



यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
Honours Your Trust



08-08-2025

**PREMISES REQUIRED FOR NEW BRANCH**

Bank desires to take premises on rent having 800 to 1000 sq ft of carpet area including space for ATM preferably on Ground Floor. The premises are required in following localities for opening of its Branch Office.

Branch	Area approx.	Preferred locality
Bokakhat	800-1000 sq. ft.	Bokakhat main market, Bokakhat city, Dist. Golaghat, State -Assam

Further details may be collected from **UCO Bank Zonal Office, Nehru park, T.N.Sarmah, Jorhat-785001 (Contact no-9859939988, 7896390014) and Golaghat Branch (Contact no-7002529044)** or can be downloaded from our website [www.ucobank.com](http://www.ucobank.com).

Sealed application should be sent in a single cover with all relevant Documents Addressed to the undersigned latest by 23-08-2025.

  
Dy Zonal Head

यूको बैंक, अंचल कार्यालय, टी. एन. शर्मा पथ, जोरहाट - 785001  
UCO Bank, Zonal Office, T. N. Sarmah Path, Nehru Park, Jorhat - 785001  
ई-मेल E-mail : [zo.jorahat@ucobank.co.in](mailto:zo.jorahat@ucobank.co.in)



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ZOJ/GAD/WEB/2025-26/oj

Date: 08.08.2025

Website Cell  
Department of Information Technology,  
Head Office

Sub:-Floating of Advertisement on Bank's website from 09.08.2025 to 23.08.2025-  
Requirement of premises on lease basis for New Branch (**Bokakhat-Assam**)

Respected Sir,

With reference to the subject cited above, our Zone wishes to open a new Branch at Golaghat District-**Bokakhat Branch (Assam)**. We have issued an advertisement in local news paper for the same and we request to you to kindly display an advertisement on our Bank's website from 09.08.2025 to 23.08.2025. The advertisement for the same is attached herewith for your kind reference and doing the needful.

  
Dy Zonal Head  
UCO Bank Zonal Office  
Jorhat-Assam

**Annexure 2 (A)**

**REQUIREMENT OF OFFICE/BRANCH PREMISES**  
(Details for requirement for Rural/Semi Urban Branches)

Offers in sealed covers on prescribed format are invited from the interested parties, who are ready to lease out **(on long terms minimum for 15 years or more with periodical enhancement of 15% after every five years)** their readily available premises in **Bokakhat, Assam** at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sq.ft.)
<b>Bokakhat</b>	<b>Bokakhat Main Market, Bokakhat Town, District Golaghat, State Assam</b>	<b>800-1000</b> (including space for ATM)

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

- Applicant would 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.
- The premises must be suitable from the security point of view and have all basic amenities such as adequate sanitary arrangements, water and electricity, natural light and ventilation. Premises must have separate washroom for lady staff and lady customers.
- The premises and ATM room must have ramp for physically challenged person and also washroom for use by them.
- 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 Lease Deed on 50:50 Sharing bases along with bank.
- The offered should bear all the taxes, maintenance, non-conforming/misuse charges, ceases etc., if imposed, related to the premises.
- The offerer is to provide space for Generator Set and sufficient Parking space for customer Bank's vehicles free of cost.

**Contd.....P/2**



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- The offerer is to provide three-phase power connection with minimum power load required for Bank.
- The premises must have separate washrooms for lady staff/lady customers.

The sealed cover containing the offer should be marked as "**Offer of Premises for UCO BANK, BOKAKHAT BRANCH**" and it should also bear the name, address and contact number of the offerer on the envelop. The offer as above should be addressed to the, **Zonal Manager, UCO Bank, Jorhat Zonal Office, T.N. Sarmah Path, Nehru Park Jorhat, Assam 785001** or The Branch Manager, UCO Bank, Golaghat Branch, Ward No 6, Bengenakhowa Arengapara Road, PO Bengenekhowa, Golaghat, Assam 785702, within prescribed time schedule (i.e. 23.08.2025). 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 reason whatsoever.

No brokerage will be paid by the bank.

  
Dy. Zonal Manager

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.



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Annexure 2(A) contd.

Details of formalities and documents required for premises.

(Advertisement/Notice dated **09.08.2025**)

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by **23-08-2025**.
- 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 information asked for in the enclosed for itself.
  - ❖ The form should be put in an envelope and the envelope duly sealed, should be subscribed with "Offer of Premises for UCO BANK, BOKAKHAT BRANCH".
  - ❖ The envelopes should also bear the name and address, phone no./mobile no. of the offerer.
  - ❖ The cover, duly sealed, should be addressed to the Zonal Manager, UCO Bank, Jorhat Zonal Office, T.N. Sarmah Path, Nehru Park Jorhat, Assam 785001 or The Branch Manager, UCO Bank, Golaghat Branch, Ward No 6, Bengenakhowa Arengapara Road, PO Bengenekhowa, Golaghat, Assam 785702.

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.