

NOTICE INVITING TENDER FOR PREMISES REQUIRED ON LEASE

Union Bank of India, Regional Office Mumbai South requires a well-constructed (ready to move) commercial premises for the following Branch:

Option No. 1: Carpet Area admeasuring 2000±10% Sq. ft. for Princess Street Branch preferably On Ground Floor from Dawa Bazaar to Lohar Chawl, Mumbai.

OR

Option No. 2: Carpet Area admeasuring 2000±10% Sq. ft for Veer Nariman Road Branch preferably On Ground Floor within vicinity of Veer Nariman Road area, Mumbai.

OR

Option No. 3: Carpet Area admeasuring 2000±10% Sq. ft for New Bandra-Kurla Complex Branch preferably On Ground Floor within vicinity of Bandra-Kurla Complex area, Mumbai.

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| Date of Issue of Tender           | 14-07-2026; 10:00AM                  |
| Last date of submission of tender | 03-08-2026; 03:00PM                  |
| Opening of Bid                    | 03-08-2026; 03:30PM                  |
| Pre-Bid Meeting                   | 30-07-2026; 03:00PM                  |
| Tender Fee                        | 1000/- in the form Demand Draft only |

Interested individuals/firms/companies download the application forms from Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). The forms to be submitted at below address:

**(ONLY IN TENDER BOX)**

Union Bank of India  
Regional Office, Mumbai South  
6<sup>th</sup> Floor, 66/80, Union bank Building  
Mumbai Samachar Marg, Near BSE  
Mumbai 400 023, Maharashtra.  
Contact No: 9424659609  
(Prateek Yadav)

The tender shall be submitted in 2 separate envelopes for the above options: 1 or 2 or 3 separately:

- Envelope No. 1 shall be marked as **"Technical Bid for the Option no. 1 or 2 or 3"** and shall contain Technical Bid of the tender. This envelope will be opened on the due date and time of tender opening date.
- Envelope No. 2 shall be marked as **"Price Bid for the Option no. 1 or 2 or 3"**. This envelope will be opened at later date (to be intimated subsequently) of those whose prequalification application meets with eligibility criteria of the advertisement, acceptance of Technical Bid etc.

- All the above two envelopes to be put in 3<sup>rd</sup> envelope super scribing the subject “Tender for Acquiring Premises for the Option no. 1 or 2 or 3” shall be submitted up to 03:00 PM on or before 03-08-2026 (next working day if due date is a Bank Holiday) at Tender Box, Union Bank of India, Regional Office, Mumbai South, 6<sup>th</sup> Floor, 66/80, Union Bank Building, Mumbai Samachar Marg, Near BSE, Mumbai-400 023, Maharashtra. (Please mention Tender for Acquiring Premises for Option no. 1 or 2 or 3 branch name specifically on envelope 3.)
- Tender documents must be put in sealed cover and tender box for “Tender for Acquiring Premises for Option no. 1 or 2 or 3 respectively” only. And in no case the tender documents should be handed over to any employee.
- No envelope should be unaddressed or untitled. If found so will automatically lead to rejection of the envelope.
- If any corrigendum in tender opening date is observed the same will be conveyed over [www.eprocure.gov.in](http://www.eprocure.gov.in) only.
- Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as ‘LATE’ and shall not be considered.
- Bidder should mandatorily be the Property Owners only. No Broker shall be allowed or entertained.
- At the time of opening of Technical Bids, Owner/s or their representatives with proper authority letter from the Owner/s are advised to be present.
- Separate offers are to be submitted, if more than one property is offered.
- Along with technical bid format, Bidder must mandatorily enclose Approved plan with Occupancy Certificate and property should have commercial use permission else technical bid will be disqualified.
- Demand Draft issued must be in favour of “Union Bank of India” payable at Mumbai.
- Lease agreement will be executed for a minimum period of 10 Years.
- Strong Room is mandatorily required as per Bank Norms. The expenses incurred on construction of Strong Room must be borne by Landlord.
- Separate Ladies & Gents Toilet keeping in view of disabled friendly requirements will be provided by bidder. The expenses incurred on construction of Ladies & Gents Toilets must be borne by Landlord.
- Drinking Water Facility should be available on 24X7.
- Collapsible and rolling shutter gates as per Bank’s specification, should be provided in the premises by Landlord.
- Space for fixing Bank’s Signboard to be provided by Landlord on entire frontage.
- Ramp facility to be provided for disabled customers at the entrance of the Branch Premises.
- Flooring of working area of Premises with vitrified tiles to be provided at Landlord’s cost.
- Rent of the premises will be paid on basis of joint measurement done by Bank’s empanelled Architect in presence of Landlord & Bank’s officials.
- Electric connection to cater minimum load for Branch operation must be provided by Landlord.



