



REGIONAL OFFICE, PUNE East Shop no 411, 412, 4th floor, Connaught Place,
Bundgarden Road, Pune -411001 Tel -020 - 2555 2000 / 25552026 Mob -9552726356

**PROCEDURE FOR SUBMISSION OF TENDER FOR PREMISES FOR UNION BANK OF INDIA :
SHIVAJI ROAD BRANCH**

1. Union Bank of India requires well constructed commercial premises on long lease for our Shivaji Road Branch in (Area in and around Shivaji Nagar Court, PMC Bldg and Sancheti Chowk to Balgandharv Chowk), Pune Location approx. 3000 Sq. Ft . carpet area (\pm 10% Variation) **on ground floor with adequate parking space.**
2. There are two Separate forms **Technical Bid** and **Price Bid** to be duly filled for each location.
3. Technical Bid should be supported with sanctioned Plan copy, Index II of the property, 7/12 Extract, Electricity Bill, Maintenance Bill , another documents confirming ownership .
4. Technical Bid should not contain any price information and should be complete in all respect. Technical bid envelope should also contain the Declaration certificate's from owner/'s enclosed. Incomplete applications shall be summarily rejected.
5. Technical Bid & Price Bid to be kept in **two Separate Envelops** and clearly stating on the top of Envelop "**Technical Bid for Union Bank Of India Shivaji Road Branch**" and "**Price Bid for Union Bank Of India Shivaji Road Branch**"
6. These two Envelops to be kept in one Bigger envelop clearing stating on the top of it as "**Bid for Union Bank Of India Shivaji Road Branch**"
7. For each location, separate forms to be filled.
8. Name, Address & Telephone number of person/company filing the tender should be clearly written on the Left hand side of the Envelop,
9. Sealed Envelops should be dropped in Tender Box kept at **Union Bank of India, Regional Office Pune East, Shop no 411, 412, 4th floor, Connaught Place, Bundgarden Road, Pune -411001** address.
10. Last date for submission of Bid is **12.07.2022 till 3.30 PM** and Technical bid will be **opened on 12.07.2022 at 04:00 PM** in front of Bidder's/ Bidder's representatives.
11. **Agents & property dealers will not be entertained as bank does not pay any brokerage.**
12. Canvassing in any form at any stage of the process shall be held against the bidder and the bid may be cancelled.
13. Bank reserves the right to accept or reject any of/all the tender's received without assigning any reason whatsoever.
14. **Bidder/Landlord on approval of the premises shall construct the strong room at his own cost as per the requirement of bank and as per RBI guidelines.**

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

With reference to your advertisement in the newspapers / Banks website/e-Procurement Government Portal dated _____, I / We hereby offer the premises owned by me / us for housing your branch on lease basis.

PART A: GENERAL INFORMATION :

| | | | |
|-----|--|---|--|
| I. | Name of the owner/s | : | |
| A. | Address and Contact No. 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 of premises with PIN code & Prominent landmark | : | |
| | E. Locality (Residential/Commercial/Industrial area) | : | |

PART B: TECHNICAL INFORMATION :

| | | | |
|----|---|---|--|
| A. | Building Type (Residential / Commercial / Both) | : | |
| | Carpet Area of the premises in Sq. Ft. | : | |
| | Whether ready to offer area as required by bank | : | |
| | i) Hall Dimension Area (Length X Width X Height in feet Carpet area) | : | |
| | ii) Toilet/Wash Rooms (Length X Width X Height in feet) | : | |

| | | | |
|------|---|---|--|
| | Carpet area | | |
| | Strong Room, if any | : | |
| B | Floor Particulars (Basement/ground/Lower or Upper ground/ Mezanine 1 st .Floor) (give Carpet area of each floor) | : | |
| C | Age of the building | : | |
| D | Frontage 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 | No of floors and height of each floor Including Basement if any (Clear floor height from floor to ceiling) | : | |
| IX | Whether strong room can be constructed in the offered premises | : | |
| X | Whether BSNL Leased Line connectivity is feasible | : | |
| XI | Whether the Building is moisture and pesticide free? | : | |
| XII | Type of Flooring in the offered premises | : | |
| XIII | Whether proper sanitary / sewage system is available in the offered premises | : | |
| | If Not, Landlord is ready to provide the same before handing over the premises to bank | : | |

PART C: OTHER PARTICULARS:

| | | | |
|----|--|---|--|
| 1. | Lease period offered | : | |
| 2. | Amenities Available/Proposed: | : | |
| | (a) Separate Electrical Meter/Power load | : | |
| | (b) Sanctioned Electrical Power/ Load | | |
| | (c) Ample Car's and Bike's Parking facility | : | |
| 3. | Continuous water supply | : | |
| 4 | Continuous Water supply facility (Municipal supply/Well/Borewell) | | |
| 5. | No. Of Toilets | | |
| 6 | Whether separate water meter is provided | : | |

| | | | |
|-----|--|---|--|
| 7. | Whether Fire Fighting arrangement available | : | |
| 8. | Whether plans are passed/approved by local Authorities | : | |
| 9. | Time required for giving possession | : | |
| 10. | Whether agreeable to provide roof top space for Installation of V-SAT/Solar Panel / Tower any other bank's equipments (Yes/No) | : | |
| 11. | Whether space available for Generator | : | |
| 12. | Any other information not covered above | : | |

The other Terms and Conditions are as stated:

