

**UNION BANK OF INDIA**  
**REGIONAL OFFICE, GWALIOR**  
**“THE EMPIRE”, 33, CITY CENTER, GWALIOR (MP) - 474011**  
**PH. 0751 - 2233273 / 76 / 78**

---

### **PREMISES REQUIRED ON LEASE**

Union Bank of India requires well constructed/under construction commercial premises/plot admeasuring maximum 1400 sq ft ( $\pm 10\%$ ) carpet area preferably in ready possession/ under construction on ground floor & on main road for its new branch to be opened at Niwari City.

For further details, please visit Bank's website [www.unionbankofindia.com](http://www.unionbankofindia.com) / e-Procurement portal <http://eprocure.gov.in/>. Application form, eligibility criteria and other information may be obtained from our Regional Office within the business hours from 11.04.2022 to 11.05.2022 up to 03.00 P.M. Last Date of receipt of Offer, comprising Technical Bid and Price Bid each in different envelopes contained by one single big envelop; is 11.05.2022 up to 04.00 P.M. All the offers received up to stipulated date & time will be opened on 11.05.2022 Time: 05.00 P.M. at Union Bank of India, Regional Office, Gwalior situated at “The Empire”, 33, City Center, Gwalior in the presence of the offerers / bidders or their authorised representatives. Union Bank of India reserves the right to reject any or all bids without assigning any reasons whatsoever.

Regional Head

**यूनियन बैंक ऑफ इंडिया**  
**क्षेत्रीय कार्यालय - ग्वालियर**  
**द एम्पायर, 33, सिटी सेंटर, ग्वालियर (म. प्र.) - 474011**  
**फोन: 0751 - 2233273 / 76 / 78**

---

### **शाखा हेतु परिसर की आवश्यकता**

यूनियन बैंक ऑफ इंडिया को अपनी नवीन शाखा जो कि निवारी शहर में खोली जानी है, हेतु भूतल एवं मुख्य मार्ग पर अधिकतम 1400 वर्ग फीट कार्पेट एरिया ( $\pm 10\%$ ) वर्ग फुट के व्यावसायिक परिसर/प्लॉट की आवश्यकता है (कब्जा सहित या निर्माणधीन; भूतल को वरीयता), जिस हेतु तकनीकी बिड एवं वित्तीय बिड दो अलग अलग बंद लिफाफों में, जिसमें लिफाफा क्र. 1 में तकनीकी बिड तथा लिफाफा क्र. 2 में वित्तीय बिड रखकर, एक मुख्य बड़े लिफाफे में सीलबंद आमंत्रित है. आवेदन पत्र, पात्रता मानदंड तथा अन्य विस्तृत जानकारी, यूनियन बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, ग्वालियर से दिनांक 11.04.2022 से दिनांक 11.05.2022 को दोपहर 03.00 बजे तक अथवा बैंक के वेबसाइट [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) या एनआईसी पोर्टल <http://eprocure.gov.in> से प्राप्त कर सकते हैं. आवेदन प्रस्तुति की अंतिम तिथि 11.05.2022 को सायं 04.00 बजे तक है. प्राप्त आवेदनों को दिनांक 11.05.2022 को सायं 05.00 बजे यूनियन बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय, ग्वालियर, द एम्पायर, 33, सिटी सेंटर, ग्वालियर में प्रस्तावकर्ता अथवा उनके प्रतिनिधियों के समक्ष खोला जाएगा. यूनियन बैंक ऑफ इंडिया बिना कोई कारण बताए किसी भी एक अथवा सभी आवेदन पत्रों को निरस्त करने का अधिकार सुरक्षित रखता है।

