

यूनियन बैंक
ऑफ इंडिया

भारत सरकार का उपक्रम



Union Bank
of India

A Government of India Undertaking

Regional Office, Bhagalpur

1st Floor, Gayatri Complex, M.G.Road, Opp. Head Post Office, Bhagalpur-812001

Tel.No.-0641-2301050 / 51

Union bank of India as a leading Nationalised Bank, requires new premises for
Kahalgaon(NP) Dist. Bhagalpur and Mansi Dist. Khagaria.

Name of Branch	Proposed places	District	Important Date
1.Kahalgaon(NP)	Kahalgaon(NP)	Bhagalpur	Submission of Bid – From 21.05.2026 to 10.06.2026
3.Mansi	Near to Kahalgaon(NP) Mansi Near to Mansi	Khagaria	Time- Till 3.30 PM Opening of Technical Bid- 10.06.2026, Time 4.00 PM

Union bank invites application for new premises admeasuring 1400 + 10% Sqft for Kahalgaon and 1200 + 10% Sqft for Mansi at Ground Floor (preferable) on main market/main road having sufficient parking space, from interested persons having complete ownership, can provide new constructed building/modify existing building as per bank requirement. Premises owner can submit their application with proper land record along with legal report by Advocate, map, boundaries and rate per square ft. on or before 10.06.2026 till 3.30 PM on above mentioned address. Technical bid and price bid (in which Rent per sq ft mentioned in application) to be submitted in closed envelope seperately. They have to mention their complete address of the premises and their mobile number. Application can be taken from Regional Office, Bhagalpur or can be downloaded from bank website www.unionbankofindia.co.in.

The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever.

Dated-19.05.2026

Regional Head



क्षेत्रीय कार्यालय, भागलपुर

प्रथम तल, गायत्री कॉम्प्लेक्स, महात्मा गाँधी रोड, मुख्य डाकघर के सामने, भागलपुर, बिहार -812001

दूरभाष : 0641-2301050 / 51

यूनियन बैंक ऑफ इंडिया, एक अग्रणी राष्ट्रीयकृत बैंक है, जिसे जिला, भागलपुर और खगरिया में बैंक की नई परिसर की आवश्यकता है।

शाखा का नाम	प्रस्तावित स्थान	जिला	महत्वपूर्ण दिनांक
1.कहलगाँव(NP)	कहलगाँव(NP)नजदीक	भागलपुर	बीड जमा करें - 21.05.2026 से
2.मानसी	मानसी नजदीक	खगरिया	10.06.2026 समय- 3.30 संध्या तक टेक्निकल बीड खुलने का दिनांक - 10.06.2026, समय- 4.00 संध्या

चूंकि शाखाएँ तत्काल खोली जानी हैं इसलिए इच्छुक व्यक्तियों से परिसर हेतु 1400 ± 10% वर्ग-फुट कहलगाँव(NP) और 1200 ± 10% वर्ग-फुट मानसी के लिए, मुख्य बाजार, मुख्य मार्ग, भूतल पर स्थित हो तथा पर्याप्त पार्किंग की व्यवस्था हो, बैंक के आवश्यकता अनुसार तत्काल परिसर को निर्माण / रूपांतरित करा कर उपलब्ध करा सके, से आवेदन आमंत्रित करता है। परिसर स्वामी अपनी पूर्ण वैध स्वामित्व प्रमाण पत्र के साथ अपना आवेदन प्रेषित कर सकते हैं जिसमें परिसर का नक्शा, चौहद्दी अंकित हो, किराया प्रति वर्ग फुट की दर से (बंद लिफाफे में) उल्लेख करते हुए दिनांक - 10.06.2026 को 3.30 बजे संध्या तक उपरोक्त पते पर जमा कराएं। आवेदन का प्रारूप क्षेत्रीय कार्यालय तथा बैंक के वेबसाइट www.unionbankofindia.co.in से भी प्राप्त कर सकते हैं। अपने आवेदन पत्र में परिसर का पूर्ण व्योरा/ पता के साथ अपना मोबाइल नंबर भी प्रेषित करें। आवेदन में तकनीकी प्रस्ताव (technical-bid) एवं मूल्य प्रस्ताव (price-bid) को अलग-अलग बंद लिफाफे में जमा करें।

