



SUPPORT SERVICES DEPARTMENT  
7<sup>TH</sup> FLOOR, UNION BANK BHAVAN,  
239 VIDHAN BHAVAN MARG,  
NARIMAN POINT, MUMBAI - 400 021.  
TEL.NO: 022 - 22892533 / 13

## RFP FOR OFFICE PREMISES REQUIRED ON LEASE BASIS IN BKC, MUMBAI

Tender Start Date	: 28.04.2022
Last date for submission	: 18.05.2022 upto 03.00 pm
Date of Opening of Tender	: 18.05.2022 at 03.30 pm

## PREMISES REQUIRED ON LEASE/RENT

Union Bank of India requires well-constructed office premises in ready possession, on lease rental basis for a lease period of 10-15 years with basic amenities including adequate parking facility. Offers are invited under TWO Bid System as per details given below:

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1. Requirements:

Location of the premises required	Floor	Carpet area
Within 1 KM radius from Naman Centre, BKC-Mumbai	Any Floor except Ground Floor	9000 -10000 Sq.ft

2. The prospective offerors meeting the above requirements are requested to collect the Offer Documents from the Central Office-Mumbai Union Bank of India, Central Office, Mumbai, SSD, Premises Division, 7<sup>th</sup> Floor, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai-4000021 during working hours. The Offer Document can also be downloaded from our website [www.unionbankofindia.com](http://www.unionbankofindia.com) or [https:// eprocure.gov.in](https://eprocure.gov.in)

3. Duly filled Technical Bid & Price Bid placed in two separate Sealed Envelopes Super scribed as

“OFFER FOR HIRING OF PREMISES AT Mumbai” shall be submitted upto 03.00 P.M on or before 18.05.2022 (next Bank working day if due date is a Bank Holiday ) at Central Office, Mumbai at Union Bank of India, Central Office, Mumbai, SSD, Premises Division, 7<sup>th</sup> Floor, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai-4000021.

4. The Technical Bid Offer will be opened on 18.05.2022 at 03.30PM at the above Central Office, Mumbai in the presence of bidders or their authorized representatives who may choose to be present.

No Brokers / Intermediaries shall be entertained. Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sd/-

Authorized Signatory

### **Instructions to Offerer**

1. The Notice Inviting Offer, Instructions to offerors, Technical Bid/Price Bid will form part of the offer to be submitted by the offeror. The Offer Letter (Annx III) shall contain the terms and Conditions of the offer to lease out the premises to be submitted by the shortlisted bidders only, invited for negotiations at a later date (if required).

2. The Technical Bid (Annx I) to be submitted in a separate envelop super scribed as “Technical Bid for office premises on lease basis in BKC, Mumbai” and Price Bid (Annx II) to be submitted in separate envelop super scribed as “Price Bid for office premises on lease basis in BKC, Mumbai”. The Technical Bid and Price Bid shall be placed in third separate sealed envelope and superscribed as “Proposal for Office Premises on lease basis in BKC, Mumbai” and to be submitted at the address given in the Notice Inviting Offers on or before the last date and time stipulated for submission. **The Name & address of the offeror to be mentioned on the cover without fail.**

3. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as ‘LATE’ and shall not be considered.

4. 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 offeror /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 offeror. Incomplete offers / Offers with in-correct details are liable for rejection. Offer Letter should not be submitted while submitting Technical Bid & Price Bid. No enclosures to be attached with the Bids.

In case of partnership/Pvt. Limited/ Public Limited companies, the authorized signatory should mandatorily have Letter of authority/General, Power of Attorney in his/her name for participation in the bidding process.

5. Canvassing in any form will disqualify the offeror.

6. **Separate offers are to be submitted, if more than one property is offered.**

7. i) Pre - Bid meeting will be conducted at Central office, as per the schedule mentioned in Offer Document ( Enclosed ). Offerors willing to attend the Pre-Bid meeting may attend it on scheduled date & time.

ii) The Technical Bids will be opened on scheduled Date & Time stipulated in the Notice Inviting Offers in the presence of offerors at our above office. All offerors are advised in their own interest to be present on that date, at the specified date & time.

iii) After the site visit and evaluation of the Technical Bid received, premises found suitable will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Tender Opening Committee and L1 bidder will be invited for negotiation at Bank’s discretion.

