

Regional Office: #4-7-152, 1<sup>st</sup> Floor, "NRR Congress Bhavan", Warangal - 506001 Ph. No. 8328518061.

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### PREMISES REQUIRED

Union Bank of India requires well-constructed commercial premises in ready possession/under construction stage of 1200 sq ft +/- 10% (1080 sq ft to 1320 sq ft) premises approximately on lease with adequate parking space at Commercial/Residential location at Shanigaram Branch in Shanigaram Village, Kamalapur Mandal, Hanumakonda District for shifting our existing Shanigaram Branch to new/alternate location. The proposed premises shall be preferably on the Ground Floor & on Main Road.

#### Basic Requirements:

1. Premises should be preferably at Ground floor with carpet area as mentioned above
2. Two separate toilets (Gents/Ladies) should be provided within the premises
3. A dedicated UPS Room with Iron Door should be provided within the premises
4. A channel gate & rolling shutter with side and center lock at main entrance of the premises and Onsite ATM premises
5. A separate electric meter with three phase power connection having minimum 25 KVA.
6. 24 hours continuous water supply
7. Vitrified tiles floor should be provided for the premises as per Bank's specification
8. Space for installation of dish antenna/solar panel/any other Bank equipment on the top/terrace of the building at no additional cost
9. The landlord will carry out all the structural modifications and improvements required in the premises at his own cost. Such modifications /improvements may include closure of ducts, basement, any other opening of the premises which may need to be closed from security point of view.
10. Enough parking space for Staff & Customer vehicles
11. Landlord to construct ATM/E-Lobby room as per Banks specification with separate opening and closing which will be part of premises and no separate rent/service charges will be paid for the same.
12. Clear title of the land and building and permission for utilization of building for commercial use from the competent authority and any other permission from local body/Govt Bodies as applicable
13. The lease period and rent enhancement criteria will be as per Bank's guidelines
14. All the municipal taxes/property taxes present and future will be borne by the landlord and latest receipts to be provided on demand
15. In case landlord has availed any loan against mortgage of the land and / or building "NO OBJECTION CERTIFICATE" to be produced from the mortgagee along with the clear mention that in the event of demands from the mortgagee for remittance of rent directly to them, the owner will not have any objection
16. Construction of building should be strictly as per "site plan" approved by local administration/competent authority and same to be produced on demand



17. The landlord should have obtained NOC from local/Govt bodies as applicable (Fire Department)
18. All the fields of Technical & Price bid to be filled without any corrections and necessary documents to be attached to the technical bid.

Prospective landlords holding ownership/leasable rights or powers to negotiate on behalf of owners may collect the Technical Bid/Price Bid formats from the above Office during Office hours from **30-06-2024 to 25-07-2024 (up to 04:00 PM)** or download from our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and <https://etenders.gov.in>. Brokers will not be entertained. Preference will be given to the Govt/Semi-Govt leased buildings. Please download technical and price bid formats as per attachment only. The lease will be executed as per standard lease deed format of Union Bank of India.

The offerer must use three envelopes and marked the envelope as I, II and III. Usage of the envelopes will be as under:

**Envelope marked as I:** Financial (Price) Bid be put in this envelope and **sealed**. The envelope will be super scribed as **Financial (Price) bid**. The envelope will be opened if the offerer premises is found suitable for fulfilling the requirements stipulated by Bank during technical evaluation.

**Envelope marked as II:** Technical bid, duly completed in all aspects, be put in this envelope and **sealed**. The envelope will be super scribed as **"Technical Bid"**.

**Envelope marked as III:** The above two sealed envelopes No. I and II be placed in this envelope and **sealed**. The envelope marked as No III would be super scribed as **"OFFER FOR PREMISES ON LEASE/RENTAL BASIS FOR SHANIGARAM BRANCH"**

Above duly filled in and sealed and super scribed tender envelopes must be submitted / dropped in the Tender box at Regional Office, Warangal (above address) on or before **04:00 PM by 25.07.2024**.

