

Requirement of premises on lease

Union Bank of India requires a commercial premises admeasuring 1200 Sq ft (+/- 10%) carpet area for its branch at SAMALI, South 24 Parganas, Kolkata, West Bengal.

OFFER OF PREMISES ON LEASE / RENTAL BASIS

Union Bank of India requires a commercial premises admeasuring 1200 Sq ft (+/- 10%) carpet area for its branch at Samali, South 24 Parganas, Kolkata-100104, West Bengal.

The premises should have adequate parking space, visibility from road and commercial use certificate from the competent authority. Prospective bidders, holding ownership or power to negotiate on behalf of owner may collect the technical bid/price bid formats from Union Bank of India, Regional Office, Greater Kolkata during office hours from 31.08.2026 to 20.09.2026 or download it from the bank's website <http://www.unionbankofindia.bank.in> or e-Procurement portal www.eprocure.gov.in

- Tender documents is required to be submitted at Union Bank of India, Regional Office Greater Kolkata. Last date of submission is 20.09.2026, 03.00 PM
- Place of Submission:

Union Bank of India,
Regional office Greater Kolkata,
Middleton Apartments,
3, Middleton Row,
Kolkata - 700071

- Date of opening of tender is 20.09.2026 at Union Bank of India, Regional Office, Greater Kolkata at 3:30 PM.
- Cost of Tender Document: NIL
- Security Deposit: NIL

- **Address of Regional Office: Union Bank of India, Regional Office, Greater Kolkata, 3 Middleton Row, Kolkata- 700071**
- **Contact Person: (1) Ms. Ria Mondal - Chief Manager (Operation), Phone 7303817369**
- **Contact Person: (2) Dipak Chandra Bose - Sr. Manager (Operation), Phone 9830371230**

1. If the owner / offeror has more than one project/premises to be offered, at different locations, separate tenders has to be submitted for each of the locations.
2. The completed tender documents (Technical Bid and Price Bid in **separate sealed envelopes**, duly marked as “**Technical Bid**” and “**Price Bid**” are to be placed in a single cover super scribed “**Offer of premises on lease / rental basis for shifting of Branch of Union Bank of India at SAMALI under South 24 Parganas District, West Bengal State**”.

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

i) **Envelope marked as I**: Financial bid be put in this envelope and sealed. This envelope would be super scribed as **Financial Bid**. The envelope will be opened if the offer is found suitable fulfilling the requirements stipulated by the Bank.

ii) **Envelope marked as II**: **Technical Bid**, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as **Technical Bid**.

1. iii) **Envelope marked as III**: The above two sealed envelopes No. I & No. II be placed in envelope No. III and sealed (i.e. envelope marked as III, will contain two envelopes marked as I, II). This envelope marked as No. III would be superscripted as “**Offer of premises on lease / rental basis for shifting of Branch of Union Bank of India at SAMALI under South 24 Parganas District, West Bengal State**”.

- 1.2. The duly filled in and sealed and super scribed tender envelopes must be dropped in the Tender Box placed at Union Bank of India, Regional Office, Greater Kolkata on or before 20.09.2026 by 3:00 PM.
2. Documents pertaining to building approval/location must be submitted along with Technical Bid.
3. Carpet area calculation will be as per Bank norms.
4. Construction of Strong Room of “B” Class as per BIS Specification.
5. Minimum Electrical Load requirement is 25 KW.
6. The Technical Bids will be opened on **20.09.2026 at 3:30 PM** at Union Bank of India, Regional Office, Greater Kolkata in the presence of the bidders or their authorized representatives. All the bidders are advised in their own interest to be present on the date at the specified time. If Technical Bid could not be opened on **20.09.2026** due to some unavoidable circumstances, the same will be opened on next working day at the same time.

Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever at any stage.

REGIONAL OFFICE, GREATER KOLKATA
 MIDDLETON APARTMENTS, 3 MIDDLETON ROW, KOLKATA - 700071

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	

REGIONAL OFFICE, GREATER KOLKATA

MIDDLETON APARTMENTS, 3 MIDDLETON ROW, KOLKATA - 700071

6.	E. Access /distance from Main Road:	
	(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 :

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

REGIONAL OFFICE, GREATER KOLKATA
MIDDLETON APARTMENTS, 3 MIDDLETON ROW, KOLKATA - 700071

Address _____

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)