

Regional Office, Rajahmundry, # 36-12-24, 2<sup>nd</sup> Floor,  
Jetty Towers, Main Road, Innispeta,  
Rajahmundry-533101, Dist - East Godavari.

Contact: 0883-2446123/2499123 E-mail: services.rorajahmundry@unionbankofindia.bank

**PREMISES REQUIRED ON LEASE**

Union Bank of India, a premier Public Sector Bank requires a well-constructed/under construction/ commercial premises with parking facility in Union Samriddhi Kendra (USK) - TATIPAKA Area (RURAL) in Dr B R Ambedkar Kona Seema district located shall be preferably at Cinema Road, Tatipaka within the 1.0 km vicinity of our existing Tatipaka branch.

Prospective vendors holding ownership/leasable rights or power to negotiate on behalf of owners may collect the technical bid/price bid formats from Union Bank Of India, Regional Office, Rajahmundry, # 36-12-24, 2<sup>nd</sup> Floor, Jetty Towers, Main Road, Innispeta, Rajahmundry-533101, Dist - East Godavari. During office hours from 05.06.2022 to 27.06.2022 during working hours before bid closing time or download from the website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) & <https://tenders.gov.in>.

Required commercial premises in this area with Carpet Area (sq. ft)

Union Samriddhi Kendra (USK) - TATIPAKA (RURAL) - 1000 +/- 10%

Please download technical and Price bid formats as per attachment only. The lease will be executed as per the Standard Lease Deed format of Union Bank of India (enclosed). All landlords to accept the format of the standard lease deed and submit along with technical bid.

The vendors should submit their technical bid and price bid offers in two separate sealed envelopes super-scribing " TECHNICAL BID FOR ACQUISITION OF PREMISES FOR UNION SAMRIDDHI KENDRA (USK)- TATIPAKA BRANCH " and " PRICE BID FOR ACQUISITION OF PREMISES FOR UNION SAMRIDDHI KENDRA(USK) - TATIPAKA BRANCH " and both envelopes must be put in a big sealed envelop superscribing "BID FOR ACQUISITION OF PREMISES FOR UNION SAMRIDDHI KENDRA(USK) - TATIPAKA BRANCH" to be dropped in the tender box / By Post / By Hand at the above address on or before 27.06.2022 by 15:00 Hrs. Technical Bids should include photocopies of documents evidencing commercial use, title proof and copy of sanctioned blue print plan etc. Bids not containing separate envelop for Price Bids will be out rightly rejected.

The technical bids will be opened on 27.06.2022 at 15:30 Hrs., at the above-mentioned address in the presence of vendors /their representatives. No brokers or intermediaries permitted. Priority will be accorded to the property leased by the public sector undertakings or Government / Semi-Govt. bodies. Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

By, Regional Head,  
Regional Office, Rajahmundry



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

**BRANCH**

**TECHNICAL BID**

With reference to your advertisement in the local dailies/ Banks website/NIC 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 actual owner/s Joint/Multiple/co-offerers:

Mob No. -

Address of communication -

II Share of each owner, if any under joint ownership:

III Location:

A. Shop / Gala No.

B. Name of the building/scheme:

C. Sector No.:

D. Street:

E. Residential/Commercial/Industrial area:

F. Place / City / Dist:

G. Pin Code:

**PART B: TECHNICAL INFORMATION**

I. Building

A. Area of the premises (Carpet Area in sq. ft. only):

Break up, if any

Dimension

Area (Carpet)

Hall:

Toilet:

(Class 'B' Strong Room as per RBI specifications to be constructed by the landlord at his own cost. Specifications of Strong Room Annexed).

B. Floor Particulars

Area

Height

Ground Fl.

