

**यूनियन बैंक**  
ऑफ इंडिया



**Union Bank**  
of India

भारत सरकार का उपक्रम A Government of India Undertaking

**Regional Office, SCO 113-114, Urban Estate Ph-II, Jalandhar**

**E-mail: [cmpndrojal@unionbankofindia.bank](mailto:cmpndrojal@unionbankofindia.bank)**

**COMMERCIAL PREMISES REQUIRED ON LEASE BASIS UNDER REGIONAL OFFICE JALANDHAR**

Union Bank of India requires well-constructed commercial premises on lease for its branch on Ground Floor at below mentioned place:

| Sl. | Place      | Distt.    | State  | Desirable Area (sq. ft.) |
|-----|------------|-----------|--------|--------------------------|
| 1.  | Basti Adda | Jalandhar | Punjab | 1700 ±10%                |

Prospective bidders holding ownership or power to negotiate on behalf of the owners may collect the tender format consisting of Technical & Financial Bid format from Union Bank of India, Regional Office, SCO 113-114, Urban Estate Ph-II, Jalandhar during office hours or download from Bank's website [www.unionbankofindia.bank.co.in](http://www.unionbankofindia.bank.co.in) or Government of India website [www.eprocure.gov.in](http://www.eprocure.gov.in) and should submit their technical & financial bids in two separate envelopes superscribing Technical/Financial Bid respectively on or before 15.05.2026 by 3.00 PM at Union Bank of India, Regional Office, Jalandhar.

The technical bid will be opened on 15.05.2026 at 4.00 PM at Union Bank of India, Regional Office, SCO 113-114, Urban Estate Ph-II, Jalandhar in presence of bidders or their authorised representative. No broker or intermediaries will be entertained.

Bank reserves the right to reject any tender without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. Also, Bank reserves the right to withdraw the tender at any point of time without assigning any reasons whatsoever. No brokers or intermediaries will be entertained.

**Date of commencement of issue of RFP: 23.04.2026**

**Pre-Bid Meeting: 04.05.2026 at 03.00 PM**

**Last date for submission of RFP: 15.05.2026 till 03.00 PM**

**Opening of Technical Bid: 15.05.2026 @ 04.00 PM**

**Tender Fee: Rs. 1000/- per bid(non-refundable) by way of DD in favour of Union Bank of India payable at Jalandhar. No cheques shall be accepted.**

**NOTICE INVITING TENDER**

**COMMERCIAL PREMISES REQUIRED ON LEASE BASIS UNDER REGIONAL OFFICE JALANDHAR**

1. The Bank is expecting acceptance to make necessary modifications in the readily built premises as per bank's requirement (NBC-2016 norms).
2. The owner has to handover the premise with all the civil works i.e Toilets for Gents & ladies/Hall/Collapsible gate/tiles/windows & door with grill/shutters/ collapsible gate etc and net within 15 days from the allotment of tender.
3. Strong room will be constructed by the landlord as per Bank's policy.
4. The lease period will be minimum for 15 years. Upon expiry of lease term, it can be extended further as per mutual consent and in consideration with the Bank guidelines.
5. Landlord will provide sufficient parking space, stairs with emergency exit, space for generator, solar panel and communication tower at roof top as per Bank's requirement with freely access to terrace of said premises and for this Bank will not pay any additional amount to landlord.
6. Final carpet area will be calculated after Joint Measurement by the Bank's empanelled architect with the landlord as per Bank's guidelines. Lease will be executed on carpet area finalised after joint measurement. The expenses incurred in lease deed execution will be borne by landlord and Bank in 50:50 ratio.
7. The offered premises should be situated in naturally secured area. Premises should be approved from Local Municipal Authority for commercial use purpose. (Approved plan copy, copy of proof of commercial tax & map should be made available by landlord on request). All fire hydrant system and firefighting requirements as per latest National Building Code NBC-2016 standards will be provided by the landlord.
8. Increment in rent will be after a block of minimum of 5 years as per Bank's guidelines.
9. Electrical connection, as required by the Bank is to be obtained by the landlord in his own expense.
10. The rent of the premises will commence from the date of possession of the Bank
11. Municipal Tax/Any other local body tax will be borne by the landlord.

Note: If the owner/offerer has more than one projects/ premises/plot to be offered at different locations. Separate tenders must be submitted for each of the locations.

The offeror has to get three envelopes and marked the envelope as I, II & III. Usage of the envelopes will be as under:

- I. **Envelope marked as I:** Financial (Price) bid be put in this envelop and sealed. This envelop will be superscribed as Financial (Price) Bid. The envelope will be opened if the offeror is found suitable fulfilling the requirements stipulated by the bank.
- II. **Envelope marked as II:** Technical Bid, duly completed in all aspects, to be put in this envelop and sealed. The envelope will be superscribed as "Technical Bid".
- III. **Envelope marked as III:** The above two sealed envelopes No I and II be placed in this envelop along with the Demand Drafts (details mentioned below) and to be sealed. The envelope marked as no. III would be superscribed as "**COMMERCIAL PREMISES REQUIRED ON LEASE BASIS FOR BASTI ADDA JALANDHAR BRANCH**" along with the Name, Address & Contact Number of the Bidder.

