

Operation Department, Regional Office Goa, Second Floor, Jeevan Vishwas, LIC Building, EDC Complex, Patto, Panaji, 403001, Goa

Notice Inviting Tender -NIT/Request for Proposal-RFP  
For Acquiring Alternate Premises on Lease /Rental basis for existing Margao Madel branch (Sol-19242):

Date of Issue of Tender	26.04.2024
Last date of submission of Tender	17.05.2024.2024 up to 3.30 PM
Date & Time for Opening of Technical Bids	17.05.2024 at 4.00 P.M.  (Tender will be open in presence of Bidders or their authorized representatives)
Place of submission of tender/opening of Bids	Union Bank of India, Regional Office Goa, Second Floor, Jeevan Vishwas, LIC Building, EDC Complex, Patto, Panaji, 403001, Goa.
Tender for Branch	For Acquiring Alternate Premises on Lease /Rental basis for existing Margao Madel Branch (Sol-19242)
Contact Person	Mr. Sanjay Kumar Chaudhary, Chief Manager(OPS) Mr. Prince, Manager (OPS) Ph- 0832-2437971/72/73 Email: <a href="mailto:cmpndrogoa@unionbankofindia.bank">cmpndrogoa@unionbankofindia.bank</a>  The prospective bidders may submit there queries, if any & seek necessary clarifications with regards to this RFP latest by 04.05.2024 by email to the above mentioned email id.
Further Addendum/Corrigendum if any, shall be issued 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.	

Classification: Public

### Notice Inviting Tenders

Union Bank of India requires well-constructed commercial premises for it's existing Margao Madel Branch with ready possession preferably on Ground floor, non-congested area at Margao Madel nearby to KTC bus stand on urgent basis. Area of premises should be neat and clean with continuous water supply and in safe & secure location. Our requirement for aforesaid office is as under:

#### Terms and conditions

1. Union Bank of India requires a well-constructed commercial premise admeasuring carpet area of 1400 sq. ft. +/- 10% for existing Margao Madel Branch in ready possession at Margao Madel nearby to KTC bus stand preferably on Ground Floor with adequate space for parking.
2. Lease period shall be minimum 10 to 15 years (5+5 or 5+5+5). However, bank's endeavor will be go for longer duration of lease term. Upon expiry of lease term, it can be extended further as per mutual consent and in accordance with the guidelines stipulated by the bank.
3. The owners should have clear and marketable title of the property occupancy certificate with necessary permission for commercial use of premise from concerned local/govt authorities
4. Preference will be given for ready to occupy premises with necessary amenities.
5. Priority will be accorded to the property to be leased by the public sector undertakings or Government/Semi Govt Bodies.
6. No brokers or intermediaries will be entertained.
7. The premises should be handed over with the necessary civil work including strong room construction by the landlord as per Bank's policy. Strong Room should have clear height of 9 ft. Bank should adhere to the Indian Standard IS 15369:2003 stipulated by the Bureau of Indian Standards as under:
  - a. wall thickness - 300 mm
  - b. floor/roof thickness - 300 mm
  - c. concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
  - d. Reinforcement steel bar - 12mm  
Reinforcement grid mesh in mm- 150 x 150 x 150 CTC
8. All columns of the Bids must be duly filled in and no column should be left blank. All the pages of the Bids are to be signed by the offeror /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the Bids. Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers / Offers with incorrect details are liable for rejection. No enclosures to be attached with the Bids.
9. The completed bids is to be dropped in the Tender Box kept at the below address on or before 17.05.2024 up to 3.30 PM sharp. Bids received after the cut off time and date will not be eligible.

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Union Bank of India, Regional Office Goa,  
Second Floor, Jeevan Vishwas, LIC Building,  
EDC Complex, Patto, Panaji, 403001, Goa.