1<sup>st</sup> floor -

Loft / mezzanine -

(\* Loft and Mezzanine will not qualify for rent and floor space)

C. Age of the building:

D. Frontage area 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. Type of Foundation:



- I. Pillars in the Premises offered
- J. No. of Floors and height of each  
Floor (Clear floor height from floor to ceiling)  
Ground Floor :  
1<sup>st</sup> Floor :  
Mezzanine Floor:
- J. Length, Breadth and Height of  
Premises offered:
- H. Type of flooring:  
(Vitrified flooring as per Bank specifications to be  
provided by the landlord at his own cost)

**PART C: OTHER PARTICULARS:**

1. Lease period offered: Minimum 15 years to be offered.
2. Amenities available:
  - (a) Separate Electricity meter:
  - (b) 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 Fire fighting arrangement available:
5. Whether plans are passed by local authorities (copy of approved layout plan and documents evidencing title to property):
6. Time needed for giving possession:
7. Whether agreeable to provide for rooftop for installation of V-SAT/Solar Panels/Tower any other bank's requirements):  
YES/NO
8. Any other information not covered above:

Place:

Date:

Signature  
(Landlord/Owner)

(Technical Bids left incomplete in any item are likely to be disqualified).



**OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS - BRANCH**  
**(TO BE SUBMITTED IN A SEPARATE ENVELOPE)**  
**FORMAT OF PRICE BID**



With reference to your advertisement in the local dailies/banks Website/NIC Portal -----dated -  
-----, I/We hereby offer the premises owned by us for housing your branch 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 property taxes last paid on area offered:  
(Please attach last paid tax Receipt)

ii. Monthly Maintenance Charges:  
(like society charges/charges for amenities etc.)

iii. Any other charges per month (specify):

iv. Municipal/panchayat/Local Taxes to be borne by: Landlord

v. Maintenance charges to be borne by: Landlord

vi. Any other charges to be borne by: Landlord

**PART C: TOTAL DEMAND (per month)**

I. Rent.	Rs.
II. Municipal/Panchayat/Local Taxes	By landlord
III. Maintenance Charges	by Landlord
IV. Any other Charges	by Landlord
V. Total	Rs.

Place:

Signature

Date:

(Landlord/s)

Address:

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

Mob No. \_\_\_\_\_

(Price Bids left incomplete in any item are likely to be disqualified).



UNION BANK OF INDIA

STANDARD LEASE DEED FORMAT

THIS INDENTURE made at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ Two  
Thousand \_\_\_\_\_ between \_\_\_\_\_ residing at  
\_\_\_\_\_ hereinafter called "the  
LESSOR" (which expression shall, unless repugnant to the context or meaning thereof, be deemed to  
include his heirs' executors, administrators and assigns) of the one part and UNION BANK OF INDIA, a  
body corporate constituted under the Banking companies (Acquisition and Transfer of Undertakings) Act  
1970 and having its Head Office at 239, Backbay Reclamation, Narlman Point, Bombay 400 021,  
hereinafter called "the LESSEES" (which expression shall, unless repugnant to the context or meaning  
thereof be deemed to include its successors and permitted assigns) of the Other Part:

WHEREAS the lessor is absolutely seized and possessed and otherwise well and sufficiently  
entitled to a building known as \_\_\_\_\_ situated at  
\_\_\_\_\_ which hereditaments and premises are more particularly described  
in the Schedule hereunder written AND WHEREAS the lessor has agreed to demise and the Lessees to  
take on lease the premises consisting of \_\_\_\_\_ floor admeasuring \_\_\_\_\_ sq.ft. or thereabout  
situated on the \_\_\_\_\_ floor of the said property known as \_\_\_\_\_ at the rent and  
subject to the terms, covenants and agreements hereafter reserved and contained.

