

Regional Office, Kolkata Metro
225C, 1st Floor, AJC BOSE ROAD, KOLKATA-700020
Email: cmpndrokol@unionbankofindia.bank.in

Union Bank of India requires well-constructed commercial premises having necessary approvals from statutory authorities for shifting of our existing branches, preferably on Ground Floor, non-congested area on urgent basis. Area of premises should be neat and clean with continuous water supply and in safe & secure location.

Location	Carpet Area of the premise
M.G. Road Specific Landmark - Within 500 m radius of M.G. Road Branch or Machua Fruit Market/M.G. Road Tram Line.	2000 $\pm$ 10 % Square Feet

Our requirement for aforesaid office is as under:

- Carpet Area 2000 $\pm$ 10% Sq ft
- Separate entrance with adequate space for ATM.
- Adequate Parking Space for staffs and customers.
- Separate toilet facility should be provided for Men & women within the premises.
- Clear title of the land and permission for utilization of building for commercial use from competent authority.
- In case the landlord has availed any loan against mortgage of land and /or building No Objection Certificate to be produced from the mortgagee.
- Building must be in accordance with state's fire safety norms. (overhead and underground tanks, fire alarm system, hydrant system, emergency exit etc.)
- Electrical supply having separate meter.
- Building must have pest control measures in place for protection from termites and mosquitoes etc.
- All taxes (house tax/property tax/water tax etc.) are to be borne by the landlord.

Interested individuals /firms/ companies may obtain the application forms by visiting our Regional Office or download from bank's website <http://www.unionbankofindia.co.in>. The last date for submission of the completed forms is 18.09.2026 before 03:00 PM. The forms to be submitted at below mentioned address of Regional office, Kolkata Metro only.

Address:

Union Bank Of India
Regional Office, Kolkata Metro
225C, 1st Floor, AJC BOSE ROAD, KOLKATA-700020

Name of the branch for which offer is made must be clearly mentioned in the offer Envelope. Applications forms comprise of Technical Bid, Price Bid and offer letter. Prospective applicants are advised to submit all the documents in two separate sealed envelopes super scribed with Technical Bid (containing Technical Bid and Offer letter) and Price bid (containing price Bid).

The technical bid will be opened on 18.09.2026 at 04:00 PM Regional office Kolkata metro in the presence of tenderers /Bank's representatives. Tenderers are advised in their interest to be present on the date at specified time.

The duly filled application must be dropped in the tender box placed at Regional office, Kolkata Metro on or before 18.09.2026 by 03:00 PM.

Offers from Brokers/intermediaries will not be entertained as Bank does not pay brokerage/commission.

Union Bank of India reserves the right to reject any or all applications received without assigning any reasons whatsoever.

Date: 28.08.2026

Regional Head

OFFER OF BANK'S PREMISES ON LEASE/ RENTAL BASIS

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/Mixed):

PART B: TECHNICAL INFORMATION

I. Building

A. Carpet Area of the premises(in sq.ft):
Whether ready to offer area as required by Bank?

	Dimension(LxWxH) in feet	Carpet Area(Sq.Ft)
i. Hall		
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
(enclose supporting documents):
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 equipments (YES/NO) :
7. Any other information not covered above:

Place:

Date:

Signature

(Landlord/Owner)

Address _____

Phone No. _____

OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

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 branch/office on lease basis.

PART A: RATES OFFERED

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

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:

Signature

Date:

(Landlord/Owner)

Address: _____

Phone No. _____

**OFFER LETTER TO BE GIVEN BY THE LANDLORD/S OFFERING
PREMISES ON LEASE**

From, _____

To, _____

Dear Sir,

OFFER TO GIVE THE PREMISES FOR YOUR BRANCH/OFFICE ON LEASE BASIS

I/we, offer to you the premises described here below for your _____
Branch/Office on lease basis:

a)	Name of owner/s (in case of joint owners, names of all joint owners)		
b)	PAN No. of owner/s (in case of joint owners, PAN Nos. of all joint owners)		
c)	GST No. of owner/s (in case of joint owners, GST Nos. of all joint owners)		
d)	Full address of premises offered		
e)	Distance from the main road / cross road		
f)	Distance from 1) Police Station 2) Fire Station 3) Post Office 4) Transport & Business Centers 5) Other Banks		
g)	Whether there is direct access to the premises from the main road		
h)	Floor wise area	Floor	Carpet Area (in Sq. feet)

