

Regional Office Baroda

Union Bank Bhawan, station road, Opposite M S University,

Kala Ghoda, Sayajiganj, Vadodara, 390005

Phone No 0265- 2225286, 2225289, 2225232

Subject: Premises on Lease for Currency Chest branch in Distt Baroda

Start Date of Tender: 08 May 2022

Prebid Meeting: 21 May 2022 at 11:00 AM

Last Date of Submission: 01 June 2022 upto 03:00 PM

Tender Opening Date: 01 June 2021 at 03:30 PM

(Tenders will be opened in presence of bidders/their authorized representatives)

Tender Fee: Rupees 1000.00 per bid/per branch by way of DD/pay order in favor of Union Bank of India and payable at Vadodara.

Place of submission:

Union Bank of India Regional Office, Baroda

Union Bank Bhawan, 2nd Floor,

Opp of M S University, Kala Ghoda,

Sayajiganj, Vadodara, 390005

Tender issued to:- _____

Tender for Branch:- Currency Chest branch

Tender Notice

SUBJECT: PREMISES ON LEASE FOR CURRENCY CHEST BRANCH, VADODARA

Important Points

RFP Reference Number	ROB/OPS/PREM/ 7605 dated 08.05.2022
Date of commencement of issue of RFP	08 May 2022
Pre Bid Meeting	<p>21 May 2022 at 11:00 AM</p> <p>All prospective bidders may avail this opportunity to interact with the tender committee and seek necessary clarifications with regards to this RFP. No representations would be entertained at any later stage from bidders due to misinterpretation/misunderstanding of clauses and decision of the tender committee would be binding on all the bidders.</p>
Last date for submission of RFP	01 Jun 2022 up to 1500 Hrs
Opening Of Technical Bid	01 Jun 2022 at 1530 Hrs (tenders will be opened in presence of bidders/authorized representatives).
Tender Fee	Rs.1,000/- in the form of Bank Draft/Banker's cheque in favor Union Bank of India, payable at Vadodara.
Earnest Money Deposit	<p>EMD will be asked from bidders qualifying for Financial bidding as per Technical evaluation and site inspection. Date of submission of EMD will be promulgated later. Bidders are requested <u>NOT TO ATTACH</u> any EMD during Bid submission</p> <p>Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Bank Draft/Banker's cheque in favor Union Bank of India, payable at Vadodara.</p>
Availability of RFP document	RFP will be available on our Bank website www.unionbankofindia.co.in and eprocure.gov.in from 08.05.2022 to 01.06.2022.
Last date of submission of any query / reporting any error	All queries for discussion in prebid meeting to be submitted before 20.05.2022 vide

	email only.
Date and Time of Financial bid Opening	Will be informed to bidders qualifying for Financial bidding after Technical evaluation and Site inspection.
Venue for Prebid meeting/ submission / opening of bids	Regional Office, Baroda Union Bank Bhawan, Opposite M S University, Kala Ghoda, Sayajiganj, Vadodara, 390005
Contact person	Ms Richa Jain, Chief Manager (Operations) Email:- cmpndbaroda@unionbankofindia.com
Further Addendum/Corrigendum/Minutes of Prebid meeting shall be published on Bank's website only and no newspaper publication will be released. All interested vendors to monitor the bank website for any addendum/amendments related to this Request for Proposal. Bidder has to refer the same before final submission of the Tender.	
The Bank reserves the right to reject any / all applications without assigning any reason whatsoever	
In case of any unexpected interruption due to events beyond control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.	
All terms & conditions and format of documents/Annexure mentioned in this RFP are final and not open to any modification.	
Bidders are advised to read all terms and conditions carefully before submitting the proposal.	
The Bidders /their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard. The Technical Bid offers will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present.	

Terms and Conditions

1. Union Bank of India, Baroda region invites proposals/offers in two bid system from Owner/Builders/Developers/Power of attorney holder having clear and marketable titles over built up property for acquiring premises on lease basis.
2. Preference shall be given to offers from Public sector Units and Government departments.
3. Bank requires a well constructed Commercial premises/under construction/Plot area on Lease basis with ready carpet area of 4000 ± 10% including Vault carpet area of minimum 1500 sq ft to be constructed as per RBI norms and as per bank guidelines. The premises should be on **Ground floor only** with constructed carpet area of 4000 ± 10% to be offered

to bank. Other construction specifications are mentioned in this document in brief. The same should be considered during submission of Bids. If at a later stage (after opening of Financial bids), the bidder refuses to provide constructed premises in compliance to bank's requirements mentioned in this document, bank reserves all rights to seize the EMD amount.