Technical bids should include photocopies of documents evidencing commercial use, title proof and copy of the sanctioned blueprint plan etc., **Bids not containing separate envelope for price bids will be out rightly rejected.**

The technical bids will be opened on **25.07.2024 at 04:30 PM** at above mentioned address in presence of landlords/their representatives. Even if landlords/representatives are not present the tender will still be opened on the date and time specified as above. All tenderers are advised in their own interest to present on the date at the specified time.

Intimation of Date and time of opening of price bids will be informed separately to the technical shortlisted bidders as per Bank's technical evaluation.

Bank reserves the right to reject/accept any/all proposals without stating and reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.



  
REGIONAL HEAD



क्षेत्रीय कार्यालय, वरंगल: Regional Office, Warangal

**OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS**

**TECHNICAL BID**

With reference to your advertisement in the newspapers / Banks website/e-procurement Portal dated \_\_\_\_\_, I/We hereby offer the premises owned by me / us for housing your branch on lease basis.

**PART A: GENERAL INFORMATION :**

I.	Name of the owner/s	:	
A.	Address and Contact No. 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. Residential/Commercial/Industrial area	:	
	E. Full Address of premises with PIN code & Prominent landmark	:	
	E. Locality (Residential/Commercial/Industrial/Mixed)	:	

**PART B: TECHNICAL INFORMATION:**

A.	Building Type (Residential /Commercial / Both)	:	
	Carpet Area of the premises in Sq. Ft.	:	
	i) Hall Dimension Area (Length X Width X Height in feet Carpet area)	:	
	ii) Toilet/Wash Rooms (Length X Width X Height in feet Carpet area)	:	
	Strong Room, if any	:	



B	Floor (Basement/ground/Lower or Upper ground/ Mezanine 1 <sup>st</sup> .Floor) (give Carpet area of each floor)	:	
C	Age of the building	:	
D	Frontage area in feet	:	
E	Access/distance from Main Road (state 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	No of floors 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 Electrical Meter/Power load	:	
	(b) Sanctioned Electrical Power/ Load	:	
	(c) Ample Cars and Bike's Parking facility	:	
	(d) Water supply facility (Municipal supply/Well/Borewell)	:	
	(e) Continuous water supply	:	
	(f) No. Of Toilets	:	
3	Whether separate water meter is provided	:	
4.	Whether Fire Fighting arrangement available	:	
5.	Whether plans are passed/approved by local Authorities	:	
9.	Time required for giving possession	:	
10.	Whether agreeable to provide space	:	



	for ATM/ V-SAT/Solar Panel/ Tower any other bank's equipment (Yes/No)		
11.	Whether space available for Generator	:	
12.	Any other information not covered above	:	

- ✓ I agree to construct/provide two toilets inside the premises offered solely for the usage of the bank and install minimum 2 rolling shutters (one for branch and one for ATM) as per the banks requirement, before handing over the premises to the bank and the entire cost for the above shall be borne by me.
- ✓ I agree to fix the entire banking area with vitrified tiles size 2x2 shade perlato/ or as specified by the bank.
- ✓ I agree to share the expenses pertaining to the stamp duty & registration charges for registering the lease deed with the bank equally on 50:50 basis.

Place:

Signature

Date:

(Landlord/Owner)

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

Phone: \_\_\_\_\_

Documents to be enclosed:

1. Ownership Certificate/ Copy of Building Tax receipt
2. Approved Building Layout specifically showing the offered portion to the bank
3. Electricity Bill
4. Aadhaar card of the landlord/s

(ALL THE FIELDS SHOULD BE FILLED WITHOUT FAIL)



