

PREMISES REQUIRED ON LEASE BASIS

Sealed Tenders are invited by Union Bank of India for shifting of its existing **GT Road, Ludhiana** Branch in preferably well/ semi constructed commercial premises admeasuring 1700 Sq. Ft. (+/- 10%) carpet area within the nearby periphery of existing GT Road, Ludhiana branch preferably on the ground floor with sufficient parking space.

Those having own property/Co-owners or having right to negotiate on behalf of owner can collect/download technical/price bid format from above address during office hours or can log on to our website www.unionbankofindia.bank.in or Government portal <https://eprocure.gov.in/epublish/app> The Technical bid and Price bid should reach our office latest by on or before 3.00 pm by 09.10.2026 in separate envelopes. Technical bids will be opened on 09.10.2026 by 4.00 P.M. at above mentioned address in the presence of bidders or their representative. Brokers will not be entertained. Preference will be given to the govt./semi-govt. leased buildings. Bank reserves the right to reject/accept any/all proposals without stating any reason. For any additional information you may contact at above mentioned address.

Subject: Premises required on Lease for alternate premises of GT Road, Ludhiana branch

Start Date of Tender: 16 Sep 2026
Last Date of Submission: 09 Oct 2026 upto 3:00 PM
Tender Opening Date: 09 Oct 2026 at 4:00 PM

Place of Submission of tender - Union Bank of India, Regional Office, 41/1, 1st Floor, Dugri Road, Ludhiana-141003

TENDER NOTICE

Union Bank of India requires well/ semi constructed commercial premises for its GT Road, Ludhiana branch (**Near Vishwakarma Chowk**) in ready to possession state preferably on the ground floor with sufficient parking space.

Our requirement for aforesaid office is as under:

- Carpet Area 1700 (± 10 %) Sq.feet, preferably on ground floor.
- Adequate Parking facility.
- Separate toilet facility should be provided for Gents & Ladies within the premises.
- Clear title of the land and permission for utilization of building for commercial use from competent authority.
- In case the landlord has availed any loan against mortgage of land and /or building, No Objection Certificate to be produced from the mortgagee.
- Covered drainage system.
- Building must be in accordance with fire safety norms of Punjab State.
- Electrical supply having separate meter catering not less than 20 Kilowatt.
- Area must be having broad band facility and good mobile connectivity.
- Building must have pest control measures in place for protection from termites etc.
- All taxes (house tax/property tax/water tax etc.) are to be borne by the landlord.
- Strong room as per bank requirements will be constructed by the landlord at their cost. The strong room will be constructed through RCC with Steel Rods strengthening as per RBI guidelines. Strong Room should have clear height of 9 ft. Bank should adhere to the Indian Standard IS 15369:2003 stipulated by the Bureau of Indian Standards as under:

- a) Wall thickness - 300 mm
 - b) Floor/roof thickness - 300 mm
 - c) Concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
 - d) Reinforcement steel bar - 12mm; Reinforcement grid mesh in mm- 150 x 150 x 150 CTC
 - e) Tang bars- not mandatory
- Offered Premises should be handed over to bank after taking NOC from District Fire officials for shifting the Bank, if required.
 - The applicant should be the legal owner of the premises or should be in a legal position to execute deed with the bank. (Copy of clear title should be enclosed with the Technical Bid).
 - Completely filled application as per **Annexure -I (Technical Bid and Undertaking)** and **Annexure -II (Price Bid and offer letter)** along with required documents should be submitted in two separate sealed envelopes and should be super scribed with “Technical Bid” and “Financial Bid and Offer letter” respectively. Both these envelopes should be sealed in a third (main) envelope and should be super scribed with **“Offer for GT Road, Ludhiana branch premises on Leased/Rental basis”**. Contact details along with contact number of the applicant must be mentioned on all three envelopes.
 - An undertaking by Tenderer/s shall be given along with Annexure-I i.e. Technical Bid which will be applicable for both Technical Bid and Financial Bid.
 - Each bidder shall submit only one bid for one premises. A bidder who submits more than one Bid for the same premises will cause all the proposal with Bidder’s participation to be disqualified.
 - Lease period offered shall be minimum 15 years and can be extended as per mutual consent and in consideration with bank guidelines.
 - Rent increase shall be after a block of minimum 5 years, subject to maximum hike as per bank’s guidelines.
 - All received Technical Bids shall be scrutinized and Site inspection of qualified applications will be done by the bank.
 - Financial bids of only those applications shall be opened, which shall be in conformity with all criteria of the bank as per technical bid and our Site inspection.

