



यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
Honours Your Trust



### 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 Centres where infrastructure facilities like lifts, escalators are available. The premise is preferred within market area. Premises are required for branches at following places :-

Sl No	District	Place for Branch/Office	Carpet Area
1	Barpeta	Sorbhog	800-1000 Sq feet
2	Bongaigaon	North Bongaigaon	800-1000 Sq feet

The details may be collected from Bank's site [www.uco.bank.co](http://www.uco.bank.co) The last date for submission of application in sealed cover on prescribed format is 11.08.2025

Dy Zonal Head  
Bongaigaon Zone



## 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 10/15 years or more) in their readily available premises in area at the following requisite details.

Sl No	District	Place for Branch/Office	Carpet Area
1	Barpeta	Sorbhog	800-1000 Sq feet
2	Bongaigaon	North Bongaigaon	800-1000 Sq feet

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

- Applicant will be required –to provide proof of ownership along with application and NOC for opening of bank ATM from competent authority at their own cost at the time of finalization.
- The offeror must have a clear title of the property.
- Premises should be 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 arrangement 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& locker cabinet. Construction for strong room as per Bank's specification should be done by the landlord.
- The offeror will have to execute Bank's standard lease deed and bear the cost of execution and registration of lease deed.
- The offeror should bear all the taxes, non conforming/misuse charges, cesses etc. If imposed, related to the premises.
- The offeror is to provide space for generator set and parking space free of cost.
- The offeror is to provide three phase power connection with minimum power load required for Bank.



Cont.....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 offeror on the envelop. The offer as above should be submitted in bank's at within prescribed time schedule. No offer after the closing date will be entertained.

The Bank reserve the rights to accept or reject any or all offerors without assigning any reasons whatsoever.

No brokerage will be paid by the Bank.

Dy Zonal Head  
Bongaigaon Zonal Office

Encl-Details of formalities and documents required for premises

Detail of formalities

Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by 11.08.2025 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 super scribed with "offer of premises for UCO Bank"
- The envelops should also bear the name and address ,phone no. of the offeror
- Separate applications as per prescribed Performa, duly filled ,signed \* sealed be submitted in respect of each offer letter
- The cover duly sealed should be addressed to the Zonal Manager, Bongaigaon 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.



:3:

Part I-Technical Bid for \_\_\_\_\_  
[Must be mentioned on Envelope also]

Zonal Manager  
Zonal Office  
Bongaigaon

Dear Sir,

The details of space which I/we offer to lease out to the Bank areas under-

- 1) Name of owner/s :
- 2) Share of each owner, if any :  
Under joint ownership
- 3) Location-
  - a) Name of the building
  - b) No. of street
  - c) Ward/Area
- 4) Building
  - a. Type of bldg. : (residential/commercial/industrial/mixed-attach prop)
  - b. Size of plot.....sq. ft. front road width.....sq. 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 MS grills provided to window 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 premise 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.
- iii) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- iv) All windows will be strengthened by grills with glass and mesh doors.
- v) Required electrical power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided wherever necessary electric meter of required capacity will be provided.
- vi) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- vii) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps
- viii) Separate toilets for Gents and ladies will be provided.
- ix) Space for displaying of Bank's sign Board will be provided

6) Declaration :

- a) I/we declare that I am/we are absolute owner of the plot/building offered to you and having valid marketable title over the above.
- b) The Charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- c) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counter, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
- d) If my/our offer is acceptable, I/we will give you possession of the above premises on.....

I/we agree to execute Lease Deed in Bank's Standard format.

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

Signature of the offeror

Name-----

Address:

Contact NO.

(Must be mentioned on envelope)

Date -

Place -



## PART II FINANCIAL BID FOR \_\_\_\_\_

[ Must be mentioned on envelope also ]

Zonal Manager,  
Zonal Office,  
Bongaigaon

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	Rate	Total rent pm
Ground floor			
First floor			

I/We agree to-

1. Execute lease deed in Bank's standard format
2. Bear all the taxes and cesses related to the concerned premises
3. Bear the cost of execution and registration of lease deed
4. To lease the premises in favour of Bank for .....years plus .....option of .....years each with .....% increase in rent at each option

Any other terms and conditions (Please Specify)

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

Signature of the offeror

Name : \_\_\_\_\_

Address .....

.....

Place-

Date -

Note-Carpet area will not include the following

1. Common area shared with other co-tenant
2. Areas covered by walls ,pillars
3. Space covered by toilet, staircase ,uncovered verandah ,corridor and passage.



## DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING PREMISES ON LEASE.....

Offer letter

From

---

To.....

---

Dear Sir,

Sub-Offer to give on lease the premises for your branch/office .....

I/we offer in you to give on lease the premises described here below for your-----  
branch/office

- a) Full address of premises offered on lease
- b) Distance from the main road/cross road
- c) Whether there is direct access in the premises from the  
Main road
- d) Floor wise area                      Usable carpet area      Rentable area  
Sq.ft.                                      sq.ft.
- e) Year of construction
- f) If the building is new, whether occupancy Certificate is obtained
- g) If the building is yet to be constructed
- h) Whether the plan of building is approved
- i) Cost of construction
- j) Time required for completing the construction
- k) If the building is old whether repairs/renovation is required
- l) If so cost of repairs/construction
- m) Boundaries
- n) East                                      West
- o) North                                      South

Terms and conditions

Rent-floor wise rent payable at the following rates i.e.

Floor	Carpet area	Rent rate per sq.ft.
Basic rent		
Services if any		



With effect from-----

Of handing over vacant possession after completion of the construction, repairs, renovation, additions ,payable within 7<sup>th</sup> working day of succeeding calendar month. For services like a/c, the respective services rent will be payable from the date of the service is available.

- a) -----years certain from the date of handing over vacant possession after completion of construction, repairs, renovation, addition alterations etc with a further period of----- year at your option with-----% enhancement in rent for the option period
- b) In case I/we fail to discharge the entire loan to be granted by the Bank for constructions/repairs/renovation/addition of the premises along with interest within the agreed period of lease, I/we3 agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is with the out prejudice to the rights of the Bank to recover such outstanding by enforcement of the security of by other means such as may be deemed necessary by the Bank.
- c) You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

#### TAXES/RATES

All existing and enhanced municipal taxes, rates and ceases will be paid by me/us.

#### Maintenance/repairs

Bank shall bear actual charges for consumption of electricity and water, I/we undertake to provide separate electricity/water meters for this purpose.

All repairs including annual/periodical white washing and annual/periodical painting will be got done by me/us at my cost. In case, the repairs and/or white/colour washing is/are not done by me as agreed now, you will be at liberty to carry out such repairs white/colour washing, etc at our cost and deduct all such expenses from the rent payable to us.

Rental deposit-You have to give us a sum of Rs.-----being the advance rent deposit for-----months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last 3/6 month's rent payable by me/us by you before you vacate(applicable only where no loan component is involved)

#### Loan-

I/we may be granted a loan of Rs.------(Rupees----- only) that may be sanctioned as per the norm dos the Bank, which will be cleared with interest within the period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulation of the Bank. The estimated cost of the construction/renovation is-----

Further, I/we undertake to offer the land and building as security for the loan granted for the construction of the building

#### Lease deed/registration charges-

If you require, I/we undertake to execute an agreement to lease/regular lease deed, in your favour containing the mutually accepted/sanctioned terms of lease at an early date. I/we undertake to bear the charges towards stamps duty and registration charges for registering the lease deed on the basis 50:50 between the Bank and me/us .



## Declaration

I/we am/are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord and Bank officials after completion of the building in all respects as per the specification/requirement of the Bank.

The concept of carpet area for the rental purpose was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars service shafts more than 2m sq.in area, balcony, common passage, a/c plant room, walls and other uncovered area ,would be excluded for arriving at rental payment,

The following amenities are available in the premises or I/we agreeable to provide the following amenities.

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

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

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.

Separate toilets for gents and ladies will be provided.

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

Entire flooring will be mosaic and walls distempered.

All window will be strengthened by grills with glass and mesh doors.

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

Continuous water supply will be ensure at all times by providing overhead tank and necessary taps .Where ever necessary, electric meter of required capacity will be provided.

Space for displaying of Bank's sign board will be provided.

Required number of pucca morchas for security purpose will be provided as per Bank specifications.

Electrical facilities and additional points(light fans power) as recommended by the bank will be provided.

I/we declare that I am we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.



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

You are at liberty to remove at the time of vacating the premises, all electric fitting and fixtures ,counters safe deposit lockers ,cabinet, strong room door, partition and other furniture put up by you.

I my/our offer is acceptable I/we will give you possession of the above premises on-----

I/we further confirm that this offer is irrevocable and shall open for-----days from the date here of .....for acceptance by you.

Yours faithfully,

Owner(s)

Place

Date

