

यूनियन बैंक  
ऑफ इंडिया

भारत सरकार का उपक्रम



Union Bank  
of India

A Government of India Undertaking

क्षेत्रीय कार्यालय/Regional Office, सीद्दीपेट/Siddipet  
D.No. 9-3-17, R&B Building, Moinpura, Siddipet, Telangana - 502103  
Mail Id: [pnd.siddipetn@unionbankofindia.bank.in](mailto:pnd.siddipetn@unionbankofindia.bank.in), Mobile No. 9164127776

Ref.No.ROSID:OPS:122:2026-27

Date:08.06.2026

### **PREMISES REQUIRED ON LEASE**

Union Bank of India requires well-constructed commercial/residential premises admeasuring approximately 1400 ft. +/- 10% carpet area in ready to move or ready to build basis on lease with adequate parking space at Commercial/residential location at **Zaheerabad** in Sangareddy District Telangana - 502220 for shifting of its existing Branch at Zaheerabad. The proposed premises shall be preferably on the Ground Floor. For further details, please visit Bank's website [www.unionbankofindia.bank.in](http://www.unionbankofindia.bank.in) and e-Procurement portal [www.etenders.gov.in](http://www.etenders.gov.in) Last date for submission of bids in prescribed format at above address is **03-07-2026**.

#### **Basic Requirements:**

1. Premises should be preferably at Ground floor with carpet area as mentioned above.
2. Two toilets (each one for Gents/Ladies) should be provided within the premises.
3. A separate electric meter with three phase power connection for bank use.
4. 24 hours continuous water supply for bank.
5. Vitrified tiles floor should be provided for the premises as per Bank's specification
6. Space for installation of dish antenna/solar panel/any other Bank equipment on the top of the building at no additional cost
7. The landlord will carry out all the structural modifications and improvements required in the premises at his own cost. Such modifications / improvements may include closure of ducts, basement, any other opening of the premises which may need to be closed from security point of view.
8. The landlord to provide Strong Room, with following specifications at his own cost
  - a. Strong Room height- 9 ft
  - b. Wall thickness- 300 mm
  - c. Floor & roof thickness- 300 mm
  - d. Concrete mix for construction of wall, floor and roof should confirm to M20 minimum
  - e. Reinforcement steel bar-12mm
  - f. Reinforcement grid mesh in mm - 150 x 150 x 150 CTC
9. Sufficient parking space for Staff & Customer vehicles
10. Landlord to construct ATM/E-Lobby room as per Banks specification with separate opening and closing which will be part of premises and no separate rent/service charges will be paid for the same.
11. Clear title of the land and building and permission for utilization of building for commercial use from the competent authority and any other permission from local body/Govt Bodies as applicable.
12. The lease period and rent enhancement criteria will be as per Bank's guidelines.



13. All the municipal taxes/property taxes present and future will be borne by the landlord and latest receipts to be provided on demand.
14. In case landlord has availed any loan against mortgage of the land and / or building "NO OBJECTION CERTIFICATE" to be produced from the mortgagee along with the clear mention that in the event of demands from the mortgagee for remittance of rent directly to them, the owner will not have any objection
15. Construction of building should be strictly as per "site plan" approved by local administration/competent authority and same to be produced on demand
16. The landlord should have obtained NOC from local/Govt bodies as applicable (Fire Department)
17. All the fields of Technical & Price bid to be filled without any corrections and necessary documents to be attached to the technical bid.

Prospective landlords holding ownership/leasable rights or powers to negotiate on behalf of owners may collect the Technical Bid/Price Bid formats from the above Office during Office hours from **12-06-2026 till 03-07-2026 (up to 04:00 PM)** or download from our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and <https://etenders.gov.in>. Brokers will not be entertained. Preference will be given to the Govt/Semi-Govt leased buildings. Please download technical and price bid formats as per attachment only. The lease will be executed as per standard lease deed format of Union Bank of India.

The offeror has to use three envelopes and marked the envelope as I, II and III. Usage of the envelopes will be as under:

**Envelope marked as I:** Financial (Price) Bid be put in this envelope and **sealed**. The envelope will be super scribed as **Financial (Price) bid**. The envelope will be opened if the offeror premises is found suitable for fulfilling the requirements stipulated by Bank during technical evaluation.

**Envelope marked as II:** Technical bid, duly completed in all aspects, be put in this envelope and **sealed**. The envelop will be super scribed as "**Technical Bid**".

**Envelope marked as III:** The above two sealed envelopes No. I and II be placed in this envelop and **sealed**. The envelope marked as N.o III would be super scribed as "**OFFER FOR PREMISES ON LEASE/RENTAL BASIS FOR ZAHEERABAD BRANCH**".

Above duly filled in and sealed and super scribed tender envelopes must be submitted / dropped in the Tender box at Regional Office, Siddipet (above address) on or before **03.07.2026 by 4.00 PM**.

Technical bids should include photocopies of documents evidencing commercial use, title proof and copy of the sanctioned blueprint plan etc., **Bids not containing separate envelope for price bids will be out rightly rejected.**

The technical bids will be opened on **03.07.2026 at 4:30 PM** at above mentioned address in presence of landlords/their representatives. Even if landlords/representatives are not present the tender will still be opened on the date and time specified as above. All tenderers are advised in their own interest to be present on the date at the specified time.



Intimation of Date and time of opening of price bids will be informed separately to the technical shortlisted bidders as per Bank's technical evaluation. Even if landlords/representatives are not present the tender will still be opened.

Bank reserves the right to reject/accept any / all proposals without stating any reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.

  
**REGIONAL HEAD**



From, \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No's

Name of the branch: Zaheerabad Branch  
District Sangareddy, Telengana-502220

**TECHNICAL BID**

**FOR**

**BRANCH PREMISES**

To,  
The Regional head  
Union Bank of India  
Regional Office  
9-3-17 R & B guest House  
Opposite CSI Church  
Moinpura Siddipet  
Telengana-502103  
Mob: 9164127776, 9705033791

**FORMAT OF OFFER LETTER TO BE GIVEN BY THE LANDLORD/S  
OFFERING PREMISES ON LEASE**

**OFFER LETTER-TECHNICAL BID**

From,

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To,

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Dear Sir,

**OFFER TO GIVE THE PREMISES FOR YOUR BRANCH/OFFICE ON LEASE BASIS**

With reference to your advertisement in local news paper Bank website and 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 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	Building 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? Dimensions (LxWxH) in feet Carpet Area (Sq.ft)	
3	Floor particulars (Basement / Ground/lower or Upper ground/ Mezzanine/1 <sup>st</sup> floor) Give area of the each floor	
4	Age of the Building	
5	Frontage in feet	
6	Access / distance from Main Road  Distance from  1) Police Station 2) Fire Station 3) Post Office 4) Transport & Business Centers Other Banks	
7	Type of Building (Residential / Commercial / Industrial)	
8.	Type of construction (Local 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)	

**PART C: OTHER PARTICULARS:**

Sr.No		Remarks
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 possessions	
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	

Note: Rentable carpet area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage/corridors, if any, exclusively for the premises. Refer Bank's definition of rentable floor area.

Note: Kindly fill all the columns, no column should be kept blank

## TERMS AND CONDITIONS:

The rent will be effective from the date of handing over vacant possession after completion of the construction, repairs, renovation, additions & execution of lease deed. Service charges for various services will be payable from the actual date of availment.

a)

b) **Lease period:**

i). \_\_\_\_\_ years (Minimum) from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with \_\_\_ % enhancement in rent after each block of 5 years.

ii). Bank will be at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing, without paying any compensation for premature termination.

c) **Taxes/Rates**

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) **Maintenance/Repairs**

i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/water meters for this purpose. I/We undertake to apply for additional electric power load as and when requested by the Bank.

ii) All repairs including annual/periodical white washing and annual/periodical painting will be done by me/us at my/our cost. White washing / painting shall be carried out by me/us once in every two years at my/our own cost. In case, the repairs and/or white washing & painting is/are not done by me/us as agreed now, Bank will be at liberty to carry out such repairs white washing & painting, etc. and deduct all such expenses from the rent payable to me/us.

e) **Lease Deed/Registration Charges**

I/we undertake to execute an agreement to lease/regular lease deed as per Bank's standard lease deed, in Bank's favour containing the mutually accepted/sanctioned terms of lease at an early date. I/we undertake to bear the charges towards stamp duty and registration for registering the lease deed on the basis of 50:50 between the Bank and me/us.

**DECLARATION:**

a) I/We, am/are aware that the rent shall be calculated as per the carpet area which will be measured in the presence of me/us and Bank Officials after completion of the building in all respects as per the specification/requirement of the Bank.

b) The concept of carpet area as mentioned in tender document for payment of rent was explained to me/us and clearly understood by me/us.

c) The following amenities are available in the premises or I/we agreeable to provide the following amenities: (Strike out whichever is not applicable)

d) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank

- e) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- f) A lunch room for staff and stock room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.
- g) Separate toilets for gents and ladies will be provide.
- h) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- i) Entire flooring will be vitrified/mosaic and walls distempered.
- j) All windows will be strengthened by grills with glass and mesh doors.
- k) A power load of Minimum 20 KVA 3 Phase supply for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
- l) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary separate water meter and electric motor of required capacity will be provided
- m) Space for fixing Bank's sign board will be provided
- n) Separate electric meter in the name of bank, other required electrical facilities and additional points (lights, fans, power) as recommended by the bank will be provided.
- o) I/We declare that I am/we are the absolute owner of the plot/building offered to the Bank which is having valid marketable title. The building has permission to be used for commercial purpose from concerned authorities and if any Misuse Charge is levied at a future date by the statutory authorities, I/we undertake to bear the same.
- p) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- q) Bank will be at liberty to remove, at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
- r) If my/our offer is acceptable, I/we will give you possession of the above premises on \_\_\_\_\_
- s) I/we further confirm that this offer is irrevocable and shall be valid for 6 months from date hereof.

Yours faithfully,

(Owner/s OR authorized person)

Place:

Name : \_\_\_\_\_

Date :

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

From,

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Telephone No:

Name of the branch: Zaheerabad Branch  
District Sangareddy, Telengana-502220

**PRICE BID**

**FOR**

**BRANCH PREMISES**

To,  
The Regional head  
Union Bank of India  
Regional Office  
9-3-17 R & B guest House  
Opposite CSI Church  
Moinpura Siddipet  
Telengana-502103  
Mob: 9705033791, 9164127776

**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:	
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**PART B: OTHER DETAILS**

S.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)**

S.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. \_\_\_\_\_