4. The premises should be located in Municipal limits of distt Vadodara and should be commercially approved by the competent authority.
5. Premises must have access to surfaced road having clear carriageway width of at least 25 ft for easy transportation of large vehicles.
6. Complete premises area on Ground floor (4000 sq ft \pm 10 %) will be considered. Premises situated on multiple floors, higher floors are not be suitable as per requirements of the Currency Chest and will not be considered.
7. Definition of Carpet area:- Carpet area shall be internal finished wall to wall area measurements including all door jams, balconies, bathrooms, lavatories, kitchen and pantry but excluding internal partition, walls, columns, shafts/ducts, stilt, covered/open parking spaces, lifts, staircases, lobbies, open terraces, pump rooms, flower beds, loft portion, watchmen's cabin, storage tanks, chhajja, canopies, worship places etc.
8. Preference shall be given to the premises on or near main road in a well populated area. Premises situated in remote/isolated locations will not be considered.
9. Construction requirements:- To be constructed by the Landlord under guidance and supervision of bank's appointed Architect. Cost of Construction will be borne by the Landlord. Landlord has to handover the premises after completion of Construction. Lease rent will be started from the date of handing over possession of complete constructed premises. In brief following specifications are required to be incorporated in premises:-
 - a. The proposed premises will be having augmented security and will be constructed as per specifications circulated by the Reserve Bank of India. Proposed Currency Chest will be constructed with at least 1500 sq ft carpet area, RCC Vault (all six sides) with 'AAA' standards.
 - b. Strong room (Vault) area of internal clear area requirements of at least 1500 sq ft with internal clear height of at least 10 ft (3000mm).
 - c. Vault will be constructed through RCC with Steel Rods and tang bar strengthening as per RBI guidelines. Complete specifications and Vault details can be collected from the above mentioned address separately.

- d. For premises situated in multi floor buildings and if the area above and below are not in possession of Union Bank of India, then a gap of 2'6" (750mm) should be provided between vault ceiling/floor and the roof slab of the next floor. For Chest situated on upper floors, structural support should be adequate.
 - e. The dimensions of Vault should not be less than 30 ft on one side. All 6 sides of Vault will be constructed with minimum wall thickness of 450 mm with concrete mix of minimum M50 as per latest IS standards.
 - f. Complete Vault area will be surrounded with a passage of at least 1150 mm on all sides and thus in any case the dimensions available for construction should not be less than 45 ft in Length/breadth/any side.
 - g. RCC Walls of Vault will be strengthened with 2 mesh of steel grids made by placing and tying rebars at 200 mm x 200mm centre to centre both ways. The bar diameter of steel bars will be 20 mm.
 - h. 2 rows of Twisted tang bars purchased from authorized dealer (ISO Certified) will be laid in all 6 side walls/floor/roof. The twisted tang bars will be installed by the landlord on their own cost. It should be in accordance with RBI guidelines and will be installed under supervision and guidance of bank's appointed Architect.
 - i. Civil work of area other than Vault will be provisioning of separate washrooms for Ladies & gents, other internal partitions and partition for UPS/Battery room as per layout to be approved will be constructed by the landlord.
 - j. All the mentioned technical specification are not final and can be changed/alterd as per the requirement of Bank/RBI and modification/addition may be proposed by Bank/RBI that needs to be done by the Landlord at their own cost.
 - k. For discussion on detailed construction requirements and other terms and conditions, bidders are requested to attend Prebid meeting.
10. Lease period shall be minimum 20 years, however bank's endeavor is to go for higher duration of Lease term. Upon expiry of Lease term, it can be extended further as per mutual consent and in consideration with bank guidelines.
11. Lease Expenses will be borne in ratio 50:50 by the Bank and Landlord of premises.
12. It should have adequate parking space (with separate provision of dedicated 5 Four wheelers including 2 LMV-Cash van and 10 two wheeler parking space) and other basic amenities like Water, Electricity, and natural ventilation. Washrooms and Civil

construction shall be provided by the Landlord as per requirement of the Bank. Parking space shall be enclosed with brick wall/M. S. grills/ M. S. channel gates to augment the security of Cash Vans. It is proposed that the movement of Cash Vans inside compound area should not be visible from outside.

13. Offered Premises must have NOC for commercial use, Map of the premises must be approved by local Govt. authority and it should be as per Gujarat Building Bye-Laws, National Building Code of India & Gujarat fire laws. All Fire Fighting requirements as per latest National Building Code standards will be provided by the Landlord. Only Fire extinguishers and Fire alarm system will be installed by the bank.
14. The premises should be approved under Commercial usage duly authorized by the competent authority. Required Occupational certificate is to be submitted upon completion of civil work or as applicable and required by the bank. The certificates are required to be submitted before execution of Lease deed.
15. The applicant should be the legal owner of the premises or should be in a legal position to execute Lease deed with the bank. (Copy of clear title should be enclosed with the Technical Bid)
16. Final Carpet area under consideration shall be calculated after joint measurement by the Bank's empanelled Architect with the Landlord as per bank guidelines. Lease shall be applicable on area finalized after joint measurement.
17. Space at Terrace/Roof/compound/any other place of the building/premises for erection of V-SAT and D. G. Set/ any other bank's equipment as required by the bank shall be provided by the applicant. No other charges for the same shall be payable.
18. Electrical connection, as required by the bank is to be obtained by the Landlord. Cost of electrical connection will be borne by the bank against receipt of original bills.
19. Rent increase shall be after a block of minimum 5 years, subject to maximum hike as per bank's guidelines. Bidder is required to quote increase in rent demanded in financial bids. The same will be considered for calculation of lowest rates for deciding L1 bidder. For Calculation of L1, in case rent increase percentage demanded is beyond the maximum permissible limits (as per bank guidelines), L1 will be calculated on total outgo of the bank in 20 years.
20. Duly filled applications as mentioned in this document should be submitted by due date along with Non returnable tender fees of Rupees 1000/- in form of DD/Pay order favoring Union bank of India and payable at Vadodara. Applications without Tender Fees shall be summarily rejected.

