

**Union Bank of India, Regional Office Balasore, 3<sup>rd</sup> Floor, Asis Plaza, Near Police Line Square, OT Road, Bhaskar Ganj, Balasore-756001**

**PREMISES REQUIRED ON LEASE**

“Bank requires a well-constructed commercial RCC premises admeasuring 1400 sq.ft.  $\pm$  10% variance in carpet area in ready possession/under construction at **Khaira, District- Balasore** preferably on ground floor at prime location with all amenities and sufficient parking place. Landlord needs to construct Strong Room of “B” Class as per BIS Specification. For further details, please visit Bank’s website [www.unionbankofindia.com](http://www.unionbankofindia.com) / e-Procurement portal [eprocure.gov.in](http://eprocure.gov.in). Last date for submission of bids in prescribed format is 24.05.2022 up to 1500 hrs.

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

**Regional Head**

**NOTICE INVITING TENDER FOR KHAIRA, BALASORE**

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

- Issue of tender forms from 04.05.2022 to 24.05.2022 from Regional Office Balasore during office hours.
- Last date of submission of tender at Regional Office Balasore on 24.05.2022 by 3.00 PM.
- Date of opening of tender is 24.05.2022 at Regional Office Balasore at 4.00 PM.
- Tenders to be collected from : Regional Office, Balasore/ Downloaded from website
- Tenders to be submitted at : Regional Office Balasore
- Cost of Tender Document : NIL
- Security Deposit : NIL
- Address of Regional Office Balasore : Union Bank of India, Regional Office Balasore, 3<sup>rd</sup> Floor, Asis Plaza, Near Police Line Square, OT Road, Bhaskarganj, Balasore-756001
- Contact person : Mr. Madhab Chandra Patra (Chief Manager)
  - Mob. No. 8827539953

**NOTICE INVITING TENDER**

**OFFER OF PREMISES ON LEASE / RENTAL BASIS FOR KHAIRA BRANCH, BALASORE**

1. The tender document can also be downloaded from Bank's website [www.unionbankofindia.com/](http://www.unionbankofindia.com/) e-Procurement portal [eprocure.gov.in](http://eprocure.gov.in) or collected from our office.
2. If the owner / offerer has more than one projects / 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 Khaira Branch, Balasore**".
  - a. The offerer has to get three envelopes and mark the envelopes as I, II & III. Usage of envelopes will be as under:
4. **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.
5. **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**.
6. 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 Khaira Branch, Balasore**".
  - a. The duly filled in and sealed and super scribed tender envelopes must be dropped in the Tender Box placed at the Regional office, Balasore latest by **24.05.2022 up to 3.00 PM**. Tender document sent through Courier/Post must reach before 03.00 PM on 24<sup>th</sup> May 2022.
7. Documents pertaining to building approval / location must be submitted along with Technical Bid.
8. Carpet area calculation will be as per Bank norms.
9. Minimum Electrical Load is 20 KW.
10. Landlord needs to construct Strong Room of "B" Class as per Indian Standard IS 15369:2003. Strong Room should have clear height of 9 ft. Bank should adhere to the Indian Standard IS 15369:2003 stipulated by the Bureau of Indian Standards as under:
  - 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 e. Tang bars- not mandatory
11. The Technical Bids will be opened on 24.05.2022 at 4.00 PM at Regional office, Balasore 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 24.05.2022 due to some unavoidable circumstances, the same will be opened on next working day at same time.
12. Bank reserves the right to reject any or all the tenders without assigning any reason whatsoever at any stage.

## **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/1<sup>st</sup> 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 equipment's (YES/NO) :

7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address\_\_\_\_\_

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

# **Price Bid**

**(to be filled and submitted in separate envelope)**

## **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. \_\_\_\_\_