- The carpet area should be Approx 3000 sq. ft. area ($\pm 10\%$ Variation)
- The area calculation will be inclusive of ATM and Strong room for Metro Location.
- If any other terms and conditions are to be mentioned, please attach a separate sheet for the same.
- The applicant should be an Income Tax Assesses(s) with PAN and the tax returns must be up-to date
- VSAT (if applicable) shall be placed on the roof of the building; landlord shall not have any objection to it and shall take permission from the concerned society for the same. Also the same space shall not be included in the carpet area calculation.
- Landlord shall clear all dues and other statutory obligations of Municipality, Corporation, Gram Panchayat Wherever applicable and other revenue authorities.
- The carpet area shall be mentioned in the bid and same shall be ascertained by bank once the bid is finalized. A joint measurement will be taken by banks architect in presence of landlord and bank officials. The carpet area shall be the floor, covered area but excluding : entrance halls, shafts, machine rooms, garages, parking spaces, air conditioning ducts, Balcony etc.
- In no case any unauthorized construction may be considered for premises
- The legal charges for executing the lease deed shall be shared equally by both parities i.e. bank and landlord equally.

I / We have read the terms and conditions what are stated above in the (expression of interest) Technical Bid and undertake to abide by them.

Place:

Date :

Signature

(Landlord/title-holder)

Mobile No :

Declaration Certificate from the Owner/s

I/We _____ (Name) M/s. _____

(Name/Company/Body/Firm) hereby certify that I/we are the owners of the flats/property as described at _____ (Address) and are legally entitled to offer the property on lease/rent the subject flat/property.

Further, I / We declare that the information furnished above is true and correct and confirms to the Bank's specifications.

Signature of Owner
DECLARATION

I/We further declare, confirm and undertake :

(a) That the premises/property has clear marketable title and the property is free from all court cases, litigation and is free from any kind of dispute of any nature.

(b) That the drafts of all documentation which may be finalized by the Bank and its solicitors/lawyers shall be final and binding on me/us.

(c) I/We am/are aware that the Bank is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender.

(d) The form which is downloaded from the website has not been changed or corrected in any manner, and on the conditions as appearing in the original will be treated as valid.

(e) That all the terms and conditions specified in this Tender Form are acceptable to me/us and that all the required details have been furnished in the appropriate blank places.

(f) That there is no mention of any financial details in Technical Bid or anywhere else other than Financial Bid, and that there are no technical and commercial conditions in Financial Bid.

(g) That the following documents as per the requirement of the Bank or its solicitors will be provided :

1) Sale deed or any other title documents through which the offered flats/property was purchased by me/us earlier.

2) All original chain documents pertaining to the flats/property.

3) Receipt of payment of latest Society charges, Electricity Bill and any other charges.

4) Non-encumbrance Certificate and any other document required for effective transfer of the flats/property to the Bank.

(h) My/our offer is open for acceptance for a period of 6 months from the date of opening of technical bids.

(i) I/We, the undersigned am/are submitting this offer (in a sealed envelope No.III duly superscribed and as per the directions given in the instructions/tender document) for offering the subject flat by dropping the same in the Tender Box kept at respective controlling office. I am/We are aware that the offers will be opened at 04:00 p.m. on 12-07-2022 and I/We am/are invited to be present at the time of tender opening.

Place: _____

Date: _____

SIGNATURE OF OWNER WITH SEAL
Name of the signatory :

Note: Technical Bid should be supported by Certified Copies of :

| Sr. | Particulars | Document attached (Yes / No) |
|------------|--|-------------------------------------|
| 1. | Sanctioned Plan copy | |
| 2 | Index II of the property or 7/12 Extract | |
| 3 | Building Commencement certificate | |
| 4 | Building Completion certificate | |
| 5 | Latest Property Tax paid receipt or any another documents to confirm ownership | |
| 6 | Latest Electricity Bill, Maintenance Bill & BSNL Telephone Bill | |
| 7. | Authority letter having power to negotiate on behalf of the Owner | |
| 8. | Stability Certificate of the premises | |
| 9. | PAN card & GST no. of the owner/s of the premises | |

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

With reference to your advertisement in the newspapers / Banks website/
Government Portal _____ dated _____, I / We
hereby offer the premises owned by me / 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. Residential/Commercial/Industrial area | : | |
| | | : | |

PART B: RATES OFFERED

| | | | |
|-----|---|---|----------|
| I. | Rate per sq. ft. (carpet area) excluding Taxes | : | Rs. |
| II | Lumpsum monthly Rent excluding taxes | : | Rs. |
| | | | Amount |
| III | Amount of Municipality/ Panchayat/ Local Taxes per annum | : | Rs. |
| IV | Monthly Maintenance Charges (Like society charges/ charges for amenities, etc.) | : | Rs. |
| V | Any other charges per month (Please Specify) | : | Rs. |
| VI | Municipal/Panchayat/Local taxes to be borne by | : | Landlord |
| VII | Maintenance charges to be borne | : | Landlord |

| | | | |
|-----|----------------------------------|---|----------|
| | by | | |
| VII | Any other charges to be borne by | : | Landlord |

PART C: Total Demand (Per Month)

| | | | |
|------|------------|---|-----|
| I. | Rent | : | Rs. |
| II. | GST | : | Rs. |
| III. | Total Rent | : | Rs. |

Place:

Date:

Signature

(Landlord/Owner)

Contact Number:

Address:

Email ID: