

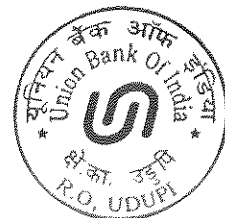
परिचालन विभाग /Operation Department
क्षेत्रीय कार्यालय ,उडुपि / Regional Office, Udupi

Request for Proposal (RFP) for Acquisition of Premises on lease basis for Union Bank of India, Sirsi Branch under Udupi Region

Important Dates

Tender issue date	25.05.2026 10.00 am
Last date of bid submission	15.06.2026 4.00 pm
Date of opening of technical bid	15.06.2026 4.30 pm
Date of opening of price bid	Will be intimated later to shortlisted bidders

1. **Purpose of RFP:** Union Bank of India, Regional Office Udupi intends to acquire premises on lease basis for Union Bank of India Sirsi Branch, Uttar Kannada District Karnataka.
2. **Location:** Near or Within Sirsi city limits.
3. **Requirement of the Premises:**
 - a) Offered premises should meet all our eligibility criteria as per guidelines as stated in the RFP, please note that first preference shall be given to the premises with good frontage and amenities etc. as specified in RFP.
 - b) The premises should be commercially converted and permission for commercial use of the premises should have been obtained from the competent authority prior to submitting Bid in the tender.
 - c) Legal opinion from our empaneled advocate will be obtained regarding the title certificate of the premises and commercial use of property.
 - d) All the taxes and statutory dues should have been paid. There should not be any pending dues to the regulated authority.
 - e) The offered premises should be at elevated levels and shall not to be prone to water logging, seepage etc.
 - f) The locality shall have basic amenities such as water supply, sewerage, power supply etc.
 - g) The structure of the offered building should be strong and load bearing.
 - h) The offered premises on the main road will be preferred.
 - i) The offered premises should not be more than 25 years old from the date of construction.
 - j) The offered premises should have space for installation of V-SAT, solar panel and secondary MPLS and other infrastructure in the terrace as required by the Bank without demanding any additional charges/Rent.
 - k) Carpet area required: 1400 \pm 10% sq. Ft.

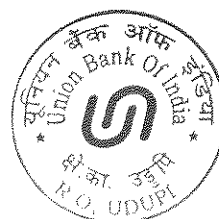
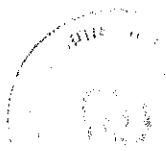


- l) The premises preferably on the main road with clear visibility and situated at ground floor.
- m) The premises should have proper ventilation and have enough parking area.
- n) The Premises owner should provide separate electricity connection with three phase connection with minimum 20 KW capacity at their own cost and water connection with separate meters.
- o) The total area is subject to joint measurement by the owner and empaneled architect of the bank.
- p) The premises will be used for banking transaction and for ATM including e-lobby.
- q) The owner should provide separate entry to the Bank ATM from outside, the owner should provide the RAMP facility to the Bank as well as ATM for the benefit of physical disabled persons.
- r) The premises should have 2 distinctive toilets for male and female.

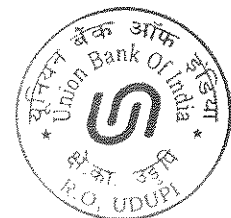
4. TERMS AND CONDITION FOR TENDER DOCUMENTS

The premises offered for lease should have the following:

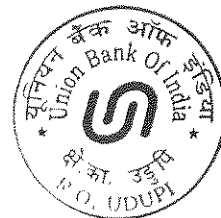
- a. Premises shall be taken on lease basis for minimum period for 10 years (5+5) years preferably.
- b. All the columns in Annexure I (Technical Bid) and Annexure-II (Price Bid) should be filled in. No column should be left blank. Nil or not applicable should be marked where there is nothing to report.
- c. In case the space in the tender documents is found insufficient, the offeror may use separate sheets to provide the full information.
- d. Canvassing in any form will automatically disqualify the offeror. No Brokerage will be paid to any of the offeror/mediators/brokers if any in the offering procedure.
- e. The particulars of offered premises i.e./Building name, floor, address etc. along with latest photographs should be furnished in the technical Bid. Details of measurement of the proposed premises offered should invariably be furnished in the technical bid.
- f. Calculation of the Carpet area will be as per joint measurement done by Bank's architect in the presence of the landlord.
- g. **Carpet Area Calculation:**
The following areas are included in the carpet area, if they are integral part of proposed premises and are in exclusive possession/ use of Bank:
 - Verandahs which are fully covered and used as internal passages and corridors.
 - Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
 - Kitchen and Pantries
 - Staircase and munties
 - Canteen
 - Toilet
- h. The following areas are generally not included in the carpet area
 - Entrance halls and porches, vertical sun brakes, box louvers.
 - Shafts and machine rooms for lifts.