The duly filled in and sealed and super scribed tender envelopes must be dropped in the tender box placed at the Regional Office, Jalandhar or to be handed over to the office of Dy. Regional Head/ Chief Manager of Regional Office, Jalandhar

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**TERMS & CONDITIONS:**

- 1.1 The terms and conditions shall form part of the tender to be submitted by the bidder to Union Bank of India hereinafter termed as "Bank".
- 1.2 Tender document received by the Bank after due date & time shall be rejected outright.
- 1.3 All columns in the tender document must be duly filled and no column should be left blank. "Nil" or "Not Applicable" should be marked where there is nothing to report. All the pages of the tender documents should be signed by the authorized signatory of the tenderer. Any over writing or use of white ink should be duly authenticated by the tenderer. Any over-writing or use of white ink should be duly authenticated by the tenderer. The Bank reserves the right to reject incomplete tenders or in cases where information submitted found is incorrect.
- 1.4 Technical Bid should not contain any price information and should be complete in all respect as per Annexure 1.
- 1.5 Financial Bid should be complete in all respect. Price should be quoted in terms of rate per square feet only. In case the bidder quotes lump sum rate, per square feet rate shall be calculated by dividing lump sum rate by the area mentioned in the technical bid. Applicant with the lowest rate shall be offered for premises as be Bank's terms & Conditions. Price applicable will be decided after joint measurement of site @L1 Rate.
- 1.6 In case the space in the tender document is found insufficient, the vendor may use separate sheets to provide full information.
- 1.7 Property should be situated in good area in specified locations with congenial surroundings and proximity to public amenities. The property shall also be elevated and not prone to water logging. The locality shall have amenities of water supply, sewerage & storm water drain.
- 1.8 Offers which are ready for possession or guaranteed possession within 3 months will be preferred.
- 1.9 Offers of extended constructions over the existing buildings with external columns will not be considered.
- 1.10 Carpet Area: The carpet area would mean the usable carpet area at any floor level & include area occupied by all internal partitions, internal columns, internal door jams, internal balconies, internal bathrooms, internal lavatories & internal kitchen & pantry. Joint Measurement will be taken in the presence of bank officials and bidder/authorised representative for computing/finalizing the exact carpet area. For computing of the carpet area, the definition adopted in this tender will be the covered areas excluding the outer walls i.e. from plastered to plastered surface of the walls. Niches, flowerbeds, sit outs, open balconies etc will not be taken into consideration for calculating the carpet area.
- 1.11 The property offered should have the clear title. Adequate documentary evidence to this effect should be furnished when demanded. All the legal documents required by the Bank for verification of the title clearance of the property should be submitted. The title certificate issued by Bank's Advocate only shall be considered. The cost incurred in obtaining title clearance will be borne by landlord.
- 1.12 Plans duly approved by municipal authorities/competent authority should be submitted when demanded by the Bank.
- 1.13 The bidders at their own cost shall obtain statutory clearances as and when required. Misuse Charges at any stage during lease tenure are levied by competent authority, then the same will be borne by the landlord.
- 1.14 Bank reserves the right to accept or reject any or all the tenders/offers without assigning any reason whatsoever.
- 1.15 All bids qualifying in technical evaluation and site visits will be qualified for financial bidding. All bidders qualifying for financial bidding will be required to submit a refundable Security Deposit of Rs.

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50,000/- through Demand Draft in favour of Union Bank of India payable at Jalandhar. EMD of unsuccessful bidders will be returned after the tender process, however the EMD of L1 Bidder will be returned only after execution of lease deed. In case the successful bidder at any stage backs out of the process or failed to offer his premises as per bank guidelines within stipulated time period or any other similar case, bank reserves all right to forfeit the EMD. No complaints in this regard will be entertained.

**Regional Head**

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

**FORMAT OF TECHNICAL BID (ANNEXURE-1)**

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**

I. Building

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

Whether ready to offer area as required by Bank?

Dimension (Lx W x H) in feet Carpet Area (Sq. Ft)

i. Hall \_\_\_\_\_

ii. Toilet/Washrooms \_\_\_\_\_

iii. Strong Room, if any. \_\_\_\_\_

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B. Floor particulars

(Basement/Ground/Lower or Upper ground/Mezzanine/1<sup>st</sup> 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:**

Lease period offered: \_\_\_\_\_

**Amenities available / proposed:**

(a) Separate electricity meter: \_\_\_\_\_

(b) Sanctioned Electrical power/ load: \_\_\_\_\_

(c) Car parking facility: \_\_\_\_\_

(d) Continuous water supply: \_\_\_\_\_

(e) Water supply facility: \_\_\_\_\_

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(Municipal supply/Well/Bore well):

(f) No. of toilets: \_\_\_\_\_

(g) Whether separate water meter is provided: \_\_\_\_\_

(h) Whether plans are approved by local authorities: \_\_\_\_\_

(i) Time required for giving possession: \_\_\_\_\_

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

Any other information not covered above:

\_\_\_\_\_

Place:

Signature

Date:

(Landlord/Owner)

Name: \_\_\_\_\_

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

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

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

**FORMAT OF PRICE BID(ANNEXURE-2)**

**(TO BE SUBMITTED IN A SEPARATE ENVELOPE)**

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: RATES OFFERED**

Rate per sq. ft. (carpet area) & lump sum monthly Rent: \_\_\_\_\_

(Note: L1 will be selected on the basis of per square feet rate quoted)

**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:

Date:

Signature  
(Landlord/Owner)

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

Phone No: \_\_\_\_\_