



भारत सरकार का उपक्रम A Government of India Undertaking



REGIONAL OFFICE-ERNAKULAM RURAL

Govt Hospital Road, Near KSRTC Bus Station, Aluva, Ernakulam - 683101

PREMISES REQUIRED ON LEASE BASIS FOR UNION BANK OF INDIA

Union Bank of India requires premises - ready built / under construction at the following location on the ground floor / first floor with adequate parking space.

SI NO	Town	Area Required
1.	Muthankuzhi	1300 - 1500 sq.ft

The owners should have clear and marketable title of the property, occupancy certificate with necessary permission for commercial use from concerned local authorities.

Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the technical bid / price bid formats from Union Bank of India, Regional office - Ernakulam Rural, Govt Hospital Road, Near KSRTC Bus Station, Aluva - 683 101 or Union Bank of India, Muthankuzhi Branch, Malayil building, Pindimana P.O, Muthankuzhi - 686692 during office hours from 04.04.2022 to 25.04.2022 or download from the website www.unionbankofindia.co.in & www.etenders.gov.in and should submit their technical bid and price bid offers in separate sealed covers superscribing (1) "Technical bid for Muthankuzhi office" and (2) "Price bid for Muthankuzhi office" on or before 25.04.2022 by 3.00 p.m. to Union Bank of India, Regional Office at the given address. The technical bid will be opened on 25.04.2022 at 04.00p.m. on the above address, in the presence of vendor/their representatives. No brokers or intermediaries please. Priority will be accorded to the property to be leased by the public sector undertakings or Government / semi govt. bodies. Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

Regional Head



भारत सरकार का उपक्रम A Government of India Undertaking



REGIONAL OFFICE- ERNAKULAM RURAL

Govt Hospital Road, Near KSRTC Bus Station, Aluva, Ernakulam - 683101

PREMISES REQUIRED ON LEASE

Union Bank of India requires a well-constructed commercial premise admeasuring 1300 - 1500 Sq. Ft carpet area for Branch in ready possession/ under construction at **Muthankuzhi** Town preferably on Ground Floor with adequate parking space.

Terms and conditions:

1. The owners should have clear and marketable title of the property, occupancy certificate with necessary permission for commercial use from concerned local authorities.
2. Preference will be given for ready to occupy premises with necessary amenities.
3. Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the technical bid/price bid formats from Union Bank of India, Regional office - Ernakulam Rural, Govt Hospital Road, Near KSRTC Bus Station, Aluva - 683 101 or Union Bank of India, Muthankuzhi Branch, Malayil building, Pindimana P.O, Muthankuzhi - 686692 during office hours from 04.04.2022 to 25.04.2022 or download from the website www.unionbankofindia.co.in & www.etenders.gov.in
4. For Bank Premises, the technical bid and price bid offers to be submitted in separate sealed covers super scribing (1) "Technical bid for Muthankuzhi Branch" and (2) "Price bid for Muthankuzhi Branch"
5. The premises should be given with the necessary civil work by the landlord to have a strong room as per Bank's policy.
6. The completed bids is to be dropped in the Box kept at the below address on or before 25.04.2022 at 3.00 PM sharp.

UNION BANK OF INDIA,
REGIONAL OFFICE - ERNAKULAM RURAL
GOVT HOSPITAL ROAD,
NEAR KSRTC BUS STATION
ALUVA, ERNAKULAM - 683101

7. The technical bid will be opened on 25.04.2022 at 4.00 PM in the presence of vendor/their representatives.
8. All columns of the Bids must be duly filled in and no column should be left blank. All the pages of the Bids are to be signed by the offerer /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the Bids. Any over writing or use of white ink is to be duly authenticated by the offerer. Incomplete offers / Offers with in-correct details are liable for rejection. No enclosures to be attached with the Bids.
9. The Technical Bids will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerers at our above office. All offerers are advised in their own interest to be present on that date, at the specified time.

10. After the site visit and evaluation of the Technical Bid received, most suitable and Competitive offers will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Committee and L1 bidder will be invited for negotiation.
11. If the negotiations are fruitful, the successful Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder required to submit few Photographs from inside & outside the premises offered along with the property documents such as copy of sale deed, Tax paid Receipt, Approved Plan, Khatha, Electricity bill and Encumbrance Certificate, Occupancy Certificate. Bank may call additional documents if required which Offerer will have to submit.
12. The premises should be Commercial. The property documents will be subjected to Legal Scrutiny by the Bank's Panel Advocate to verify the title clearance and to check if any impediments exist over the property. Once it is cleared, the proposal will be sent for approval to Competent Authority.
13. In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder.
14. In case the L1 bidder backs out from the process, Bank will do re-tendering process.
15. The "Offer" submitted should remain open for consideration for a minimum period of six months from the date of opening of Offer (Price Bid).
16. No brokers or intermediaries please.
17. Priority will be accorded to the property to be leased by the public sector undertakings or Government/Semi Govt Bodies.
18. Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained.
19. The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever. Please refer bank's website and Govt. portal regarding any corrigendum for the subject tender till finalization.