### Instructions to Offerers

01. The notice Inviting Offer, instructions to offerers, Technical Bid/Price Bid will form part of the offer to be submitted by the offerer. The offer letter shall contain the terms and conditions of the offer to lease out the premises to be submitted by the shortlisted bidders invited for negotiations at a later date.
02. The Technical Bid/Price Bid as detailed above shall be placed in two separate sealed envelopes and super scribed as "Offer for Hiring of Branch Premises to Union Bank of India at Shanigaram and to be submitted at the address given in the Notice inviting offers on or before the last date and time stipulated for submission. The Name & address of the offerer to be mentioned on the cover without fail.
03. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as 'LATE' and shall not be considered.
04. 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 offerer / authorised signatory. In case of joint ownership, all the joint owners have to sign all the pages of the Bids. Any over writing or use of white ink is to be duly authenticated by the offerer / incomplete offers/offers with in-correct details are liable for rejection.
05. Canvassing in any form will disqualify the offerer.
06. Separate offers are to be submitted, if more than one property is offered.
07. i) The Technical Bids will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of offerers at our above office. All offerers are advised in their own interest to be present on that date, at the specified time.  
ii) 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.

If the negotiations where fruitful, the Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder 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, Khata and Encumbrance Certificate.

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.

In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder. In case the L1 bidder backs out from the process, Bank will do re-tendering process.

The "Offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer (Price Bid).

No brokers or intermediaries please. Priority will be accorded to the property to be leased by the Public Sector Undertakings or Government/Semi Govt. Bodies.

After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will conveyed to the Landlord for acceptance which are 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.
- c. Rent: Rent will be paid for actual carpet area after joint measurement of the premises.
- d. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only.
- e. Legal Charges: 50:50.
- f. Lease Period & increase in rent: 10 years w.e.f. date of possession/date of execution of lease deed with 10% increase in rent after every 5 years. Lease deed should be executed for full lease period of 10 years with exit clause and payment of rent will be effective from the date of possession/execution of lease deed of the premises.
- g. Landlord is required to submit approved plan and occupation certificate from the Local Authority.
- h. Landlord is required to submit certified copy from the Local Body (concerned authority) that premises is approved for commercial activity.
- i. Rent will be paid for actual area only after taking joint measurement of the premises, execution of Lease agreement, and handing over possession of the premises, complete in all respects.
- j. Landlord is required to provide separate toilets for gents and ladies.
- k. Landlord shall construct the Strong Room as per the RBI/Bank's specification at his own cost and strong door/ventilator will be provided by the Bank.
- l. A Collapsible gate, rolling shutters to be provided at the entrance and at any other point, which gives direct access to outsiders.
- m. All windows, ventilators, AC ducts, sky lights should be strengthened by 16 mm grills placed vertically and horizontally with spacing not more than 5 inches from centre to centre. The rods should be embedded on all four sides at least 6 inches inside the walls and to be provided with glass and mesh doors.
- n. Required power load minimum 25 KV for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with separate electric meter.
- o. Continuous water supply to be always ensured by providing overhead tank and necessary taps with separate water meter. Wherever necessary, electric motor of required capacity is to be provided.
- p. Space for fixing Bank's signboard will be provided on entire frontage.
- q. Penalty Rs.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.
- r. Flooring of working area of Bank premises with vitrified tiles will be provided at landlord's cost.
- s. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-SAT without additional rent.
- t. Landlord should provide adequate parking space in front of the building, free of cost, for parking the vehicles of the customers and staff.
- u. You should provide proper ramp facility at the entrance of the Branch premises/ATM kiosk for persons with disabilities.

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

Place: WARANGAL  
Date: 30-06-2024.

sd/-  
REGIONAL HEAD



**UNION BANK OF INDIA  
STANDARD LEASE DEED FORMAT**

THIS INDENTURE made at Bombay this \_\_\_\_\_ day of \_\_\_\_\_ Two  
Thousand \_\_\_\_\_ between  
\_\_\_\_\_ residing at  
\_\_\_\_\_ hereinafter called  
"the LESSOR" (which expression shall, unless repugnant to the context or meaning  
thereof, be deemed to include his heirs' executors, administrators and assigns) of the  
one part and UNION BANK OF INDIA, a body corporate constituted under the Banking  
companies (Acquisition and Transfer of Undertakings) Act 1970 and having its Head  
Office at 239, Backbay Reclamation, Nariman Point, Bombay 400 021, hereinafter called  
"the LESSEES" (which expression shall, unless repugnant to the context or meaning  
thereof be deemed to include its successors and permitted assigns) of the Other Part:

