

Regional Office Srikakulam, Near Simhadwaram, New Bridge Road, Venkatapuram, Srikakulam - 532005  
T: 08942-270923 E-mail: [servicesskl@unionbankofindia.bank](mailto:servicesskl@unionbankofindia.bank) Website: [www.unionbankofindia.com](http://www.unionbankofindia.com)

### PREMISES REQUIRED ON LEASE

Union Bank of India requires vacant site or ready to occupy well-constructed premises of 1400 to 1540 Sq Ft Plinth on lease with adequate parking space on Main Road in Commercial/ residential location in Parvathipuram Town, Manyam Dist for shifting our existing Parvathipuram-2 branch.

Prospective landlords holding ownership/leasable rights or power to negotiate on behalf of owners may collect the Technical Bid/Price Bid formats from Branch during office hours from 08-07-2022 to 28-07-2022 (upto 4:00 PM) or download from the website [www.unionbankofindia.com](http://www.unionbankofindia.com) & <https://tenders.gov.in>.

Please download Technical and Price bid formats as per attached formats only. The lease will be executed after sanction by Bank as per the standard lease deed format of Union Bank of India (enclosed). All landlords to accept the format of the standard lease deed by signing on every page and submit along with Technical bid.

The landlords should submit their Technical bid and Price bid in two separate sealed envelopes super-scribing "TECHNICAL BID FOR ACQUISITION OF PREMISES PARVATHIPURAM-2 BRANCH" and "PRICE BID FOR ACQUISITION OF PREMISES FOR PARVATHIPURAM-2 BRANCH" to be sent by post or submit at the above address on or before 28-07-2022 by 4:00 PM.

Technical Bids should include photocopies of documents evidencing commercial use, title proof and copy of the sanctioned blue print plan etc. **Bids not containing separate envelope for Price Bids will be outrightly rejected.**

The Technical bids will be opened on 29-07-2022 at 4:00 PM, at the above mentioned address in the presence of available vendors/their representatives. No brokers or intermediaries permitted. Priority will be accorded to the property leased by the public sector undertakings or Government/ Semi-government bodies.

Bank reserves the right to accept or reject the offers without assigning any reasons whatsoever.

07-07-2022

Regional Head  
Regional Office, Srikakulam



**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. Existing Building**

- A. Carpet Area of the premises (in Sq. Ft):  
Whether ready to offer area as required by bank: YES / NO

	Dimension (L x W x H)	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: \_\_\_\_\_ Years with 15% hike after every 5 years (minimum 10 years).
2. Amenities available/proposed:
  - (a) Separate Electricity Meter:
  - (b) Sanctioned Electrical Power/load:
  - (c) Vehicles parking Facility:
  - (d) Continuous Water Supply:
  - (e) Water Supply facility  
(Municipal Supply/Well/Bore Well):
  - (f) No. of toilets:
  - (g) Strong Room construction as per bank guidelines:
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 (YES/NO):
7. Any other information not covered above:

Place:

Date:

Signature  
(Landlord / Owner)

Address:

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

Mobile/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**

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:  
(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: ₹ \_\_\_\_\_
- II. Municipal/ Panchayat/ Local Taxes: ₹ \_\_\_\_\_
- III. Maintenance charges: ₹ \_\_\_\_\_
- IV. Any other charges: ₹ \_\_\_\_\_
- V. Total: ₹ \_\_\_\_\_

Place:

Date:

Signature  
(Landlord / Owner)

Landlord/owner's Address:

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

Mobile/Phone No. \_\_\_\_\_



UNION BANK OF INDIA

LEASE DEED

THIS INDENTURE made at \_\_\_\_\_ (Place) this \_\_\_\_\_ day of \_\_\_\_\_ (Two Thousand \_\_\_\_\_) between Mr/Mrs. \_\_\_\_\_ Resident of \_\_\_\_\_ (Mob No. \_\_\_\_\_) 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, Nariman Point, Bombay 400021**, represented by the **Markondaputty** Branch Manager Mr/Mrs. \_\_\_\_\_ Son/Daughter of Mr. \_\_\_\_\_ 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 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 an area admeasuring \_\_\_\_\_ SFT or there about situated on the \_\_\_\_\_ Floor admeasuring \_\_\_\_\_ SFT or there about situated on the \_\_\_\_\_ Floor of the said property 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 \_\_\_\_\_ SFT 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 authorized 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 **10 (Ten) years certain** commencing from \_\_\_\_\_ (date), **YIELDING AND PAYING TO THE Lessor during the said term the rent of ₹ .00 (Rupees) (@ ₹ per SFT) with 15% increase in rent after 5 Years from a rent of ₹ (Rupees only) (@ ₹ per SFT) YEILDING AND PAYING TO THE Lessor during the said term per month inclusive of all rates or taxes, existing as at present i.e. on \_\_\_\_\_ (date of registration) 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) That Lessee has paid to the Lessor a sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by way of Rent Advance/Deposit for \_\_\_\_\_ Months and that the same shall be adjusted and appropriated from the rent payable by the Lessee for the last \_\_\_\_\_ Months of tenancy. In addition to any security or guarantee the Lessee may have obtained from the Lessor for the repayment of the said advance the Lessor hereby agrees and undertakes that Lessor shall not transfer, sell, assign or otherwise alienate the premises let out to Lessee so as to defeat, prejudice or otherwise affect the right of the Lessee to recover the aforesaid advance from the rents as herein provide.

