

NOTICE INVITING TENDER

Reg: -Premises required on lease for branch including Onsite ATM

Union Bank of India, a premier Public Sector Bank invites offer for premises requires on lease on two bid system (Technical Bid & Financial Bid). The premises should be well-constructed commercial premise in ready possession/under construction & preferably on ground floor having adequate parking facilities for two-wheelers & four-wheelers. The branch current locations & required locations, carpet area details are mentioned below:

Sr. No.	Name of branch	Category	maximum indicative carpet area (in sq ft) (including ATM, e-lobby and Strong Room)	Current Location	Proposed premises should be preferably on Ground floor having adequate parking facilities for two-wheelers & four-wheelers.
1.	PATNA C T FLYOVER BRANCH (IBR-804185)	Metro	1700+-10%	Aditya Arcade, 1st Floor, South Gandhi Maidan, Patna	At or nearby the existing branch location (within 500 metre) such as Exhibition Road, Fraser road, Maurya lok etc.
2.	Pali Branch (IBR-571041)	Rural	1200+-10%	Main Road, Pali, Patna Pin-801110	At or nearby the existing branch location (within 500 metre)
3.	Uphraul Branch (IBR-933449)	Rural	1200+-10%	Main Road, Uphraul, Vaishali, (Bihar) -844504	At or nearby the existing branch location (within 500 metre)

Further conversion/parking charges/service tax etc. will be borne by the landlord/landlady only.

Interested parties, who are willing to lease out their available premises, preferably located on the Ground Floor & having adequate parking facilities for two-wheeler & four-wheeler at the above proposed locations, may apply.

The applicant shall offer their premises on long term lease basis i.e. minimum for 10 years or for 15 years or more.

Some of the terms and conditions, which an applicant should ensure while applying for the proposed premises: -

- Applicant will be required to provide proof of ownership and NOC for opening of office from the competent authority at their own cost at the time of finalization.
- The applicant must submit their offer in prescribed format enclosed in tender document.
- The applicant must have a clear title of the property.
- The premises must be suitable from the point of view of security and have all civic facilities such as adequate sanitary arrangements, water and electricity. Natural light & ventilation.
- The premises should be strong and modern and should provide for natural structural safety from hazards of fire, theft and collapse. Newly constructed building will be preferred.

- The applicant of premises will have to execute bank's standard lease deed and bear the cost of execution and registration of lease deed. 50% of total cost to be borne by landlord/landlady & rest 50% by the Bank.
- The applicant should bear all taxes (Present and future) including service tax, parking charges, cesses ,etc. related to premises.
- Branch site should preferably on the main road having proper power connection with proper load.
- Applicants having a larger area than our above requirement must give an undertaking to agree to offer space as per Banks requirement in absence of which such application are liable to be rejected.
- Agents & property dealers will not be entertained as bank does not pay any brokerage.
- Applicant/landlord on approval of the premises shall construct the strong room at his/her own cost as per the requirement of bank & as per Banks Guidelines.
- Banks reserves the right to accept or reject any of /all the tenders received without assigning any reason whatsoever.
- The applicant must submit the technical offer in the given format as in Annexure -V , containing technical details should be marked as envelope no.-1 and should be super scribed with **Technical bid** and commercial or price offer in the given format as in Annexure -VI , containing financial details should be marked as envelope no. 2 and should be super subscribed with **Financial Bid**. Both these covers duly sealed should be put under third envelope super scribed with offer of premises for the locations as mentioned above, and it should also bear the Name, Address and contact number of applicants on all three envelops. The third envelope duly sealed & also clearly mention offered premises & should be addressed to the below mentioned address: -

The Deputy General Manager
Union Bank of India
Regional Office,
1stFloor, Nasheman Bhawan
Mazhrul Haq Path, Patna-800001

The application as above should be submitted to Regional Office, Patna between 10 AM to 5 PM on all working days from 10:00 Hrs, 18.05.2026 to 16:00 Hrs, 01.06.2026.

The Pre-bid meeting will be on 25.05.2026 at 15:00Hrs at Regional Office Patna.

The Technical bid will be opened on 01.06.2026 at 16:30 Hrs at Regional Office Patna in presence of applicants/applicant's representative if present at the time of Tender opening.

Dy General Manager
(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

Sr.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

Sr. No.		Remarks
1.	<u>Building</u> i. Hall ii. Toilet/Washrooms iii. Strong Room if any	
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.	<u>Floor particulars</u> (Basement/Ground / Lower or Upper ground/Mezzanine/ First 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.)	
8.	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	

PART C : OTHER PARTICULARS :

Sr.No.		<u>Remarks</u>
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:

Date:

Signature

(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

Rate per sq. ft. (carpet area)	
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PART B : OTHER DETAILS

Sr.No.		Remarks
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)

Sr.No.		Remarks
1.	Rent.	
2.	Municipal/ Panchayat/ Local Taxes	
3.	Maintenance charges	
4.	Any other charges	
5.	Total	

Place:

Date:

Signature

(Landlord/Owner)

Address:

Phone No. _____