

  	<p>क्षेत्रीय कार्यालय : नेल्लूर द्वितीय तल, जीके इंपीरियल टावर्स, मागुंटा लेआउट, नेल्लूर - 524003 फोन : 0861-2308053 ई-मेल: pbod.ronellore@unionbankofindia.bank</p>
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पट्टे (लीज) पर परिसर की आवश्यकता

यूनियन बैंक ऑफ इंडिया को गुडीपल्लीपाडु, एस पी एस आर नेल्लूर जिला में पट्टे पर 1200 वर्ग फीट $\pm 10\%$ कारपेट क्षेत्र (यानी 1080 वर्ग फीट से 1320 वर्ग फीट तक) अधिमानतः भू-तल पर एक व्यवसायिक परिसर की आवश्यकता है। स्वामित्व धारक भावी भू-स्वामी दिनांक **23.04.2022 से 16.05.2022 तक** हमारे बैंक की वेबसाइट www.unionbankofindia.co.in या ई – प्रोक्योरमेंट पोर्टल www.etenders.gov.in से आवेदन पत्र डाउनलोड कर सकते हैं। दलालों / बिचौलियों के प्रस्तावों पर विचार नहीं किया जाएगा। निर्धारित प्रारूप में बोलियाँ जमा करने की अंतिम तिथि **16.05.2022 शाम 4.00 बजे तक** है।

यूनियन बैंक ऑफ इंडिया को कोई भी कारण बताए बिना किसी भी या सभी बोलियों को अस्वीकृत करने का अधिकार है।

हस्ता/-
क्षेत्र प्रमुख

  	<p>Regional Office : Nellore 2nd Floor, GK Imperial Towers, Magunta Layout, Nellore-524003 Ph: 0861-2308053 e-mail: pbod.ronellore@unionbankofindia.bank</p>
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PREMISES REQUIRED ON LEASE

Union Bank of India requires a commercial premises admeasuring 1200 sq.ft. $\pm 10\%$ carpet area (i.e. 1080 sq.ft. to 1320 sq.ft.) on lease at Gudipallipadu, SPSR Nellore District, preferably on ground floor. Prospective landlords holding ownership may download application forms from our Bank's website www.unionbankofindia.co.in / e-procurement portal www.etenders.gov.in from 23.04.2022 to 16.05.2022. Offers from Brokers / Intermediaries will not be entertained. Last date for submission of bids in prescribed format is 16.05.2022 upto 04.00 PM.

The Bank reserves the right to reject any or all bids without assigning any reasons whatsoever.

Sd/-
REGIONAL HEAD

Ref: RONEL/PBOD/TENDER/2022-23:01

23.04.2022

PREMISES REQUIRED ON LEASE BASIS

Union Bank of India requires commercial premises on lease preferably on Ground floor with adequate parking space for the following branch:

Location	District	State	Desired carpet area (Sq.ft.)	Minimum lease period	Rent enhancement after each 5 years
Gudipallipadu	Sri PSR Nellore	Andhra Pradesh	1200 ± 10% (1080 Sq.ft. to 1320 Sq.ft.)	10 years (5+5)	Maximum 15%

Basic Requirements:

- Premises should be preferably on Ground Floor with carpet area as mentioned above. **Calculation of carpet area:**
The following areas are included in the carpet area, if they are integral part of the premises and are in exclusive possession/use of Bank: (1) verandahs which are fully covered and used as internal passages and corridors exclusively to the unit, (2) Kitchen and Pantries, (3) Staircase and munties, (4) Canteen (5) Toilets
The following areas are generally **not** included in the carpet area: (1) Entrance halls and porches, vertical sun brakes, box louvers (2) Shafts and machine rooms for lifts (3) Barsaties, lofts etc. (4) Garages and Air-condition ducts and a.c. plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.
- Two toilets (Gents/Ladies) should be provided within the premises.
- A separate electric meter with three phase power connection with power load of 15kVA to 20kVA.
- Continuous water supply to be ensured at all times by providing overhead tank and necessary taps.
- Vitrified tiles floor should be provided for the premises as per Bank's specification.
- Space for installation of dish antenna/ solar panel/ any other Bank equipment on the top of the building at no additional cost.
- The landlord / landlady will carryout all the structural modifications and improvements required in the premises at his/her own cost. Such modifications / improvements may include closure of ducts, basement, strengthening of windows by grills with glass and mesh doors, any other opening of the premises which may need to be closed from security point of view.
- The premises owner to provide strong room with following specifications at his/her own cost as per RBI guidelines.
 - Strong Room Height – 9 ft.
 - Wall thickness – 300 mm
 - Floor and Roof thickness – 300 mm
 - Concrete mix for construction of wall, floor and roof should conform to M20 minimum
 - Reinforcement steel bar – 12 mm
 - Reinforcement grid mesh in mm – 150 x 150 x 150 CTC