- Final Carpet area under consideration shall be calculated after joint measurement by the Bank's empaneled Architect with the Landlord as per bank guidelines. Lease shall be applicable on area finalized after joint measurement.
- Space at Terrace/Roof of the building for erection of V-SAT/any other bank's equipment as required by the bank shall be provided by the applicant. No other charges for the same shall be payable.
- Technical Bid should not contain any price information and should be complete in all respect as per Annexure - I. **Incomplete applications/ Technical bid having price information shall be summarily rejected.**
- Commercial bid should be complete in all respect. **Price should be quoted in terms of rate per square feet of Carpet Area.** In case the bidder quote lump sum rate, per square feet rate shall be calculated by dividing Lump sum rate by the total carpet area mentioned in Technical bid or calculated as per Joint Measurement Certificate whichever is lower. Applicant with lowest rate shall be offered for Premises as per bank terms and conditions. Price applicable will be decided after joint measurement of site @ L1 rate.
- Financial Bid and Offer Letter should be in closed envelope only. If not the whole bid of the bidder will be considered invalid and will not be considered for this tender process.
- No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
- Only one person per tender/firm will be allowed to participate in Pre bid meeting/Submission of Tender/Opening of tenders or any work related to tender. Bidders are requested to send not more than one person per bid for all activities related to tender.
- 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 Commercial bid, however if it is unavoidable, it should be duly verified by signing the alterations by the applicant. The completed set is to be enclosed in sealed envelope addressed to:

Chief Manager (Operations)
Union Bank of India
Regional Office,
41/1, 1st Floor, Walia Complex,
Dugri Road, Ludhiana-141003

Interested individuals /firms/ companies may obtain the Tender Documents forms by visiting the above mentioned premises at Ludhiana from 16/09/2026 to 09/10/2026, between 10 am to 4 pm on all working days or can be download the same from our website www.unionbankofindia.co.in or <https://eprocure.gov.in/epublish/app>

The last date for submission of the completed forms is **09.10.2026 by 3:00 PM.**

The forms to be submitted at below address only.

Union Bank of India
Regional Office,
41/1, 1st Floor, Walia Complex,
Dugri Road, Ludhiana-141003

The technical bids will be opened on **09.10.2026 at 4.00 PM** at above office at Ludhiana in the presence of the tenderer/Bank's Representatives. All the tenderers are advised in their interest to be present on the date at specified time.

Offers from Brokers/intermediaries will not be entertained as Bank does not pay brokerage/commission.

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Chief Manager (Operations)
Regional Office, Ludhiana

Annexure - I

Offer of Bank's premises on Lease/Rental Basis

At location - _____ (to be filled by Landlord)

Technical Bid

With reference to your advertisement in the local dailies/Bank's website/Government Portal dated _____, I/ We hereby offer the premises by us for housing your Branch Office on lease/rental basis.

Part A : General Information

1.	Name of the Owner/s (Note: A copy of Sale deed and signed KYC documents of owner's to be submitted along with the bid)	
2.	Share of each Owner, if under any joint ownership (With sharing % of Rent by each owner)	
3.	Location: Name of the building/scheme Street Residential/Commercial/Industrial Area Full Address	

Part B : Technical Information

BUILDING

1.	Area of the Premises	<u>Dimension (L X W X H) in feet</u> <u>Carpet Area (Sq. Ft.)</u>
	i. Hall	
	ii. Toilet	
	iii. Strong Room, if any (RCC construction as per RBI guidelines)	
	iv. Total Carpet area	
2.	Location (ground/1 st Floor) (give area of each floor)	
3.	Age of the building	

4.	Frontage area in feet	
5.	Access/distance from Main Road (state whether it is on main road)	
6.	Type of building (Residential / Commercial / Industrial).	
7.	Type of Construction (Load Bearing/RCC/Steel framed)	
8.	Pillars in premises offered (specify no.)	
9.	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	
10.	If the building is new, whether building completion/ occupancy certificate is obtained	
11.	If the building is yet to be constructed 1) Whether the plan of the building is approved? (if yes, enclose copy) 2) Time required for completing the construction.	
12.	If the building is old whether repairs/ renovation is required? If so, mention time required for repairs.	
13.	Boundaries East West North South	
14.	If premises is in a Multi storied building whether other tenants include hotels/ restaurants/ oil market/ motor garage etc.	
15.	Whether adequate parking area is available? Please mention i. Area of parking ii. Whether parking area is exclusive for the Bank's use?	