Email ID -

[cmpndrogoa@unionbankofindia.bank](mailto:cmpndrogoa@unionbankofindia.bank)

10. Delivery of the tender through courier/ post shall be avoided and any disputes arising thereof shall not be entertained. Tender which is received after expiry of time and date fixed shall terms as "Late" tender and shall not be considered.

11. The technical bid will be opened on 17.05.2024 at 4.00 PM at Regional Office Goa in the presence of Bidders or their representatives on scheduled time and date. All the tenderers are advised in their own interest to be present on that date, time & place specified.

12. After the site visit and evaluation of the Technical Bid received, most suitable and Competitive offers will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Committee and L1 bidder will be invited for negotiation.

13. If the negotiations are fruitful, the successful Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder required to submit few Photographs from inside & outside the premises offered along with the property documents such as copy of sale deed, Tax paid Receipt, Approved Plan, Khatha, Electricity bill and Encumbrance Certificate, Occupancy Certificate, approval for commercial use etc. Bank may call additional documents if required which Offeror will have to submit.

14. The premises should be Commercial. The property documents will be subjected to Legal Scrutiny by the Bank's Panel Advocate to verify the title clearance and to check if any impediments exist over the property. Once it is cleared, the proposal will be sent for approval to Competent Authority.

15. In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder.

16. In case the L1 bidder backs out from the process, Bank will do re-tendering process.

18. Municipal taxes/property taxes present and future are to be borne by the landlord. Landlords may be directed to quote the total outgo including municipal tax in their price bid.

19. Carpet Area Calculation:

The following areas are included in the carpet area, if they are integral part of proposed premises and are in exclusive possession/ use of Bank:

- Verandahs which are fully covered and used as internal passages and corridors.
- Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
- Kitchen and Pantries
- Staircase and munties

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- Canteen
- Toilet

The following areas are generally not included in the carpet area

- Entrance halls and porches, vertical sun brakes, box louvers.
- Shafts and machine rooms for lifts.
- Barsaties\*, lofts, etc.
- Garages
- Air-conditioning ducts and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.

\*Barsati is a covered space open at least on one side constructed on a terraced roof. Area measured must match with approved plan of the building. In no circumstance, unauthorized construction may be considered for branch premises.

20. The "Offer" submitted should remain open for consideration for a minimum period of six months from the date of opening of Offer (Price Bid).

After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will be conveyed to the Landlord for acceptance which are generally as under

a. All present & future municipal taxes/property taxes to be borne by Landlord. Actual water charges metered through consumption will be borne by the Bank.

b. A separate water meter for the Bank at your own cost to be installed. Also, a separate electricity meter to be provided for payment of electricity bill as per the actual consumption.

c. Monthly Rent will be paid for actual carpet area after joint measurement of the premises. Joint measurement of carpet area has to be done by bank's empanelled architect/Valuer in the presence of landlord and bank officials, duly signed by them and should be part of lease deed. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only after deduction of applicable TDS.

d. Legal expenses such as stamp charges/registration cost towards execution of lease deed will be shared 50:50 by Bank and Landlord. In case of Govt. Agencies / PSUs/Semi-Govt bodies/Quasi Govt. Bodies bank may consider payment of stamp duty /Regd. Charges in full.

e. Lease Period & Increase in rent: 10-15 years w.e.f date of possession/date of execution of lease deed with 10 % increase in rent after every block of 5 (Five) years. Lease deed should be executed for full lease period of 10-15 years with exit clause and payment of rent will be effective from the date of possession/execution of lease deed of the premises.

f. Landlord to obtain and submit approved plan and occupancy certificate from the Local authority. Landlord is required to submit certified copy from local body (concerned authority) that premise is approved for commercial activity. In case the offered premises coming under Residential area/zone, the Landlord should obtain prior permission from the Municipality/Corporation/authority concerned in respect of change in usage of the premises. However, if misuse charges are levied at a later date by the authorities concerned, the Landlord

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shall undertake to bear the misuse charges. A declaration to this effect should be submitted before execution of lease deed.

g. A lunchroom for staff and store/record room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunchroom.