21. Completely filled application as per Annexure 1 (Technical Bid) and Annexure 2 (Commercial Bid) along with required documents should be submitted in two separate sealed envelopes and should be super scribed with “Technical Bid” and “Commercial Bid” respectively. Both these envelopes should be sealed in a third (main) envelope and should be super scribed with “Application for Currency Chest, Vadodara”. Contact details along with contact number of the applicant must be mentioned on all three envelopes.
22. Technical bids shall be opened on due date in presence of bidders/their Authorized representatives at mentioned date and time in Regional office Baroda at above mentioned address.
23. All received Technical Bids shall be scrutinized as per terms and conditions mentioned in tender document. Qualified Sites will be inspected by the committee from Regional office. For Site inspection, landlord/bidder will be informed well in advance through contact number mentioned in Technical bid/Envelope. In case the contact details are not properly mentioned/the Bidder, does not responds to calls, bank reserves all rights to reject the bid, without assigning any reasons thereof.
24. Financial bids of only those applications shall be opened, which shall be in conformity with all criteria of the bank as per technical bid and our Site inspection.
25. All bidders qualifying for financial bidding shall be required to submit a returnable EMD of Rupees 2,00,000/- in form of DD/pay order favoring Union Bank of India and payable at Vadodara. EMD shall not carry any interest and shall be returned to all bidders except L1 bidder after Financial bidding process. EMD of L1 bidder shall be returned after execution of Lease deed. In case the L1 bidder fails to comply with terms and conditions of the bank, the EMD shall be forfeited. No complaint in this regard shall be entertained.
26. Technical Bid should not contain any price information and should be complete in all respect as per Annexure 1. Incomplete applications shall be summarily rejected.
27. Commercial bid should be complete in all respect. Price should be quoted in terms of rate per square feet only. In case the bidder quote lump sum rate, per square feet rate shall be calculated by dividing Lump sum rate by the area mentioned in Technical bid. Applicant with lowest rate shall be offered for Premises as per bank terms and conditions.
28. After completion of tender process, the approval process may take 2-6 months time as per bank’s internal process of approval.
29. Selected bidder will be required to submit all the required documents within 3 working days, as and when any document related to offered property/premises is demanded by the bank. Delay in submission may be considered on case to case basis, however bank

reserves all rights to cancel the tender and seize the EMD amount, if it is apparent that the bidder is willingly delaying the process.

30. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
31. The Bank reserves the right to reject any or all tenders received without assigning any reasons thereof.
32. Tender validity period for this tender will be one year.
33. The bidders are required to fill complete form of tender, price the schedule of quantities and sign each page of the Tender Documents before submission. No overwriting /alterations/erasures are permitted in Commercial bid, however if it is unavoidable, it should be duly verified by signing the alterations by the applicant. The completed set is to be enclosed in sealed envelope addressed to:

**Chief Manager (Operations),
Regional Office, Baroda
Union Bank Bhawan, Opposite M S University,
Kala Ghoda, Sayajiganj, Vadodara, 390005**

Date 08-05-2022

Regional Head

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 B: 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
 - E. prominent Landmark:
 - F. 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.
 - iv. Time required for Construction of Strong room and Civil work.
- 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 (specify number of cars):
 - (d) Continuous water supply:
 - (e) Water supply facility:
(Municipal supply/Well/Borewell)
 - (f) No. of toilets:
 - (g) Time required to provide basic amenities:
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._____



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

- i. Rate per sq.ft. (carpet area) / lump sum monthly Rent:
- ii. Hike in rent demanded after block of 5 years:-
(Maximum permissible hike is 15% after each block of 5 years)

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. Municipal/ Panchayat/ Local Taxes to be borne by: Landlord
- iv. Maintenance charges to be borne by: Landlord/Bank (Please specify)

PART C: TOTAL DEMAND (per month)

- i. Total area offered as per Technical bid : sq ft
- ii. Rent: Rs.
- iii. Any other charges: Rs.
- iv. Total: Rs.

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____