NOW THIS INDENTURE WITNESSETH as follows, that is to say: -

- I. THAT in pursuance of the said agreement and in consideration of the rent hereinafter reserved  
and the covenants on the part of the lessees hereinafter contained the lessor doth hereby  
demise unto the Lessees all that premises on the \_\_\_\_\_ floor of the aforesaid property having  
floor area of \_\_\_\_\_ sq.ft. or thereabout and more particularly shown and delineated  
within the red line on the plan hereto annexed (hereinafter referred to as "the DEMISED  
PREMISES") TOGETHER WITH all fixtures therein subsisting and with full right and liberty to the  
Lessees and their servants and workmen and all persons authorised by or having business with  
the lessees to use in common with the Lessor and/or other tenants of the said building the  
stairs and common passage in the said building for the purpose of ingress and egress to and  
from the premises to HAVE AND TO HOLD the demised premises UNTO the Lessees for a period  
of \_\_\_\_\_ years certain commencing from \_\_\_\_\_ (date) YEILDING AND PAYING TO THE  
Lessor during the said term the rent of Rs. \_\_\_\_\_ per month inclusive of all rates or  
taxes, existing as at present i.e. on \_\_\_\_\_ the rent for each month to be paid not later  
than the fifteenth day of every succeeding month.
- II. The Lessees to the intent that the obligations may continue throughout the term hereby  
created, hereby covenant with the Lessor as follows, that is to say: -
  - (a) To pay punctually and without any deduction whatsoever the said monthly rent hereinbefore  
reserved at the time herein before appointed for the payment thereof.
  - (b) To pay all charges of electrical energy both for light and power as well as for water consumed  
by the lessees on the demised premises, as registered on the respective meters pertaining to  
the demised premises, the relative meters however, to be provided by the lessor at his own  
cost in the name of the Lessees.
  - (c) To use or permit to be used the demised premises as Office for the purpose of the business of  
the lessees and not to use or permit the use of the same or any part thereof for the residential  
purpose or allow anyone other than the lessees' watchman or caretakers to sleep upon the  
demised premises.



- (d) Not to carry on or permit to be carried on the demised premises or any part thereof any offensive, noisy or dangerous trade or business or occupation, or commit or permit to be committed on the demises premises anything which may amount to be a public nuisance or private nuisance to the neighbors or to the other tenants of the said property, nor to bring or store or permit to be brought or stored in the demised premises any goods, articles or things of hazardous, inflammable or combustible nature.
- (e) To maintain and keep the interior of the demised premises and the lessor's fixtures and fittings herein in clean and sanitary condition.
- (f) To execute and to do at its own expense all petty repairs like breakages of doors, windows, door and window shutters, panes and the like interior repairs or dilapidation which are not due to fair wear and tear and ordinary depreciation AND TO keep and maintain repair and in good working order at its cost and expense during the said term, the electric installations and the light and fan points and all switches, switch-boards and general wiring.
- (g) Not to cut main or injure any walls or timbers or permanent fixtures of the demised premises or to make any structural alterations or additions in the internal arrangement or in the external appearance of the demised premises, without the previous consent in writing of the Lessor PROVIDED HOWEVER that the Lessees shall be at liberty without any such consent as aforesaid to construct, fix or erect in or upon or fasten to the demised premises trade or tenant's fixtures like counters, partitions, office fixtures and fittings and electric lamps and fans as shall be required by the lessees and which shall be easily removable without in any way causing damage to the demised premises and the lessees to make good all damage that may be caused by such removal.
- (h) Not to sub-let, re-let, assign, transfer or part with possession of the demised premises or any part thereof to any person or persons without previous consent in writing of the lessor; such consent however shall not be unreasonably withheld PROVIDED HOWEVER that notwithstanding such consent the liability of the lessees to pay rent shall continue alongwith the assignee or sub-lessee in case such consent is given.
- (i) To permit the Lessor or any person or persons' servants or agents or workmen deputed by him to enter upon the premises during the said term at all reasonable hours during the day time, after giving 24 hours' previous notice in writing to the lessees of their desire so to do, for the purpose of either viewing the state and condition of the said premises or for taking inventories of the lessor's fixtures therein or for doing such other work and things as may be required for any repairs, alterations or improvements.
- (j) That if the lessees during the said term without the previous consent in writing of the Lessor shall vacate or depart from the demised premises without having made adequate provision for the payment of the rent hereby reserved and the observance and performance of the Lessees' covenants herein contained it shall be lawful for the lessor to re-enter in possession of the demised premises without in any manner prejudicing this demise and the rights of the lessor thereunder and without subjecting him to action for trespassing or other liability for so doing and it shall be lawful for the lessor to re-let, the demised premises in whole or in separate portions at any rents which he may reasonably obtain for the same and if such rents fall short of the rent hereby reserved the lessees shall pay such difference to the Lessor as liquidated damages without any objection whatsoever.
- (k) At the expiration or earlier determination of the Lease peaceably and quietly to yield up and deliver the demised premises in good tenantable repair and condition (reasonable wear and tear excepted) alongwith all additions and alterations carried out by Lessees pursuant to the provisions herein (except the Bank's counters, wooden partitions, safe deposit lockers and other fittings specially fitted and exclusively used for the purpose of the lessees' business) without claiming or being entitled to any compensation for the same and the said alternations and additions so carried out by the Lessees shall be deemed to be the property of and shall belong to the Lessor.