Part C : Other Particulars

1.	Lease period Offered	
2.	Amenities available/proposed	
	i. Separate electricity meter	
	ii. Sanctioned Electrical power/ load	
	iii. Car Parking facility (Specify for no of vehicles)	
	iv. Continuous water supply	
	v. No. of toilets	
3.	Water Supply facility (Municipal/Well/Borewell)	
4.	Whether separate water meter is provided	
5.	Whether plans are approved by local authorities for the premises / area of premises which is being offered on lease. Note: A copy of approved plan to be submitted along with this information.	
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 equipment's (YES/NO) :	
8.	Any other information not covered above	

Place: _____

Date: _____

Signature

(Landlord/Owner)

Address:

Phone:

E-mail ID:

Note: Please enclose self-attested copies of following documents along with this Technical Bid.

- 1. KYC of Premises Owners (PAN Card, Aadhar Card, GST No. etc.)**
- 2. Latest Fard/ Jamabandi of the Property, Bhar Muk.**
- 3. Last Sale Deed of the property.**
- 4. Approvals from MC/ Local Authorities.**
- 5. Usage Certificate of Property (Commercial/Domestic).**
- 6. Approved Map of the space/part of property offered for our Branch.**
- 7. Latest Bill of Electricity/Water paid for proposed property.**
- 8. Any other relevant document related to technical aspect of the property, if any.**

Undertaking

To

The Chief Manager

41/1, 1st Floor, Atam Nagar,

Dugri Road, Ludhiana-141003

Sub: Acceptance of Tender Terms & Conditions

- I/ We hereby declare that I/ We have read all the terms and conditions appended to the tender notice and I/ We agree to fulfil the same if the bids offered by me/us will be shortlisted as lowest bid and understand that if I/We do not agree for any of the terms and conditions, any future contract made between ourselves and Union Bank of India can be treated invalid by the Bank and I/ We will be solely responsible for the consequences.
- I/ We agree that the decision of Union Bank of India in selection of lowest bid will be final and bidding to me/ us.
- All the information furnished by me/ us is correct to the best of my/our knowledge and belief and I/We shall be providing any other additional information/ papers/ documents if required by the Bank.
- I/ We agree that I/ We have no objection if enquiries are made by the Bank about the offered premise by me/ us in the accompanying sheets.

Place:

Signature/s

Date:

Name/s:

Address:

Seal (if required)

Annexure - II A

OFFER OF PREMISES ON LEASE / RENTAL BASIS

PRICE BID

With reference to your advertisement in the local dailies/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: RATES OFFERED

Rate per sq.ft. (carpet area) / lump sum monthly Rent:	
Area Offered	

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)

Rent.	Rs.
Municipal/ Panchayat/ Local Taxes	Rs.
Maintenance charges	Rs.
Any other charges	Rs.
Total	Rs.

Place:

Date:

Signature (Landlord/Owner)

Address: _____

Phone No. _____

FORMAT OF OFFER LETTER TO BE GIVEN BY THE LANDLORD/S OFFERING PREMISES ON LEASE

OFFER LETTER

From,

To,

Dear Sir,

OFFER TO GIVE THE PREMISES FOR YOUR BRANCH/OFFICE ON LEASE BASIS

I/we, offer to you the premises described here below for your _____ Branch/Office on lease basis:

a)	Name of owner/s (in case of joint owners, names of all joint owners) (With sharing % of Rent by each owner)	
b)	PAN No. of owner/s (in case of joint owners, PAN Nos. of all joint owners)	
c)	GST No. of owner/s (in case of joint owners, GST Nos. of all joint owners)	
d)	Full address of premises offered	
e)	Distance from the main road / cross road	
	Distance from 1) Police Station 2) Fire Station 3) Post Office 4) Transport & Business Centres 5) Other Banks	
f)	Whether there is direct access to the premises from the main road	

g)	Floor wise area	Floor	Carpet area in (sq. ft.)
h)	Year of construction		
i)	If the building is new, whether building completion/ occupancy certificate is obtained		
j)	If the building is yet to be constructed 3) Whether the plan of the building is approved? (if yes, enclose copy) 4) Time required for completing the construction.		
k)	If the building is old whether repairs/ renovation is required? If so, mention time required for repairs.		
l)	Boundaries East West North South		
m)	If premises is in a Multi storied building whether other tenants include hotels/ restaurants/ oil market/ motor garage etc.		
n)	Whether adequate parking area is available? Please mention iii. Area of parking iv. Whether parking area is exclusive for the Bank's use?		

