

**Annexure 2B**  
**UCO BANK**  
**ZONAL OFFICE, SAINIK MARKET, MAIN ROAD, RANCHI-834001**

**REQUIREMENT OF 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 areas with the following requisite details

Sl. No.	Branch and ATM	Preferred location	Carpet Area (sq. ft.)
<u>1</u>	<u>TUPUDANA (RANCHI DISTRICT)</u>	<u>CHANDINI CHOWK, TUPUDANA CHOWK, SINGHMORE</u>	<u>800-1000</u>
<u>2</u>	<u>KATHITAND (RANCHI DISTRICT)</u>	<u>KATHITAND, BLOCK ROAD</u>	<u>800-1000</u>
<u>3</u>	<u>GHATSHILA (EAST SINGHBHUM)</u>	<u>GHATSHILA MAIN ROAD AND NEARBY MARKET</u>	<u>800-1000</u>
<u>4</u>	<u>BHILAI PAHARI (EAST SINGHBHUM)</u>	<u>BHILAI PAHARI AND NEARBY</u>	<u>800-1000</u>
<u>5</u>	<u>CHATRA (CHATRA DISTRICT)</u>	<u>CHATRA MUNICIPAL AREA ( ON MAIN ROAD/MARKET)</u>	<u>800-1000</u>
<u>6</u>	<u>JAGANNATHPUR (WEST SINGHBHUM)</u>	<u>JAGANNATHPUR MUNICIPAL AREA ( ON MAIN ROAD/MARKET)</u>	<u>800-1000</u>

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

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- 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

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 envelope. The offer as above should be submitted in the bank's Zonal Office, at **Sainik Market, Main Road, Ranchi-834001** 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  
Ranchi Zone**



Place: Ranchi  
Date: 25.07.2025

Encl :-

1. 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.

**DETAILS OF FORMALITIES AND DOCUMENTS REQUIRED FOR PREMISES.**

**(Advertisement dated 26.07.2025)**

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by 20.08.2025.
- EMD amount- Earnest Money Deposit(EMD) amount of **Rs. 5000/- in form of Demand Draft in favour of UCO Bank Ranchi** has to be deposited by bidders in order to become eligible to participate in tendering/bidding process,
- while filling 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





PART – I : TECHNICAL BID FOR \_\_\_\_\_  
[MUST BE MENTIONED ON ENVELOPE ALSO]

The Zonal Head,  
UCO Bank, Zonal Office,  
Sainik Bazar, Main Road, Ranchi-834001.

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 building: 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: ..... sq ft / First Floor (in exceptional cases): ..... sq ft
  - 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 whichever 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 signboard will be provided.

6. Declaration:

- a. 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.
- 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, counters, 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 offerer

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

Address: \_\_\_\_\_

Contract No.: \_\_\_\_\_  
(Must be mentioned on envelope)

Place:

Date:



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

The Zonal Head,  
UCO Bank, Zonal Office,  
Sainik Bazar, Main Road, Ranchi-834001.

Dear Sir,

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

.....  
.....

(other details of which are given in Part-I) at following rate:

Floor	Carpet area (in sq. ft.)	Rate (in 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.
- v) 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 offerer

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

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Place:

Date:

Note: Carpet area will not include the following:

- 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.

