

## REQUEST FOR PROPOSAL (RFP)

FOR

**“BRANCH OFFICE PREMISES REQUIRED ON LEASE  
RENTAL BASIS AT BHUBANESHWAR - ODISHA.”**

FOR

**UBI Services Limited**

504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,  
MIDC, Thane (W), Pin code – 400604.

**1. KEY INFORMATION: -**

Sr No.	Particulars	Information / Details
1	Bid Reference Number	<b>UBISL/ADMIN/26-27/001</b>
2	Bid Date	<b>April 28, 2026</b>
3	Bid Documents for	<b>Branch Office Premises on Rental Basis Location at Nayapalli, Acharya Vihar, Bhubaneshwar (Odisha)</b>
4	Bid Commencement Date	<b>April 28, 2026 (10:00 AM)</b>
5	Pre-bid Meeting	<b>May 04, 2026 (3:00 PM)</b>
6	Last date and time of receipt of bid	<b>May 15, 2026 (6:00 PM)</b>
7	Date & time of opening bid documents	<b>May 20, 2026 (3:00 PM)</b>
8	Address for correspondence / communication	<b>Head – Administration UBI Services Limited Unit No. 504-506, 5<sup>th</sup> Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra – 400 604. Phone No.: 91 8976995721. Email: - <a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a></b>
9	Bids in a sealed envelopes should super scribe	<b>Bid Name: Bid Notification No.: Bid Date: <u>Bidder has to seal Technical Bid &amp; Commercial / Financial Bid in two separate envelopes before putting them in one main/big Bid envelope.</u></b>

Sr No.	Particulars	Information / Details
10	Contact Person	<b>Mr. Martin Anandas (Assistant Manager Administration) Mobile No. 9870736003</b>
11	Email	<a href="mailto:tenders@ubisl.co.in">tenders@ubisl.co.in</a>
12	Contact Number	<b>022 – 6930 3001 / 3023</b> <b>+91 - 98707 36003</b>
13	Bid & Other information available on	<a href="https://www.ubisl.co.in/tender.aspx">https://www.ubisl.co.in/tender.aspx</a>

Note: All the rights are reserved by the UBISL for postponement or cancellation of the entire bid process, rejection of bids / individual bid etc. also to modify / add / remove any or all T&C without assigning any reason

## 2. BACKGROUND: -

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS Helpdesk), Credit Monitoring & Compliance Cell (CMCC), etc.

## 3. REQUIREMENT / ELIGIBILITY: -

Sr No.	Particulars	Particulars
1	State	Odisha
2	City	Bhubaneswar
3	Carpet Area (Sq. Ft.)	500 to 1000 Sq. Ft.
4	Area / Sub-Location	Nayapalli
A	Preferred Location	Acharya Vihar

- UBISL invites sealed Tenders / Bids for office premises required at **Bhubaneshwar City** Location on company's website and local newspaper.
- The premises should be commercial building confirming all regulations of local authorities for commercial use.
- Interested parties (only Landlord / Owners) who are ready to lease out their readily available premises on lease rental basis preferably for 3 or 5 years or more, located in Bhubaneshwar city.
- Tender shall be submitted in two separate envelopes which are as follows;
- Envelope 1 shall be marked as “**Technical Bid for Office Premises on Rental Basis for Branch Location at Bhubaneshwar City**” and shall contain Technical Bid of the RFP. This envelope shall be opened on of tender opening date.
- Envelope 2 shall be marked as “**Commercial / Price Bid for Office Premises on Rental Basis for Branch in Bhubaneshwar City**”. This envelope will be opened at late date (to be intimated subsequently) of those whose tenders qualify in Technical Bids application with eligibility criteria of the advertisement, acceptance of Technical Bids etc.
  
- All the above envelopes to be put in Big Envelope 3 (which should contain Envelope 1 and Envelope 2) super scribing the subject” Tender for Branch Premises on Rent Basis for Location **Bhubaneshwar City**” shall be submitted up to 6:30 PM on or before **May 15, 2026** (next working day if due date is a Bank Holiday) at the address mentioned above. This big envelope shall be opened during the bid opening date i.e. **May 20, 2026**, at 3:00 pm.
- Bids / Offers received with delay for any reason whatsoever, including postal delay after the time and date fixed for submission bid shall be termed as “LATE” and shall not be considered.
- Bidder must have clear marketable title to the property.
- Bidder must have Fire NOC, Structural Fitness Certificate.
- Bidder shall mandatorily be the property owner only. No Broker shall be allowed or

entertained.

- Separate Offer are to be submitted, if more than one proper is offered.
- Along with technical bid form, the bidder must mandatorily enclose the Approved Plan with the Occupancy Certificate and property should have commercial use permission else technical bid will be disqualified.
- Lease Rent Agreement should be for minimum period of 3 or 5 years.
- Stamp duty, registration fees, and other charges towards execution & registration of lease deed shall be shared equally by landlord / and the company.
- The landlord shall not have any objection in carrying out interior work; however, no structural changes will be made.
- The company will provide the proposed layout structure while finalizing agreement (workstations, cabins, meeting room, pantry, washrooms etc.) as per layout the Landlord should provide carry out civil, electrical, furniture etc. and provide ready to use office premises. Therefore, the proposed rent should be quoted after considering the cost.
- Miscellaneous civil/ plumbing work if any and painting of premises to be executed by the landlord before handing over possession of the premise to the company.
- Separate Ladies & Gents Toilet should be there on the premises offered.
- A drinking water facility should be available 24 x 7.
- Flooring of working are of premises should be with vitrified tiles at Landlord's Cost.
- The validity of the Bid would be 180 days.
- After the site visit of the premises suitable / technically qualified bids, selection of premises will be done based on the Company's Procurement Committee and employees nominated by committee.
- Committee recommendations regarding the selection of premises would be final.