- Barsaties*, lofts, etc.
 - Garages
 - Air-conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.
- i. Apart from the above following documents should be enclosed with the technical Bid.
 - Copy of the Building permission & Approved lay out plans
 - Copy of all title deeds. (E Khatha)
 - Copy of the latest municipal tax paid receipt.
 - Any other relevant documents related to offered premises.
 - j. No separate rent/service charge will be paid for installation of ATM/e-lobby in the Existing Branch office.
 - k. The offeror should provide separate toilets for Gents and Ladies in the premises.
 - l. While acquiring premises on lease from public charitable Trust, lessor to obtain necessary permission from charity commissioner for entering into a lease agreement. The permission should be in place before submitting the Tender.
 - m. The offeror should allow space for fixing Bank's signage board on the entire frontage of the premises.
 - n. Expenses for execution of lease deed will be borne by landlord and Bank in 50: 50 ratios.
 - o. The construction of the strong room will have to be undertaken by the landlord at their own cost as per the Bank's specification under architectural plan and supervision of one of the Bank's empaneled architects.
 - p. Specification of the strong room will be as under:
 - Strong room should have a clear height of 9-10 feet inside the strong room and area will be around 200 – 250 SQFT.
 - Strong room wall thickness should be 300 mm and floor and room thickness should be 300 mm
 - Concrete mix for construction of strong room should confirm to M20 specification.
 - Reinforcement steel bar of 12 mm and reinforcement grid mesh in mm 150 mmx150 mmx150mm (Centre to center)
 - Strong room construction will be under the supervision of Bank's architect /security officer.
 - q. The offeror should provide Rolling shutters & collapsible gate for Branch external entrance and strong iron grills for all the windows & ventilators etc.
 - r. To make alteration to the premises to suit Bank requirement including adequate number of windows.
 - s. The offeror shall provide the vitrified flooring for the premises. (Color of the tiles will be decided by Bank)
 - t. The offeror shall provide adequate parking space in front on the premises.
 - u. The offeror shall provide the adequate space for keeping the Bank's DG set, solar panels and signage free of cost.



5. **Tendering process:** Two bid system namely Technical and price Bid will be followed for selection of premises. Details of process are as follow:
- The offer will be in two parts: Technical Bid & Price Bid
 - Both bids will be submitted in separate sealed cover duly subscribed "**Technical Bid for acquiring premise on lease for Union Bank of India Sirsi Branch at Sirsi**" and "**price bid for acquiring premises on lease basis for Union Bank of India Sirsi Branch at Sirsi**" respectively.
 - Both the envelopes should be placed in another sealed envelope subscribed "**Offer for acquirng premises on lease basis for Union Bank of India Sirsi Branch at Sirsi.**"
 - The tender bids complete in all respect along with all the requisite papers/documents should be submitted by hand/through courier/post addressed to **Union Bank of India, Regional Office, Udupi, corporation Bank building, Rajaji Marg, Udupi, Karnataka 576101.**
 - The technical Bid shall be opened by the premises Tender opening committee in the presence of offerors/bidders or their representatives on 15/06/2026 at 4:30 Pm in the Regional Office Udupi.
 - The price Bid will be in respect of rent quoted by the offeror. The other outgoing like taxes, maintenance charges etc. will also be considered to ascertain lowest cost per square feet area.
6. **Award of tender:** The tenderers/offerors who fulfil the terms and conditions in Technical parameters shall be shortlisted for opening of price Bid. It is the sole discretion of premises committee to shortlist the qualified Bids. Sealed price bids of only shortlisted offeror/bidders will be informed date, time and place of the same later. The offeror of the lowest rate will be called for negotiation by the premises committee.
7. **Bank reserve the right to accept or reject any or all the tenders/offers without assigning any reason whatsoever.**
8. **Any corrigendum will be published on our Bank's website and govt. e-Procurement website only, no newspaper publication will be given for corrigendum if any.**



