

**REGIONAL OFFICE-KOTA**

**Ahluwalia's The Great Mall of Kota, T-02, Third Floor, DCM Road, Kota – 324007**

**PREMISES REQUIRED ON LEASE BASIS FOR OPENING UNION MSME FIRST BRANCH**

Union Bank of India requires a well-constructed commercial building on lease basis for opening **UNION MSME FIRST BRANCH at KOTA, TEHSIL-LADPURA, DISTRICT-KOTA**. The premises on Ground floor with carpet area of **1400 to 1800 Sq. ft.** to be offered to bank. Other construction specifications are mentioned in tender document. Prospective landlords holding ownership or power to negotiate on behalf of owners may collect the Technical bid and Price bid formats from the present address of Union Bank of India, Regional Office, Kota or download from the website [www.unionbankofindia.bank.in](http://www.unionbankofindia.bank.in) (or) [eprocure.gov.in](http://eprocure.gov.in). and should submit in **separate sealed envelope** duly superscripted "**Technical bid for acquiring premises for Union MSME First Branch**" and "**Price bid for acquiring premises for Union MSME First Branch**" respectively. Both the sealed envelopes should be placed in another sealed envelope superscripted "Offer for acquiring premises for **Union MSME First Branch**" on or before **17<sup>th</sup> JUNE 2026 by 03:30 PM** to Union Bank of India, Regional Office.

The Technical bids will be opened on **17<sup>th</sup> JUNE 2026 at 04:00 PM** at the above address in the presence of vendor/their representatives. No brokers or intermediaries shall be entertained. Priority will be accorded to the property to be leased by the Public Sector Undertakings or Government / Semi-Govt. Bodies. Area measured must match with approved plan of the building. In no case any unauthorized construction shall be considered for office premises. Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

**Regional Head**

दिनांक: **26.05.2026**

**Enclosers:**

1. Instructions /Guidelines for Submitting the offer for **UNION MSME FIRST BRANCH**
2. Technical Bid (Annexure I)
3. Financial Bid (Annexure II)
4. Declaration (Annexure III)

**REGIONAL OFFICE - KOTA**  
**Ahluwalia's The Great Mall of Kota, T-02, Third Floor, DCM Road, Kota - 324007**

---

**Request for Proposal (RFP) for Acquisition of Premises for UNION MSME FIRST BRANCH**

1. **Purpose of RFP:** Union Bank of India, Regional Office, Kota intends to acquire well-constructed Premises (RCC Only) on lease basis having carpet area **1400 to 1800 Sq. ft., on Ground floor & Main Road for UNION MSME FIRST BRANCH office at KOTA, TEHSIL-LADPURA, DISTRICT-KOTA.**
2. **Location:** At KOTA, TEHSIL-LADPURA, DISTRICT-KOTA **on Ground floor & Main Road**, within 500 Meter radius from Mahatma Gandhi Senior Secondary School Rampura or within 500 Meter radius from Indira Gandhi Circle, Gumanpura **having sufficient frontage of 15-25 ft (approx.) with adequate parking space.**
3. **Requirement of the Premises :**
  - I. Offered premises should be meeting all our eligibility criteria as stated in the RFP. Please note that the first choice / weightage shall be to the premises with good frontage and amenities etc. as specified in the RFP.
  - II. The premises should be commercially converted or permission for commercial use of the premises (NOC) should have been obtained from the competent authority prior to submitting tender.
  - III. Legal opinion from our empaneled advocate will be obtained regarding title certificate of the premises and commercial use of property. The offers not confirming to the legal opinion will be rejected in the Technical Bid/Assessment itself.
  - IV. All taxes should be paid, no notices/issues etc. from statutory / regulatory authority should be pending.
  - V. After expiry of the initial lease the lease may be extended on mutually agreed terms and conditions as per the Bank's Policy.
  - VI. Premises should be located in area in specified locations with congenial surroundings.
  - VII. The offered Premises shall be at elevated levels and shall not be prone to water logging. Seepage, etc.
  - VIII. The locality shall have basic amenities such as water supply, sewerage, Power supply etc.
  - IX. Offered Premises, which are ready for possession /at final stages of construction/Semi Constructed/Under Construction, will only be considered / preferred. The final stages means the premises can be made ready within maximum Three (3) month from the date of procedure started for commercial use otherwise the same may be rejected in the Technical Bid / Assessment itself.

