

REGIONAL OFFICE, HYDERABAD-SECUNDERABAD REGION

REGIONAL OFFICE: First Floor, Bungalow no.109, New no.1-7-252-254, Oxford street, Sarojini Devi Road, Secunderabad- 500003.

NAGARAM BRANCH: 14-6/1,Plot NO.10,West Gandhi Nagar, Rampally 'X' Roads, Nagaram, Medchal-Malkajgiri Dist. Telangana-500083

**OFFER DOCUMENT
FOR
HIRING OF PREMISES
FOR OUR KEESARA BRANCH
UNDER
TWO BID SYSTEM**

Union Bank of India requires well-constructed commercial premises admeasuring 1400+/- 10% sq. ft carpet area on main road in ready possession/under construction on lease basis for its **KEESARA** Branch on ground floor. Owner / representative of suitable premises / property may collect the technical / price bid formats from the above mentioned address of Union Bank of India, Regional Office or Union Bank of India, NAGARAM Branch, during office hours from **10.04.2026** and can also download from Bank's website www.unionbankofindia.com and e-procurement portal www.eprocure.gov.in. Technical bid and price bid both sealed in separate covers can be submitted to our Regional Office on or before **08.05.2026** by 3.00 PM. The Technical bids will be opened on 08.05.2026 by 5.00 PM.

Note: No Brokers / Intermediaries shall be entertained. Bank reserves the right to reject any or all bids without assigning any reasons whatsoever.

Date: 10.04.2026
Place: Hyderabad

Sd/-
Regional Head

Email: operations.rosecunderabad@unionbankofindia.bank.in



TECHNICAL BID



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 30.07.2025, I/We hereby offer the premises owned by us for housing your Branch / Office on lease basis.

PART A: GENERAL INFORMATION

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>1. Building</u> | <u>Remarks</u> |
|--|-----------------------|
| i. Hall : | |
| ii. Toilet/Washrooms : | |
| iii. Strong Room, if any. : | |
| <u>2.</u> 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) : | |
| <u>3.</u> <u>Floor particulars</u>
(Basement/Ground/Lower or Upper ground/
Mezzanine/1 st floor): (Give area of each floor) : | |
| <u>4.</u> Age of the building : | |



- 5. Frontage in feet :
- 6. Access / distance from Main Road :
(Mention whether it is on Main Road)
- 7. Type of the Building :
(Residential/Commercial/Industrial)
- 8. Type of Construction :
(Load bearing/RCC/Steel framed)
- 9. Pillars in premises offered (specify No.) :
- 10. Floor numbers and height of each floor :
Including Basement, if any :
(Clear floor height from floor to ceiling)

PART C: OTHER PARTICULARS:

- 1. Lease period offered :
- 2. 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. Whether agreeable to provide for rooftop
For installation of V-SAT/Solar panels/Tower
Any other Bank's equipments (YES/NO) :
- 7. Any other information not covered above :

Place:
Date :

Signature
(Landlord/Owner)

Name _____
Address _____

PHONE NO. _____



Instructions to Offerors

01. The notice Inviting Offer, instructions to offerors, Technical Bid/Price Bid will form part of the offer to be submitted by the offeror. The offer letter shall contain the terms and conditions of the offer to lease out the premises to be submitted by the shortlisted bidders invited for negotiations at a later date.
02. The Technical Bid/Price Bid as detailed above shall be placed in two separate sealed envelopes and super scribed as "Offer for Hiring of Branch Premises to Union Bank of India at **KEESARA** and to be submitted at the address given in the Notice inviting offers on or before the last date and time stipulated for submission. The Name & address of the offeror to be mentioned on the cover without fail.
03. 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.
04. All columns of the Bids must be duly filled in and no column should be left blank. All the pages of the Bids are to be signed by the offeror / authorised signatory. In case of joint ownership, all the joint owners have to sign all the pages of the Bids. Any over writing or use of white ink is to be duly authenticated by the offeror / incomplete offers/offers with in-correct details are liable for rejection.
05. Landlord shall construct the Strong Room as per the RBI/Bank's specification at his own cost and strong door/ventilator will be provided by the Bank.
06. Canvassing in any form will disqualify the offeror.
07. Separate offers are to be submitted, if more than one property is offered.
08. i) The Technical Bids will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of offerors at our above office. All offerors are advised in their own interest to be present on that date, at the specified time.
ii) After the site visit and evaluation of the Technical Bid received most suitable and Competitive offers will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Committee and L1 bidder will be invited for negotiation.