ಪ್ರಾದೇಶಿಕ ಕಚೇರಿ, ಅಂಚೆ ಪೆಟ್ಟಿಗೆ ಸಂಖ್ಯೆ-64, ಉಡುಪಿ-576101, ಕರ್ನಾಟಕ ರಾಜ್ಯ
क्षेत्रीय कार्यालय, डाक पेटी सं.-64, उदुपि-576101 कर्नाटक राज्य
Regional Office, P.B No.-64, Udupi-576101 Karnataka State

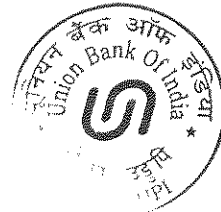
SUPPORT SERVICES DIVISION

PREMISES REQUIRED ON LEASE

Bank requires a well-constructed commercial premise admeasuring 1400 \pm 10 % Sq. Ft. carpet area in ready possession /under construction at Sirsi, preferably on ground floor. For further details, please visit Bank's website www.unionbankofindia.bank.in/e-procurements_portal_tender.gov.in. Last date for submission of bids in prescribed format is 15/06/2026 up to 4:00 PM.

The bank reserves the right to reject any or all bids without assigning any reasons whatsoever.

REGIONAL HEAD



ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಅಂಚೆ ಪೆಟ್ಟಿಗೆ ಸಂಖ್ಯೆ-64, ಉಡುಪಿ-576101, ಕರ್ನಾಟಕ ರಾಜ್ಯ
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Regional Office, P.B No.-64, Udupi-576101 Karnataka State

सहायता सेवा विभाग

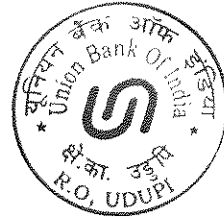
पट्टे पर परिसर की आवश्यकता

बैंक को शहर Sirsi, Uttar Kannada District में अधिमानतः भूतल पर 1400 ± 10% वर्ग फीट कार्पेट एरिया वाला कब्जा हेतु तैयार स्थिति में सुगठित वाणिज्यिक परिसर की आवश्यकता है। अधिक जानकारी के लिए, कृपया बैंक की वेबसाइट www.unionbankofindia.bank.in/ e- Procurement portal tenders.gov.in/ देखें। निर्धारित प्रारूप में बोलियाँ प्रस्तुत करने की अंतिम तिथि 15/06/2026 को अपराह्न 4:00 बजे तक है। बोलियाँ उपरोक्त पते पर प्रेषित की जा सकती हैं।

बैंक बिना कोई कारण बताए किसी भी या सभी बोलियों को अस्वीकार करने का अधिकार रखता है।

स्थान: उडुपि

Sd/- क्षेत्र प्रमुख
यूनियन बैंक ऑफ इंडिया, क्षे.का. उडुपि



TECHNICAL BID

(To be submitted in separate sealed envelope)

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS AT SIRSI

Date of Issue of Tender : 25.05.2026, 10.00 am

Last date of Submission of Tender: 15.06.2026, 4:00 PM Sharp

Opening of Technical Bid : 15.06.2026, 4.30 pm



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OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

FORMAT OF TECHNICAL BID

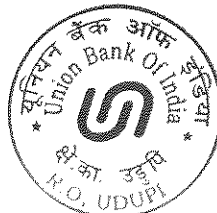
With reference to your advertisement in the local daily/ Bank's website/ e-Procurement Portal dated -----, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: GENERAL INFORMATION

<u>Sr. No</u>		<u>Remarks</u>
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 alongwith PIN code & prominent landmark	
8.	Locality (Residential/Commercial/Industrial/Mixed):	

PART B: TECHNICAL INFORMATION

<u>Sr. No</u>		<u>Remarks</u>
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/1 st floor): (give area of each floor)	
4.	Age of the building:	
5.	Frontage in feet	
6.	E. Access /distance from Main Road:	



100

	(Mention whether it is on main road)	
7.	Type of Building: (Residential/Commercial/Industrial)	
8.	Type of Building: (Residential/Commercial/Industrial)	
9.	G. Type of Construction (Load bearing/RCC/Steel framed)	
10.	Pillars in premises offered (specify no.)	
11.	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	

PART C : OTHER PARTICULARS :

Sr. No		Remarks
1.	Lease period offered	
2.	1. 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.	Time required for giving possession:	
7.	Whether agreeable to provide for rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipments (YES/NO) :	
8.	Any other information not covered above:	

Place:

Signature

Date:

(Landlord/Owner)