WHEREAS the lessor is absolutely seized and possessed and otherwise well and  
sufficiently entitled to a building known as \_\_\_\_\_ situated at \_\_\_\_\_  
\_\_\_\_\_ which hereditaments and premises are more particularly  
described in the Schedule hereunder written AND WHEREAS the lessor has agreed to  
demise and the Lessees to take on lease the premises consisting of an area admeasuring \_  
\_\_\_\_\_ sq. ft. or thereabout situated on the \_\_\_\_\_ floor  
admeasuring \_\_\_\_\_ sq.ft. or thereabout situated on the \_\_\_\_\_ floor of the said  
property known as \_\_\_\_\_ at the rent and subject to the terms, covenants  
and agreements hereafter reserved and contained.

NOW THIS INDENTURE WITNESSETH as follows, that is to say:-

- I. THAT in pursuance of the said agreement and in consideration of the rent  
hereinafter reserved and the covenants on the part of the lessees hereinafte





contained the lessor doth hereby demise unto the Lessees all that premises on the \_\_\_ floor of the aforesaid property having floor area of \_\_\_\_\_ sq.ft. or thereabout and more particularly shown and delineated within the red line on the plan hereto annexed (hereinafter referred to as "the DEMISED PREMISES") TOGETHER WITH all fixtures therein subsisting and with full right and liberty to the Lessees and their servants and workmen and all persons authorised by or having business with the lessees to use in common with the lessor and/or other tenants of the said building the stairs and common passage in the said building for the purpose of ingress and egress to and from the premises to HAVE AND TO HOLD the demised premises UNTO the

Lessees for a period of \_\_\_\_\_ years certain commencing from \_\_\_\_\_ 20  
YEILDING AND PAYING TO THE Lessor during the said term the rent of Rs. \_\_\_\_\_  
\_\_\_\_\_ per month inclusive of all rates or taxes, existing as at present i.e. on \_\_\_\_\_ the rent for each month to be paid not later than the fifteenth day of every succeeding month.

- I. The Lessees to the intent that the obligations may continue throughout the term hereby created, hereby covenant with the Lessor as follows, that is to say:-
  - (a) To pay punctually after deduction of taxes namely General & Service Taxes, tax deduction at source under Income Tax Act, and such other similar taxes, the said monthly rent hereinbefore reserved at the time hereinbefore appointed for the payment thereof.
  - (b) To pay all charges of electrical energy both for light and power as well as for water consumed by the lessees on the demised premises, as registered on the respective meters pertaining to the demised premises, the relative meters however, to be provided by the lessor at his own cost in the name of the Lessees.
  - (c) To use or permit to be used the demised premises as Office for the purpose of the business of the lessees and not to use or permit the use of the same or any part thereof for the residential purpose or allow anyone other than the lessees' watchman or caretakers to reside in the demised premises.
  - (d) Not to carry on or permit to be carried on the demised premises or any part thereof any offensive, noisy or dangerous trade or business or occupation, or commit or permit to be committed on the demised premises anything which may amount to be a public nuisance or private nuisance to the neighbors or to the other tenants of the said property, nor



