

**NOTICE INVITING TENDER****PREMISES ON LEASE FOR UNION MSME FIRST BRANCH**

RFP Reference Number	ROS/OPRN/083/2026-27 dated 21.05.2026
Date of commencement of issue of RFP	22.05.2026
Last date for submission of RFP	11.06.2026 before 4:00 PM
Opening of Technical Bid	On 11.06.2026 at 4:30 PM HRS. (Tenders will be opened in the presence of bidders/their authorized representatives).
Tender Fee	Nil
Earnest Money Deposit	Nil
Availability of RFP document	RFP will be available on our Bank's website <a href="http://www.unionbankofindia.co.in">www.unionbankofindia.co.in</a> and <a href="http://eprocure.gov.in">eprocure.gov.in</a> from 22.05.2026
Last date of submission of any query / reporting any error	All queries for discussion shall be submitted before 06.06.2026 via e-mail only.
Date and Time of Price Bid Opening	Will be informed to bidders qualifying for Price Bidding after Technical Evaluation and Site Inspection.
Venue for submission of Bids / opening of bids	Union Bank of India Regional Office, Salem AKP Rathna Tower No. 13, Bharatiyar Street Subramaniya Nagar, Salem 636005 Tamilnadu
Contact person	Regional Assurance Head Email: <a href="mailto:smpndrosalem@unionbankofindia.bank.in">smpndrosalem@unionbankofindia.bank.in</a>
Further Addendum/Corrigendum shall be published on Bank's website only and no newspaper publication will be released. All interested vendors are requested to monitor the Bank's website for any addendum/amendments related to this Request for Proposal [RFP]. Bidder shall refer the same before final submission of the Tender.	
The Bank reserves the right to reject any / all applications without assigning any reason whatsoever.	
In case of any unexpected interruption due to events beyond the control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.	
All terms & conditions and format of documents/Annexure mentioned in this RFP are final and not open to any modification.	
Bidders are advised to read all the terms and conditions carefully before submitting the proposal.	
The Bidders/their authorized representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard. The Technical Bid offers will be opened at the time and date stipulated above irrespective of the number of bidders or their authorized representatives present.	





क्षेत्रीय कार्यालय, सेलम/ Regional Office, Salem  
 प्रथम एवं द्वितीय तल 1<sup>st</sup> & 2<sup>nd</sup> Floor, एकेपी रत्ना टावर AKP Rathna Tower,  
 नं. 13, भारतियार स्ट्रीट No. 13, Bharatiyar Street, सुब्रमनिया नगर Subramaniya Nagar,  
 सूरमंगलम, सेलम, तमिलनाडु Suramangalam, Salem, Tamil Nadu – 636005  
 Ph. No.0427-2334811, [smpndrosalem@unionbankofindia.bank](mailto:smpndrosalem@unionbankofindia.bank)

Start Date of Tender	22.05.2026
Last Date of Submission	11.06.2026
Tender Opening Date [Tenders will be opened in presence of bidders/their authorized representatives]	11.06.2026 at 04:30 PM
Place of submission	Union Bank of India Regional Office, Salem AKP Rathna Tower No. 13, Bharatiyar Street Subramaniya Nagar, Salem 636005 Tamilnadu
Tender for Branch/Office	Hosur