- X. The structure of the Offered premises should be strong.
- XI. Offered premises should not be more than 25 years old from date of construction.
- XII. Offered Premises should be located in the Specific Area / Mohalla / Sector / Lane mentioned in the RFP document/advertisement.
- XIII. Offered premises should be on one place only and not broken, segregated, separated in two buildings etc. Offers not confirming to the same may be disqualified in the Technical Bid / Assessment itself.
- XIV. Premises require on Ground Floor.
- XV. Premises on Main Road will be preferred.
- XVI. Premises offered should have separate meter for electricity /water etc. **at own his cost in the premises**
- XVII. Carpet area required: 1400 to 1800 Sq. ft., on Ground floor and on main road also.
- XVIII. Offeror has to construct Strong Room (As per RBI guidelines), ATM Room/E-lobby, ramp, pantry room with washbasin & platform, drainage system etc. as per Bank requirement. Provide separate toilets for gents & ladies, sanitary, fitting, electrical points, etc. Install wooden door for toilets & UPS room, Pantry, and construct record room with partitions of Kota Stone with door.
- XIX. Offeror has to install Vitrified Tiles for flooring of size 2X2' Jhonson Make with Ivory Colour, collapsible gate, rolling shutter and walls distempered. During civil work the colour code will be used as per Bank's specification.
- XX. The offered premises should be modified according to the requirement of Bank layout.
- XXI. Offeror has to install the 2 earthing point for office use.
- XXII. Increase in the rent after every block of five (5) years shall be maximum 15 per cent.
- XXIII. Premises offered should have space for installation of V-SAT, Solar Panel and Secondary MPLS and other infrastructure on the terrace as required by the Bank without demanding any additional charges/rent.

#### 4. **Terms & Conditions of RFP:**

- I. Premises shall be taken on lease basis and minimum Period of lease will be **15 (5+5+5)** Years.
- II. All the columns in the Annexure I (Technical bid) and Annexure –II (Price bid) should be filled in. No column should be left Blank. Nil or Not applicable should be marked where there is nothing to report.

- III. In case the space in the tender document is found insufficient, the offeror may use separate sheets to provide full information.
- IV. Canvassing in any form will automatically disqualify the offeror. No brokerage will be paid to any of the Offeror/mediators/brokers, if any, in the offering of procedure.
- V. Offered premises which are open plot/ under construction and likely to take time for completion, shall not be considered in any case.
- VI. The particulars of premises i.e. Building name, floor, address etc. along with latest photographs should be furnished in the Technical Bid. Details of measurements of the proposed premises offered should invariably be furnished in the Technical Bid.
- VII. Calculation of Carpet Area: Calculations of carpet area is to be based on following details. 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 (Barsati is a covered space open at least on one side constructed on a terraced roof), lofts, etc.
- Garages.
- Air-Conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.

Area measured must match with approved plan of the building. In no case any unauthorized construction may be considered for branch premises.

- VIII. Apart from above mentioned following documents should be enclosed with the offers:
  - a) Copy of Approved plan and layout.**

**b) Copy of title investigation and Search Report along with copy of Title Deed documents.**

**c) Site plan copy.**

**d) NOC from the competent authority for commercial use of the premises**

- IX. While acquiring premises on lease from Public Charitable Trust, lessor to obtain necessary permission from the Charity Commissioner for entering into a lease. The permission should be in place before submitting the tender.
- X. No separate rent/service charges to be considered for installation of ATM/Lobby in the existing Branch/Office.
- XI. The building should present a congenial and impressive appearance with all the basic amenities such as water supply, ventilation, power supply, separate toilets for gents and ladies etc.
- XII. The carpet area will be measured by Bank's Architect in presence of the landlord as per Bank guidelines.
- XIII. Offeror should allow space for fixing bank's signage board on entire frontage of the premises.
- XIV. Offeror should provide separate toilets for gents and ladies in the premises with proper sanitary fittings as well as Doors also.
- XV. Expense for Execution of Lease deed to be borne by landlord and Bank in 50:50 ratio.

5. **Tendering Process:** Two Bid systems namely Technical and Price Bid is to be followed for selection of premises. Details of process is as follows :-

- a) The Offer will be in two parts, Technical bid and Price bid. The offers / Owners shall submit the Technical bid and Price bid duly supported by relevant documents as per formats appended as Annexure I to III. Both (TB & PB) parts will be submitted in **separate sealed envelope** duly superscripted "**Technical bid for acquiring premises for UNION MSME FIRST BRANCH**" and "**Price bid for acquiring premises for UNION MSME FIRST BRANCH**" respectively. Both the sealed envelopes should be placed in another sealed envelope superscripted "**Offer for acquiring premises for UNION MSME FIRST BRANCH**". The tenders complete in all respect along with all the requisite papers/documents should be submitted by hand /through courier/post addressed to **Regional Head, Union Bank of India, Regional Office, Ahluwalia's The Great Mall of Kota, T-02, Third Floor, DCM Road, Kota (Rajasthan) – 324007 on or before 17.06.2026 3:30 PM. Technical bid will be opened on 17.06.2026 (04.00 PM) in the presence of bidders/offerors or their representatives at the above mentioned address.**

- b) Technical bid /offer should comprise of the following :
- covering letter on the prescribed format as per annexure- III
  - Technical bid as per annexure-I
  - Relevant copies of documents as per RFP.
- c) The Technical bid shall be opened by the Premises Committee in the presence of offerers / bidders or their representatives.
- d) The Price bid (as per annexure - II) will be in respect of rent quoted by the offerer. The other outgoings like taxes, maintenance charges etc. will also be taken into account to ascertain lowest cost per Sq. Ft area.

6. **Award of Tender** : Offers /tenders/ bids will be evaluated in the following stages

- i. **Stage 1-** Checking of the offers regarding submission of technical bids, documents related to technical bids as stated in para 2 to 4 and weightage points. Incomplete offers will be rejected.
- ii. **Stage 2-** The members of Technical committee will visit the locations /premises offered and the offers will be evaluated keeping in view the points mentioned at para 2 to 4 and weightage points i.e. self-evaluation sheet.
- iii. **Short-listing of offers:** The tenders/offerers who fulfill the terms/conditions in Technical Parameters shall be shortlisted for opening of Price Bid. It may be noted that all other Price Bids i.e. for the offers, that are rejected “Technically” will remain closed as it is. For the offerers, which are “Technically” acceptable, the Price Bid will be opened and further assessed.
- iv. Sealed price bids of only the shortlisted offers will be opened in the presence of tender opening committee and the shortlisted offerers/bidders will be informed time and place of the same later on. The offerer of the lowest rate will be called for negotiation by the premises committee.

7. Bank reserves the right to accept or reject any or all the tenders / offers without assigning any reason whatsoever.

8. Any Corrigendum will be published on our Bank's Website and Govt. e-procurement websites only, no newspaper publication will be given for corrigendum (if any).

**From:**

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_.

**Tele :** \_\_\_\_\_.

**Please Mention Here Site / Centre:** \_\_\_\_\_

*Technical bid*  
*For*  
**UNION MSME FIRST**  
**BRANCH**

To,  
The Regional Head,  
Union Bank of India,  
Regional Office,  
Ahluwalia's The Great Mall of Kota, T-02, Third Floor,  
DCM Road, Kota (Rajasthan), Pin - 324007

## TECHNICAL BID (Annexure I)

### OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS

With reference to your advertisement in the local dailies/ Banks website/NIC Portal \_\_\_\_\_ dated \_\_\_\_\_, 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 Mobile no. / contact no.	
2	Share of each Owner, if under any joint ownership	
3	<b>Location:</b> <ul style="list-style-type: none"><li>• Name of the building/scheme</li><li>• Sector</li><li>• Street</li><li>• Residential/Commercial/Industrial Area</li><li>• Full Address</li></ul>	

