

क्षेत्रीय कार्यालय कोषिकोड REGIONAL OFFICE KOZHIKODE

प्रथम तल, केएसएचबी कॉम्प्लेक्स, विकास नगर, चकोरथुकुलम, ईस्ट हिल रोड, कोषिकोड, 673 006
1st Floor, K.S.H.B Complex, Vikas Nagar, Chakarothukulam , East Hill Road , Kozhikode 673 006

Tender Ref No: ROKOZ:SSD:1676:2026-27

दिनांक / Date: 21-05-2026

PREMISES REQUIRED ON LEASE BASIS FOR UNION BANK OF INDIA

Union Bank of India requires premises - well constructed or under construction at the following location on the ground floor with adequate parking space, for shifting our existing branch at **Kuttiyadi, Kozhikode District.**

SI NO	Town	Area Required
1.	Kuttiyadi (Kozhikode District)	1400 ± 10% sq ft

The owners should have clear and marketable title of the property, occupancy certificate, building permit with necessary permission for commercial use from concerned local authorities. Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the technical bid and price bid formats from Union Bank of India, Regional office - Kozhikode, 1st Floor, K.S.H.B Complex, Vikas Nagar, Chakarothukulam, East Hill Road, Kozhikode 673 006 during office hours from **21-05-2026 to 10-06-2026** or download from the website www.unionbankofindia.co.in & www.eprocure.gov.in and should submit their technical bid and price bid offers in separate sealed covers super scribing (1) "Technical bid for **Kuttiyadi Branch**" and (2) "Price bid for **Kuttiyadi Branch**" and both the envelope should be put in third envelope mentioning "Tender for **Kuttiyadi Branch**", to be submitted on or before **10-06-2026 by 4:00 pm** to Union Bank of India, Regional Office at the given address. The technical bid will be opened on **10-06-2026 at 04:30 pm** on the above address, in the presence of vendor/their representatives. No brokers or intermediaries will be entertained. Priority will be accorded to the property to be leased by the public sector undertakings or Government / semi govt. bodies. Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

क्षेत्र प्रमुख Regional Head

क्षेत्रीय कार्यालय कोषिकोड REGIONAL OFFICE KOZHIKODE

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1st Floor, K.S.H.B Complex, Vikas Nagar, Chakarothukulam , East Hill Road , Kozhikode 673 006

Tender Ref No: ROKOZ:SSD:1676:2026-27

दिनांक / Date: 21-05-2026

PREMISES REQUIRED ON LEASE

Union Bank of India requires a well-constructed or under construction commercial premises admeasuring 1400 ± 10% sq ft carpet area for Branch at **Kuttiyadi, Kozhikode District** on the ground floor with adequate parking space for establishing our existing branch at **Kuttiyadi, Kozhikode District**.

Terms and conditions:

1. The owners should have clear and marketable title of the property, occupancy certificate, building permit with necessary permission for commercial use from concerned local authorities.
2. Preference will be given for ready to occupy premises with necessary amenities.
3. Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the technical bid and price bid formats from Union Bank of India, Regional office - Kozhikode, 1st Floor, K.S.H.B Complex, Vikas Nagar, Chakarothukulam , East Hill Road , Kozhikode 673 006 during office hours from **21-05-2026 to 10-06-2026** or download from the website www.unionbankofindia.co.in & www.eprocure.gov.in
4. For Bank Premises, the technical bid and price bid offers to be submitted in separate sealed covers super scribing (1) “Technical bid for **Kuttiyadi branch**” and (2) “Price bid **Kuttiyadi branch** “ and both the envelope should be put in third envelope mentioning “Tender for **Kuttiyadi branch**”.
5. The premises should be handed over with the necessary civil work including **strong room** construction by the landlord as per Bank’s policy.
6. Bank’s signage board should be prominently displayed by the roadside to enhance visibility. Space for fixing Bank’s sign board should be provided by the landlord.
7. Landlord should construct minimum B class strong room as per the architectural plan and supervision of the Bank’s empanelled architects. Strong Room should have clear height of 9 ft. Landlord should adhere to the Indian Standard IS 15369:2003 stipulated by the Bureau of Indian Standards as under for strong room construction. Minimum specifications required are as under:
 - (a) Wall thickness - 300 mm
 - (b) Floor and roof thickness - 300 mm
 - (c) Concrete mix for construction of wall, floor and roof should confirm to M20.
 - (d) Reinforcement steel bar - 12 mm
 - (e) Reinforcement grid mesh in mm (for walls floor and roof) - 150 x 150 x 150 CTC
 - (f) Internal clear height of strong room - 9 Ft minimum
 - (g) Internal carpet area of strong room - 10% area of the total premises.