9. Adequate parking space to be provided for staff & customer vehicles.
10. Landlord / landlady to construct ATM/ E-Lobby room as per Bank's specification with separate opening and closing which will be part of premises and no separate rent/ service charges will be paid for the same.
11. Clear title of the land and building and permission for utilization of building for commercial use from the competent authority and any other permission from local body/ Govt. Bodies as applicable.
12. The charges/fees towards scrutinising the title deeds of the property by the Bank's approved lawyer to be borne by the landlord.
13. The lease period shall be for a minimum period of 10 years and rent will be enhanced after each block of 5 years at negotiated rate (Maximum 15%).
14. All the municipal taxes / property taxes present and future will be borne by the landlord / landlady and latest receipts to be provided on demand.
15. In case landlord has availed any loan against mortgage of the land and / or building "NO OBJECTION CERTIFICATE" to be produced from the mortgagee along with the clear mention that in the event of demands from the mortgagee for remittance of rent directly to them, the owner will not have any objection.
16. Construction of building should be strictly as per "site plan" approved by local administration / competent authority and same to be produced on demand.
17. The landlord should have obtained NOC from local / Govt bodies as applicable (Fire department etc.)
18. All the fields of Technical & Price bid to be completely filled without any corrections and necessary documents to be attached to the technical bid.
19. After approval of the proposal,
 - (i) Rent will be calculated as per the carpet area which will be measured by the Bank's approved architect in the presence of landlord and Bank officials. The fees/charges thereof are to be borne by the landlord.
 - (ii) The charges towards stamp duty and registration for registering the lease deed to be borne on the basis of 50:50 between the Bank and the landlord.

Prospective Landlords holding ownership / leasable rights or powers to negotiate on behalf of owners may download the Technical Bid/ Price Bid formats from our website www.unionbankofindia.co.in and www.etenders.gov.in from **23-04-2022** to **16-05-2022** (up to **04:00 PM**). Offers from Brokers / Intermediaries will not be entertained. Preference will be given to the Govt. / Semi-Govt leased buildings. Please download technical and price bid formats as per attachment only. The lease will be executed as per standard lease deed format of Union Bank of India.

The offerer has to use three envelopes marked as I, II and III. Usage of the envelopes will be as under:

Envelope marked as I: Financial (Price) Bid be put in this envelope and **sealed**. The envelope will be super-scribed as "**Price Bid**". The envelope will be opened if the offered premises is found suitable for fulfilling the requirements stipulated by Bank during technical evaluation.

Envelope marked as II: Technical bid, duly completed in all aspects, along with offer letter in prescribed format shall be put in this envelope and **sealed**. The envelope will be super-scribed as "**Technical Bid**".

Envelope marked as III: The above two sealed envelopes No. I and II be placed in this envelope and **sealed**. The envelope marked as no. III would be super-scribed as **"TENDER FOR PREMISES ON LEASE FOR GUDIPALLIPADU BRANCH"**

Above duly filled in, sealed and super-scribed tender envelopes must be submitted / dropped in the Tender Box at Regional Office, Nellore (above address) on or before 16.05.2022 by 04.00 PM.

Technical bids should include photocopies of documents evidencing commercial use, title proof and copy of the sanctioned blueprint plan etc. **Bids not containing separate envelope for price bids will be outrightly rejected.**

The technical bis will be opened on 16.05.2022 at 04.30 PM at above mentioned address in presence of landlords/ their representatives. Even if Landlords /representatives are not present the tender will still be opened on the date and time specified as above. All tenderers are advised in their own interest to be present on the date at the specified time.

Intimation of Date and time of opening of price bids will be informed separately to the shortlisted technical bidders as per Bank's technical evaluation.

Bank reserves the right to reject / accept any / all proposals without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.

REGIONAL HEAD

OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS

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 me /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 along with 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 in feet (LxWxH)	Carpet Area (Sq.ft.)
i. Hall		
ii. Toilet/washrooms		
iii. Strong Room, if any.		
- B. Floor particulars
(Basement/ Ground Floor 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)
- F. Type of Building:
(Residential/Commerecial/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

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 permission :
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)

Address: _____

Phone No. _____

Following Documents to be submitted with Technical Bid:

1. Proof of ownership of the premises i.e. Copy of Sale deed / Registered will etc.
2. Offer letter in prescribed proforma.
3. Copy of latest Municipal Tax Receipt.
4. Self attested photocopies of Aadhaar, PAN and Address Proof of all the landlords.
5. Copy of Approved building plan for the premises offered.
6. Copy of Electricity Bill of the premises offered.
7. Copy of Water Bill of the premises offered.
8. Few photographs of the premises.

OFFER LETTER

From,

To,

Dear Sir,

OFFER TO GIVE THE PREMISES FOR YOUR BRANCH / OFFICE ON LEASE BASIS

I / We, offer to you 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 Nos. of all joint owners)		
c)	GST No. of owner/s (in case of joint owners, GST Nos. of all joint owners)		
d)	Full address of premises offered		
e)	Distance from the main road / cross road		
	Distance from 1) Police Station 2) Fire Station 3) Post Office 4) Transport & Business Centers 5) Other Banks		
f)	Whether there is direct access to the premises from the main road		
g)	Floor wise area	Floor	Carpet area (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 the construction.	
k)	If the building is old whether repairs / renovation is required	
l)	Boundaries East West North South	
m)	If the premises is a Multi storied building, please mention details of other tenants (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 the Bank's use?	

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

TERMS AND CONDITIONS:-

- a) 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) Minimum 10 years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with maximum 15% 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 white washing and annual/periodical painting will be done by me/us at my/our cost. White washing / painting shall be carried out by me/us once in every two years at my/our own cost. In case, the repairs and/or white washing & 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 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 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 lunch room 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.
 - 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 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.

Place:

Yours faithfully,

Date :

(Owner/s or authorized person)

Name: _____

Address: _____

Phone No. _____

OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS

PRICE 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 me /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. _____