h. Landlord is required to provide separate toilets for gents and ladies at his own cost.

i. A collapsible gate, rolling shutters to be provided at the entrance and at any other point, as directed by Bank, which gives direct access to outsiders / customers cost of which shall be borne by Landlord.

j. All windows should be strengthened by grills and with glass and mesh at Landlord's cost.

k. Landlord to supply required power load (30 kw) as mentioned in the tender for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter at own cost.

l. Continuous water supply to be ensured at all times by providing overhead tank and Necessary taps with separate water meter. Wherever necessary, electric motor of required capacity is to be provided.

m. Space for fixing Bank's Signboard will be provided on entire frontage for which Landlord will not charge.

n. Penalty @ 500/- per day will be levied if execution of lease & the possession of premises is not given immediately from the date of acceptance of approved terms. The Bank will have the option to cancel the approval with no damages/compensation to landlord.

p. The Landlord should construct the strong room for keeping cash safe, gold safe and safe deposit lockers as per the RBI /Bank specification at his own cost. The Bank will provide the strong room door/Grill gate and ventilator. Further for setting up of onsite ATM/e-lobby, necessary civil works, separate shutter, to be provided by the Landlord. No separate lease agreement or rent /service charges be considered for installation of onsite ATM/e-lobby. However, repairs/renovation will be carried out by the Bank at its own cost.

q. The Lease agreement will be executed and handing over the possession of the premises after completion of Landlord scope of work as required by the Bank and rent will commence from date of possession of the premises.

r. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-sat/MPLS connectivity Pole without additional rent.

s. Landlord should provide adequate common parking space in front of the building, for the vehicles of the customers and separate covered parking space for staff without any additional cost/rent.

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t. Landlord to provide proper ramp facility at the entrance of the branch premises /ATM kiosk for persons with disabilities.

u. The Bank at its absolute discretion and irrespective of the period of lease available, can surrender/vacate the demised premises any time after giving three months' notice to the Lessor in writing without payment of any claim/compensation for unexpired period of lease agreement.

Interested individuals /firms/ companies may obtain the application forms on payment of Rs. 500/- (nonrefundable fee by way of PO/DD favoring Union Bank of India payable at Panaji Goa during the working hours from 26.04.2024 to 17.05.2024 till 3.30 PM by visiting the Regional Office address or download from the bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and govt portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

The tenders shall be submitted in two envelopes.

The envelope No.1 shall be marked as Technical Bid and shall contain Technical Bid of the tender. This envelope will be opened on the due date of Tender Opening date.

The envelope No. 2 shall be marked as Price Bid. This envelope will be opened at later date (to be intimated subsequently) and of those whose prequalification application meets with eligibility criteria of the advertisement and the requirement of Tender fees and the terms & conditions submitted, acceptance of technical bid, etc.

All the above two envelopes to be put in 3<sup>rd</sup> envelope super scribing the subject tender (Tender for Margao Madel Branch) before submitting.

The filled application forms shall be accompanied with Pay Order / Demand Draft amounting to Rs.500/- (nonrefundable) favoring Union Bank of India, payable at Panaji Goa {please attach DD as open in 3<sup>rd</sup> envelope (Main envelope)}.

The Bank reserves the right to reject any or all applications without assigning any reasons whatsoever. Please refer banks website regarding any corrigendum for the subject tender till finalization.

Regional Head

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Annexure-V

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):

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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.

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)

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**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:
  - (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 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's (YES/NO):
7. Any other information not covered above:

Place:

Signature

Date:

(Landlord/Owner)

Address\_\_\_\_\_

Phone No.\_\_\_\_\_

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OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

With reference to your advertisement in the local dailies/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: 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 charges  
(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 : Rs.  
II. Municipal/ Panchayat/ Local Taxes : Rs.  
III. Maintenance charges : Rs.  
IV. Any other charges : Rs.  
V. Total : Rs.

Place:

Signature

Date:

(Landlord/Owner)

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

