



**UCO BANK**  
**(A Government of India Undertaking)**  
**Zonal Office, No.328, II Floor,**  
**Thambu Street,**  
**Chennai – 600001.**

**PREMISES REQUIRED**

Bank desires to take premises on rent having 1000-1200 sq ft of carpet area inclusive of space for ATM on Ground Floor only at Shastrinagar/ Thiruvanmiyur/Besant Nagar for our **Shastri Nagar Branch (Shifting of Branch Premises)**.

The details may be collected from the above mentioned address or can be downloaded from our Bank's web Site at [www.ucobank.com](http://www.ucobank.com)

The last date of application in sealed cover on prescribed format is 20.09.2025



  
**Zonal Manager**

Date : 04.09.2025



Offers in two separate sealed covers containing technical details on prescribed format are invited from the interested parties, who are ready to lease out (on long terms preferably for 15 years or more) their readily available premises in Shastrinagar/Thiruvannamiyur/Besant Nagar area at the following places with the following requisite details.

The following terms & conditions, should be complied with , while submitting the offer for the proposed premises:

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- सा.प्र.  
GAD
- बैंक, अहमदाबाद  
UCO BANK, Z.O. Chennai

- The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc., if imposed, related to the premises.
- The offerer is to provide space for Generator Set and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 10 KVA for the purpose.

The cover containing technical detail should be marked envelope no. 1 and super-scribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 and super-scribed with Financial Bid. Both of the covers duly sealed should be put up in the third cover super scribed with "Offer of Premises for UCO Bank Shastri nagar Branch" and it should also bear the name, address and contact number of the offerer on all the three envelopes. The third cover duly sealed should be addressed to Zonal Office, at Chennai.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office, Chennai or downloaded from Bank's website..

The Bank reserves the rights to accept or reject any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the bank.

Date: 04.09.2025

Place: Chennai

  
Zonal Manager  
Chennai Zone

Encl :- Details of formalities and documents required for premises.

1. Part – I form for Technical Bid
2. Part – II form for Financial Bid

Note:- Carpet area will not include the followings:

- i) Common areas shared with other co-tenants.
- ii) Areas covered by walls, pillars .
- iii) Space covered by toilets, staircase, uncovered, verandah, corridor and passage .



Details of formalities and documents required for premises.

(Advertisement dated 06.09.2025)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 20.09.2025.
- While filing the quotation forms, please ensure to follow below mentioned instructions:
  - ❖ Submit copy of ownership document along with Technical bid.
  - ❖ You have to submit copy of "NOC" from competent authority.
  - ❖ Fill up all the information asked for in the enclosed form itself.
  - ❖ Do not quote rent / sale price anywhere in Part I of the form.
  - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in Part – I of the form.
  - ❖ Each part should be kept in a separate cover and the cover containing technical details should be marked 'Envelope No. – 1 – Technical Bid' and the cover containing financial details should be marked 'Envelope No. – 2 – Financial Bid'. Both these covers, duly sealed, should be put in a 3<sup>rd</sup> cover superscribed with "Offer of premises for UCO Bank Shastri nagar Branch".
  - ❖ All the three envelopes should also bear the name, address and phone no. / mobile no. of the offerer.
  - ❖ Separate applications as per prescribed Proforma, duly filled, signed & sealed, be submitted in respect of each offer. This is applicable for both the bids i.e. Technical & Financial e.g. if any offerer is interested for two offers, he/she/they should submit two separate sealed covers each for Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
  - ❖ The 3<sup>rd</sup> cover, duly sealed, should be addressed to the Zonal Manager, Zonal Office.

Please note that Quotation submitted in other format/paper will not be entertained by the Bank and such offers will be liable for rejection. Bank reserves the right to accept any offer and reject any/all offers without assigning any reason.

Encl. **Quotation form in two parts**