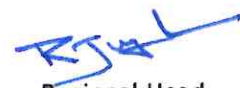
- Validity of Bid would be 180 days.
- After the site visit of the Premises of suitable/technically qualified bidders based on Option no. 1, selection of Premises will be done based on Bank's Committee recommendations only. Bank's decision in this regard will be final and binding on the bidders.
- Committee recommendations of the selection of premises would be final. On basis of committee recommendations, price bids of the concerned premises under chosen Option, only will be opened for L1 (Lower one).
- Other specification as per technical bid format.
- If no bidder or authorised representative is present during Technical Bid Opening date & time, then the tender will be opened by the Tender Opening Committee of Regional Office Mumbai South. No further complain pertaining to the tender will be entertained.
- Any false reporting of data may lead to rejection of proposal.
- Financial Bid rate will be considered by per square feet (PSF) rate against carpet area as per approved plan or as per Municipal tax receipt only to arrive at L1.
- Bank will pay only rent applicable Per Square Feet on carpet area as per joint measurement conducted by Bank's empanelled architect. Only Water Tax & Electricity Tax will be payable by the bank. Any other type of tax or charges (Statutory/Non-statutory) shall be borne by landlord.
- Bank reserves the right to cancel the tender process at any point/stage without giving notice to anyone.

**List of Documents required to be submitted for Technical Bid**

|    |                                                                                                              |
|----|--------------------------------------------------------------------------------------------------------------|
| 1. | Offer of premises as per Bank Format.                                                                        |
| 2. | Commercial use license.                                                                                      |
| 3. | Copy of Property documents.                                                                                  |
| 4. | Latest Tax paid receipt both Municipal and Water tax.                                                        |
| 5. | Structural Stability certificate by authorised Structural Engineer if age of premises is more than 25 years. |
| 6. | KYC of property owner.                                                                                       |
| 7. | Details of loan availed against the offer premises or mortgaged anywhere (if any) with documentary evidence. |
| 8. | Photograph of premises including frontage.                                                                   |

The technical bids will be opened on Dt: 03-08-2026 at 03:30PM at Regional Office Mumbai South in presence of the Tenderer/Bank's Representatives. All the tenderers are advised to be present on the date at specified time. Bidders are advised not to make any alteration/modification in the tender documents in the tender documents or in any aspects whatsoever. No consideration will be given to a tender received after the time stipulated above and no extension will be allowed for submission of the tender.

The Union Bank of the India shall not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

  
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 along with 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><br>i Hall<br>ii Toilet/Washrooms<br>iii Strong Room, if any.                                                                                |                |
| 2.            | Carpet Area of the premises (in sq. Ft):<br><br>Whether ready to offer area as required by Bank?<br><br>Dimension (LxWxH) in feet      Carpet Area (Sq. Ft) |                |
| 3.            | <u>Floor particulars</u><br>(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 (20 feet preferable)                                                                                                                       |                |
| 6.            | E. Access /distance from Main Road:                                                                                                                         |                |

|     |                                                                                                                     |  |
|-----|---------------------------------------------------------------------------------------------------------------------|--|
|     | (Mention whether it is on main road)                                                                                |  |
| 7.  | Type of Building:<br>(Residential/Commercial/Industrial)                                                            |  |
| 8.  | Type of Building:<br>(Residential/Commercial/Industrial)                                                            |  |
| 9.  | G. Type of<br>Construction<br>(Load bearing/RCC/Steel framed)                                                       |  |
| 10. | Pillars in premises offered (specify no.)                                                                           |  |
| 11. | Floor numbers and height of each<br>floor including Basement, if any: (Clear floor height<br>from floor to ceiling) |  |

**PART C: OTHER PARTICULARS:**

| <u>Sr.No</u> |                                                                                                                                                                                                                                                                                                                                  | <u>Remarks</u> |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1.           | Lease period offered                                                                                                                                                                                                                                                                                                             |                |
| 2.           | 1. Amenities available / proposed:<br>(a) Separate electricity meter:<br>(b) Sanctioned Electrical power/ load:<br>(c) Car Parking facility<br>(must be provided and charges to be borne by<br>landlord)<br>(d) Continuous water supply<br>(e) Water supply facility<br>(Municipal supply/Well/Borewell):<br>(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<br>of V-SAT/Solar panels/Tower any other bank's equipments<br>(YES/NO):                                                                                                                                                                                                |                |
| 8.           | Any other information not covered above:                                                                                                                                                                                                                                                                                         |                |

Place:

Signature  
(Landlord/Owner)

Date:

Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_

OFFER OF PREMISES ON LEASE / RENTAL BASIS

**FORMAT OF 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) |  |
|--------------------------------|--|

**PART B: OTHER DETAILS**

| <u>Sr.<br/>No</u> |                                                                                   | <u>Remarks</u> |
|-------------------|-----------------------------------------------------------------------------------|----------------|
| 1.                | Amount of Municipal/ Panchayat/ Local Taxes per annum:                            |                |
| 2.                | Monthly Maintenance charges<br>(like society charges/charges for amenities, etc): |                |
| 3.                | Any other charges per month:<br>(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)

\* The L1 bidder will take approval from the regulatory body for Bank's branch layout before entering into agreement.

**PART C: TOTAL DEMAND (per month) (A+B)**

| <u>Sr.<br/>No</u> |                                                  | <u>Remarks</u> |
|-------------------|--------------------------------------------------|----------------|
| 1.                | Rent (Per Sq. Ft.)                               |                |
| 2.                | Municipal/ Panchayat/ Local Taxes / Property tax |                |
| 3.                | Maintenance charges                              |                |
| 4.                | Any other charges                                |                |
| 5.                | Total                                            |                |

Place:

Signature  
(Landlord/Owner)

Date:

Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_

Classification: Public

Classification: Public