



REGIONAL OFFICE, AMALA TOWERS, 3rd FLOOR, ADICHIRA, KOTTAYAM-686630
Ph: 0481-2587119, 2587135. email id: rh.kottayam@unionbankofindia.bank

PREMISES REQUIRED ON LEASE

Bank requires a well-constructed commercial premises admeasuring 1400 sq ft \pm 10% carpet area in ready possession/under construction (which will be completed in 2 months) at prominent location in Palai, Kottayam District with adequate parking space, on ground or first floor.

Prospective vendors holding ownership or power to negotiate on behalf of owners may collect the Technical bid & Price bid formats from Union Bank of India, Regional Office, 3rd floor, Amala Towers, Adichira, Kottayam- 686630, during office hours from 07.06.2022 or download from the website www.unionbankofindia.co.in & eprocure.gov.in and should submit their technical bid and price bid offers in separate sealed covers super-scribing technical bid / price bid on or before 28.06.2022 by 4.00 P.M in the tender box kept at the above mentioned address. The technical bid will be opened on 29.06.2022 at 11 A.M. on above address in the presence of vendor/their representatives. Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

07.06.2022

Assistant General Manager

OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS**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 me/us for housing your Pala branch/office on lease basis.

(ALL THE FIELDS SHOULD BE FILLED WITHOUT FAIL)

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:	
B. Sector No/House No:	
C. Street:	
D. Full Address along with PINCODE & Prominent landmark:	
E. Locality (Residential/ commercial/ Industrial/ Mixed)	

PART B: TECHNICAL INFORMATION**I. Building**

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

(Signature of landlord/s)

B. Floor Particulars: (Basement/ Ground/ Lower or Upper ground, Mezzanine / 1st floor): (give area of each floor)	
C. Age of the building :	
D. Frontage area in feet :	
E. Access /distance from Main Road : (mention whether is it on main road)	
F. Type of Building: (Residential/Commercial/Industrial)	
G. Type of Construction: (Load barring/RCC/Steel framed)	
H. Pillars in premises offered (specify in 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 (minimum 10 years)	
2. Amenities available/proposed:	
(a) Separate Electricity Meter (mandatory):	
(b) Sanctioned Electrical power/ Load:	
(c) Car Parking facility (mandatory):	
(d) Continuous Water supply (mandatory):	
(e) Water supply facility (Municipal supply/ Well/ Bore well):	
(f) No. of Toilets: (mandatory- minimum 2 should be provided by landlord for bank usage inside the premises offered)	
3. Whether separate Water meter is provided:	
4. Whether plans are approved by Local authorities:	

(Signature of landlord/s)

5. Time required for giving possession: (Whether ready built or time required for giving possession)	
6. Whether agreeable to provide Roof top for installation of V-SAT/ Solar panels/ Tower any other bank's equipment (Yes/No):	
7. Any other information not covered above:	

- ✓ I agree to construct the Strong room as per Bank's specification, before handing over the premise to the bank and the cost of construction will be borne by me.
- ✓ I agree to construct/provide two toilets inside the premise offered solely for the usage of the bank and install minimum 2 rolling shutters (one for branch and one for ATM) as per the banks requirement, before handing over the premise to the bank and the entire cost for the above shall be borne by me.
- ✓ I agree to fix the entire banking area with vitrified tiles size 2x2 shade perlato/ or as specified by the bank.
- ✓ I agree to share the expenses pertaining to the stamp duty & registration charges for registering the lease deed with the bank equally on 50:50 basis.

Place:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone: _____

Documents to be enclosed:

- 1. Ownership Certificate/ Copy of Building Tax receipt**
- 2. Approved Building Layout specifically showing the offered portion to the bank**
- 3. Electricity Bill**
- 4. Aadhaar card of the landlord/s**

(ALL THE FIELDS SHOULD BE FILLED WITHOUT FAIL)

OFFER OF PREMISES ON LEASE / RENTAL BASIS**FORMAT OF PRICE 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 me/us for housing your Pala branch/office on lease basis.

(ALL THE FIELDS SHOULD BE FILLED WITHOUT FAIL)

Name of the owner/s:	
Full Address along with PINCODE & Prominent landmark:	

PART A: RATES OFFERED

I. Rate per sq. ft. (carpet area) / Lump sum monthly Rent:	Rs. / Sq feet for ____ years
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PART B: RATES OFFERED

I. Amount of Municipal taxes/ Panchayat/ Local taxes per annum:	Rs.
II. Monthly maintenance charges: (like society charges/ charges for amenities, etc):	Rs.
III. Any other charges (please specify):	Rs.
IV. Municipal/ Panchayat/ Local Taxes to be borne by: (Landlord / Bank)	
V. Maintenance charges to be borne by: (Landlord / Bank)	
VI. Any other charges to be borne by: (Landlord / Bank)	

(Signature of landlord/s)

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 DEMAND :	Rs.

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- ✓ I agree to fix the entire banking area with vitrified tiles size 2x2 shade perlato/ or as specified by the bank.
- ✓ I agree to share the expenses pertaining to the stamp duty & registration charges for registering the lease deed with the bank equally on 50:50 basis.

Date:

Place:

Signature

(Landlord/s)

Address: _____

Phone: _____

Documents to be enclosed:

- 1. GST Certificate (If landlord is claiming GST)**

(ALL THE FIELDS SHOULD BE FILLED WITHOUT FAIL)