

REGIONAL OFFICE, RAIPUR

Plot no 71, Sector – 24, Atal Nagar, Naya Raipur, Raipur (C.G.)-492018

Phone: 0771 2546005

Union Bank of India requires well-constructed/semi-finished commercial premise having necessary approvals from statutory authorities for shifting of our existing branches, preferably on Ground Floor, non-congested area on urgent basis. Area of premises should be neat and clean with continuous water supply and in safe & secure location.

Sr. No	Branch	District	Carpet Area of Premise
1	Ambagarh Chowki	Mohla-Manpur-Ambagarh Chowki	1200±10% Square Feet
2	Gandai	Khairagarh-Chhuikhadan-Gandai	1400±10% Square Feet
3	Khairagarh	Khairagarh-Chhuikhadan-Gandai	1400±10% Square Feet
4	Kohka - Bhilai Nagar	Durg	1700±10% Square Feet
5	Kurud	Dhamtari	1400±10% Square Feet
6	Nandini Road - Bhilai Nagar	Durg	1700±10% Square Feet
7	Saddu - Raipur	Raipur	1700±10% Square Feet

In case any bidder/party intends to submit offers for two or more branches/premises, a separate tender application along with all requisite documents shall be submitted independently for each premises/branch. Submission of a common application for multiple premises shall not be considered.

Our requirement for aforesaid office is as under:

- Carpet Area as mentioned in the table above.
- Separate entrance with adequate space for ATM.
- Adequate Parking Space for staffs and customers.
- Separate toilet facility should be provided for Men & women 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.
- Building must be in accordance with state's fire safety norms (overhead and underground tanks, fire alarm system, hydrant system, emergency exit etc.)
- Electrical supply having separate meter.
- Building must have pest control measures in place for protection from termites and mosquitoes etc.

- All taxes (house tax/property tax/water tax etc.) are to be borne by the landlord.

Interested individuals /firms/ companies may obtain the application forms by visiting our Regional Office or download from bank's website www.unionbankofindia.co.in. The last date for submission of the completed forms is 20.06.2026 till 3:00 PM. The forms to be submitted at above mentioned address of Regional Office, Naya Raipur only.

[Name of the Branch for which offer is made must be clearly mentioned on the Offer Envelope. Application forms comprise of Technical Bid and Price Bid. Prospective applicants are advised to submit all the documents in two separate sealed envelopes super scribed with Technical Bid (containing Technical Bid) & Price Bid (containing Price Bid)].

In case any bidder/party intends to submit offers for two or more branches/premises, a separate tender application along with all requisite documents shall be submitted independently for each premises/branch. Submission of a common application for multiple premises shall not be considered.

The technical bids will be opened on 20.06.2026 at 4.00 PM at Regional office, Naya Raipur in the presence of the Tenderers / Bank's Representatives. Tenderers are advised in their interest to be present on the date at specified time.

Tenderers are advised to enclose the property ownership documents along with layout plan of the building approved by local authorities.

The duly filled application must be dropped in the tender Box placed at Regional office, Naya Raipur on or before 20.06.2026 up to 3.00 PM.

Each page of the tender document along with enclosures shall be duly self-attested by the tenderer.

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.

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

FORMAT OF TECHNICAL BID (To be submitted in separate Envelope)

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

S. No.		Remarks
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

S. No.		Remarks
1.	<u>Building</u> i. Hall ii. Toilet/Washrooms iii. Strong Room, if any.	
2.	a. Carpet Area of the premises (in Sq. Ft): b. Whether ready to offer area as required by Bank? c. Dimension (LxWxH) in feet Carpet Area (Sq. Ft)	As per Bank's requirement.
3.	<u>Floor particulars</u> (Basement/Ground/Lower or Upper ground/ Mezzanine/1st floor): (give area of each floor)	

4.	Age of the building:	
5.	Frontage in feet:	
6.	Access /distance from Main Road: (Mention whether it is on main road)	
7.	Type of 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:

S. No.		Remarks
1.	Lease period offered 10 /15/ 20 years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with _____ % (less than 15% for Urban/Metro and less than 10% for Rural and Semi Urban) enhancement in rent after each block of 5 years.	
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 (No. of months)	
6.	Whether agreeable to provide for rooftop for installation of V-SAT/Solar panels/Tower any other bank's equipment's (YES/NO):	
7.	Any other information not covered above:	

TERMS AND CONDITIONS: -

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

Sr. no.	Floor	Rentable Carpet Area

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 whitewashing and annual/periodical painting will be done by me/us at my/our cost. Whitewashing / painting shall be carried out by me/us once in every two years at my/our own cost. In case, the repairs and/or whitewashing & 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. **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 after completion of the building in all respects as per the specification/requirement of the Bank.
- b) The concept of carpet area as mentioned in tender document 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.

- 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.
 - v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - vi) Entire flooring will be vitrified/mosaic and walls distempered.
 - vii) All windows will be strengthened by grills with glass and mesh doors.
 - viii) Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
 - ix) 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.
 - x) Space for fixing Bank 's sign board will be provided.
 - xi) 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) 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.

Place:

Signature

Date:

(Landlord/Owner)

Address_____

Phone No._____

OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID (To be submitted in separate Envelope)

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) / Lumpsum 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) (A+B)

- | | |
|---------------------------------------|-------|
| 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. _____