i)	Year of construction		
j)	If the building is new, whether building completion/ occupancy certificate is obtained		
k)	If the building is yet to be constructed 1) Whether the plan of the building is approved? (if yes, enclose copy) 2) Time required for completing the construction		
l)	If the building is old whether repairs/ renovation is required? If so, mention time required for repairs.		
m)	Boundaries East West North South		
n)	If premises is in a Multi storied building whether other tenants include hotels/ restaurants/ oil market/ motor garage etc.		
o)	Whether adequate parking area is available? Please mention i. area of parking ii. whether parking area is exclusive for the Bank's use?		

Note: Rentable carpet area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage/corridors, if any, exclusively for the premises. Refer Bank's definition of rentable floor area

TERMS AND CONDITIONS:-

a) Floor wise rent payable at the following rates i.e.

Floor	Monthly Basic Rent	Monthly Service charges & Taxes, if any (A.C., Lift, Parking, Society charges, Municipal taxes, etc.) Give details	Rentable Carpet Area	Total Monthly Rent per sq.ft

The rent will be effective from the date of handing over vacant possession after completion of the construction, repairs, renovation, additions & execution of lease deed. Service charges for various services will be payable from the actual date of availment.

b) Lease period:

i) _____ years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with _____ % (Less than 15% is preferable) enhancement in rent after each block of 5 years. ii) Bank will be at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing, without paying any compensation for premature termination.

c) Taxes/Rates

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) Maintenance/Repairs

i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/water meters for this purpose. I/We undertake to apply for additional electric power load as and when requested by the Bank.

ii) All repairs including annual/periodical white washing and annual/periodical painting will be done by me/us at my/our cost. White washing / painting shall be carried out by me/us once in every two years at my/our own cost. In case, the repairs and/or white washing & painting is/are not done by me/us as agreed now, Bank will be at liberty to carry out such repairs white washing & painting, etc. and deduct all such expenses from the rent payable to me/us.

e) Lease Deed/Registration Charges

If Bank require, I/we undertake to execute an agreement to lease/regular lease deed as per Bank's standard lease deed, in Bank's favor containing the mutually accepted/sanctioned terms of lease at an early date. I/we undertake to bear the charges towards stamp duty and registration for registering the lease deed on the basis of 50:50 between the Bank and me/us. **DECLARATION:**

a) I/We am/are aware that the rent shall be calculated as per the carpet area which will be measured in the presence of me/us and Bank Officials after completion of the building in all respects as per the specification/requirement of the Bank.

b) The concept of carpet area as mentioned in tender document for payment of rent was explained to me/us and clearly understood by me/us.

c) The following amenities are available in the premises or I/we agreeable to provide the following amenities: (Strike out whichever is not applicable)

i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.

ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.

iii) A lunch room for staff and stock room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.

iv) Separate toilets for gents and ladies will be provided

v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.

vi) Entire flooring will be vitrified/mosaic and walls distempered.

vii) All windows will be strengthened by grills with glass and mesh doors.

viii) Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.

ix) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary separate water meter and electric motor of required capacity will be provided.

x) Space for fixing Bank's sign board will be provided

xi) Separate electric meter in the name of bank, other required electrical facilities and additional points (lights, fans, power) as recommended by the bank will be provided.

d) I/We declare that I am/we are the absolute owner of the plot/building offered to the Bank which is having valid marketable title. The building has permission to be used for commercial purpose from concerned authorities and if any Misuse Charge is levied at a future date by the statutory authorities, I/we undertake to bear the same.

e) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

f) Bank will be at liberty to remove, at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.

g) If my/our offer is acceptable, I/we will give you possession of the above premises on

h) I/we further confirm that this offer is irrevocable and shall be valid for 6 months from date hereof.

Yours faithfully,

Place:

Date:

(Owner/s OR authorized person)

Name: _____

Address: _____

Phone No. _____