



Regional Office, Gandhinagar

Unit No.1, 4<sup>th</sup> Floor,

Gift One Tower, Gift City, Gandhinagar- 382355

**PREMISES REQUIRED ON LEASE FOR UNION BANK OF INDIA NEAR METRO STATION THALTEJ,  
TOWARDS SOLA, SG HIGHWAY, AHMEDABAD**

Start Date of Tender: 03 May 2024  
Last Date of Submission: 24 May 2024 up to 03:00 PM  
Tender Opening Date: 24 May 2024 at 03:30 PM

(Tenders will be opened in presence of bidders/their authorized representatives)

**Tender Fee:** Rupees 1000.00 per bid/per branch by way of DD/pay order in favor of Union Bank of India and payable at Gandhinagar.

**Place of submission:**

Union Bank of India, Regional Office,  
Gandhinagar, Unit No.1, 4<sup>th</sup> Floor,  
Gift One Tower, Gift City, Gandhinagar- 382355

**Tender issued to M/s:**

**Tender for Branch:** Corporate Relationship Cell, Large Corporate Branch, Retail Loan Point & MSME Loan Point

**(Tick whichever is applicable)**

**Note:-**Bidders submitting tender for more than one branch are to submit tenders in separate sealed bids.

**Tender Notice**

**PREMISES REQUIRED ON LEASE FOR UNION BANK OF INDIA NEAR METRO STATION THALTEJ,  
TOWARDS SOLA, SG HIGHWAY, AHMEDABAD**

1. Bank requires well-constructed Commercial premises on Lease basis in ready possession for following branches under Gandhinagar region with area and location requirements mentioned against each.

Sr.	Branch	Carpet Area (in sq. ft.)	Location
1	LCB, MLP, CRC & RLP	6000 ± 10%	Within the range of approx. 1.00 KM of Thaltej Metro Station, towards Sola, SG Highway, Ahmedabad

2. The premises should be preferably on Ground or upper floors.
3. Premises will be handed over to bank after completion of necessary civil work. Civil work may include construction of separate washrooms for ladies and gents and internal partitions.
4. All the civil work and construction will be undertaken by the Landlord on their own expenses under guidance and supervision of bank's appointed Architect. Layout will be approved by the bank for necessary modification/construction of civil work in selected premises.
5. The offered premises should be situated on main road with approx. 50 ft frontage to meet the requirements of the bank.
6. It should have adequate parking space and other basic amenities like Water, Electricity, and natural ventilation. Washrooms and Civil construction shall be provided by the Landlord as per requirement of the Bank.
7. Lease period shall be minimum 15 years; however, bank's endeavor is to go for higher duration of Lease term. Upon expiry of Lease term, it can be extended further as per mutual consent and in consideration with bank guidelines.
8. Lease Expenses will be borne in ratio 50:50 by the Bank and Landlord of premises.
9. It should have adequate parking space for parking at least 10 two wheelers and 5-10 four wheelers of staff and Customer Vehicles.
10. Offered Premises must have NOC for commercial use, Map of the premises must be approved by local Govt. authority and it should be as per Gujarat Building Byelaws, National Building Code of India & Gujarat fire laws. All Fire Fighting requirements as per latest National Building Code standards will be provided by the Landlord. Only Fire extinguishers and Fire alarm system will be installed by the bank.
11. The premises should be approved under Commercial usage duly authorized by the competent authority. Self-attested copy of the same should be enclosed with Technical Bid.
12. Required Occupational certificate is to be submitted upon completion of civil work or as applicable and required by the bank. The certificate is required to be submitted before execution of Lease deed.

13. The applicant should be the legal owner of the premises or should be in a legal position to execute Lease deed with the bank. (Copy of clear title should be enclosed with the Technical Bid)
14. 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.
15. For execution of lease deed, carpet area will be calculated as follows:- Carpet area shall be internal finished wall to wall area measurements including all door jams, balconies, bathrooms, lavatories, kitchen and pantry exclusively for bank use but excluding internal partition, walls, columns, shafts/ducts, stilt, covered/open parking spaces, lifts, staircases, lobbies, open terraces, pump rooms, flower beds, loft portion, watchmen's cabin, storage tanks, chhajja, canopies, worship places etc.
16. Space at Terrace/Roof/compound/any other place of the building/premises for erection of V-SAT and D. G. Set/ 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.
17. Electrical connection, as required by the bank is to be obtained by the Landlord. Cost of electrical connection will be borne by the bank against receipt of original bills.
18. Duly filled applications as mentioned in this document should be submitted by due date along with Non-returnable tender fees of Rupees 1000/- in form of DD/Pay order favoring Union bank of India and payable at Gandhinagar. Applications without Tender Fees shall be summarily rejected.
19. For bidders submitting more than one bid (either for same location or for different locations), separate bids are required to be submitted in sealed envelopes. Separate tender fees, i.e. Rs 1000/- per bid will be applicable for bidders submitting more than one bid.
20. Completely filled application as per Annexure 1 (Technical Bid) and Annexure 2 (Commercial Bid) along with required documents should be submitted in two separate sealed envelopes and should be super scribed with "Technical Bid" and "Commercial Bid" respectively. Both these envelopes should be sealed in a third (main) envelope and should be super scribed with "Application for \_\_\_\_\_ (Name of branch)". Contact details along with contact number of the applicant must be mentioned on all three envelopes.
21. Technical bids shall be opened on due date in presence of bidders/their Authorized representatives at mentioned date and time in Regional office Gandhinagar at above mentioned address.
22. All received Technical Bids shall be scrutinized as per terms and conditions mentioned in tender document. Qualified Sites will be inspected by the committee from Regional office. For Site inspection, landlord/bidder will be informed well in advance through contact number mentioned in Technical bid/Envelope. In case the contact details are not properly mentioned/the Bidder, does not respond to calls, bank reserves all rights to reject the bid, without assigning any reasons thereof.
23. 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.

24. Technical Bid should not contain any price information and should be complete in all respect as per Annexure 1. Incomplete applications shall be summarily rejected.
25. 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.
26. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
27. The Bank reserves the right to reject and / or all tenders received without assignment of any reasons thereof.
28. Tender validity period - six months.
29. 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 (Operations),  
Union Bank of India, Regional Office,  
Gandhinagar, Unit No.1, 4<sup>th</sup> Floor,  
Gift One Tower, Gift City, Gandhinagar- 382355**

**Date: 03-05-2024**

**Regional Head**

**OFFER OF BANK'S PREMISES ON LEASE/ RENTAL 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 B: 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**

**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.
  - iv. Time required for Construction of Strong room and Civil work.
- 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 (specify number of cars):

(d) Continuous water supply:

(e) Water supply facility:

(Municipal supply/Well/Borewell)

(f) No. of toilets:

(g) Time required to provide basic amenities:

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.\_\_\_\_\_

**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**

- i. 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: Landlord or Bank (Please specify)  
v. Maintenance charges to be borne by: Landlord or Bank (Please specify)  
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:

Date:

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

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

Signature

(Landlord/Owner)