यूनियन बैंक ऑफ इंडिया कोई भी या सभी प्रस्ताव को बिना कारण बताये स्वीकार अथवा अस्वीकार करने का अधिकार अपने पास सुरक्षित रखता है।

दिनांक : 19.05.2026

क्षेत्र प्रमुख



Request for Proposal (RFP) for Acquisition of Premises for New Branches at Kahalgaon in Bhagalpur, District and at Mansi in Khagaria District.

1. **Purpose of RFP:** Union Bank of India, Regional Office, Bhagalpur intends to acquire Premises on lease basis for Branch Office in Kahalgaon (NP), District Bhagalpur and Mansi, District Khagaria through tender process.
2. **Date/Time/Place for obtaining/submitting and opening of Bid:**

Date of issuance of tender	21.05.2026
Obtaining tender Documents	21.05.2026
Bid start Date	21.05.2026
Last date of submission of tender	10.06.2026 till 3.30 Pm
Date of opening of Technical Bid	10.06.2026 at 4.00 Pm
Date of opening of Financial Bid	Will be intimated to technical qualified bidders after inspection of site visit

3. **Location:** Kahalgaon (NP), District Bhagalpur and Mansi (Khagaria).

4. **Requirement of the Premises:**

- I. Offered premises should be meeting all our eligibility criteria as stated in the RFP. Please note that the first choice / weightage shall be to the premises with good frontage and amenities etc. as specified in the RFP.
- II. The premises should be commercially converted and permission for commercial use of the premises (NOC) should have been obtained from the competent authority prior to submitting tender.
- III. Legal opinion from our empaneled advocate will be obtained regarding title certificate of the premises and commercial use of property. The offers not confirming to the legal opinion will be rejected in the Technical Bid/Assessment itself.
- IV. All taxes should be paid, no notices/issues etc. from statutory / regulatory authority should be pending.
- V. After expiry of the initial lease the lease may be extended on mutually agreed terms and conditions as per the Bank's Policy.
- VI. Premises should be in area in specified locations with congenial surroundings.
- VII. The offered Premises shall be at elevated levels and shall not be prone to water logging. Seepage, etc.
- VIII. The locality shall have basic amenities such as water supply, sewerage, Power supply etc.
- IX. Offered Premises, which are ready for possession /at final stages of construction, will only be considered / preferred. The final stages mean the premises can be made



ready within maximum one month for commercial use otherwise the same may be rejected in the Technical Bid / Assessment itself.

- X. The structure of the Offered premises should be strong.
- XI. Offered premises should not be more than 25 years old from date of construction.
- XII. Offered Premises should be in the Specific Area / Mohalla / Sector / Lane mentioned in the RFP document/advertisement.
- XIII. Offered premises should be on one place only and not broken, segregated, separated in two buildings etc. Offers not confirming to the same may be disqualified in the Technical Bid / Assessment itself.
- XIV. Premises on Ground Floor will be preferred.
- XV. Premises on Main Road will be preferred.
- XVI. Premises offered should have separate meter for electricity /water etc.
- XVII. Carpet area required: 1400 ± 10% Sq. Ft.for Semi Urban and Carpet area required: 1200 ± 10% Sq. Ft.for Rural Branch.
- XVIII. Premises offered should have space for installation of V-SAT, Solar Panel and Secondary MPLS and other infrastructure on the terrace as required by the Bank without demanding any additional charges/rent.