III. The lessor to the intent that the obligations may continue throughout the term hereby created doth hereby covenant with the lessees as follows, that is to say: -





- (a) To pay and discharge regularly and in time all existing and future rents, rates, assessments and taxes including the ground rent or land revenue payable in respect of the demised premises.
  - (b) To keep the exterior of the demised premises and the stairs and passages leading thereto well and sufficiently clean and lighted.
  - (c) To uphold, maintain and keep the demised premises and the stairs and passages in good order, repair and tenantable condition and to execute all structural and heavy repairs.
  - (d) To provide separate sanitary blocks with W.C. and wash basin with adequate water connection as required by the Lessees for the exclusive use of the Lessees and to maintain an adequate supply of water to all parts of the demised premises where provision has been or shall be made for the same and to maintain in good order and repair all pumping and other machinery required in connection with the water supply PROVIDED that the Lessor shall not be liable for any failure on the part of the Municipal or other authorities from whom the supply of water may be obtained in the ordinary course or from any accidental break-down of the plant PROVIDED early steps are taken to rectify the latter.
  - (e) To permit the lessees at any time during the continuance of the terms hereby created to make and erect upon the demised premises such partitions, counters and other fixtures for the convenient use of the Lessees as they shall think fit and either on or before the expiry of the said term to permit the Lessees to remove the same PROVIDED HOWEVER that both in erecting and removing such fixtures and fittings then lessees shall take good care not to injure in any way the floor, walls, timbers or other parts of the demised premises and shall make good all damage caused by such erection and removal.
  - (f) To permit the lessees to put up, affix, display and maintain such sign-boards, placards, posters, advertisements, neon signs and other publicity matters of whatever kind and description both inside and outside the demised premises, of such forms, character, sizes or design and on such places as the Lessees deem fit PROVIDED HOWEVER that the lessees pay all taxes, if any, in this behalf.
  - (g) That the lessees paying the rent hereby reserved and observing and performing the covenants and conditions herein contained and on its part to be observed and performed shall peaceably and quietly hold possess and enjoy the demised premises during the said term without any interruption by the Lessor or any person claiming under or in trust for him.
  - (h) The lessor shall provide at his own cost's adequate electrical points with complete wiring as per the lessee's requirements and provide electric meter in respect of the demised premises in the name of the lessees.
  - (i) Notwithstanding anything to the contrary contained herein above, Lessee shall be at its liberty to carry out necessary alterations and modifications in the premises except for structural changes so as to suit its requirements for carrying on its business. The Lessor also hereby agrees that in case Lessee desires to put any instrument, electronic gadgets etc. outside the premises or on the terrace/roof of the building in which the premises is located, Lessor shall have no objection. The Lessee shall put up the instrument and its gadgets at its cost and that Lessor shall not be entitled for any compensation/rentals for the purpose. The Lessor also hereby agrees to apply for additional electric load as and when requested by the Lessee.
  - (j) The Lessee can undertake civil construction and make separate entrance for installation of ATM or any other dispenser. The lessor shall have no objection.
- IV. The lessor doth hereby further covenant and declare that the lease of the premises hereby demised to the Lessees shall not terminate by reason of the sale or mortgage of the demised premises.
- V. The lessor doth hereby further covenant with the lessees that he shall not let, sub-let, under-let or part with the possession or permit the use of any portion or part of his building to any other Bank or financial Institution for business purpose without the Lessee's prior consent in writing in that behalf.

VI.