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**Terms and Conditions**

1. Union Bank of India, Regional Office, Salem invites proposals/offers in Two Bid system from Owner/s/Builder/s/Developer/s/Power of Attorney Holder having clear, proper, valid, bonafide, marketable right and title over "Ready to Occupy" or "Under Construction" commercial property or "Vacant Plot with a commitment from the owner to construct commercial premises as per our specifications" and authority to lease to acquire premises on lease basis.
2. Preference will be given to offers from Central/State/Quasi Government Bodies/Public Sector Undertakings/Local Development Authority/Municipality etc.
3. The premises shall be located within radius of 1 KM from Hosur Bus Stand, Hosur and shall be commercially approved by the Competent Authority.
4. Bank requires a well-constructed, suitable, Commercial "Ready to Occupy" or "Under Construction" or "Vacant Plot with a commitment from the owner to construct commercial premises as per our specifications" premises on Lease basis with Carpet Area of 1700 Sq. Ft.  $\pm$  10%. The premises shall be preferably in Ground Floor with constructed Carpet Area of 1700 Sq. Ft.  $\pm$  10% to be offered to the Bank. Apart from the above, Other construction specifications duly mentioned in this document in brief shall also be considered during submission of Bids.
5. Complete premises area preferably on a Single Floor (1700 Sq. Ft.  $\pm$  10 %) with suitable Lift facility will be preferred.
6. The premises shall comply with all applicable Statutes and shall have proper and valid Approvals from the Competent Authority viz., Ownership, Building Plan, Construction, Electricity Connection, Water Connection etc.
7. Premises must have proper access to main road for easy transportation of Bank and Staff Vehicles.
8. Premises shall have adequate Parking Space (With separate/dedicated provision/slots for 2 Four Wheelers and 10 to 15 Two Wheelers).

**9. Carpet Area:**

The following areas are included in the carpet area, if they are integral part of proposed premises and are in exclusive possession/use for 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 munties.
- 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\*, lofts, etc.
- Garages.
- Air Conditioning ducts and Air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.



*(Handwritten signature)*

\*Barsati is a covered space open at least on one side constructed on a terraced roof. Area measured must match with Approved Plan of the Building. In no circumstance, unauthorized construction will be considered for Office premises.

10. Municipal Taxes/Property Taxes, rates & cesses present and future, existing and enhanced shall be borne by the Landlord. Landlords shall quote the total outgo including municipal/city corporation/property tax/water tax/society charges etc., in their Price Bid. Applicable GST will be borne by the Bank.
11. Lease Rent will start from the date of handing over possession of completely constructed premises. In brief, following specifications are required to be provided in the premises:
  - a. There shall be provision for separate toilet facility for Men & Women and other basic amenities like Water, Electricity, Natural Ventilation etc. Washrooms, Internal partitions & Civil construction shall be provided by the Landlord as per requirement of the Bank.
  - b. Space at Terrace/Roof/Compound/Any other place of the building/premises for erection of V-SAT and D. G. Set/Any other Bank's equipment as required by the Bank shall be provided by the Landlord. No separate charges shall be paid for the same.
  - c. All the above specifications are not final and can be changed/alterd as per the requirement of Bank & addition may be proposed by Bank that needs to be done by the Landlord at their own cost.
  - d. Separate Electricity & Water Meter shall be provided.
  - e. For discussion on detailed construction requirements and other terms and conditions, bidders are requested to attend Pre-Bid meeting.
12. The applicant should be the legal owner of the premises or should be in a legal position to execute Lease deed with the bank. (Copy of document evidencing clear, valid & bonafide title shall be enclosed with the Technical Bid).
13. Premises offered shall have NOC for commercial use. Map/Plan of the premises must be approved by the Competent Local Govt. Authority and it shall be as per Tamil Nadu Building Rules/Laws, National Building Code of India & Tamil Nadu Fire & Safety Rules/Laws. All Fire Fighting requirements as per latest National Building Code Standards shall be provided by the Landlord. Only Fire Extinguishers and Fire Alarm System will be installed by the Bank.
14. The premises shall be approved under Commercial usage by the Competent Authority and Commercial Use Certificate shall be submitted by the Landlord. Required Occupational Certificate shall be submitted upon completion of civil work or as applicable and required by the Bank. The certificates are required to be submitted before execution of Lease Deed.
15. Lease period shall be for minimum 10 to 15 years (5+5+5). However, Bank's endeavor will be to go for longer duration of Lease term. Upon expiry of Lease term, it can be extended further as per mutual consent and in accordance with the guidelines stipulated by the Bank.
16. Legal Expenses such as registration cost of Lease Deed will be shared in the ratio 50:50 by the Bank with Landlord of premises.



17. Final Carpet area shall be calculated after Joint Measurement by the Bank's empanelled Architect/Valuer in the presence of Landlord and Bank Officials, duly signed by them and the same shall be a part of Lease Deed. Monthly rent is to be paid on the basis of carpet area mentioned in the Joint Measurement certificate.
18. Rent increase shall be after a block of minimum 5 years, subject to maximum hike as per Bank's guidelines. Bidder is required to quote increase in rent demanded in Price bids. The same will be considered for calculation of lowest rates for deciding L1 bidder. For calculation of L1, in case rent increase percentage demanded is beyond the maximum permissible limits (as per Bank's guidelines), L1 will be calculated on total outgo of the Bank for minimum 10 to 15 years [5+5+5].
19. Duly filled applications as mentioned in this document shall be submitted by due date.
20. Completely filled application as per Annexure 1 (Technical Bid) and Annexure 2 (Price Bid) along with required documents shall be submitted in Two separate sealed envelopes and shall be super scribed with "Technical Bid" and "Price Bid" respectively. Both these envelopes should be sealed in a Third (Main) envelope and shall be super scribed with "Application for Premises for UMFB - Hosur Branch". Contact details along with contact number of the applicant shall be mentioned on all the three envelopes.
21. Technical Bids will be opened on due date in Regional Office, Salem in the above-mentioned address at the date and time mentioned herein in the presence of bidders/or their Authorized representatives.
22. All Technical Bids received shall be scrutinized as per terms and conditions mentioned in tender document. Qualified Sites will be inspected by the Committee from Regional Office. For Site inspection, landlord/bidder will be informed well in advance through contact number mentioned in Technical Bid/Envelope. In case the contact details are not properly mentioned/the Bidder does not respond to calls, Bank reserves all rights to reject the bid without assigning any reasons therefor.
23. Price Bids of only those applications will be opened which shall be in conformity with all criteria stipulated by the Bank as per Technical Bid and our Site inspection.
24. Technical Bid should not contain any price information and should be complete in all respects as per Annexure 1. Incomplete applications shall be summarily rejected.
25. Price Bid should be complete in all respects. Price shall be quoted in terms of rate per Square Feet only. In case the bidder quotes lump sum rate, per Square Feet rate shall be calculated by dividing Lump sum rate by the area mentioned in Technical Bid. Applicant with lowest rate shall be offered for Premises as per the extant guidelines of the Bank.
26. After completion of tender process, the approval process may take 1-6 months' time as per Bank's internal process of approval.
27. Selected bidder will be required to submit all the required documents within 3 working days as and when any document related to property/premises offered is demanded by the Bank. Delay in submission may be considered on case to case basis. However, Bank reserves all rights to cancel the tender if it is apparent that the bidder is willingly delaying the process.



28. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
29. The Bank reserves the right to reject any or all tenders received without assigning any reasons thereof.
30. Tender validity period for this tender will be One year.
31. The bidders are required to fill complete form of tender, price the schedule of quantities and sign each page of the Tender Documents before submission. No overwriting/alterations/erasures are permitted in Price Bid. However, if it is unavoidable, it should be duly verified by signing the alterations by the applicant.
32. The complete set shall be enclosed in sealed envelope addressed to:

**The Regional Assurance Head  
Union Bank of India, Regional Office, Salem  
AKP Rathna Tower  
13, Bharathiyar Street, Subramanivanagar  
Suramangalam, Salem - 636005  
Tamilnadu**



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Annexure-V

Enclosure to Policy

**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 <sup>st</sup> floor): (give area of each floor )	
4.	Age of the building:	
5.	Frontage in feet	
6.	E. Access /distance from Main Road:	



*(Handwritten signature)*

	(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. \_\_\_\_\_



Annexure-VI

Enclosure to Policy

**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. \_\_\_\_\_

Classification: Internal

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