If the negotiations where fruitful, the Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder required to submit few Photographs from inside & outside the premises offered along with the property documents such as copy of sale deed, Tax paid Receipt, Approved Plan, Khata and Encumbrance Certificate.

The premises should be Commercial. The property documents will be subjected to Legal Scrutiny by the Bank's Panel Advocate to verify the title clearance and to check if any impediments exist over the property. Once it is cleared, the proposal will be sent for approval to Competent Authority.

In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder. In case the L1 bidder backs out from the process, Bank will do re-tendering process.

The "Offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer (Price Bid).



No brokers or intermediaries please. Priority will be accorded to the property to be leased by the Public Sector Undertakings or Government/Semi Govt. Bodies.

After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will conveyed to the Landlord for acceptance which are under:

- a. All present & future Municipal taxes to be borne by Landlord. Actual water charges metered through consumption will be borne by the Bank.
- b. A separate water meter for the Bank at your own cost to be installed.
- c. Rent : Rent will be paid for actual carpet area after joint measurement of the premises.
- d. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only.
- e. Legal Charges:50:50.
- f. Lease Period & increase in rent: 10-15 years w.e.f. date of possession/date of execution of lease deed with CERTIAN increase in rent after every 5 years. Lease deed should be executed for full lease period of 10-15 years with exit clause and payment of rent will be effective from the date of possession/execution of lease deed of the premises.
- g. Landlord is required to submit approved plan and occupation certificate from the Local Authority.
- h. Landlord is required to submit certified copy from the Local Body (concerned authority) that premises is approved for commercial activity.
- i. Rent will be paid for actual area only after taking joint measurement of the premises, execution of Lease agreement, and handing over possession of the premises, complete in all respects.
- j. Landlord is required to provide separate toilets for gents and ladies.
- k. Landlord shall construct the Strong Room as per the RBI/Bank's specification at his own cost and strong door/ventilator will be provided by the Bank.
- l. A Collapsible gate, rolling shutters to be provided at the entrance and at any other point, which gives direct access to outsiders.
- m. All windows, ventilators, AC ducts, sky lights should be strengthened by 16 mm grills placed vertically and horizontally with spacing not more than 5 inches from centre to centre. The rods should be embedded on all four sides at least 6 inches inside the walls and also to be provided with glass and mesh doors.
- n. Required power load 20 KV for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter.
- o. Continuous water supply to be ensured at all times by providing overhead tank and necessary taps with separate water meter. Wherever necessary, electric motor of required capacity, is to be provided.
- p. Space for fixing Bank's signboard will be provided on entire frontage.
- q. Penalty Rs.500/- per day will be levied if execution of lease & the possession of premises is not given immediately from the date of acceptance of approved terms. The Bank will have the option to cancel the approval.
- r. Flooring of working area of Bank premises with vitrified tiles will be provided at landlord's cost.
- s. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-SAT without additional rent.
- t. Landlord should provide adequate parking space in front of the building, free of cost, for parking the vehicles of the customers and staff.



u. You should provide proper ramp facility at the entrance of the Branch premises/ATM kiosk for persons with disabilities.

Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

Place: Hyderabad
Date: __/__/2026

sd/-
REGIONAL HEAD

Accepted

Signature
(Landlord/Owner)

Address:

Phone No.



PRICE BID





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 26.03.2026, 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) :

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)

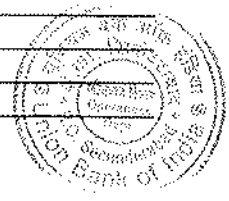
- I. Rent. : Rs.
- II. Municipal/Panchayat/Local Taxes : Rs.
- III. Maintenance charges : Rs.
- IV. Any other charges : Rs.
- V. Total : Rs.

Place:
Date :

Signature
(Landlord/Owner)

Address _____

PHONE NO. _____



**FORMAT OF 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 to give your on lease the premises described here below for your Branch/Office on lease basis:

A	Name of the owner/s (in case of joint owners, names of all joint owners)		
B	PAN No of owner/s (in case of joint owners, PAN No. Of all joint owners)		
C	GST No. Of owner/s (in case of joint owners, GST No. Of all joint owners)		
D	Full address of the 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, 1. Whether the plan of the building is Approved?(if yes enclose copy)		



	2. Time required for completing construction.	
K	If the building is old, whether repairs/renovation required? If yes, mention time required for repairs.	
L	Boundaries East West North South	
M	If the premises is a multi-storeyed building, whether other tenants include hotels, restaurants/oil market/motor garage etc.	
N	Whether adequate parking area is available? Please mention i. Area of parking : ii. Whether parking area is exclusive for Bank's car :	

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

TERMS AND CONDITIONS:

- a. Rent Floor wise rent payable at the following rates i.e.

Floor	Monthly basic rent	Monthly service charges & Taxes, if any (AC, Lift, Parking, Society charges, Municipal taxes etc) give details	Rental 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 five years.

Note: (*) **Minimum lease period is 10 years.**

Bank will be at liberty to vacate the premises, at any time during 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 and Repairs
- i) The 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 got done by me/us at my/our cost. White washing /painting shall carried out be me/us once in every two years at my/our cost. In case, the repairs and/or white/colour washing is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs, white/colour washing, etc., at our cost 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 your favour containing the mutually accepted /sanctioned terms of lease at an early date. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me/us.

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 landlord/s and Bank officials after completion of the building in all respects as per the specification/requirement of the Bank.
- b. The concept carpet area for rental purpose 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) 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 lunch room.
 - ii) Separate toilets for gents and ladies will be provided.
 - iii) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - iv) Entire flooring will be vitrified Mosaic and walls distempered.
 - v) All windows, ventilators, AC ducts, sky lights should be strengthened by 16 mm grills placed vertically and horizontally with spacing not more than 5 inches from centre to centre. The rods should be embedded on all four sides at least 6 inches inside the walls and also to be provided with glass and mesh doors.
 - vi) Required power load for the normal functioning of the Bank and the requisite Electrical wiring/points will be provided.
 - vii) 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.
 - viii) Space for fixing Bank's sign board will be provided. The sign board should not cover any windows, ventilators etc., provided in the premises.
 - ix) 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.
 - x) Strong Room will be constructed as per the RBI/Bank's specifications and adhere to the Indian Standard IS 15369-2003 stipulated by the Bureau of Indian Standard as under:

- Wall thickness	- 300 mm
- Floor/roof thickness	- 300 mm
- Reinforcement steel bar	- 12 mm
- Reinforcement grid mesh in mm horizontally.	- 150x150x150 CTC placed vertically and horizontally.



- Two meshes shall be staggered apart in such a way so that reinforced bars shall be at every 75 mm centre to centre in cross section.
 - In case the floor above the strong room is not under the possession of Bank, then either there should be a gap of 2.50 feet between ceiling of the strong room and floor of the above or The strong room ceiling should be fortified with 20 mm rods placed vertically and horizontally with not more than 3 inches gap with centre to centre.
 - Concrete Mix for construction of wall, floor and roof should confirm to M20 minimum.
- d. I/We declare that I am/We are the absolute owner of the plot/building offered to your are having valid marketable title over the above. The building has permission to be used for commercial purpose from concerned authorities and if any Misuser charges is levied at a future date, I/We undertake to bear the same.
- e. The charges/fees towards scrutinising 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. If my/our offer is acceptable, I/We will give you possession of the above premises on _____.
- h. I/We further confirm that this offer is irrevocable and shall be valid for 6 months from date hereof.

Yours faithfully,

(Owner/s or authorised person)

Place:

Date:

Name _____

Address _____

PHONE NO. _____



CARPET AREA DEFINITION

The calculation of carpet area based on the following points:

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

- a. Verandahs which are fully covered and used as internal passage and corridors.
- b. Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
- c. Kitchen and Pantries.
- d. Staircase and munties.
- e. Canteen
- f. Toilet/s

The following areas are generally not include in the carpet area.

- a. Entrance halls and porches, vertices sun bakes, box louvers.
- b. Shafts and machine rooms for lifts
- c. Barsaties*, lofts, etc
- d. Garages
- e. Air conditioning ducts, and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2m in area.

*Barsati is a covered place open at least on one side constructed on a terraced roof.

Any other area which is exclusive possession of Bank and used for banking activities to be included in carpet area.

I/We am/are agreeable to exclude the area not forming the part of carpet area as above and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offeror/s

Place:

Date:



