

Details for requirement for Rural/Semi Urban Branches.

**UCO BANK**  
**ZONAL OFFICE**  
**General Administration Department**  
**Agartala**

**REQUIREMENT OF OFFICE/BRANCH PREMISES**

Offers in sealed covers 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 at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Manughat	Manughat	800 – 1000 sq.ft
Amtali	Amtali	800 – 1000 sq.ft
Jirania	Jirania	800 – 1000 sq.ft

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

- Applicant will be required : (i) to provide proof of ownership along with application and (ii) NOC for opening of bank/ATM from Competent Authority at their own cost at the time of finalization.
- The offerer must have a clear title of the property.
- Premises should preferably be located on ground floor. There could be few exceptions like premises in Malls, Shopping Centre etc. where infrastructure facilities like lifts, escalators are available.
- The premises must be suitable from the security point of view of and have all basic amenities such as adequate sanitary arrangements, water and electricity, natural light and ventilation.
- The premises structure should be strong enough to bear the weight of Strong Room, Strong Room Doors, and Safe & Lockers Cabinet. Construction for Strong Room as per Bank's specification should be done by the Landlord.
- The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
- 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 required for Bank.

Contd.....2



: 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 Agartala 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  
Agartala Zone

Place: Agartala

Date: 31-07-2025



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.



: 3 :

Annexure 2 (A) contd:

: 3 :

Annexure 2 (A) contd:

Details of formalities and documents required for premises.

(Notice / Advertisement dated 01-08-2025 )

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by **22-08-2025**
- 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.
  - ❖ 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 .**

