

Regional Office Baroda
Union Bank Bhawan, station road, Opposite M S University,
Kala Ghoda, Sayajiganj, Vadodara, 390005 Ph No. 0265-2225286

Subject: Premises required on Lease for Union bank of India Karjan (Vadodara) Branch

Start Date of Tender: 15 July 2026
Prebid Meeting: 29 July 2026 at 11:00 AM
Last Date of Submission: 04 August 2026 up to 03:00 PM
Tender Opening Date: 04 August 2026 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 Vadodara.

Place of submission:
Union Bank of India Regional Office, Baroda
Union Bank Bhawan, 2nd Floor,
Opp of M S University, Kala Ghoda,
Sayajiganj, Vadodara, 390005

Tender issued to:- _____

Tender for Branch:- Karjan

Tender Notice

Subject: Premises required on Lease for Union bank of India Karjan Branch

1. Bank requires well constructed Commercial premises on Lease basis for following branch under Baroda region with area and location requirements mentioned against each.

Sr.	Branch	Carpet Area	Location
1.	Karjan	1400 ± 10%	Karjan Municipal Limit

2. The premises should be on ground floor only with facility of Ramp for 'Divyangjan'.
3. Premises will be handed over to bank after completion of necessary civil work. Civil work includes construction of strong room, separate washrooms for Ladies and gents and internal partitions.
4. Strong room as per bank requirements will be constructed through RCC with Steel Rods strengthening as per RBI guidelines. Strong room construction details can be collected from the above mentioned address separately.
5. 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.
6. The offered premises should be situated on main road with at least 25 ft frontage.
7. 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.
8. 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.
9. Lease Expenses will be borne in ratio 50:50 by the Bank and Landlord of premises.
10. It should have adequate parking space for parking at least 10 two wheelers and 3-4 four wheelers of staff and Customer Vehicles.
11. 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 Bye-Laws, 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.

12. The premises should be approved under Commercial usage duly authorized by the competent authority. Required Occupational certificate is to be submitted upon completion of civil work or as applicable and required by the bank. The certificates are 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 empanelled 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. 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 Vadodara. Applications without Tender Fees shall be summarily rejected.
20. Completely filled application as per Annexure 1 and containing tender fees (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 Baroda 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 responds 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. All bidders qualifying for financial bidding shall be required to submit a returnable EMD in form of DD/pay order favoring Union Bank of India and payable at Vadodara. EMD for Karjan branch will be Rs 1,00,000/-. EMD shall not carry any interest and shall be returned to all bidders except L1 bidder after Financial bidding process. EMD of L1 bidder shall be returned after execution of Lease deed. In case the L1 bidder fails to comply with terms and conditions of the bank, the EMD shall be forfeited. No complaint in this regard shall be entertained.
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. 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),
Regional Office, Baroda
Union Bank Bhawan, Opposite M S University,
Kala Ghoda, Sayajiganj, Vadodara, 390005**

Date 15-07-2026

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 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
 - E. prominent Landmark:
 - F. 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 equipment (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):-
- ii. Hike in rent demanded after block of 5 years:-
(Maximum permissible hike is 15% after each block of 5 years)

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. Municipal/ Panchayat/ Local Taxes to be borne by: **Landlord**
- iv. Maintenance charges to be borne by: Landlord/Bank (Please specify)

PART C: TOTAL DEMAND (per month)

- | | |
|------------------------|-----|
| i. Rent: | Rs. |
| ii. Any other charges: | Rs. |
| iii. Total: | Rs. |

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____