After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will be conveyed to the Landlord for acceptance which are generally as under -

- a. All present & future Municipal taxes to be borne by Landlord. Actual water charges metered through consumption will be borne by the Bank.
- b. A separate water meter for the Bank at your own cost to be installed. Also a separate electricity meter to be provided for payment of electricity bill as per the actual consumption.
- c. Rent: Rent will be paid for actual carpet area after joint measurement of the premises. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only after deduction of applicable TDS.

Rent Advance: 3 months rent, recoverable in 2 years from the date of advance.

Rent Deposit: 3 months rent, recoverable from the last 3 months of rent of lease tenure.

- d. Legal Charges: 50:50 by Bank and Landlord.
- e. Lease Period & Increase in rent: 10-15 years w.e.f date of possession/date of execution of lease deed with 15 % increase in rent after every block of 5 (Five) years. Lease deed should be executed for full lease period of 10-15 years with exit clause and payment of rent will be effective from the date of possession/execution of lease deed of the premises.
- f. Landlord to obtain and submit approved plan and occupation certificate from the Local authority. Landlord is required to submit certified copy from local body (concerned authority) that premise is approved for commercial activity. In case the

offered premises coming under Residential area/zone, the Landlord should obtain prior permission from the Municipality/Corporation/authority concerned in respect of change in use of the premises. However, if misuse charges are levied at a later date by the authorities concerned, the Landlord shall have to undertake to bear the misuse charges. A declaration to this effect should be submitted before execution of lease deed.

- g. Rent will be paid for actual carpet area only after taking joint measurement of the premises, execution of Lease agreement, and handing over possession of the premises, complete in all respects.
- h. Landlord is required to provide separate toilets for gents and ladies at own cost.
- i. A collapsible gate, rolling shutters to be provided at the entrance and at any other point, as directed by Bank, which gives direct access to outsiders / customers cost of which will be borne by Landlord.
- j. All windows should be strengthened by grills and with glass and mesh from your side at Landlord's cost.
- k. Landlord to supply required power load (30 kv) as mentioned in the tender for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter at own cost.
- l. Continuous water supply to be ensured at all times by providing overhead tank and Necessary taps with separate water meter. Wherever necessary, electric motor of required capacity is to be provided.
- m. Space for fixing Bank's Signboard will be provided on entire frontage for which Landlord will not charge.
- n. Penalty @ 500/- per day will be levied if execution of lease & the possession of premises is not given immediately from the date of acceptance of approved terms. The Bank will have the option to cancel the approval.
- o. Flooring of working area of Bank premises with vitrified tiles of Johnson make, size 2'x2', shade perlato, will be provided at landlord's cost.
- p. The Landlord should construct the strong room for keeping cash safe, gold safe and safe deposit lockers as per the RBI /Bank specification at his own cost. The Bank will provide the strong room door/Grill gate and ventilator. Further for setting up of onsite ATM/e-lobby, necessary civil works, separate shutter, to be provided by the Landlord. No separate lease agreement or rent /service charges be considered for installation of onsite ATM/e-lobby. However, repairs/renovation will be carried out by the Bank at its own cost.
- q. The Lease agreement will be executed and registered with SRO only after handing over the possession of the premises after completion of Landlord scope of work as required by the Bank and rent will commence from date of possession of the premises.
- r. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-sat/MPLS connectivity Pole without additional rent.

- s. Landlord should provide adequate common parking space in front of the building, for the vehicles of the customers and separate covered parking space for staff for 3(three) four wheelers and 10 (Ten) two wheelers without any additional cost/rent.
- t. Landlord to provide proper ramp facility at the entrance of the branch premises /ATM kiosk for persons with disabilities.
- u. The Bank at its absolute discretion and irrespective of the period of lease available, can surrender/vacate the demised premises any time after giving three months' notice to the Lessor in writing without payment of any claim/compensation for unexpired of lease agreement.

Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

DEPUTY GENERAL MANAGER

TECHNICAL BID

(To be submitted in separate sealed envelope)

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS AT MUTHANKUZHI

Date of Issue of Tender	:	04.04.2022, 10.00 am
Last date of Submission of Tender	:	25.04.2022, 3.00 pm Sharp
Opening of Technical Bid	:	25.04.2022, 4.00 pm

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

FORMAT OF TECHNICAL BID

With reference to your advertisement in the local newspapers/ 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:

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 :

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 possession:
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:

Signature

Date:

(Landlord/Owner)

Address_____

Phone No._____

PRICE BID

(To be submitted in separate sealed envelope)

The price bid will be opened only of those satisfying the
Criteria of pre-qualification.

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

OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

With reference to your advertisement in the local newspapers/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: _____

PhoneNo. _____