PROVIDED ALWAYS IT IS HERELY EXPRESSLY AGREED AND DECLEARED AS FOLLOWS: -



- (a) THAT if the rent hereby reserved or any part thereof shall remain unpaid for 30 days after becoming due and payable (whether formally demanded or not) or other payment to be made by the lessees or any part thereof shall remain unpaid for 30 days after being demanded or if any covenant or condition on the part of the Lessees herein contained shall not be performed or observed then and in any of such cases, it shall be lawful or the lessor at any time thereafter to re-enter upon the demised premises or any part thereof and thereupon these presents shall absolutely determine but without prejudice to the right of action of the lessor in respect of any branches of the Lessees' covenants herein contained PROVIDED HOWEVER that the lessor shall not be entitled to re-enter if the rent becoming due is appropriated by the lessees as provided hereinafter.
- (b) THAT in case the demised premises or any part thereof shall at any time during the term hereby created be destroyed or damaged by fire, tempest, flood, earthquake or other act of God or of State enemies or any irresistible force so as to be wholly or partially unfit for the use of the lessees, then the rent hereby reserved or proportionate part thereof according to the damage sustained shall cease to be payable from the time of such destruction or damage until the premises shall be reinstated AND the Lessees, if called upon to do so by the lessor, shall vacate within a reasonable time the whole or such portion of the premises as may be required to enable the Lessor to reinstate the premises PROVIDED HOWEVER that in the event of such destruction or damage this agreement shall at the option of the Lessees be voidable and the Lessees shall be permitted to determine the Lease from the time of such destruction or damage.
- (c) THAT any notice required to be served herein shall be sufficiently served on the Lessees if addressed and left by hand or forwarded to them by post at the demised premises and shall be sufficiently served upon the Lessor if addressed and delivered to him or forwarded to him by post at his address mentioned above. A notice sent by post shall be deemed to be given at the time when in due course of post, it should have been delivered to the addressee to which it was sent.
- (d) THAT all costs, charges and expenses of and incidental to this lease and duplicates thereof including stamp duty and registration charges, shall be borne and paid by the Lessor and the Lessees in equal proportions. The lessees shall keep the original lease and the Lessor shall keep the duplicate thereof.
- (e) That notwithstanding anything to the contrary contained in this Deed, the Lessor hereby agrees that the lessee shall be at liberty to surrender the leased premises at any time before the expiry of the lease period by giving three months clear notice in advance and the lessor shall not have any objection for surrender of the premises accordingly. The Lessor shall not be entitled for any compensation / payment of rent for the unexpired period of lease.
- (f) The Lessor hereby agrees that the Lessee shall be at liberty to surrender any part of the premises during the currency of the lease without payment of any compensation / rent for the unexpired period of lease though the lease deed is executed for the entire premises and the Lessor shall not have any objection for the surrender of the part premises accordingly.
- VII. The Lessor doth hereby covenant with the Lessees that if the Lessees pay the rent hereby reserved regularly and if the Lessees have observed and performed all the covenants and conditions herein contained, the Lessor shall, on lessees' request extend the period of the Lease on the same terms and conditions herein contained for a further period not exceeding FIVE years from the expiration of the term hereby granted.

IN WITNESS WHEREOF the parties hereto have set their respective hands and seal the day and year first hereinabove written.





THE SCHEDULE ABOVE REFERRED TO:

ALL THAT piece or parcel of land or ground with messuages, tenements and building known as  
situated at \_\_\_\_\_ in the Registration Sub-District of \_\_\_\_\_  
\_\_\_\_\_ District of \_\_\_\_\_ being Plot  
No. \_\_\_\_\_ admeasuring \_\_\_\_\_ sq. yards, or thereabouts and bounded on or  
towards the East by \_\_\_\_\_ on or towards the West  
by \_\_\_\_\_ on or towards the South by  
\_\_\_\_\_ on or towards the North by  
\_\_\_\_\_

SIGNED SEALED AND DELIVERED )

By the Within named \_\_\_\_\_ )

\_\_\_\_\_ )

In the presence of \_\_\_\_\_ )

\_\_\_\_\_ )

)  
)  
)  
)

SIGNED AND DELIVERED on \_\_\_\_\_ )

Behalf of UNION BANK OF INDIA \_\_\_\_\_ )

By Mr. \_\_\_\_\_ )

And Mr. \_\_\_\_\_ )

Two of the constituted attorneys in the \_\_\_\_\_ )

Presence of \_\_\_\_\_ )