#### **4. FORMAT OF TECHNICAL BID & COMMERCIAL**

The format of Technical and Commercial Bid is enclosed as Annexure 1 & Annexure 2 respectively. The Bider should fill in the Annexure 1 and Annexure 2 in detail and attach the required / necessary documents. The bidder should sign both the annexures otherwise bid will not be considered.

**Annexure 1****TECHNICAL BID**

I / We hereby offer the premises owned by us for your branch/office on lease basis.

**PARTA: GENERAL INFORMATION**

<b>S N</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Name of the Owner/s:	
2.	Mobile No.	
3.	Email IDs.	
4.	PAN & Aadhar No.	
5.	Share of each owner, if any, under joint ownership:	
6.	Location:	
7.	Name of the building/scheme:	
8.	Sector No.:	
9.	Street:	
10.	Full Address along with PIN code & prominent landmark	
11.	Locality (Residential / Commercial / Mixed):	

**PART B: TECHNICAL INFORMATION**

<b>S No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	<u>Building</u> i Office Area (bare shell) ii Pantry iii Toilet/Washrooms iv Balcony / extra space	

S No	Particulars	Remarks
2.	Carpet Area of the premises (in sq.ft): Whether ready to offer area as required by UBISL? Dimension (LxWxH) in feet ___ Carpet Area (Sq.Ft)	
3.	<u>Floor particulars</u> (Basement/Ground/Lower or Upper ground / Mezzanine /1 <sup>st</sup> floor): (give area of each floor)	
4.	Age of the building:	
5.	Frontage in feet	
6.	Access /distance from Main Road: (Mention whether it is on main road)	
7.	Type of Building: (Residential /Commercial /Industrial)	
8.	G. Type of Construction (Load bearing /RCC/ Steel framed)	
9.	Pillars in premises offered (specify no.)	
10.	Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	

**PART C: OTHER PARTICULARS:**

S No	Particulars	Remarks
1.	Lease period offered	

S No	Particulars	Remarks
2.	1. Amenities available / proposed: (a) Separate electricity meter: (b) Sanctioned Electrical power/ load: (c) Car Parking facility: (d) Continuous water supply (e) Water supply 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.	Time required for giving possession:	
7.	Whether it is agreeable to provide for rooftop for installation of V-SAT/Solar panels/Tower any other company equipment (YES/NO):	
8.	Other information not covered above:	

**PART D : DOCUMENTS ATTACHED / ENCLOSED**

S No	Particulars	Remarks
1.	Copy Owner(s) KYC Documents. <ul style="list-style-type: none"> <li>• PAN Card,</li> <li>• Aadhar Card,</li> <li>• GST Registration Certificate</li> <li>• Passport size Photograph</li> </ul>	
2	Copy of Property Ownership documents i.e. sale / purchase agreement, index II	
3	Copy of latest Society maintenance receipt, and Electricity	

S No	Particulars	Remarks
	Bill, Property Tax Bill / Receipt,	
4	Occupation Certificate or Possession Letter	
5	Later Property Tax Bill / Receipt	

**Place:****Date:****Signature****(Landlord/Owner)****Address:****Phone No.**

**Annexure 2****COMMERCIAL BID**

With reference to your tender / bid document displayed on company's website and in local newspaper. I / We hereby offer the premises owned by us for housing your branch/office on a lease basis.

**PART A: RATES OFFERED**

S No	Particulars	Remarks
1.	Name of the Owner/s:	
2.	Mobile No.	
3.	Email IDs.	
4.	Rate Per Sq. Ft. (Carpet Area)	Rs.

**PART B: OTHER DETAILS**

S No	Particulars	Remarks
1.	Amount of Municipal / Panchayat / Local Taxes per annum:	
2.	Monthly Maintenance charges (like society charges/charges for amenities, etc.):	
3.	Any other charges per month: (please specify)	
4.	Municipal/ Panchayat/ Local Taxes to be borne by: *	
5.	Maintenance charges to be borne by: *	
6.	Any other charges to be borne by: *	

**PART C : RATES OFFERED**

S No	Particulars	Remarks
1.	Rent per month (Rate per sq ft. X Area sq ft.)	Rs...../-
2.	Municipal / Panchayat / Local Taxes / Property Taxes	Rs...../-
3.	Maintenance Charges	Rs...../-
4.	Any other charges	Rs...../-
5.	Rent Escalation rate & year	Rs...../-
	Total	Rs...../-

**Place:****Date:****Signature****(Landlord/Owner)****Address:****Phone No.****s\*\*\*\* END \*\*\*\***