

अंचल कार्यालय, नागपुर

Zonal Office, Nagpur

Annexure 2 (B)

Details for requirement for Rural/Urban/Semi Urban/Metro Branches of UCO BANK

REQUIREMENT OF OFFICE/BRANCH PREMISES

Offers in two separate sealed covers containing technical details and financial details on prescribed format are invited from the interested parties, who are ready to lease out (on long terms preferably for 10/15 years or more) their readily available premises in following district at the following places with the following requisite details.

Sr. No.	District	Preferred location/Places	Carpet Area (sq. ft.)	Shifting/New
1	Nagpur	Wardhaman Nagar	1000-1200 Sq.ft.	Shifting
2	Nagpur	Mohpa	1000-1200 Sq.ft	Shifting
3	Nagpur	Mount Road	1000-1200 Sq.ft	Shifting
4	Nagpur	Hudkeshwar	1000-1200 Sq.ft	New
5	Nagpur	Besa Chowk	1000-1200 Sq.ft	New
6	Yavatmal	Wani	800-1000 Sq.ft	New
7	Bhandara	Adyal	800-1000 Sq.ft	New

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 to 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 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, 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, Toilets and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 15 KVA for the purpose.

Internal Note:- GA, Department, Zonal Office, Nagpur



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The cover containing technical detail should be marked envelope no. 1 and super-scribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 & super-scribed with Financial Bid. Both these covers duly sealed should be put up in the third cover super scribed with "Offer of Premises for UCO Bank " and it should also bear the name, address and contact number of the offer on all the three envelopes. The third cover duly sealed should be addressed to the Zonal Manager, UCO Bank.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from our Zonal Office-Nagpur or downloaded from Bank's website www.ucobank.com and send it to following address of Zonal Office, Nagpur.

Address: 3rd Floor, Jaika Motors Building, Commercial Road, Civil Lines, Nagpur-440001

Last date of Application: 05-07-2025

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
Nagpur Zone.



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

Part-I form for Technical Bid
Part-II form for Financial Bid

अंचल कार्यालय, नागपुर

Zonal Office, Nagpur

Details of formalities and documents required for premises.

(Advertisement dated 20-06-2025)

Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office **latest by 05-07-2025, 5:30PM**

➤ While filing the quotation forms, please ensure to follow below mentioned instructions:

- ❖ Submit copy of ownership document along with technical Bid.
- ❖ You have to submit copy of "NOC" from competent authority.
- ❖ Fill up all the information asked for in the enclosed form itself.
- ❖ Do not quote rent / sale price anywhere in Part I of the form.
- ❖ In case you desire to stipulate any term and condition, the same should be Mentioned in Part I of the form.
- ❖ Each part should be kept in a separate cover and the cover containing technical Details should be marked 'Envelope No.1 – Technical Bid' and the cover containing financial details should be marked "Envelope No.2 –Financial Bid". Both These covers, duly sealed, should be put in a 3rd cover super scribed with "Offer of Premises for UCO Bank Nanded City Branch".
- ❖ All the three envelops 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. This is applicable for both the bids i.e. Technical & Financial e.g. if any offerer is interested for two offers, he/she/they Should submit two separate sealed covers each for Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
- ❖ The 3rd cover, duly sealed, should be addressed to the Zonal Manager, Zonal Office, Nagpur.

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 in two parts.



PART - I TECHNICAL BID FOR
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager

Zonal Office

UCO Bank, Nagpur

Dear Sir,

The details of space which I/we offer to lease out to the Bank are as under:

1) Name of owner/s

2) Share of each owner, if
under joint ownership

3) Location:

a) Name of the building

b) Number of street

c) Ward / Area

4) Building

a) Type of bldg. : (Residential/Commercial/Industrial/Mixed : Attach proof)

b) Size of Plot: _____ sq.ft., Front Road Width: _____ ft.

c) Type of building (Load bearing/RCC/framed structure)

d) Clear floor height from floor to ceiling:

e) Rentable Carpet area offered to Bank

Ground Floor / First Floor (in exceptional cases)

f) Specification of construction

1) Floor

2) Roof

3) Walls

4) Doors and Windows

5) Are M.S. Grills provided to windows?

Yes/No

g) Running water facility available

Yes/No

h) Sanitary facilities available.

Yes/No

i) Electricity supply with separate meter available

Yes/No

j) Parking facility

Yes/No.

5) The following amenities are available in the premises or I/We agreeable to provide the following amenities: [Strike out which ever 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.



- 6) Declaration:

- I/We agree to execute Lease Deed in Bank's standard format.

Signature of the offerer

Address: _____

Place:
Date:



PART-II FINANCIAL BID FOR _____
(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager
 Zonal Office
 UCO Bank

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Dear Sir,

I/We offer to lease my/our space in the premises located at _____

(Other details of which are given in Part-I) as following rate:

Floor	Carpet area (in Sq. ft.)	Rate (Rs. per sq. ft.)	Total rent per month. (Rs.)
Ground floor			
First floor			

I/We agree to:

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the concerned premises
- iii) Bear the cost of execution and registration of lease deed.
- iv) To lease the premises in favour of Bank for _____ years plus _____ number of options of _____ years each with _____ % increase in rent at each option.

Any other terms and conditions (Please specify)

Contd...2



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My/Our offer will be valid for next three months from the date of offer.

Signature of the offerer

Name

Address

Place:

Date

Note:- Carpet area will not include the followings:

- iv) Common areas shared with other co-tenants.
- v) Areas covered by walls, pillars.
- vi) Space covered by toilets, staircase, uncovered verandah, corridor and passage.