क्षेत्र प्रमुख

## **Request for proposal (RFP) for Acquisition of Premises for Niwari City Branch under Gwalior Region**

1. **Purpose of RFP:** Union Bank of India, Regional Office, Gwalior intends to acquire Premises on lease basis for Branch Office in Niwari City, District Niwari MP.
2. **Location:** For new branch to be opened at Niwari City (District Niwari, M.P.).
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 preference shall be given to the premises with good frontage and amenities etc as specified in the RFP.
  - II. The premises should be commercially converted and permission for commercial use of the premises should have been obtained from the competent authority prior to submitting bid in the tender.
  - III. Legal Opinion from our empanelled advocate will be obtained regarding the title certificate of the premises and commercial use of property.
  - IV. All taxes and statutory dues should have been paid. There should not be any pending dues to the regulated authority.
  - V. The offered premises should be located in specified location mentioned in the RFP with congenial surroundings.
  - VI. The offered premises shall be at elevated levels and shall not be prone to water logging, seepage etc.
  - VII. The locality shall have basic amenities such as water supply, sewerage, power supply etc.
  - VIII. The structure of the offered premises should be strong and load bearing.
  - IX. The offered premises should not be more than 25 years old from the date of construction.
  - X. The offered premises on main road will be preferred.
  - XI. The offered premises 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.
  - XII. The offered premises should have sufficient parking space for vehicles of customers and staff members.
4. **Terms and Conditions of RFP:**
  - I. Premises shall be taken on lease basis for minimum period of 10(5+5) years.
  - II. All the columns in the Annexure I (Technical Bid) and Annexure-II (Price Bid) should be completely 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 offerer may use separate sheets to provide full information.
  - IV. Canvassing in any form will automatically disqualify the offerer. No brokerage will be paid to any of the Offerer/mediators/brokers, if any, in the offering of procedure.
  - V. The particulars of offered 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.

- VI. Calculation of carpet area will be as per Bank's policy by Bank's Architect in the presence of landlord.
- VII. Apart from above following documents should be enclosed with the Technical Bid:
  - a. Copy of Building Permission & Approved layout plan..
  - b. Copy of all Title Deeds.
  - c. Copy of latest Municipal Tax Paid receipt.
  - d. Any other relevant document related to offered premises.
- VIII. No separate rent/service charges will be paid for installation of ATM/E-Lobby in the existing Branch/Office.
- IX. The offerer should provide separate toilets for Gents and Ladies in the premises.
- X. The offerer should allow space for fixing Bank's signage board on entire frontage of the premises.
- XI. Expenses for execution of lease deed will be borne by landlord and Bank in 50:50 ratio.
- XII. The construction of the strong room will have to be undertaken by the landlord as per the Bank's specification under the architectural plan and supervision of one of the Bank's empanelled architects.
- XIII. Specification for strong room will be as under:
  - a. Strong room should have clear height of 9 ft.
  - b. Wall thickness- 300mm
  - c. Floor/roof thickness- 300mm
  - d. Concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
  - e. Reinforcement steel bar-12 mmReinforcement grid mesh in mm-150x150x150 CTC

**5. Tendering Process:** Two Bid system namely Technical and Price Bid will be followed for selection of premises. Details of process is as follow:

- a. The offer will be in two parts: Technical Bid & Price Bid.
- b. Both bids will be submitted in separate sealed cover duly superscripted " Technical Bid for acquiring premises for Niwari City Branch" and " Price Bid for acquiring premises for Niwari City branch" respectively.
- c. Both the envelopes should be placed in another sealed envelope superscripted " Offer for acquiring premises for Niwari City Branch".
- d. The tender bids complete in all respects along with all the requisite papers/documents should be submitted by hand/through courier/post addressed to Union Bank of India, Regional Office Gwalior Second Floor, The Empire Building, Near Income Tax Office, City Center Gwalior MP-474011.
- e. The technical Bid shall be opened by the Premises Committee in the presence of offerers/bidders or their representatives on 11.05.2022 at 05.00 PM in the Regional office, Gwalior.
- f. The price bid 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 square feet area.

6. **Award of Tender:** The tenders/offerers who fulfil the terms and conditions in Technical parameters shall be shortlisted for opening of Price Bid. It is the sole discretion of premises committee to shortlist the qualified bids. Sealed price Bids of only shortlisted offers will be opened in the presence of tender opening committee and the shortlisted offers/bidders will be informed date, 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.**

**Regional Head**

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

**TECHNICAL BID (ANNEXURE-I)**

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: 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 (Load Bearing / RCC / 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)

**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) / Lump sum Monthly rent	
---	---	--

**Part C : Other Details**

1	Amount of municipal taxes/Panchayat/ local taxes per annum:	
2	Monthly Maintenance Charges (like society Charges /Charges for amenities 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	Amy Other Charges	:	Rs.
5	Total	:	Rs.

Place:  
Date:  
Address:  
Phone No:

Signature  
(Landlord/Owner)



To,  
The Regional Head,  
Union Bank of India,  
Regional Office, Gwalior.

**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,

Signature of the owner(s)

Date: