



Regional Office, Vijayawada, R.R. Apparao Street, Vijayawada - 520 001
Landline : 0866 2560402

PREMISES REQUIRED ON LEASE

Union Bank of India requires commercial premises admeasuring 60 to 100 sq. ft carpet area on lease at Prasadampadu, Vijayawada with good frontage and facing main road for an Offsite **ATM**. The premises should have all facilities as outlined in the RFP.

Prospective vendors holding clear ownership or power to negotiate on behalf of owners may collect the formats from Regional Office, Vijayawada during office hours from 19.04.2024 and should submit their technical bid and price bid offers in separate sealed covers super scribing offer for premises for **Prasadampadu Offsite ATM** on or before 10.05.2024 by 03:30 PM at Regional Office, Vijayawada. Tender document can also be downloaded from Bank's website "www.unionbankofindia.co.in" and CPP portal "www.eprocure.gov.in". The technical bid will be opened on 10.05.2024 at 04:00 PM in the presence of bidders/ their representatives. If the tender opening date is a holiday, the technical bid will be opened on the next working date. No brokers or intermediaries please. Bank reserves its right to accept or reject the offer without assigning any reason whatsoever.

Date: 19.04.2024

Place: Vijayawada

Regional Head

Notice Inviting Tender

1. Union Bank of India requires a well-constructed premises for ATM lobby at Prasadampadu, Vijayawada.

Place	Location
Prasadampadu, Vijayawada	Within 50 meters radius from Prasadampadu Branch of Union Bank of India with good frontage and facing main road.

2. Basic Requirements

- a) Premises should be in ground floor with 60 to 100 sq. ft carpet area.
 - b) Premises offered should have good frontage and preferably located in a prominent location.
 - c) ATM Lobby is to be constructed by the landlord as per the layout provided by Bank
 - d) A separate electric meter with three phase power connection with 5 KV power load.
 - e) Vitrified tiles flooring should be provided in the ATM lobby.
 - f) Space for installation of dish antenna/ V-Sat/ any other equipment on the top of the building.
 - g) Sufficient parking space in front of the premises.
 - h) Clear title of the land and permission for utilization of building for commercial use from the competent authority.
 - i) In case the landlord has availed any loan against mortgage of land and/ or building, No objection certificate to be produced from the mortgagee.
 - j) All taxes (house tax/ property tax/ water tax etc) are to be borne by the landlord.
 - k) Landlord has to make necessary changes in proposed premises as advised by security department of Bank.
3. Applicants may submit the offer for the properties which are in ready possession or under construction or can be constructed and handed over to Bank within 2 months. The prescribed application form can be downloaded from Bank's website or collect the form from Regional office, Vijayawada at the address mentioned above. The prospective offerors may collect the tender document viz, Technical bid and Financial (Price) bid from the regional office. The tender documents will be issued between 10:30 AM to 03:30 PM on all working days from 19.04.2024 to 10.05.2024.
4. The offeror has to get three envelopes and marked the envelopes as I, II & III. Usage of envelopes will be as under:-
- a) **Envelope marked as I:** Technical Bid, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as "Technical Bid".
 - b) **Envelope marked as II:** Financial (Price) Bid put in this envelope and sealed. This envelope would be super scribed as "Financial (Price) Bid". The envelope will be opened if the offer is found suitable fulfilling the requirements stipulated by the Bank.
 - c) **Envelope marked as III:** The above two sealed envelopes No. I, and No. II be placed in envelope No. III and sealed (envelope marked as III, will contain

two envelopes marked as I & II.). The envelope marked as No. III would be superscribed as Offer for premises for Retail Loan Point on Lease/ rental basis.

- d) the dully filled in and sealed and superscripted tender envelopes must be dropped in the Tender Box placed at the Regional Office, Vijayawada up to 03:30 PM on or before 10.05.2024.
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- 5. The technical bids will be opened on 10.05.2024 at 04:00 PM, at Regional Office, Vijayawada in the presence of the tenderers/ Bank's representatives. All the tenderers are advised in their own interest to be present on the date at the specified time. If the tender opening date is a holiday, the technical bid will be opened on the next working date.
 - 6. Offers from Brokers/ intermediaries will not be entertained.
 - 7. Bank reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.

OFFER LETTER**Technical Bid**

From

Mobile No.

To,
The Deputy General Manager,
Union Bank of India,
Regional Office - Vijayawada,
Andhra Bank Building, 1st Floor,
R R Apparao Street, One Town,
Vijayawada - 520001

Dear Sir,

Offer of Premises on Lease/ Rental Basis for Union Bank of India, Prasadampadu ATM

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 Prasadampadu ATM 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.	<u>Building</u>	
A.	Carpet Area of the premises (in sq.ft): Whether ready to offer area as required by Bank?	_____ Sq. Ft
B.	Floor particulars	
	(Basement/Ground/Lower or Upper ground/Mezzanine/1st 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) Distance from the any existing Union Bank of India Branch premises	
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	
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 (YES/NO) :	
7.	Any other information not covered above:	

Place :

Signature

Date :

(Landlord/Owner)

Address_____

Mobile No.:

FORMAT OF PRICE BID

From

Mobile No.

To,
 The Deputy General Manager,
 Union Bank of India,
 Regional Office - Vijayawada,
 Andhra Bank Building, 1st Floor,
 R R Apparao Street, One Town,
 Vijayawada - 520001

Dear Sir,

Offer of Premises on Lease/ Rental Basis for Union Bank of India, Prasadampadu ATM

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 Prasadampadu ATM on lease basis.

PART A: RATES OFFERED

Rate per sq.ft. (carpet area) / lump sum monthly Rent:	
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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 :

Date :

Signature (Owner/s)

Name:

Address:

Mobile No.