(b) To pay punctually after deduction of taxes namely General & Service Taxes, tax deduction at source under Income Tax Act, and such other similar taxes, the said monthly rent here in before reserved at the time herein before appointed for the payment thereof.

(c) 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.

(d) 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 or the residential purpose or allow anyone other than the lessees' watchman or caretakers to reside in the demised premises.

(e) 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.

(f) To maintain and keep the interior of the demised premises and the lessor's fixtures and fittings herein in clean and sanitary condition.

(g) 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.

(h) 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 causing much damage to the demised premises. The Lessees shall make good any major damage that may be caused by such removal.

(i) 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 along with the assignee or sub-lessee in case such consent is given.

(j) 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.

(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) along with 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 if the cost of such additions so carried out by the Lessees shall be deemed to be the property of 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 and further hereby grants consents for deduction of such amount out of the rent in the event of the Lessees is being called upon to pay the above dues and the rents be not adequate than the amounts paid by the Lessees pursuant to the clause herein shall be a charge on the scheduled property.

(b) To keep the exterior of the demised premises and the stairs and passages leading thereto well and sufficiently clean and lighted.

(c) To carry out all types of repairs and uphold, maintain and keep the demised premises and the stairs & passages in good order, repair and tenantable condition and also to execute all structural



and heavy repairs.

(d) To provide separate sanitary blocks with W.C. and wash basins for ladies & gents 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 costs adequate electrical points with complete wiring as per the lessee's requirements provided electric meter in respect of the demised premises is in the name of the lessees. **Lessor shall apply and obtain additional electrical power load and provide at his own cost as and when requested by the Lessee.**

(i) Notwithstanding anything to the contrary contained herein above, Lessee shall be at its liberty to carryout 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 incase Lessee desires to put any instrument, electronic gadgets like V-Sat Antenna 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 Lesser 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) To provide space for positioning Generator on branch's requirement and adequate parking place for branch staff/customers and that Lessor shall not be entitled for any compensation/rentals for this purpose.

(k) To provide vitrified tile flooring for branch and any repairs occurred thereof during course of branch operations.

(l) To provide lift facility if premises is in upper floors to the staff & visitors of Branch within 6 months from the date of 1<sup>st</sup> rent payment and any repairs occurred thereof during the course of branch operations as mutually agreed to by lessee and lessor.

(m) To rectify any repairs to the premises occurred during course of branch operations. The white washing/distempering/painting will be done once in every two years at lessor's cost. If lessor fails to do so then lessee has the liberty to carry out such repairs, white washing/distempering/painting etc and deduct all such expenses from the rent payable to the lessor.

(n) Following amenities will be provided by the lessor for use of lessee.

(i) The strong room is constructed strictly as per the Bank's specifications and size with partition wall inside segregating the locker room and cash room.

(ii) A lunch room with a wash basin for staff and stock room is provided.

(iii) Separate toilets for Gents and Ladies are provided.

(iv) A collapsible gate, rolling Shutter are provided at the entrance and at any other point which gives direct access to outside. All windows must be strengthened by grills with glass and mesh doors.

(v) Continuous water supply both for drinking and for general usage will be ensured all the times with separate overhead tank and necessary taps. Wherever necessary, separate water meter and electric motor of required capacity will be provided at Lessor's own cost.

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 nor 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 for the lessor or at anytime thereafter to re-enter upon the demised premises or any part thereof and there upon 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 unimpaired 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 unimpaired 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.

(g) The lessee is at liberty to remove, at the time of vacating the premises or part thereof, all/part of the electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture installed/setup by them.



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

THE SCHEDULE ABOVE REFERRED TO:

ALL THAT piece or parcel of land or ground with messuages, tenements and building situated at \_\_\_\_\_, (village/town/City name) in the Registration of \_\_\_\_\_ Mandal in \_\_\_\_\_ District being plot admeasuring \_\_\_\_\_ **SFT** 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 Mr. \_\_\_\_\_ )