- to bring or store or permit to be brought or stored in the demised premises any goods, articles or things of hazardous, inflammable or combustible nature.
- (e) To maintain and keep the interior of the demised premises and the lessor's fixtures and fittings herein in clean and sanitary condition.
- (f) To execute and to do at its own expense all petty repairs like breakages of doors, windows, door and window shutters, panes and the like interior repairs or dilapidation which are not due to fair wear and tear and ordinary depreciation AND TO keep and maintain repair and in good working order at its cost and expense during the said term, the electric installations and the light and fan points and all switches, switch-boards and general wiring.
- (g) Not to cut main or injure any walls or timbers or permanent fixtures of the demised premises or to make any structural alterations or additions in the internal arrangement or in the external appearance of the demised premises, without the previous consent in writing of the Lessor PROVIDED HOWEVER that the Lessees shall be at liberty without any such consent as aforesaid to construct, fix or erect in or upon or fasten to the demised premises trade or tenant's fixtures like counters, partitions, office fixtures and fittings and electric lamps and fans as shall be required by the lessees and which shall be easily removable without causing much damage to the demised premises. The Lessees shall make good any major damage that may be caused by such removal.
- (h) Not to sub-let, re-let, assign, transfer or part with possession of the demised premises or any part thereof to any person or persons without previous consent in writing of the lessor; such consent however shall not be unreasonably withheld PROVIDED HOWEVER that notwithstanding such consent the liability of the lessees to pay rent shall continue alongwith the assignee or sub-lessee in case such consent is given.
- (i) To permit the Lessor or any person or persons' servants or agents or workmen deputed by him to enter upon the premises during the said term at all reasonable hours during the day time, after giving 24 hours' previous notice in writing to the lessees of their desire so to do, for the purpose of either viewing the state and condition of the said premises or for taking inventories of the lessor's fixtures therein or for doing such other work and things as may be required for any repairs, alterations or improvements.
- (j) At the expiration or earlier determination of the Lease peaceably and



quietly to yield up and deliver the demised premises in good tenable repair and condition (reasonable wear and tear excepted) alongwith all additions and alterations carried out by Lessees pursuant to the provisions herein (except the Bank's counters, wooden partitions, safe deposit lockers and other fittings specially fitted and exclusively used for the purpose of the lessees' business) without claiming or being entitled to any compensation for the same if the cost of such additions so carried out by the Lessees shall be deemed to be the property of the Lessor.

- II. The lessor to the intent that the obligations may continue throughout the term hereby created doth hereby covenant with the lessees as follows, that is to say:-
- (a) To pay and discharge regularly and in time all existing and future rents, rates, assessments and taxes including the ground rent or land revenue payable in respect of the demised premises and further hereby grants consents for deduction of such amount out of the rent in the event of the Lessees is being called upon to pay the above dues and the rents be not adequate than the amounts paid by the Lessees pursuant to the clause herein shall be a charge on the scheduled property.
  - (b) To keep the exterior of the demised premises and the stairs and passages leading thereto well and sufficiently clean and lighted.
  - (c) To carry out all types of repairs and uphold, maintain and keep the demised premises and the stairs & passages in good order, repair and tenable condition and also to execute all structural and heavy repairs.
  - (d) To provide separate sanitary blocks with W.C. and wash basins for ladies & gents with adequate water connection as required by the Lessees for the exclusive use of the Lessees and to maintain an adequate supply of water to all parts of the demised premises where provision has been or shall be made for the same and to maintain in good order and repair all pumping and other machinery required in connection with the water supply PROVIDED that the Lessor shall not be liable for any failure on the part of the Municipal or other authorities from whom the supply of water may be obtained in the ordinary course or from any accidental break-down of the plant PROVIDED early steps are taken to rectify the latter.
  - (e) To permit the lessees at any time during the continuance of the terms hereby created to make and erect upon the demised premises such



partitions, counters and other fixtures for the convenient use of the Lessees as they shall think fit and either on or before the expiry of the said term to permit the Lessees to remove the same PROVIDED HOWEVER that both in erecting and removing such fixtures and fittings then lessees shall take good care not to injure in any way the floor, walls, timbers or other parts of the demised premises and shall make good all damage caused by such erection and removal.

- (f) To permit the lessees to put up, affix, display and maintain such sign-boards, placards, posters, advertisements, neon signs and other publicity matters of whatever kind and description both inside and outside the demised premises, of such forms, character, sizes or design and on such places as the Lessees deem fit PROVIDED HOWEVER that the lessees pay all taxes, if any, in this behalf.
- (g) That the lessees paying the rent hereby reserved and observing and performing the covenants and conditions herein contained and on its part to be observed and performed shall peaceably and quietly hold possess and enjoy the demised premises during the said term without any interruption by the Lessor or any person claiming under or in trust for him.
- (h) The lessor shall provide at his own costs adequate electrical points with complete wiring as per the lessee's requirements provided electric mater in respect of the demised premises is in the name of the lessees.
- (i) Notwithstanding anything to the contrary contained herein above, Lessee shall be at its liberty to carry out necessary alterations and modifications in the premises except for structural changes so as to suit its requirements for carrying on its business. The Lessor also hereby agrees that in case Lessee desires to put any instrument, electronic gadgets etc. outside the premises or on the terrace/roof of the building in which the premises is located, Lessor shall have no objection. The Lessee shall put up the instrument and its gadgets at its cost and that Lesser shall not be entitled for any compensation/rentals for the purpose. The Lessor also hereby agrees to apply for additional electric load as and when requested by the Lessee.
- III. The lessor doth hereby further covenant and declare that the lease of the premises hereby demised to the Lessees shall not terminate by reason of the sale or mortgage of the demised premises.
- IV. The lessor doth hereby further covenant with the lessees that he shall



not let, sub-let, under-let or part with the possession or permit the use of any portion or part of his building to any other Bank or financial Institution for business purpose without the Lessee's prior consent in writing in that behalf.

V. PROVIDED ALWAYS IT IS HERELY EXPRESSLY AGREED AND DECLEARED AS FOLLOWS:-

- (a) THAT if the rent hereby reserved or any part thereof shall remain unpaid for 30 days after becoming due and payable (whether formally demanded or not) or other payment to be made by the lessees or any part thereof shall remain unpaid for 30 days after being demanded or if any covenant or condition on the part of the Lessees herein contained shall not be performed or observed then and in any of such cases, it shall be lawful or the lessor at any time thereafter to re-enter upon the demised premises or any part thereof and thereupon these presents shall absolutely determine but without prejudice to the right of action of the lessor in respect of any branches of the Lessees' covenants herein contained PROVIDED HOWEVER that the lessor shall not be entitled to re-enter if the rent becoming due is appropriated by the lessees as provided hereinafter.
- (b) THAT in case the demised premises or any part thereof shall at any time during the term hereby created be destroyed or damaged by fire, tempest, flood, earthquake or other act of God or of State enemies or any irresistible force so as to be wholly or partially unfit for the use of the lessees, then the rent hereby reserved or proportionate part thereof according to the damage sustained shall cease to be payable from the time of such destruction or damage until the premises shall be reinstated AND the Lessees, if called upon to do so by the lessor, shall vacate within a reasonable time the whole or such portion of the premises as may be required to enable the Lessor to reinstate the premises PROVIDED HOWEVER that in the event of such destruction or damage this agreement shall at the option of the Lessees be



void able and the Lessees shall be permitted to determine the Lease from the time of such destruction or damage.

- (c) THAT any notice required to be served herein shall be sufficiently served on the Lessees if addressed and left by hand or forwarded to them by post at the demised premises and shall be sufficiently served upon the Lessor if addressed and delivered to him or forwarded to him by post at his address mentioned above. A notice sent by post shall be deemed to be given at the time when in due course of post, it should have been delivered to the addressee to which it was sent.
- (d) THAT all costs, charges and expenses of and incidental to this lease and duplicates thereof including stamp duty and registration charges, shall be borne and paid by the Lessor and the Lessees in equal proportions. The lessees shall keep the original lease and the Lessor shall keep the duplicate thereof.
- (e) That notwithstanding anything to the contrary contained in this Deed, the Lessor hereby agrees that the lessee shall be at liberty to surrender the leased premises at any time before the expiry of the lease period by giving three months clear notice in advance and the Lessor shall not have any objection for surrender of the premises accordingly. The Lessor shall not be entitled for any compensation / payment of rent for the unimpaired period of lease.
- (f) The Lessor hereby agrees that the Lessee shall be at liberty to surrender any part of the premises during the currency of the lease without payment of any compensation / rent for the unimpaired period of lease though the lease deed is executed for the entire premises and the Lessor shall not have any objection for the surrender of the part premises accordingly.

