender, opening tenders and any visit to bank/Regional office in connection with the tender.
- All bidders/their authorized representatives must follow Social distancing norms in true spirit.
- Only one person per tender/firm will be allowed to participate in Pre bid meeting/Submission of Tender/Opening of tenders or any work related to tender. Bidders are requested to send not more than one person per bid for all activities related to tender.
- Bidders are requested to follow all other precautionary government guidelines on COVID 19 while visiting bank/Regional office in connection with the tender.
- The bidders are required to fill complete form of tender, price the schedule of quantities and sign each page of the Tender Documents before submission. No overwriting /alterations/erasures are permitted in Commercial bid, however if it is unavoidable, it should be duly verified by signing the alterations by the applicant. The completed set is to be enclosed in sealed envelope addressed to:

**Chief Manager (P&D)  
Union Bank of India  
Regional Office,  
41/1, 1st Floor, Walia Complex,  
Dugri Road, Ludhiana-141003**

Interested individuals /firms/ companies may obtain the Tender Documents forms by visiting the above mentioned premises at Ludhiana from 02/05/2024 to 23/05/2024, between 10 am to 4 pm on all working days or can be download the same from our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) or <https://eprocure.gov.in/epublish/app>.

The last date for submission of the completed forms is **24.05.2024 by 3:00 PM.**

The forms to be submitted at below address only.

**Union Bank of India  
Regional Office,  
41/1, 1st Floor, Walia Complex,  
Dugri Road, Ludhiana-141003**

The technical bids will be opened on **24.05.2024 at 4.00 PM** at above office at Ludhiana in the presence of the tenderer/Bank's Representatives. All the tenderers are advised in their interest to be present on the date at specified time.

Offers from Brokers/intermediaries will not be entertained as Bank does not pay brokerage/commission.

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

**Chief Manager (P&D)  
Regional Office, Ludhiana**

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

**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 along with PIN code & prominent landmark
  - E. Locality (Residential/Commercial/Industrial/Mixed):

**PART B: TECHNICAL INFORMATION**

- 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:  
(Basement/Ground/Lower or Upper ground/Mezzanine/1st floor):  
(give area of each floor)
- 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:
- 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\_\_\_\_\_

PhoneNo.\_\_\_\_\_

OFFER OF PREMISES ON LEASE / RENTAL BASIS

**PRICE BID**

With reference to your advertisement in the local dailies/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: 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 (Landlord/Owner)

Date:

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

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