5. Terms & Conditions of RFP:

- I. Premises shall be taken on lease basis and preferably Period of lease will be 15 (5+5+5) Years.
- II. All the columns in the Annexure V (Technical bid) and Annexure -VI (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.
- III. In case the space in the tender document is found insufficient, the offeror may use separate sheets to provide full information.
- IV. 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 of procedure.
- V. Offered premises which are open plot/ under construction and likely to take time for completion, shall not be considered in any case.
- VI. The particulars of premises i.e. Building name, floor, address etc. along with latest photographs should be furnished in the Technical Bid. Details of measurements of the proposed premises offered should invariably be furnished in the Technical Bid.
- VII. Calculation of Carpet Area: Calculations of carpet area is to be based on following details. 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 mum ties
- Canteen.
- Toilet

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 (Barsati is a covered space open at least on one side constructed on a terraced roof), lofts.
- Garages.
- Air-Conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.
- Any other area which is in exclusive possession of Bank and is used for banking activities. Area measured must match with approved plan of the building. In no case any unauthorized construction may be considered for branch premises.

- VIII. Apart from above mentioned following documents should be enclosed with the offers:
- a) Copy of Approved plan and layout.
 - b) Copy of title investigation and Search Report along with copy of Title Deed documents.
 - c) Site plan copy.
 - d) NOC from the competent authority for commercial use of the premises
- IX. While acquiring premises on lease from Public Charitable Trust, lessor to obtain necessary permission from Charity Commissioner for entering a lease, if the period is more than 33 months. The permission should be in place before submitting the tender.
- X. No separate rent/service charges to be considered for installation of ATM/Lobby in the existing Branch/Office.
- XI. The building should present a congenial and impressive appearance with all the basic amenities such as water supply, ventilation, power supply, separate toilets for gents and ladies etc.
- XII. The carpet area will be measured by Bank's Architect in presence of the landlord



- XIII. Offeror should allow space for fixing bank's signage board on entire frontage of the premises.
- XIV. Offeror should provide separate toilets for gents and ladies in the premises.
- XV. Expense for Execution of Lease deed to be borne by landlord and Bank in 50:50 ratio.

6. **Tendering Process:** Two Bid systems namely Technical and Price Bid is to be followed for selection of premises. Details of process is as follows: -

- a) The Offer will be in two parts, technical bid and Price bid. The offers /Owners shall submit the technical bid and Price bid duly supported by relevant documents as per formats appended as Annexure V to VI. Both (TB & PB) parts will be submitted in separate sealed cover duly superscripted "Technical bid for acquiring premises for Kahalgaon(NP) and Mansi Branch" and "Price bid for acquiring premises for Kahalgaon(NP)"and Mansi Branch respectively. Both the envelopes should be placed in another sealed envelope superscripted "Offer for acquiring premises for Kahalgaon(NP) and Mansi Branch". The tenders complete in all respect along with all the requisite papers/documents should be submitted by hand /through courier/post addressed to The Regional Head, Regional office, Bhagalpur, 1st Floor Gayatri Complex, M G Road, Near Shyam Sunder High School, (Opp. HPO) Bhagalpur, 812001 on or before 10.06.2026 3:30 PM. Technical bid will be opened on 10.06.2026 in the presence of bidders/offerors at 4:00 PM at the above mentioned address. Bidders or their representative may be present at the time of opening technical bid.
- b) Technical bid /offer should comprise of the following:
- covering letter on the prescribed format as per annexure- III
 - Technical bid as per annexure V
 - Relevant copies of documents as per RFP.
- c) The Technical bid shall be opened by the Premises Committee in the presence of offerors / bidders' representatives.
- d) The Price bid (as per annexure - VI) will be in respect of rent quoted by the offeror. The other outgoings like taxes, maintenance charges etc. will also be considered to ascertain lowest cost per Sq. Ft area.

7. **Award of Tender:** Offers /tenders/ bids will be evaluated in the following stages

- i. Stage 1- Checking of the offers regarding submission of technical bids, documents related to technical bids as stated in para 2 to 4 and weightage points. Incomplete offers will be rejected.