IN WITNESS WHEREOF the parties hereto have set their respective hands and seal the day and year first hereinabove written.

THE SCHEDULE ABOVE REFERRED TO:

ALL THAT piece or parcel of land or ground with messuages, tenements and building

known as \_\_\_\_\_ situated at \_\_\_\_\_ in the

Registration Sub-District of \_\_\_\_\_ District of

\_\_\_\_\_ being Plot No.

\_\_\_\_\_ admeasuring \_\_\_\_\_ sq.yards, or thereabouts and bounded on or towards the



East by \_\_\_\_\_  
\_\_\_\_\_ on or towards the

West by

\_\_\_\_\_ on or towards the

South by

\_\_\_\_\_ on or towards the

North by \_\_\_\_\_

SIGNED SEALED AND DELIVERED )

By the Within named \_\_\_\_\_ )

\_\_\_\_\_ ) in the presence of \_\_\_\_\_ )

\_\_\_\_\_ )

SIGNED AND DELIVERED on \_\_\_\_\_ )

Behalf of UNION BANK OF INDIA \_\_\_\_\_ )

By Mr. \_\_\_\_\_ )

And Mr. \_\_\_\_\_ )

Two of the constituted attorneys in the \_\_\_\_\_ ) Presence of \_\_\_\_\_ )



क्षेत्रीय कार्यालय, वरंगल: Regional Office, Warangal

**OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS**

**PRICE BID**

With reference to your advertisement in the newspapers / Banks website/e-procurement Portal dated \_\_\_\_\_, I/We hereby offer the premises owned by me / us for housing your branch on lease basis.

**PART A: RATES OFFERED**

I.	Rate per sft. (Carpet area)	:	
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**PART B: RATES OFFERED**

I	Amount of Municipality/ Panchayat/ Local Taxes per annum	:	Rs.
II	Monthly Maintenance Charges (Like society charges/ charges for amenities, etc.)	:	Rs.
III	Any other charges per month (Please Specify)	:	Rs.
IV	Municipal/Panchayat/Local taxes to be borne by	:	Landlord
V	Maintenance charges to be borne by	:	Landlord
VI	Any other charges to be borne by	:	Landlord

**PART C: Total Demand (Per Month)**

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





- ✓ I agree to construct/provide two toilets inside the premise offered solely for the usage of the bank and install minimum 2 rolling shutters (one for branch and one for ATM) as per the banks requirement, before handing over the premise to the bank and the entire cost for the above shall be borne by me.
- ✓ I agree to fix the entire banking area with vitrified tiles size 2x2 shade perlato/ or as specified by the bank.
- ✓ I agree to share the expenses pertaining to the stamp duty & registration charges for registering the lease deed with the bank equally on 50:50 basis.

Date:

Place:

Signature

(Landlord/s)

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

Phone: \_\_\_\_\_

Documents to be enclosed:

1. GST Certificate (If landlord is claiming GST)

(ALL THE FIELDS SHOULD BE FILLED WITHOUT FAIL)



Annexure C: Policy for Acquisition, Leasing, Maintenance & Disposal of Bank's property: 2024-25

3.4 Carpet Area Calculation:

The following areas are included in the carpet area, if they are integral part of proposed premises and are in exclusive possession/ use of Bank:

- Verandahs which are fully covered and used as internal passages and corridors.
- Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
- Kitchen and Pantries
- Staircase and munties
- Canteen
- Toilet

The following areas are generally not included in the carpet area

- Entrance halls and porches, vertical sun brakes, box louvers.
- Shafts and machine rooms for lifts.
- Barsaties\*, lofts, etc.
- Garages
- Air-conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.

\*Barsati is a covered space open at least on one side constructed on a terraced roof.

Area measured must match with approved plan of the building. In no circumstance, unauthorized construction may be considered for branch premises.