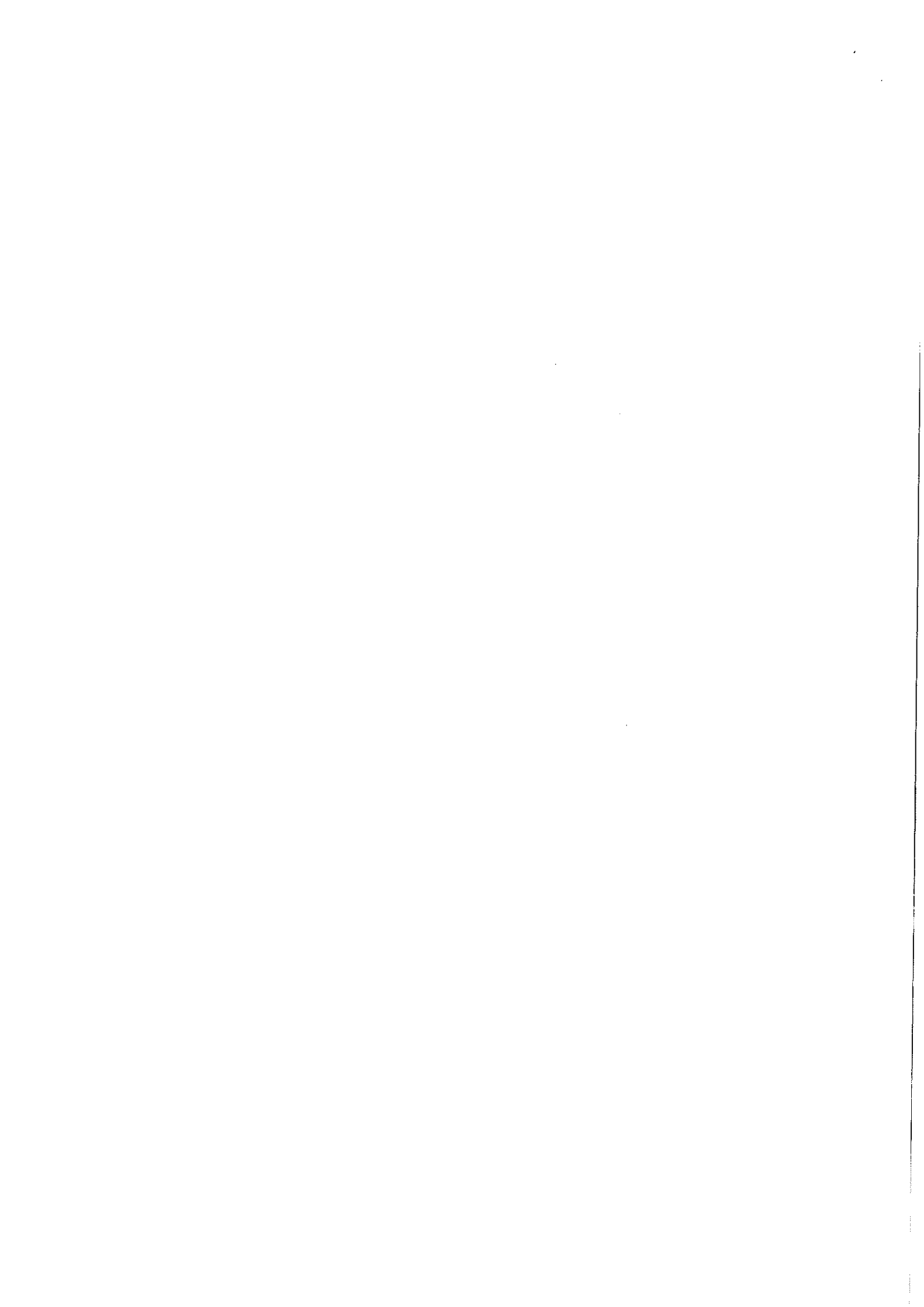
Address _____

Phone No. _____

Classification: Internal

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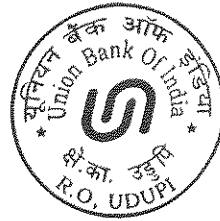


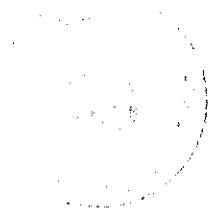
PRICE BID

(To be submitted in separate sealed envelope)

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS AT SIRSI

The price bid will be opened only of those satisfying the
Criteria of pre-qualification.





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 / Property tax	
3.	Maintenance charges	
4.	Any other charges	
5.	Total	

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____

Classification: Internal

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