



यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
Honours your trust



दिनांक/Date- 07-08-2025

अंकच/सा. प्र.वि./2025-26

महा प्रबन्धक/General Manager

कार्यनिधि एवं योजना विभाग/Strategic & Planning Department,

प्रधान कार्यालय/Head Office,

कोलकाता/Kolkata.

विषय/Re:- Hoisting of Notice Inviting Tenders for hiring of  
Branch Premises for B/o New Chandigarh, Mohali

We are enclosing a draft of advertisement along with annexure regarding Tenders for hiring of  
Branch Premises for B/o New Chandigarh, Mohali (Chandigarh Zone).

Notice of the same has been given for publication on dated **08.08.2025**.

In view of the above, we request you to upload the same on Bank's website under Tenders as  
on **08.08.2025 till 28.08.2025**.

(Santosh Vithalrao Jadhav)  
Asstt General Manager



अंचल कार्यालय :: बैंक स्क्वायर, सेक्टर 17 बी, चंडीगढ़ 160017-  
Zonal Office: Bank Square, Sector 17-B, Chandigarh - 160017

दूरभाष : Phone:-0172-5037335, फैक्स न 2703016-0172. ई मेल E-mail: zochng.gad@ucobank.co.in



UCO Bank

Zonal Office Chandigarh

**PREMISES REQUIRED**

Bank desires to take premises on rent having **800-1000 sq ft.** of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/Office :-

**New Chandigarh**

The details may be collected from Bank's **Mullanpur, Mohali** branch/office or can be down loaded from our Bank's web Site at [www.ucobank.in](http://www.ucobank.in) . The last date of application in sealed cover on prescribed format is 28-08-2025.

A handwritten signature in blue ink, reading 'Milan Dubey'.

.....  
Deputy General Manager & Zonal Head



: 2 :

The sealed cover containing the offer should be marked as "Offer of Premises for UCO Bank" and it should also bear the name, address and contact number of the offerer on the envelop. The offer as above should be submitted in the bank's Zonal Office, at SCO -55-56-57, Bank Square, Sector 17B, Chandigarh , within prescribed time schedule. No offer after the closing date will be entertained.

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.

  
**Zonal Manager**

**Chandigarh Zone.**



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

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.

contd:

: 3 :

Details of formalities and documents required for premises.

(Advertisement dated 08-08-2025 )

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by 28-08-2025
- While filing the quotation forms, please ensure to follow, below mentioned instructions:
  - ❖ Submit copy of ownership document along with letter of offer.
  - ❖ You have to submit copy of "NOC" from competent authority.
  - ❖ Earnest Money Deposit (EMD) of Rs. 5,000/- (Five Thousand only) in the form of Demand Draft in favour of UCO Bank payable at Chandigarh.
  - ❖ Fill up all the information asked for in the enclosed form itself.
  - ❖ The form should be put in an envelope and the envelope duly sealed, should be superscribed with "Offer of Premises for UCO Bank".
  - ❖ The envelopes should also bear the name and address, phone no./mobile no. of the offerer.
  - ❖ Separate applications as per prescribed Performa, duly filled, signed & sealed, be submitted in respect of each offer.
  - ❖ The 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 i.e letter of offer .**

