

NOTICE INVITING TENDER FOR PREMISE ON LEASE AT LAMPHEL IMPHAL, IMPHAL WEST DISTRICT OF MANIPUR UNDER REGIONAL OFFICE JORHAT- ASSAM.

OFFER OF PREMISES ON LEASE / RENTAL BASIS

- Issue of tender forms from 21.05.2026 to 10.06.2026 from Union Bank of India, Regional Office Jorhat Branch during office hours.
- Last date of submission of tender at Union Bank of India, Regional Office Jorhat on 10.06.2026 by 03.00 PM
- Date of opening of tender is 10.06.2026 at Union Bank of India, Regional Office Jorhat at 3:30 pm.
- Tenders to be collected from Union Bank of India, Regional Office Jorhat during office hours / Downloaded from website.
- Tenders to be submitted at: Union Bank of India, Regional Office Jorhat before 10.06.2026 by 03.00 PM.
- Cost of Tender Document: NIL
- Security Deposit: NIL
- Address of Regional Office: Union Bank of India, Regional Office, Surendra Bhawan, 5th floor, Baruah Chariali, Jorhat Assam.

Classification: Internal



NOTICE INVITING TENDER
OFFER OF PREMISES ON LEASE / RENTAL BASIS FOR PREMISES OF UNION BANK OF INDIA AT
LAMPHEL IMPHAL IN IMPHAL WEST DISTRICT OF MANIPUR STATE.

1. The tender document can be collected from our office or can also be downloaded from Bank's website or Central Public Procurement portal as mentioned below:
<https://www.unionbankofindia.co.in/en/viewtender> or <https://eprocure.gov.in/epublish/app>
2. If the owner / offeror has more than one projects / premises to be offered, at different locations, separate tenders has to be submitted for each of the locations.
3. The completed tender documents (Technical Bid and Price Bid in separate sealed envelopes, duly marked as "Technical Bid" and "Price Bid" are to be placed in a single cover super scribed "Offer of premises on lease / rental basis for Lamphel Imphal Branch of Union Bank of India at Lamphel Imphal under Imphal West District, Manipur State".
 - 3.1. The offeror has to get three envelopes and mark the envelopes as I, II & III. Usage of envelopes will be as under:
 - i) Envelope marked as I: Financial bid be put in this envelope and sealed. This envelope would be super scribed as Financial Bid. The envelope will be opened if the offer is found suitable fulfilling the requirements stipulated by the Bank.
 - ii) Envelope marked as II: Technical Bid, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as Technical Bid.
 - iii) Envelope marked as III: The above two sealed envelopes No. I & No. II be placed in envelope No. III and sealed (i.e. envelope marked as III, will contain two envelopes marked as I, II). This envelope marked as No. III would be superscribed as "Offer of premises on lease / rental basis for Lamphel Imphal Branch of Union Bank of India at Lamphel Imphal under Imphal West District in Manipur state".
 - 3.2. The duly filled in and sealed and super scribed tender envelopes must be dropped in the Tender Box placed at Union Bank of India, Regional Office, Jorhat before 10.06.2026 by 3:00 pm.
4. Documents pertaining to building approval / location must be submitted along with Technical Bid.
5. Carpet area calculation will be as per Bank norms.
6. Minimum Electrical Load is 20 KW.
7. The Technical Bids will be opened on 10.06.2026 at 3:30 p.m. at Union Bank of India, Regional Office, Jorhat in presence of the bidders or their authorized representatives. All the bidders are advised in their own interest to be present on the date at the specified time. If Technical Bid could not be opened on 10.06.2026 due to some unavoidable circumstances, the same will be opened on next working day at the same time.
8. Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever at any stage.

Classification: Internal



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

- I. Name of the owner/s:
- II. Share of each owner, if any,
under joint ownership:
- III. Location:
 - A. Name of the building/scheme:
 - B. Sector No.:
 - C. Street:
 - D. Full Address alongwith PIN code & prominent landmark
- E. Locality (Residential/Commercial/Industrial/Mixed):

PART B: TECHNICAL INFORMATION

I. Building

- A. 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)
i. Hall	
ii. Toilet/Washrooms	
iii. Strong Room, if any.	
- B. Floor particulars
(Basement/Ground/Lower or Upper ground/Mezzanine/1st floor):
(give area of each floor)
- C. Age of the building:
- D. Frontage in feet:
- E. Access /distance from Main Road:
(Mention whether it is on main road)

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F. Type of Building: (Residential/Commercial/Industrial)

G. Type of Construction

(Load bearing/RCC/Steel framed)

H. Pillars in premises offered (specify no.)

I. Floor numbers and height of each

floor including Basement, if any:

(Clear floor height from floor to ceiling)

PART C : OTHER PARTICULARS :

Lease period offered

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:

Whether separate water meter is provided:

Whether plans are approved by local authorities:

Time required for giving possession:

Whether agreeable to provide for rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipment (YES/NO) :

7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address _____

Phone No. _____

Classification: Internal



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) / 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:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____

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