



भारत सरकार का उपक्रम A Government of India Undertaking

**Union Bank of India, Regional Office Guwahati, HOUSEFED Complex Near Dispur
Last Gate, Guwahati - 781006**

PREMISES REQUIRED ON LEASE

“Bank requires a well-constructed commercial RCC premises admeasuring 1200 sq.ft. $\pm$ 10% variance in carpet area in ready possession/under construction at Azara in Kamrup Metro District of Assam, preferably on ground floor at prime location with all amenities and sufficient parking space. Landlord needs to provide minimum 20 KW Electricity Connection in the name of Bank. For further details, please visit Bank’s website www.unionbankofindia.com / e-Procurement portal www.eprocure.gov.in. Last date for submission of bids in prescribed format is 11.08.2026 upto 1500 hrs.

The Bank reserves the right to reject any or all bids without assigning any reason whatsoever.”

Regional Head



NOTICE INVITING TENDER FOR AZARA BRANCH AT AZARA, KAMRUP METRO DISTRICT, ASSAM STATE

OFFER OF PREMISES ON LEASE / RENTAL BASIS

- Issue of tender forms from 28.07.2026 to 11.08.2026 from Union Bank of India, Regional Office Guwahati Branch during office hours.
- Last date of submission of tender at Union Bank of India, Regional Office Guwahati on 11.08.2026 by 3:00 pm.
- Date of opening of tender is 11.08.2026 at Union Bank of India, Regional Office Guwahati at 04:00 pm.
- Tenders documents to be collected from : Union Bank of India, Regional Office Guwahati during office hours / Downloaded from website
- Tenders to be submitted at : Union Bank of India, Regional Office Guwahati before 11.08.2026 by 3:00 pm
- Cost of Tender Document : NIL
- Security Deposit : NIL
- Address of Regional Office : Union Bank of India, Regional Office,
Housefed complex, Banphool Nagar, Nagar
Near Dispur Last Gate, Guwhati- 781006

Contact person : (1) Shri Vikash Kumar (Chief Manager (P&D) Mob: 8126531701

Contact person: (2) Shri Dhanraj Chik Baraik (SR. Manager (P&D) Mob: 9775793176

NOTICE INVITING TENDER

**OFFER OF PREMISES ON LEASE / RENTAL BASIS FOR AZARA BRANCH AT AZARA, UNDER
KAMRUUP METRO DISTRICT, GUWAHATI, ASSAM**

1. The tender document can also be downloaded from Bank's website www.unionbankofindia.com / e-Procurement portal tenders.gov.in or collected from our office.
2. If the owner / offerer has more than one projects / premises to be offered, at different locations, separate tenders has to be submitted for each of the locations.
3. The completed tender documents (Technical Bid and Price Bid in **separate sealed envelopes**, duly marked as "**Technical Bid**" and "**Price Bid**" are to be placed in a single cover super scribed "**Offer of Premises on lease / rental basis for Azara Branch, Kamrup Metro District, Assam**".
 - 3.1 The offerer has to get three envelopes and mark the envelopes as I, II & III. Usage of envelopes will be as under:
 - i) **Envelope marked as I** : Financial bid be put in this envelope and sealed. This envelope would be super scribed as **Financial Bid**. The envelope will be opened if the offer is found suitable fulfilling the requirements stipulated by the Bank.
 - ii) **Envelope marked as II** : **Technical Bid**, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as **Technical Bid**.
 - iii) Envelope marked as III : The above two sealed envelopes No.I & No.II be placed in envelope No.III and sealed (i.e. envelope marked as III, will contain two envelopes marked as I, II). This envelope marked as No.III would be superscripted as "**Offer of Premises on lease / rental basis for Azara Branch, under Kamrup Metro District, Assam**".
 - 3.2 The duly filled in and sealed and super scribed tender envelopes must be dropped in the Tender Box placed at **Union Bank of India, Regional Office, Guwahati before 11.08.2026 by 3:00 pm**
4. Documents pertaining to building approval / location must be submitted along with Technical Bid.
5. Carpet area calculation will be as per Bank norms.
6. Minimum Electrical Load is 20 KW.
7. Landlord needs to construct Strong Room of "B" Class as per BIS Specification.
8. The Technical Bids will be opened on 11.08.2026 at 16:00 p.m. at **Union Bank of India, Regional Office, Guwahati** in presence of the bidders or their authorized representatives. All the bidders are advised in their own interest to be present on the date at the specified time. If Technical Bid could not be opened on 11.08.2026 due to some unavoidable circumstances, the same will be opened on next working day at the same time.
9. Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever at any stage.

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

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.

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 :

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

(Municipal supply/Well/Borewell):

(f) No. of toilets:

Whether separate water meter is provided:

Whether plans are approved by local authorities:

Time required for giving possession:

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

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: *

- 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:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____