

क्षेत्रीय कार्यालय, करनाल,

First Floor Regional Office Premise, Adjacent to Partap Public School Sector 6 Karnal Haryana Pin-132001

विषय: पट्टे/लीज़ पर बैंक की शाखा हेतु परिसर की आवश्यकता हेतु

यूनियन बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, करनाल के अधीनस्त बैंक की उल्लेखित शाखा के लिए भूतल पर सुव्यवस्थित ढंग से निर्मित/निर्माणाधीन वाणिज्यिक परिसर की पट्टे/लीज़ हेतु आवश्यकता है। जिसका विवरण निम्न प्रकार से है-

क्र.	शाखा	कार्पेट एरिया	स्थान	तल
1	लाडवा	1400 ± 10%	मौजूदा शाखा परिसर के आसपास	भूतल

आवेदन प्रारूप एवं विस्तृत नियम तथा शर्तें बैंक की वेबसाइट www.unionbankofindia.co.in तथा www.eprocure.gov.in पर उपलब्ध हैं। निविदा दस्तावेज़ उपर्युक्त पते पर स्थित क्षेत्रीय कार्यालय, करनाल से भी प्राप्त किए जा सकते हैं।

मुहरबंद तकनीकी और वाणिज्यिक बोलियाँ रुपये 1000/- के निविदा शुल्क के साथ क्षेत्रीय कार्यालय, करनाल में दिनांक 09-06-2026 को अपराह्न 3.30 बजे तक या उससे पहले जमा की जानी हैं। उक्त निविदा हेतु प्राप्त बोलियाँ क्षेत्रीय कार्यालय के उपरोक्त पते पर निर्धारित कार्यक्रम के अनुसार दिनांक 09.06.2026 को साँय 04:00 बजे बोलीदाताओं/प्रतिनिधियों की उपस्थिति में खोली जाएगी।

नोट: बैंक बिना कोई कारण बताए प्राप्त किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

दिनांक: 18-05-2026

स्थान: करनाल

Regional Office, Karnal

First Floor Regional Office Premise, Adjacent to Partap Public School Sector 6 Karnal Haryana Pin-132001

PREMISES REQUIRED ON LEASE

Bank requires well-constructed/under construction commercial premises for following branch with details mentioned against it on ground floor.

Sr.	Branch	Carpet Area	Location	Floor
1	Ladwa	1400 ± 10%	In & around existing Branch premise of Ladwa Branch	Ground Floor

Detailed terms, conditions and application formats are available on bank's website www.unionbankofindia.co.in and www.eprocure.gov.in Tender document can also be collected from Regional office Karnal situated at above mentioned address.

Sealed Technical and commercial bids along with tender fees of Rs 1000/- is to be submitted at Regional Office, Karnal on or before **09-06-2026 by 3.30 pm**. The technical bids will be opened on **09-06-2026 by 04:00 pm**. Technical Bids will be opened in presence of Bidders/representatives as per schedule in above mentioned address.

Note: Bank reserves the right to reject any or all applications received without assigning any reasons whatsoever.

Date: 18-05-2026
Place:Karnal

Regional Head

Regional Office, Karnal

First Floor Regional Office Premise, Adjacent to Partap Public School Sector 6 Karnal Haryana Pin-132001

**PREMISES REQUIRED ON LEASE FOR UNION BANK OF INDIA,
Ladwa Branch**

Start Date of Tender: 18-05-2026

Last Date of Submission: 09-06-2026 up to 03:30 PM

Tender Opening Date: 09-06-2026 up to 04:00 PM

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

Tender Fee: Rupees 1000.00 per bid by way of DD/pay order in favor of Union Bank of India and payable at Karnal. Chquees will not be accepted for tender fees.

Place of submission:

Union Bank of India, Regional Office, Karnal

First Floor Regional Office Premise, Adjacent to Partap Public School Sector 6 Karnal Haryana Pin-132001

Tender issued to Mr:



Tender for Proposed Branch: Ladwa Branch

Tender Notice
PREMISES REQUIRED ON LEASE FOR UNION BANK OF INDIA,
Ladwa Branch

Bank requires well-constructed/under constructed Commercial premises on Lease basis for our Ladwa branch under Karnal Region with area and location requirements mentioned against it .

Sr.	Branch	Carpet Area	Location
1.	Ladwa Branch	1400 ±10%	In and around existing Branch Premise of Ladwa Branch

1. The premises should be on ground floor with facility of Ramp for 'Divyangjan'.
2. 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, Strong Room and internal partitions.
3. B Class Strong room as per RBI norms will be constructed through RCC with Steel Rods strengthening as per RBI guidelines. The Cost will be borne by the landlord. Strong room construction details can be collected from the above-mentioned address separately. Approximately cost of construction is Rs 5.00 Lakhs.
4. All the civil work and Strong room 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 premises offered should be situated on main road with approx. 25 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. Separate washroom for ladies and gents and Civil construction etc shall be provided by the Landlord as per requirement of the Bank.
7. Lease period shall be minimum 10 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 2 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 if any and it should be as per Haryana Building Bye-Laws, National Building Code of India & Haryana 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 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. Rent increase shall be after a block of minimum 5 years, subject to maximum hike as per bank's guidelines. Maximum increase in rent after every block of 5 years under Semi Urban category is 10%, Bidder is required to quote increase in rent demanded in financial bids. The same will be considered for calculation of lowest rates for deciding L1 bidder. For Calculation of L1, in case rent increase percentage demanded is beyond the maximum permissible limits (as per bank guidelines), L1 will be calculated on total outgo of the bank in 15 years.
19. 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 Karnal. Applications without Tender Fees shall be summarily rejected. Chquees will not be accepted for tender fees.
20. 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.
21. 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 Ladwa Branch". Contact details along with contact number of the applicant must be mentioned on all three envelopes.
22. Technical bids shall be opened on due date in presence of bidders/their Authorized representatives at mentioned date and time in Regional office Karnal at above mentioned address.
23. 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.
24. 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.

25. 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.
26. 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.
27. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
28. The Bank reserves the right to reject and / or all tenders received without assignment of any reasons thereof.
29. Tender validity period -six months.
30. Offers from Brokers/intermediaries will not be entertained.
31. 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 (Operation),
Union Bank of India, Regional Office, Karnal
First Floor Regional Office Premise, Adjacent to Partap Public School Sector 6 Karnal Haryana
Pin-132001**

Date: 18-05-2026

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 A: GENERAL INFORMATION

S.no		Remarks
1	Name of the owner/s:	
2	Share of each owner, if any, under joint ownership:	
3	Location:	
4	Name of the building/scheme:	
5	Sector No.:	
6	Street:	
7	Full Address along with PIN code & prominent landmark:	
8	Locality (Residential/Commercial/Industrial/Mixed):	

PART B: TECHNICAL INFORMATION

S.no		Remarks
1	Building i. Hall ii. Toilet/Washroom iii Strong Room if any iv Time required for Construction of Strong room and Civil work.	
2	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)	
3	Floor particulars (Basement/Ground/Lower or Upper ground/Mezzanine/1st floor): (give area of each floor)	
4	Age of the building:	
5	Frontage in feet:	
6	Access /distance from Main Road: (Mention whether it is on main road)	
7	Type of Building: (Residential/Commercial/Industrial)	
8	Type of Construction: (Load bearing/RCC/Steel framed)	
9	Pillars in premises offered: (specify no.)	

10	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	
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PART C: OTHER PARTICULARS:

S.No		Remarks
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 equipment (YES/NO):	
7	Whatever ready to construct B Class strong room as per RBI/Bank guidelines (YES/NO)	
8	Any other information not covered above:	

Place:

Signature

Date:

(Landlord/Owner)

Address _____

Phone No. _____

Kindly submit following documents with Technical bid

1. Copy of Aadhaar Card & Pan Card
2. Latest Electricity Bill, if any
3. Latest tax receipt, if any
4. Proof of property belongs to landlord i.e. Sale deed, Gift deed etc
5. Plan & approval if available
6. Few photographs of the premises offered, if any

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)	
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PART B: OTHER DETAILS

S.no		Amount
1	Amount of Municipal/ Panchayat/ Local Taxes per annum:	
2	Monthly Maintenance charges (Like society charges/charges for amenities, etc):	
3	Any other charges per month: (please specify)	
4	Municipal/ Panchayat/ Local Taxes to be borne by:*	
5	Maintenance charges to be borne by:*	
6	Any other charges to be borne by:*	
	*Please mention (Landlord or Bank)	

PART C: TOTAL DEMAND (per month) (A+B)

S.no		Amount
1	Rent	
2	Municipal/Panchayat/Local Taxes /Property tax	
3	Maintenance Charges	
4	Any other charges	
5	Total	

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____

Phone No. _____