

Regional Office, Chandigarh, SCO 64-65 First Floor Sector 17B, Bank Square
Contact: 0172-2704718 e-mail: pnd.rochandigarh@unionbankofindia.com

NOTICE INVITING TENDER

PREMISES REQUIRED ON LEASE AT SECTOR 20 PANCHKULA

Union Bank of India requires well constructed commercial premises on lease for its branches at below mentioned places:-

S.No.	Place	Distt.	State	Desirable Area (sq.ft.)
1.	Sector 20, Panchkula	Panchkula	Haryana	1700 \pm 10%

Basic requirements:

1. Premises should be at Ground floor with carpet area as mentioned above.
2. Two toilets (Gents/Ladies) should be provided within the premises.
3. A separate electric meter in the name of the bank with three phase power connection.
4. 24 hours continuous water supply.
5. Vitrified tiles flooring should be provided for the premises as per bank's specification.
6. Space for installation of dish antenna/solar panel/any other bank equipment on the top of the building at no additional cost.
7. The landlord will carry out all the civil work/structural modifications and improvements required in the premises at his own cost. Such modifications/improvements may include closure of ducts, basement, any other opening of the premises which may need to be closed from security point of view.
8. The landlord to provide Strong Room, with following specifications at his own cost
Strong Room height: 9 ft.
a. wall thickness – 300 mm
b. floor/roof thickness – 300 mm
c. concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
d. Reinforcement steel bar - 12mm
e. Reinforcement grid mesh in mm- 150 x 150 x 150 CTC
9. Sufficient parking space for staff vehicles
10. Landlord to construct ATM room as per banks specification with separate opening & closing which will be the part of premises and no separate rent/service charges will be charged for installation and construction of On Site ATM/e-lobby in premises.
11. Clear title of the land & building and permission for utilization of building for commercial use from the Competent Authority and any other permission from local body/govt. Bodies.
12. The Lease Period and rent enhancement criteria will be as per Bank's guidelines.
13. All the Municipal taxes/property taxes present and future will be borne by the landlord and latest receipts to be provided on demand.
14. In case the landlord has availed any loan against mortgage of 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.

Regional Office, Chandigarh, SCO 64-65 First Floor Sector 17B, Bank Square
Contact: 0172-2704718 e-mail: pnd.rochandigarh@unionbankofindia.com

15. Construction of building should be strictly as per "Site Plan" approved by local administration/competent authority and same to be produced on demand.

16. The landlord should have obtained NOC for fire & Occupation certificate for the premises.

Applicants may submit the offer for the properties which are in ready possession.

The offeror has to get three envelopes and marked the envelope as I, II & III. Usage of the envelopes will be as under:-

- I. **Envelope marked as I:** Financial (Price) bid be put in this envelop and sealed. This envelop will be superscribed as Financial (Price) Bid. The envelope will be opened if the offeror is found suitable fulfilling the requirements stipulated by the bank.
- II. **Envelope marked as II:** Technical Bid, duly completed in all aspects, to be put in this envelop and sealed. The envelope will be superscribed as "Technical Bid".
- III. **Envelope marked as III:** The above two sealed envelopes No I and II be placed in this envelop along with the Demand Drafts (details mentioned below) and to be sealed. The envelope marked as no. III would be superscribed as "Offer for premises on Leased/Rental basis at Sec 20 Panchkula" along with the Name & Contact Number of the Bidder.

The duly filled in and sealed and superscribed tender envelopes must be submitted at the Regional Office, Chandigarh by 28.04.2022 at or before 3:00 p.m.

The technical bids will be opened on 28.04.2022 at 4.00 p.m. at Regional Office, Chandigarh in the presence of tenderer's/ Bank's representative. Even if representatives are not present the tender still will be opened on the date & time specified as above. All tenderers are advised in their own interest to be present on the date at the specified time. Cost of tender document is Rs.1000/- (Rupees One thousand only) (Non refundable) and amount of Rs.10,000/- (Rupees Ten thousand only) (Refundable) towards Earnest money deposit. Cost of tender & EMD to be deposited as DD (no interest will be paid on EMD) in the name of "Union Bank of India", payable at Chandigarh. No cheques shall be accepted.

Offers from brokers/ intermediaries will not be entertained.

Bank reserves the right to reject any tender without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. Also, Bank reserves the right to withdraw the tender at any point of time without assigning any reasons whatsoever. No brokerage will be paid.

REGIONAL HEAD

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 _____, 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 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 (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: _____

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

D. Frontage in feet: _____

E. Access /distance from Main Road: _____

(Mention whether it is on main road)

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/Bore well):

(f) No. of toilets:

(g) Whether separate water meter is provided:

(h) Whether plans are approved by local authorities:

(i) Time required for giving possession:

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

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Name: _____

Address: _____

Phone No.: _____

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

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)

Name: _____

Address: _____

Phone No. _____