

Regional Office, Chandigarh
Sco-64-65, Sector 17 B, Chandigarh

NOTICE INVITING TENDER

PREMISES ON LEASE FOR SECTOR 15 , CHANDIGARH BRANCH

Union Bank of India requires well-constructed commercial premises on lease for its branch at below mentioned places:-

S.No.	Place	Distt.	State	Desirable Area (sq.ft.)
1.	Sector 10,11,15,16 and 24 Chandigarh	Chandigarh	CHANDIGARH	1700±10%

Basic requirements:

1. Premises should be preferably at Ground floor with carpet area as mentioned above.
2. Premises Should be located in Sector 10,11,15,16 and 24 Chandigarh, district of Chandigarh UT.
3. Two toilets (Gents/Ladies) should be provided attached to the premises.
4. A separate electric meter in the name of the bank with three phase power connection.
5. 24 hours continuous water supply.
6. Vitrified tiles flooring should be provided for the premises.
7. Space for installation of dish antenna/solar panel on the top of the building.
8. Sufficient parking space adjacent to offered premises.
9. Clear title of the land and permission for utilization of building for commercial use from the Competent Authority.
10. In case of the landlord has availed any loan against mortgage of land and/or building "No Objection Certificate" to be produced from the mortgagee.
11. All taxes (house tax/ property tax/ water tax etc.) are to be borne by the landlord.
12. B class Strong Room will be constructed by the landlord at their cost as per specification IS 15369:2017. Complete specifications and strong room construction details can be collected from the above mentioned address separately.
13. Any Civil work including rolling shutter, grill etc. will be undertaken by landlord at their own cost.
14. Construction should be strictly as per "Site Plan" approved by local administration/competent authority.

Applicants may submit the offer for the properties which are in ready possession/to be constructed within 3 months

The offeror has to get three envelopes and marked the envelop as I, II & III. Usage of the envelopes will be as under: -

- I. **Envelop marked as I:-** Financial (Price) bid be put in this envelop and sealed. This envelop will be super scribed as Financial (Price) Bid. The envelop will be opened if the offeror is found suitable fulfilling the requirements stipulated by the bank.
- II. **Envelop marked as II:-** Technical Bid, duly completed in all aspects, be put in this envelop and sealed. The envelop will be super scribed as "Technical Bid".
- III. **Envelop marked as III:-** the above two sealed envelopes No. I and II be placed in this envelop and sealed. The envelop marked as no. III would be super scribed as "Offer for premises on Leased/Rental basis".

The duly filled in and sealed and superscripted tender envelopes must be submitted at the Regional Office, Chandigarh on or before 15:30 hours on 30.05.2026.

The technical bids will be opened on 30.05.2026 at 16:00 hours at Regional Office, Chandigarh in the presence of tenderer's/ Bank's representative. Even if representatives are not present the tender still will be opened on the date & time specified as above. All tenderers are advised in their own interest to be present on the date at the specified time.

Offers from brokers/ intermediaries will not be entertained.

Bank reserves the right to reject any tender without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.

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 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.	<u>Carpet Area of the premises(In sq.ft):</u> 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.	<u>Age of the building:</u>	
5.	<u>Frontage in feet</u>	
6.	<u>E. Access /distance from Main Road:</u>	



	(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. _____



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

<u>Sr. No</u>		<u>Remarks</u>
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)

<u>Sr. No</u>		<u>Remarks</u>
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. _____