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 Offerors have to submit in stipulated time.

The premises should be for Commercial use. 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. The cost of such Legal Scrutiny will be borne by offerors.

In case of rejected bids, the un-opened Price Bids will be returned to the respective bidders.

The "Offer" submitted should remain open for consideration for a minimum period of six months (180 days) from the date of opening of Offer (Technical Bid).

No brokers or intermediaries please as Bank does not entertain / pay brokerage to the brokers.

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 (subjected to changes after negotiations between Bank Landlord and final approval from Bank's Competent Authority) 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.
- d. Rent Advance / Deposit: 3months rent (Advance), refundable in first two years of Lease / 3 months rent (Deposit) refundable at the time of vacating the premise in three equal installments or in three equal installments prior to termination of lease in case of early termination of Lease.

Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only. TDS as applicable will be deducted while making payments of monthly rents.

e. Legal Charges: 50:50 (By Landlord and Bank)

f. Lease Period & Increase in rent: 10-15 years w.e.f. date of possession/date of execution of lease deed with certain increase in rent (after negotiation with Landlord and approval from Competent Authority of Bank) after every block of 5 (Five) years. Lease deed should be executed for full lease period of 10-15 years with exit clause, in favour of the Bank, and payment of rent will be effective from the date of possession/execution of lease deed of the premises.

g. 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) mentioning that the offered 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.

h. Monthly 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.

i. Landlord is required to provide separate toilets for gents and ladies at his/her own cost.

j. All windows should be strengthened by grills, glass and mesh at Landlord's cost.

k. Landlord to supply required power load for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter at his/her 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 for water availability.

m. Space for fixing Bank's Signboard will be provided on entire frontage for which Landlord will not charge any premium.

n. Penalty @ Rs. 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 reserve its right to cancel the approval without assigning any reason.

o. The Lease agreement will be executed and registered with SRO only after making the premises ready for possession after completion of Landlord scope of work as required by the Bank and rent will commence from date of possession of the premises.

p. Landlord should provide adequate parking space for the vehicles of the bank officers / customers for four wheelers and two wheelers without any additional cost/rent.

q. 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.

r. In case of single offeror offering bids for more than one premises, offeror is to apply separately for each premises. The terms and condition specified in the Tender will be applicable separately to each individual application.

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

Mumbai Sd/-

Date:.....

DEPUTY GENERAL MANAGER

**ANNEXURE I**

**OFFER OF OFFICE PREMISES ON LEASE / RENTAL BASIS**

**TECHNICAL BID**

With reference to your advertisement in the local dailies/ Bank's website/CPP Portal -----  
-----dated ..... I/We hereby offer the premises owned by us for housing your  
branch 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 with Pin code and prominent  
Landmark

E. Locality (Residential/Commercial/Industrial/Mixed):

**PART B: TECHNICAL INFORMATION**

**I. Building**

A. carpet Area of the premises (in sqft)

Whether ready to offer area as required by the bank?

Dimension (L X W X H) 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/Mezannine/1<sup>st</sup> floor)  
(give area of each floor)

C. Age of the 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 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 : 10yrs / 15 yrs

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 provided :

4. Whether plans are approved by Local authorities :

5. Time needed for giving possession:

6. Any other information not covered above:



Place:.....

Signature

Date:..... (Landlord/Owner)

Address:.....

.....

.....

Phone No. ....



**ANNEXURE II**

**OFFER OF OFFICE PREMISES ON LEASE / RENTAL BASIS**

**PRICE BID**

With reference to your advertisement in the local dailies/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: RATES OFFERED (excl GST):**

Rates per sqft (carpet area) /lumpsum monthly rent :

**PART B: OTHER DETAILS:**

- Amount of Municipal Taxes per annum:
- Monthly maintenance charges :  
(like society charges/charges for amenities, etc)
- Any other charges per month :  
(please specify)
- Taxes to be borne by \* :
- Maintenance charges to be borne by\* :
- Any other charges ( Specify ) to be borne by\* :  
(\*Please mention Landlord or Bank)

**PART C: TOTAL DEMAND (per month- excl GST)**

- |                       |     |     |
|-----------------------|-----|-----|
| ➤ Rent                | Rs. |     |
| ➤ Tax (Municipal tax) | Rs. |     |
| ➤ Maintenance charges | Rs. |     |
| ➤ Anyothercharges     |     | Rs. |
| ➤ Total               | Rs. |     |

Place:

Signature

Date:

(Landlord/Owner)

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No : \_\_\_\_\_

**ANNEXURE - III**

FORMAT OF LETTER TO BE GIVEN BY THE LANDLORD (S) OFFERING PREMISES ON LEASE

OFFER LETTER (*to be submitted only after offer is shortlisted*)

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

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

I/we, offer to you to give you on lease 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 No. of all Joint owners)	
C	GST No. of owner/s  (in case of joint owners GST no. of all joint owners)	
D	Full address of the 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 in (sq.ft.)
H	Year of construction / O.C.		
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 construction.		
K	If the building is old, whether repairs /renovation required?  If yes, mention time required for repairs.		
L	Boundaries  East:  West:		

	North: South:	
M	If the premises is a multi-storied building 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 Bank's car	

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

**TERMS AND CONDITIONS: -**

a. Rent Floorwise rent payable at the following rates i.e. (excl GST)

Amt. in Rs.

Floor	Monthly basic rent	Monthly service charges & taxes, if any (AC, Lift, Parking, Society charges, Municipal taxes, etc) give details	Rentable Carpet Area	Total monthly rent per sft

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) 10 /15 Years ( Ten years / Fifteen years ) certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with ..... enhancement in rent after each block of five years.

ii) Bank will be at liberty to vacate the premises, at any time during 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 cessess, will be paid by me/us.

d) Maintenance and Repairs

i) The Bank shall actual 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 cost. In case, the repairs and/or white/colour washing is/are not done by me/us as agreed now, you 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 your 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 charges 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 landlord/s and Bank Officials after completion of the building in all respects as per the specification/requirement of the Bank.
- b. The concept carpet area for rental purpose 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) 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.
- ii) Separate toilets for gents and ladies will be provided.
- iii) Entire flooring will be vitrified mosaic and walls distempered.
- iv) All windows will be strengthened by grills with glass and mesh doors.
- v) Required power load for the normal functioning of the Bank and the requisite Electrical wiring/points will be provided.
- vi) 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.
- vii) Space for fixing Bank's sign board will be provided
- viii) Separate electric meter for the rented premises, 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 you are having valid marketable title over the above. The building has permission to be used for commercial purpose from concerned authorities and if any Misuse Charge is levied by the statutory/concerned authorities at a future date, I/we undertake to bear the same.
- e. The charges/fees towards scrutinizing 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, partitions and other furniture put up by the Bank.
- g. If my/our offer is acceptable, I/we will give you possession of the above premises on or before \_\_\_\_\_.
- h. I/we further confirm that this offer is irrevocable and shall be valid for 6 months from date hereof.



Yours faithfully,

(Owner/s or authorized person)

Place:.....

Name :\_\_\_\_\_

Date :.....

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_



## CARPET AREA DEFINITION

The calculation of carpet area based on following points.

The following are included in carpet area if they are integral part of proposed premises and are in exclusive possession/use of Bank.

- Verandahs which are fully covered and used as internal passage and corridors.
- Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
- Kitchen and Pantries
- Staircase and munties
- Canteen
- Toilet/s

The following areas are generally not included in the carpet area.

- Entrance halls and porches, vertical sun bakes, box louvers.
- Shafts and machine rooms for lifts
- Barsaties\*, lofts , etc
- Garages
- Air conditioning ducts, and air conditioning plant rooms , shafts for sanitary piping and garbage ducts more than 2m in area

*\*Barsati is a covered place open at least on one site constructed on a terraced roof*

Any other area which is exclusive possession of Bank and used for Banking activities to be included in carpet area.

I/We am/are agreeable to exclude the area not forming the part of carpet area as above and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offeror/s

Place: Mumbai

Date:.....