#### 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 in feet (L x W x H)	Carpet Area (Sq ft.)
i.	Hall		
ii.	Toilet/ Washroom		
iii.	Strong Room (If Any)		
iv.			
v.			
vi.			
vii.			
B. Floor Particulars (Basement / Ground/ Lower or Upper ground/Mezzanine/1st Floor): (Give area of each floor)			
	Floor Location (Ground/ First etc.)	Area in sq ft.	
C	Age of Building		

D	Frontage area in feet	
E	Access/ Distance from main Road (State Whether it is on main Road)	
F	Type of Building (Residential / Commercial/Industrial)	
G	Type of Construction (RCC/Load Bearing/Steel Framed)	
H	Pillars in premises offered (specify in Nos.)	
I	No. of Floors 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 <ul style="list-style-type: none"> <li>➤ Separate electricity meter</li> <li>➤ Sanctioned Electrical Power/ Load</li> <li>➤ Car Parking Facility</li> <li>➤ Continuous Water Supply</li> <li>➤ Water supply facility (Municipal supply/ well/ bore well)</li> <li>➤ No of Toilets</li> <li>➤ Other, if any</li> </ul>	
3	Whether separate water meter provided	
4	Whether plans are passed by local authorities	
5	Time required for giving possession	
6	Whether agreeable to provide for rooftop for installation of V-SAT/ Solar Panels/ Tower or any other Bank's equipments (Yes/ No):	
7	Any Other information which is not covered	

Place:

Date:

Address:

Phone No:

Signature  
(Landlord/Owner)

Please Mention Here Site / Centre : \_\_\_\_\_

*PRICE BID*

*For*

*UNION MSME FIRST*

*BRANCH*

To,  
The Regional Head,  
Union Bank of India,  
Regional Office,  
Ahluwalia's The Great Mall of Kota, T-02, Third Floor,  
DCM Road, Kota (Rajasthan), Pin - 324007

**OFFER OF BANK'S PREMISES ON LEASE /RENTAL BASIS**

**PRICE BID (Annexure –II)**

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: General Information**

1	Name of the Owner/s Mobile no. / contact no.	
2	Share of each Owner, if under any joint ownership	
3	<b>Location:</b> <ul style="list-style-type: none"><li>• Name of the building/scheme</li><li>• Sector</li><li>• Street</li><li>• Residential/Commercial/Industrial Area</li><li>• Full Address</li></ul>	

**Part B : Rates Offered**

1	Rate per Sq. feet (Carpet Area)	
---	---------------------------------	--

**Part C : Other Details**

1	Amount of municipal taxes/Panchayat/ local taxes per annum:	
2	Monthly Maintenance Charges (like society Charges /Charges for amnesties etc.)	
3	Any Other Charges (Please specify)	
4	Municipal / Principal/ Local taxes to be borne by *	
5	Maintenance Charges to be borne by *	
6	Any other charges borne by *	

\* (Please specify landlord / bank)

**Part D : Total Demand (per month)**

1	Rent	: Rs.	
2	Municipal / Panchayat/ Local Taxes	: Rs.	
3	Maintenance Charges	: Rs.	
4	Any Other Charges	: Rs.	
	Total	: Rs.	

Place:

Date:

Address:

Phone No:

Signature  
(Landlord/Owner)

To,  
The Regional Head,  
Union Bank of India,  
Regional Office,  
Ahluwalia's The Great Mall of Kota, T-02, Third Floor,  
DCM Road, Kota (Rajasthan), Pin - 324007

**Sub: Your RFP for scouting of premises for proposed New/Alternate \_\_\_\_\_**  
**Branch Premises**

1- With reference to your tender notice published in newspapers dated \_\_\_\_\_ And the RFP published in your website. Having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the proposed New/Alternate branch premises at

2- We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.

3- We hereby confirm that we have read the terms/conditions of the RFP and agree to them fully.

4- We understand that the Bank is not bound to accept the offer either in part or in full and the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Date:

Signature of the owner