8. Other Civil Works by Landlord: Landlord should do all the civil works such as construction of separate rooms using RCC or brick-mortar for ATM, dining hall, UPS Room, record room and two toilets or any other works specified by the Bank.
9. Outer Walls of the premises: All outer walls including partition walls for the ATM, should be of RCC or brick-mortar with a minimum wall thickness of 240 mm. Walls should be distempered
10. Windows and Ventilators. All windows and Ventilators shall be provided with protective grills and operable shutters. The window grills shall be fabricated using 16 mm mild steel square rods, arranged both vertically and horizontally to form a mesh with 120 mm centre-to-centre spacing. Additionally, all windows and ventilators shall be fitted with aluminium-with-glass shutters or UPVC-with-glass shutters, as specified.
11. Ramp for PWD. Landlord to provide ramp for PWD (person with disability) at branch and ATM entrance.
12. Rolling Shutter & Collapsible (Channel) Gate. Rolling shutters with central and side locking (on both sides) to be provided for the branch entrance and ATM. Collapsible Gate to be installed covering the full glass partition at the branch entrance. Rolling shutter of ATM should have an additional top locking arrangement.
13. Flooring. Flooring of working area of Bank premises with vitrified tiles of Johnson make, size 2'x2', shade perlato or equivalent, should be provided at landlord's cost.
14. UPS & electric meter/ switch board room. To be constructed with brick-mortar or fire-retardant material. Exhaust fan and vent with grill to be provided for the UPS Room.
15. Electric Power Supply. 3 Phase Electric Power Supply, 25 KVA for the normal functioning of the Bank and the requisite electrical wiring/ points will be provided. 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.
16. Water supply. Continuous water supply will always be ensured by providing overhead tank and necessary taps. Wherever necessary separate water meter and electric motor of required capacity will be provided.
17. Parking. Exclusive four wheelers parking (Minimum 4) and sufficient two-wheeler parking to be provided to the bank staff customers.
18. Space at Rooftop. Space for fixing network pole, V-sat, alternate connectivity tower and installation of solar panel on roof top of the premise without any extra charge.
19. Covered drainage system should be provided
20. Building must have pest control measures in place for protection from rats, termites and mosquitoes etc
21. Area must be having broad band facility and good mobile connectivity
22. Building must be in accordance with state's fire safety norms (overhead and underground tanks, fire alarm system, hydrant system, emergency exit etc.)
23. Landlord has to declare that he is 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.
24. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by the landlord.
25. 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 us.

26. If the landlord produces GST registration certificate, Bank will be paying GST of 18% of the rent.
27. Applicable TDS to be deducted on rent payable as per income tax rule in force.
28. Other usual terms and conditions as per tender.
29. The completed bids are to be dropped in the Box kept at the below address on or before 10-06-2026 at 4:00 pm sharp. Bids received after the cut off time will not be eligible.

UNION BANK OF INDIA,
REGIONAL OFFICE - KOZHIKODE,
1ST FLOOR, K.S.H.B COMPLEX,
VIKAS NAGAR, CHAKAROTHUKULAM,
EAST HILL ROAD, KOZHIKODE 673 006

30. The technical bid will be opened on **10-06-2026 at 4:30 pm** in the presence of vendor/their representatives.
31. All columns of the Bids must be duly filled in and no column should be left blank. All the pages of the Bids are to be signed by the offeror/authorized signatory. In case of joint ownership, all the joint owners must sign all the pages of the Bids. Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers / Offers with incorrect details are liable for rejection. No enclosures to be attached with the Bids.
32. The Technical Bids will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerors at our above office. All offerors are advised in their own interest to be present on that date, at the specified time.
33. After the site visit and evaluation of the Technical Bid received, most suitable and Competitive offers will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Committee and L1 bidder will be invited for negotiation.
34. If the negotiations are fruitful, the successful Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder required to submit few Photographs from inside & outside the premises offered along with the property documents such as copy of sale deed, Tax paid Receipt, Approved Plan, Khatha, Electricity bill and Encumbrance Certificate, Occupancy Certificate, building permit. Bank may call additional documents if required which Offeror will have to submit.
35. The premises should be Commercial. The property documents will be subjected to Legal Scrutiny by the Bank's Panel Advocate to verify the title clearance and to check if any impediments exist over the property. Once it is cleared, the proposal will be sent for approval to Competent Authority.
36. If the premises offered for lease is mortgaged / charged to any Bank, Financial Institution or NBFC as security for any loan or credit facility, the owner / landlord shall obtain and submit a No Objection Certificate (NOC) from the concerned lending institution permitting the premises to be leased to Union Bank of India. The NOC shall clearly state that the lending institution has no objection to the premises being leased to Union Bank of India and that the Bank's possession and tenancy shall not be disturbed during the entire lease period, even in the event of default by the borrower or the loan account becoming irregular / NPA and recovery proceedings being initiated by the lender.
37. In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder.
38. In case the L1 bidder backs out from the process, Bank will do re-tendering process.
39. The "Offer" submitted should remain open for consideration for a minimum period of six months from the date of opening of Offer (Price Bid).
40. No brokers or intermediaries are entertained.

41. Priority will be accorded to the property to be leased by the public sector undertakings or Government/Semi Govt Bodies.
42. Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained.
43. The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever. Please refer banks website and Govt. portal regarding any corrigendum for the subject tender till finalization.
44. After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will be conveyed to the Landlord for acceptance which are generally as under:
 - a. All present & future Municipal taxes to be borne by Landlord. Actual water charges metered through consumption will be borne by the Bank.
 - b. A separate water meter for the Bank at your own cost to be installed. Also a separate electricity meter to be provided for payment of electricity bill as per the actual consumption.
 - c. Rent: Rent will be paid for actual carpet area after joint measurement of the premises. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only after deduction of applicable TDS.
 - d. Rent Deposit: 3 months rent, recoverable from the last 3 months of rent of lease tenure.
 - e. Legal Charges: 50:50 by Bank and Landlord.
 - f. Lease Period & Increase in rent: 10 years w.e.f date of possession/date of execution of lease deed with 10 % increase in rent after every block of 5 (Five) years. Lease deed should be executed for full lease period of 10 years with exit clause and payment of rent will be effective from the date of possession/execution of lease deed of the premises.
 - g. Landlord to obtain and submit approved plan, building permit and occupation certificate from the Local authority. Landlord is required to submit certified copy from local body (concerned authority) that premises is approved for commercial activity. In case the offered premises coming under Residential area/zone, the Landlord should obtain prior permission from the Municipality/Corporation/authority concerned in respect of change in use of the premises. However, if misuse charges are levied at a later date by the authorities concerned, the Landlord shall have to undertake to bear the misuse charges. A declaration to this effect should be submitted before execution of lease deed.
 - h. Rent will be paid for actual carpet area only after taking joint measurement of the premises, execution of Lease agreement, and handing over possession of the premises, complete in all respects.
 - i. Landlord is required to provide separate toilets for gents and ladies at own cost.
 - j. Landlord to supply required power load (30 kw) as mentioned in the tender for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter at own cost.
 - k. Penalty @ 500/- per day will be levied if execution of lease & the possession of premises is not given immediately from the date of acceptance of approved terms. The Bank will have the option to cancel the approval with no damages/compensation to landlord.
 - l. Flooring of working area of Bank premises with vitrified tiles of Johnson make, size 2'x2', shade perlato, should be provided at landlord's cost.
 - m. The Landlord should construct the strong room for keeping cash safe, gold safe and safe deposit lockers as per the RBI /Bank specification at his own cost. The Bank will provide the strong room door/Grill gate and ventilator. Further for setting up of onsite ATM/e-lobby, necessary civil works, separate shutter, to be provided by the Landlord. No separate lease

agreement or rent /service charges be considered for installation of onsite ATM/e-lobby. However, repairs/renovation will be carried out by the Bank at its own cost.

- n. The Lease agreement will be executed and registered with SRO only after handing over the possession of the premises after completion of Landlord scope of work as required by the Bank and rent will commence from date of possession of the premises.
- o. No escalation of rent should be considered during the currency of lease after lease terms are agreed to or after our occupying the premises
- p. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-Sat/MPLS connectivity Pole without additional rent.
- q. Landlord should provide adequate common parking space in front of the building, for the vehicles of the customers and separate covered parking space for staff for 10 (Ten) four wheelers and 20 (Twenty) two wheelers without any additional cost/rent.
- r. Landlord to provide proper ramp facility at the entrance of the branch premises /ATM kiosk for persons with disabilities.
- s. Landlord to provide space at rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipment.
- t. The Bank at its absolute discretion and irrespective of the period of lease available, can surrender/vacate the demised premises any time after giving three months' notice to the Lessor in writing without payment of any claim/compensation for unexpired period of lease agreement.

Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

क्षेत्र प्रमुख Regional Head

TECHNICAL BID

(To be submitted in separate sealed envelope)

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

Date of Issue of Tender : 21-05-2026, 10:00 am

Last date of Submission of Tender : 10-06-2026, 4:00 pm Sharp

Opening of Technical Bid : 10-06-2026, 4:30 pm

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

FORMAT OF TECHNICAL BID

With reference to your advertisement in the local newspapers/ 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

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 & prominent landmark

E. 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

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:
 - (d) Continuous water supply
 - (e) Water supply facility
(Municipal supply/Well/Borewell):
 - (f) No. of toilets:
 - (g) Ramp facility at entrance
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 equipments (YES/NO) :
7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address_____

Phone No._____

PRICE BID

(To be submitted in separate sealed envelope)

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

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

Opening of Price Bid : Will be informed after site
inspection

OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

With reference to your advertisement in the local newspapers/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:

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. Any other charges per month:

(please specify)

iv. Municipal/ Panchayat/ Local Taxes to be borne by: *

v. Maintenance charges to be borne by: *

vi. Any other charges to be borne by: *

* Please mention (landlord or Bank)

PART C: TOTAL DEMAND (per month)

I. Rent : Rs.

II. Municipal/ Panchayat/ Local Taxes : Rs.

III. Maintenance charges : Rs.

IV. Any other charges : Rs.

V. Total : Rs.

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____