

यूनियन बैंक
ऑफ इंडिया



Union Bank
of India

A Government of India Undertaking

भारत सरकार का उपक्रम

क्षेत्रीय कार्यालय : खम्मम / Regional Office: Khammam

Regional Office: # 5-7-H 19 & 20, Behind Venkataramana Tata Motors Show Room, Opp: Janpahad Dargah, Cheruvu Bazaar, Khammam - 507002

PREMISES REQUIRED

Union Bank of India requires well-constructed commercial premises in ready possession/under construction stage of 1400 sq. ft. +/- 10% (1260 sq. ft. to 1540 sq. ft.) premises approximately on lease with adequate parking space at Commercial/residential location at Laxmipuram- Burgampahad (Village) in Bhadradri Kothagudem Dist. for opening of new branch. The proposed premises shall be preferably on the Ground Floor and on main road.

Basic Requirements:

1. Premises should be preferably at Ground floor with carpet area as mentioned above.
2. Two toilets (Gents/Ladies) should be provided within the premises.
3. A separate electric meter with three phase power connection with Load 20 KV.
4. 24 hours continuous water supply.
5. Vitrified tiles floor should be provided for the premises as per Bank's specification
6. Space for installation of dish antenna/solar panel/any other Bank equipment on the top of the building at no additional cost
7. The landlord will carry out all the structural modifications and improvements required in the premises at his own cost. Such modifications / improvements may include closure of ducts, basement, any other opening of the premises which may need to be closed from security point of view.
8. The landlord to provide Strong Room, with following specifications at his own cost.
 - a. Strong Room height -9 ft
 - b. Wall thickness - 300mm
 - c. Floor & roof thickness-300mm
 - d. Concrete mix for construction of wall, floor and roof should confirm to M20 minimum
 - e. Reinforcement steel bar-12mm
 - f. Reinforcement grid mesh in mm - 150 x 150 x 150 CTC
9. Sufficient parking space for Staff & Customer vehicles.
10. Landlord to construct ATM/E-Lobby room as per Banks specification with separate opening and closing which will be part of premises and no separate rent/service charges will be paid for the same.
11. Clear title of the land and building and permission for utilization of building for commercial use from the competent authority and any other permission from local body/Govt Bodies as applicable
12. The lease period and rent enhancement criteria will be as per Bank's guidelines
13. All the municipal taxes/property taxes present and future will be borne by the landlord and latest receipts to be provided on demand
14. In case landlord has availed any loan against mortgage of the land and / or building "NO OBJECTION CERTIFICATE" to be produced from the mortgagee along with the clear mention that in the event of demands from the mortgagee for remittance of rent directly to them, the owner will not have any objection



15. Construction of building should be strictly as per "site plan" approved by local administration/competent authority and same to be produced on demand
16. The landlord should have obtained NOC from local/Govt bodies as applicable (Fire Department)
17. All the fields of Technical & Price bid to be completely filled without any corrections and necessary documents to be attached to the technical bid.

Prospective landlords holding ownership/leasable rights or powers to negotiate on behalf of owners may collect the Technical Bid/Price Bid formats from the above Office during Office hours from **22.05.2026** to **12.06.2026** (up to **05:00 PM**) or download from our website www.unionbankofindia.co.in and <https://eprocure.gov.in>. Brokers will not be entertained. Preference will be given to the Govt/Semi-Govt leased buildings. Please download technical and price bid formats as per attachment only. The lease will be executed as per standard lease deed format of Union Bank of India.

The offerer has to use **three envelopes** and marked the envelope as I, II and III. Usage of the envelopes will be as under:

Envelope marked as I: Financial (Price) Bid be put in this envelope and **sealed**. The envelope will be super scribed as **Financial (Price) bid**. The envelope will be opened if the offerer premises is found suitable for fulfilling the requirements stipulated by Bank during technical evaluation.

Envelope marked as II: Technical bid, duly completed in all aspects, be put in this envelope and **sealed**. The envelop will be super scribed as **"Technical Bid"**.

Envelope marked as III: The above two sealed envelopes Number I and II be placed in this envelop and sealed. The envelope marked as number III would be super scribed as **"OFFER FOR PREMISES ON LEASE/RENTAL BASIS FOR LAXMIPURAM-BURGAMPAHAD BRANCH"**.

Above duly filled in and sealed and super scribed tender envelopes must be submitted / dropped in the Tender box at Regional Office, Khammam (above address) on or before **05:00 PM** by **12.06.2026**.

Technical bids should include photocopies of documents evidencing commercial use, title proof and copy of the sanctioned blueprint plan etc., **Bids not containing separate envelope for price bids will be out rightly rejected.**

The technical bids will be opened on **12.06.2026** at **05:30 PM** at above mentioned address in presence of landlords/their representatives. Even if landlords/representatives are not present the tender will still be opened on the date and time specified as above. All tenderers are advised in their own interest to present on the date at the specified time.

Intimation of Date and time of opening of price bids will be informed separately to the technical shortlisted bidders as per Bank's technical evaluation. Even if landlords/representatives are not present the tender will still be opened.

Bank reserves the right to reject/accept any / all proposals without stating and 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.	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	
6.	E. Access /distance from Main Road:	



PART B - Policy on Expenditure and Acquisition, Leasing , Maintenance & Disposal of Bank's Property 2024-25

	(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._____

Classification: Internal

266



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)	
-------------------------------	--

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

267