Note: Rentable carpet area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage/corridors, if any, exclusively for the premises. Refer Bank's definition of rentable floor area.

TERMS AND CONDITIONS: -

a) **Floor wise rent payable at the following rates i.e.**

Floor	Monthly Basic Rent	Monthly Service charges & Taxes, if any (A.C., Lift, Parking, Society charges, Municipal taxes, etc.) Give details	Rentable Carpet Area	Total Monthly Rent per sq. ft.

The rent will be effective from the date of handing over vacant possession after completion of the construction, repairs, renovation, additions & execution of lease deed. Service charges for various services will be payable from the actual date of availment.

b) Lease period:

- i) _____ years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with _____ % enhancement in rent after each block of 5 years.
- ii) Bank will be at liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing, without paying any compensation for premature termination.

c) Taxes/Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) Maintenance/Repairs

- i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/water meters for this purpose. I/We undertake to apply for additional electric power load as and when requested by the Bank.
- ii) All repairs including annual/periodical white washing and annual/periodical painting will be done by me/us at my/our cost. White washing / painting shall be carried out by me/us once in every two years at my/our own cost. In case, the repairs and/or white washing & painting is/are not done by me/us as agreed now, Bank will be at liberty to carry out such repairs white washing & painting, etc. and deduct all such expenses from the rent payable to me/us.

e) Lease Deed/Registration Charges

If Bank require, I/we undertake to execute an agreement to lease/regular lease deed as per Bank's standard lease deed, in Bank's favor containing the mutually accepted/sanctioned terms of lease at an early date. I/we undertake to bear the charges towards stamp duty and registration for registering the lease deed on the basis of 50:50 between the Bank and me/us.

f) Rent Advance / Rent Deposit:

I request _____ Months' Rent deposit (Max. 3 months'; to be adjusted in last 3 months of lease period) and _____ Months' Rent advance (Max. 3 months'; to be adjusted in first 24 months of lease period).

DECLARATION:

- a) I/We, am/are aware that the rent shall be calculated as per the carpet area which will be measured in the presence of me/us and Bank Officials and its empanelled architect after completion of the building in all respects as per the specification/requirement of the Bank. I/We, am/are aware that the per month rent will be calculated as Sanctioned Lease Rent (Per Sq. Ft.) multiplied by Carpet Area (as calculated in Joint Measurement Certificate i.e. JMC).

Carpet Area Calculation:

The following areas are included in the carpet area, if they are integral part of proposed premises and are in exclusive possession/ use of 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.

*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 may be considered for branch premises.

- b) The concept of carpet area as mentioned in tender document / offer letter for payment of rent was explained to me/us and clearly understood by me/us.
- c) The following amenities are available in the premises or I/we agreeable to provide the following amenities: (Strike out whichever is not applicable)

- i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.

Strong Room should have clear height of 9 ft. Bank should adhere to the Indian Standard IS 15369:2003 stipulated by the Bureau of Indian Standards as under:

- f) wall thickness - 300 mm
 - g) floor/roof thickness - 300 mm
 - h) concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
 - i) Reinforcement steel bar - 12mm; Reinforcement grid mesh in mm- 150 x 150 x 150 CTC
 - j) Tang bars- not mandatory
- ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- iii) A lunchroom for staff and stock room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunchroom.
- iv) Separate toilets for gents and ladies will be provided on each floor/'s
- v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- vi) Ramp facility will be provided for differently abled at the main entrance.
- vii) Entire flooring will be vitrified and walls distempered.
- viii) All windows will be strengthened by grills with glass and mesh doors.
- ix) Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
- x) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary separate water meter and electric motor of required capacity will be provided.
- xi) Space for fixing Bank's sign board will be provided
- xii) 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.
- d) I/We declare that I am/we are 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, I/we undertake to bear the same.
- e) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- f) 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 you.
- g) I will not object if bank installs generator in front of premises or on top of building. Also, bank can install RF tower whenever needed and I understand bank will put banners' and boards for branding. I will not object to any of these installations and will not demand any extra/additional money/rent.
- h) If my/our offer is acceptable, I/we will give you possession of the above premises on _____
- i) I/we further confirm that this offer is irrevocable and shall be valid for 6 months from date hereof.

Yours faithfully,

(Owner/s OR authorized person)

Place:

Name: _____

Date:

Address: _____

Phone No. _____

E-mail ID: