



उत्तर प्रदेश ग्रामीण बैंक
UTTAR PRADESH GRAMIN BANK

(सरकार के स्वामित्वाधीन अनुसूचित बैंक)
(Scheduled Bank Owned by Government)

ANNEXURE-11
(Website Advertisement Format)

INVITATION FOR OFFER

UTTAR PRADESH GRAMIN BANK invites proposals/ offers in two bid system from owners/Builders/ Developers having clear and marketable titles over land and built-up property, having carpet area of 3500 (+/- 20%) for acquiring premises for shifting of Regional Office Sitapur on lease basis.

Preference shall be given to offers from Public Sector Units / Bank's / Undertakings and Government Departments.

Location of premises should be preferably within 3 k.m. (approx.) from Current Premises. Premises should consist 2 Rooms with attached washroom, Hall, 2 Separate Toilets for male and female staff. Premises should be preferably ready for possession / accommodation within a period of 3 months from the date of advertisement.

Offers in two sealed envelopes in conformity with two-bid system should contain the following details.

Envelop No. (1) - Marked "Technical Bid" :- should contain full technical details viz. location of premises with detailed address, plan drawn to scale with completion / occupation certificate, carpet area of each portion to be acquired, specification of internal finishes, amenities, car parking facility, distance from railway station. No indication as to price aspect be given in "Technical Bid."

Envelop No. (2) Marked "Financial Bid" Should contain strictly Financial details viz. Rates per sq. mtr./ Sq.ft. on carpet area, details of Municipal taxes and lease expenses etc. Carpet area (as per IS Code 3861-2002) shall exclude staircase, corridor and passage, porch, shaft and machine rooms for lifts, air-conditioning duct, loft, built-in wardrobes & shelf, intermediate pillars/ columns, partitions & wall and other obstructions, verandahs, balcony, bathrooms and lavatory etc.

Offers should be valid for a minimum period of 120 days from the last date of submission. No brokerage shall be paid. Both the sealed covers marked as TB & FB superscribing advertisement reference and applicant name & address be put in one sealed cover addressed and submitted to The Regional Manager, Regional Office Near Eye Hospital, In Front of Gandhi Park, Sitapur Pin 261001 on or before 29-10-2025 by 03.00 PM. Applicants may ensure their participation by being present at the time of opening of tenders on 29-10-2025 by 03:30 PM.

Any decision taken by Bank at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.

Date:06-10-2025

Regards,


(Pavan Vir Sahai)
Regional Manager

क्षेत्रीय कार्यालय- सीतापुर : आँख अस्पताल के नजदीक, आँख अस्पताल रोड, गांधी पार्क के सामने, सीतापुर 261001
Regional Office- Sitapur: Near Eye Hospital, Eye Hospital Road, In front of Gandhi park, Sitapur 261001

TENDER DOCUMENT
HIRING OF OFFICE SPACE FOR UTTAR PRADESH GRAMIN BANK,
REGIONAL OFFICE, SITAPUR

Annexure - I

TECHNICAL BID

TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS		
Sl No	Particulars	Details
1	Date of Advertisement	
2	Full particulars of the legal owner of the premises: (i) Name (ii) Address of office & Residence (iii) Telephone No./Mobile No./Tele Fax (iv) Email Address (v) PAN No. (vi) The location and address of the accommodation	
3	Full Particulars of person(s) offering the premises on rent/lease and submitting the tender:	
4	Status of the applicant with regard to the Accommodation offered for hiring (enclose power of Attorney also if the applicant is other than owner)	
5	(a) Complete Address and location of the building: (b) Details of the Accommodation offered for rent (viz.carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)	
6	Whether building plan approved by the local authorities or not	Yes/ no, if yes enclose a copy

7	Is the building ready to use?	Yes/ no, if yes enclose a copy of BU permission Building Use Permission from Authority
8	Date of Construction	
9	Type of Structure Whether Load Bearing or RCC Framed	
10	Exact carpet area (In sq.ft.)	
11	Exact built up area (In sq.ft.)	
12	Floor Number(s) offered	
13	Floor wise rentable Carpet Area	
14	Type, model, company & No. of lifts available/carrying capacity, provide details of make,	
15	No. of Toilets / WC / Bathrooms available in the premises for Men, Women, People with special needs	
16	Details of 3 Phase Electric Power Supply available (Also state the Sanctioned Power Load)	
	(a) Whether electrical installations and fittings, power, Plugs, switches etc. provided or not?	
	(b) Details of power back-up facility (if available)	
17	Details of Fire Safety Mechanism	
18	Whether the building premises is centrally Air-Conditioned or not	
19	Parking space available for Bank and specify how many Nos of vehicles can be parked (Cars / Two Wheelers)	
20	Whether accommodation offered for rent is free from litigation including any encumbrances, disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
21	Clearances/no-objection certificate from all the Relevant central/state/municipal authorities and fire Department for use as office/commercial premises confirming the municipality laws	
22	a) Whether running water, drinking and otherwise, available round the clock.	

	(b) Whether sanitary and water supply installation have been provide for?	
23	State the security arrangements being provided for	
24	Other Facilities and amenities available with the building	
25	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority	
26	Any other salient aspect of the building, which the party may like to mention:	

Signature of Legal Owner/ Power of Attorney Holder

Declaration

- i. I/we have read and understood the detailed terms and conditions applicable to the subject as supplied with the bid documents and agree to abide by the same in totality.
- ii. It is hereby declared that the particulars of the buildings etc., as furnished Against the individual items are true and correct as per my/our knowledge and belief And in the event of any of the same being found to be false, I/we Shall be liable to Such consequences/lawful action as Uttar Pradesh Gramin Bank may wish to take.

Dated :

Signature_____

Name:_____

Designation_____

Seal:



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SUGGESTED FORMAT FOR FINANCIAL BID

1.	Full Name of Owner	
2.	Location of Premises	
3.	Rental rate per sq.ft. of Carpet area. Quote to be in carpet area only and not any other area. (Only Ground floor premises to be offered)' _____ per sq.ft. per month (inclusive of taxes)	
4.	Municipal Taxes. To be borne by landlord invariably	
5.	Taxes including revision in future To be borne by Landlord invariably. Please note that Municipal taxes / cess/ services to be borne by Landlord. Service charges like Society charges, maintenance charges to be borne by the Bank.	
6.	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	
7.	Goods & Service Tax (GST) on rent (to be borne by whom)	
8.	Period of Lease	
9.	Cost of execution of Lease Deed to be shared in proportion	50:50
10.	Interest free rent advance required, if any	
11.	Loan amount required for construction / renovation of premises. If any	
12.	Any other condition, If any.	

Note :

Rates should be quoted in figures and words without any errors, overwriting or Corrections and should include all applicable taxes, etc. in case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

Date:

Signature of The Legal Owner/Power Of Attorney Holder

Name:

Designation:

क्षेत्रीय कार्यालय- सीतापुर : आँख अस्पताल के नजदीक, आँख अस्पताल रोड, गांधी पार्क के सामने, सीतापुर 261001
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