- ii. **Stage 2-** The members of technical committee will visit the locations /premises offered and the offers will be evaluated keeping in view the points mentioned at para 3 to 4 and weightage points i.e. self-evaluation sheet.
 - iii. **Short-listing of offers:** The tenders/offers who fulfill the terms/conditions in Technical Parameters shall be shortlisted for opening of Price Bid. It may be noted that all other Price Bids i.e. for the offers, that are rejected “Technically” will remain closed as it is. For the offerors, which are “Technically” acceptable, the Price Bid will be opened and further assessed.
 - iv. Sealed price bids of only the shortlisted offers will be opened in the presence of tender opening committee and the shortlisted offerors/bidders will be informed time and place of the same later. The offeror of the lowest rate will be called for negotiation by the premises committee.
8. Bank reserves the right to accept or reject any or all the tenders / offers without assigning any reason whatsoever.
 9. Any dispute will be under the jurisdiction of Bhagalpur only.
 10. Any Corrigendum will be published on our Bank’s Website and Govt. e-procurement websites only, no newspaper publication will be given for corrigendum (if any).



OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS

TECHNICAL BID

(ANNEXURE-V)

With reference to your advertisement in the local dailies/ Banks website/NIC Portal _____ dated _____, I/We hereby offer the premises owned by us for housing your branch /office on lease basis.

Part A: General Information

1	Name of the Owner/s Mobile no. / contact no.	
2	Share of each Owner, if under any joint ownership	
3	Location: <ul style="list-style-type: none">• Name of the building/scheme• Sector• Street• Residential/Commercial/Industrial Area• Full Address	

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 in feet (L x W x H)	Carpet Area (Sq ft.)
i. Hall		
ii. Toilet/ Washroom		
iii. Strong Room (If Any		
iv.		
v.		
vi.		
vii.		
B. Floor Particulars (Basement / Ground/ Lower or Upper ground/Mezzanine/1st Floor): (Give area of each floor)		
	Floor Location (Ground/ First etc.)	Area in sq ft.



C	Age of Building		
D	Frontage area in feet		
E	Access/ Distance from main Road (State 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 in Nos.)		
I	No. of Floors 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 <ul style="list-style-type: none"> ➤ Separate electricity meter ➤ Sanctioned Electrical Power/ Load ➤ Car Parking Facility ➤ Continuous Water Supply ➤ Water supply facility (Municipal supply/ well/ bore well) ➤ No of Toilets ➤ Other, if any 		
3	Whether separate water meter provided		
4	Whether plans are passed by local authorities		
5	Time required for giving possession		
6	Whether agreeable to provide for rooftop for installation of V-SAT/ Solar Panels/ Tower or any other Bank's equipments (Yes/ No):		
7	Any Other information which is not covered		

Place:

Date:

Address:

Phone No:

Signature
(Landlord/Owner)



OFFER OF BANK'S PREMISES ON LEASE /RENTAL BASIS

PRICE BID (Annexure -VI)

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: General Information

1	Name of the Owner/s Mobile no. / contact no.	
2	Share of each Owner, if under any joint ownership	
3	Location: <ul style="list-style-type: none">• Name of the building/scheme• Sector• Street• Residential/Commercial/Industrial Area• Full Address	

Part B : Rates Offered

1	Rate per Sq. feet (Carpet Area) / Lump sum Monthly rent	
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Part C : Other Details

1	Amount of municipal taxes/Panchayat/ local taxes per annum:	
2	Monthly Maintenance Charges (like society Charges /Charges for amnesties etc.)	
3	Any Other Charges (Please specify)	
4	Municipal / Principal/ Local taxes to be borne by *	
5	Maintenance Charges to be borne by *	
6	Any other charges borne by *	

* (Please specify landlord / bank)



Part D : Total Demand (per month)

1	Rent	: Rs.		
2	Municipal / Panchayat/ Local Taxes	: Rs.		
3	Maintenance Charges	: Rs.		
4	Amy Other Charges	: Rs.		
	Total	: Rs.		

Place:

Signature

Date:

(Landlord/Owner)

Address:

Phone No:



To,
The Regional Head,
Union Bank of India,
Regional Office
Bhagalpur.

Sub: Your RFP for scouting of premises for proposed New/Alternate _____
Branch Premises

1- With reference to your tender notice published in newspapers dated _____ And the RFP published in your website. Having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the proposed New/Alternate branch premises at

2- We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

3- We hereby confirm that we have read the terms/conditions of the RFP and agree to them fully.

4- We understand that the Bank is not bound to accept the offer either in part or in full and the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Signature of the owner

Date: