

**PREMISES REQUIRED ON LEASE**

Union Bank of India requires premises on lease admeasuring 1400+10% sq.ft carpet area in ready to occupy position or a new premises under construction as per our specifications commercial premises at Thiruvarur for its Branch purpose from the owners, preferably on Ground Floor with good frontage, facing main road and with adequate parking for shifting of existing Thiruvarur Branch (551155) -in and around of Netaji Road Thiruvarur. For further details, please visit Bank's website ([www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) ) or Government portal (<http://e-procure.gov.in>) .Last date for submission of bids in prescribed format is 15.06.2026.The Bank reserves the right to reject any or all bids without assigning any reasons whatsoever.

Date: 22.05.2026



  
REGIONAL HEAD

**Notice Inviting Tenders**

1. Union Bank of India requires a well-constructed premise for shifting of existing Union Bank of India branch at Thiruvarur Branch.

Place	Location
Thiruvarur	In and around of Thiruvarur Branch with good frontage and parking on main road.

2. **Basic requirements**

- 2.1. Premises should be in ground floor or Stilt floor on ground with 1400 ± 10 % sq.ft carpet area.
  - 2.2. The building should not be older than 25 years.
  - 2.3. Clear title of the land and permission for utilization of building for commercial use from the Competent Authority.
  - 2.4. Premises offered should have good frontage and preferably located in a prominent location.
  - 2.5. Sufficient parking space for staff members of the branch and customers.
  - 2.6. Two toilets (Gents/Ladies) should be provided attached to / within the Office premises.
  - 2.7. Remaining area in the premises to be provided as open hall, which the Bank will be doing the necessary interior furnishing to suit our requirement.
  - 2.8. A separate electric meter in the name of the Bank with three phase power connection with 30 KVA power load.
  - 2.9. 24 hours continuous water supply.
  - 2.10. Vitrified tiles flooring should be provided for the branch premises.
  - 2.11. Space for installation of dish antenna /V-Sat/ any other equipment on the top of the building.
  - 2.12. Strong room must be constructed by landlord as per the standard specification of RBI
  - 2.13. In case the landlord has availed any loan against mortgage of land and/or building No objection certificate to be produced from the mortgagee.
  - 2.14. All taxes (house tax / property tax / water tax etc.) are to be borne by the landlord. Bank will bear the GST if any.
3. Applicants may submit the offer for the properties which are in ready possession or to be constructed. The prescribed Application Form can be downloaded from Bank's website or collected from Regional Office Tiruchirapalli at the address mentioned above. The prospective offerors may collect the tender documents viz, Technical bid and Financial (Price) Bid from the Regional Office. The Tender documents will be issued between 10.30 AM to 3.30 PM on all working days from 25.05.2026 to 15.06.2026.
4. The Offeror has to get three envelopes and marked the envelopes as I, II & III. Usage of envelopes will be as under:
- 4.1. **Envelope marked as I:** Financial (Price) Bid be 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.
  - 4.2. **Envelope marked as II:** Technical Bid, duly completed in all respects, be put in this envelope and sealed. The envelope would be super scribed as Technical Bid.
  - 4.3. **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 super scribed as Offer for premises Union Bank of India Branch at Thiruvarur on Leased / rental basis.



- 4.4. The duly filled in and sealed and superscripted tender envelopes must be dropped in the Tender Box placed at the Regional Office, Tiruchirapalli up to 3.30 PM on or before 15.06.2026
5. The technical bids will be opened on 15.06.2026 at 4.00 PM. at Regional Office, Tiruchirapalli 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 time. Any person attending the bid opening other than owner should be in possession of letter of Authority for owner.
6. Offers from Brokers / intermediaries will not be entertained as Bank does not pay brokerage / commission.
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

Phone No.

To

The Assistant General Manager  
Union Bank of India  
Regional Office Tiruchirapalli  
"Ananda Grand", No.11 B/2&3,  
Shastri Road, Tennur,  
Tiruchirapalli-620017

Dear Sir,

**OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS**  
**PREMISES FOR YOUR UNION BANK OF INDIA THIRUVARUR BRANCH**  
**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 area)	
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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?		
i. Hall	Dimension (LxWxH) in feet	Carpet Area (Sq.Ft)
ii. Toilet/Washrooms		
iii. Strong Room, if any		
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)		
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:  
Date:

Signature

(Owner/s)  
Name:  
Address:

Phone No.  
Email ID :



From

Phone No.

To

The Assistant General Manager  
Union Bank of India  
Regional Office Tiruchirapalli  
"Ananda Grand", No.11 B/2&3,  
Shastri Road, Tennur,  
Tiruchirapalli-620017

Dear Sir,

**OFFER OF PREMISES ON LEASE / RENTAL BASIS**  
**PREMISES FOR YOUR UNION BANK OF INDIA THIRUVARU BRANCH**  
**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:	
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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:

Phone No.



Union Bank



পলিটিকাল ডিপার্টমেন্ট

১৯৫৬

সংখ্যা: ১০০/১৯৫৬

তারিখ: ১৫/০৫/৫৬

স্বাক্ষর: [Signature]

