

Union Bank of India, Regional Office Guwahati, G N B Road, Chandmari, Guwahati - 781003

PREMISES REQUIRED ON LEASE

“Bank requires a well-constructed commercial RCC premises admeasuring 1000 sq.ft. \pm 10% variance in carpet area in ready possession/under construction at greater Agartala, West Tripura Dist, Tripura preferably on ground floor at prime location with all amenities and sufficient parking place. For further details, please visit Bank's website www.unionbankofindia.com / e-Procurement portal www.eprocure.gov.in. Last date for submission of bids in prescribed format is 17.05.2022 upto 1500 hrs.

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

Regional Head



NOTICE INVITING TENDER FOR OPENING OF DIGITAL BANKING UNIT AT AGARTALA

OFFER OF PREMISES ON LEASE / RENTAL BASIS

- Issue of tender forms from 27.04.2022 to 17.05.2022 from Regional Office Guwahati / Agartala Branch during office hours.
- Last date of submission of tender at Agartala Branch on 17.05.2022 by 1500 hrs.
- Date of opening of tender is 17.05.2022 at Agartala Branch at 1530 hrs.
- Tenders to be collected from : Regional Office, Guwahati / Agartala Branch / Downloaded from website
- Tenders to be submitted at : Union Bank of India, Agartala Branch
- Cost of Tender Document : NIL
- Security Deposit : NIL
- Address of our Agartala Branch :

Union Bank of India,
Agartala Branch,
H G B Road, Banik Tower,
Agartala, Dist. West Tripura
Tripura - 799001

- Contact person : MR. SUBHASH CHANDRA PANJIYARA
Chief Manager, Agartala Branch
Mob. No. 7604018709



NOTICE INVITING TENDER

**OFFER OF PREMISES ON LEASE / RENTAL BASIS FOR OPENING
DIGITAL BANKING UNIT (DBU) AT AGARTALA**

1. The tender document can also be downloaded from Bank's website www.unionbankofindia.com / e-Procurement portal www.eprocure.gov.in or collected from our office.
2. If the owner / offerer has more than one project / premises to be offered, at different locations, separate tenders has to be submitted for each of the locations.
3. The completed tender documents (Technical Bid and Price Bid in **separate sealed envelopes**, duly marked as "**Technical Bid**" and "**Price Bid**" are to be placed in a single cover super scribed "**Offer of premises on lease / rental basis for Digital Banking Unit (DBU), Agartala**".
 - 3.1 The offerer has to get three envelopes and mark the envelopes as I, II & III. Usage of envelopes will be as under:
 - i) **Envelope marked as I** : Financial bid be put in this envelope and sealed. This envelope would be super scribed as **Financial Bid**. The envelope will be opened if the offer is found suitable fulfilling the requirements stipulated by the Bank.
 - ii) **Envelope marked as II** : **Technical Bid**, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as **Technical Bid**.
 - iii) Envelope marked as III : The above two sealed envelopes No.I & No.II be placed in envelope No.III and sealed (i.e. envelope marked as III, will contain two envelopes marked as I, II). This envelope marked as No.III would be superscripted as "**Offer of Premises on lease / rental basis for Digital Banking Unit (DBU), Agartala**".
 - 3.2 The duly filled in and sealed and super scribed tender envelopes must be dropped in the Tender Box placed at the Agartala Branch latest by **17.05.2022 upto 1500 hrs.**
4. Documents pertaining to building approval / location must be submitted along with Technical Bid.
5. Carpet area calculation will be as per Bank norms.
6. Minimum Electrical Load is 25 KW.
7. The Technical Bids will be opened on 17.05.2022 at 1530 hrs. at Agartala Branch, in presence of the bidders or their authorized representatives. All the bidders are advised in their own interest to be present on the date at the specified time. If Technical Bid is not opened on 17.05.2022 due to some unavoidable circumstances, the same will be opened on next working day at same time.
9. Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever at any stage.



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 alongwith 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._____

Annexure-VI
Enclosure to Policy 2022-23

OFFER OF 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)

Address: _____

Phone No. _____

Annexure-VII
Enclosure to Policy 2022-23

