



अंकाजा/सा.प्र.वि.(GAD)/२५ / 2025-26

दिनांक 29.08.2025-

महा प्रबंधक/General Manager,  
कार्यनिधि एवं योजना विभाग /Strategic & Planning Department,  
प्रधान कार्यालय/Head Office,  
कोलकाता/Kolkata.

**विषय/Re: Hoisting of Notice Inviting Tenders for hiring of Branch Premises for Panjhera Distt Solan, Himachal Pradesh.**

We are enclosing a draft of our advertisement (along with the soft copy) alongwith annexures regarding requirement of Branch Premises at **Panjhera Distt Solan, Himachal Pradesh** from the General Public. An advertisement of the same will be published in daily national and local newspaper on **30.08.2025**.

In view of the above, we request you to kindly arrange for uploading the same on Bank's website on **30.08.2025** and in terms of the Bank's guidelines under Tenders Section. These items should remain on the website till **13.09.2025**

  
(Rachana Mishra)  
DGM and Zonal Head



- Encl: 1. Advertisement as per Annexure-1(A)  
2. Requirement of Branch premises, Annexure-2(A)  
3. Technical Bid and Financial Bid, Annexure (3 and 4)



Annexure 1 (A)

PREMISES REQUIRED

Bank desires to take premises on rent having **800-1000 sqft** of carpet area preferably on Ground Floor. The premises are required in following localities for opening of its Branch/Office.

**Panjhera Distt Solan, Himachal Pradesh**

The details and form may be collected from our **Jogon Branch (1411)**. The form can also be downloaded from our bank's website: [www.ucobank.com](http://www.ucobank.com). The last date for submission of application in sealed cover on prescribed format is **10.09.2025**. Date for opening of tender is **13.09.2025**.

  
Deputy General Manager & Zonal Head

**Address -**

UCO Bank Zonal Office Solan  
Chandok Complex  
Ward no. 4, Chambaghat  
Solan - 173212.





Annexure 2 (A)

Details for requirement for Rural/Semi Urban branch.

UCO BANK  
ZONAL OFFICE SOLAN  
CHANDOK COMPLEX, WARD NO. 4, CHAMBAGHAT, SOLAN – 173212

**REQUIREMENT OF OFFICE/BRANCH PREMISES**

Offers in 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 at the following places with the under mentioned requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Panjhera	Panjhera	800-1000

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, ATM Room, 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 (separate for ladies and Gents) and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 10 kva for the purpose.

Contd.....2



सामान्य प्रशासन विभाग, अंचल कार्यालय, चंदोक कॉम्प्लेक्स, वार्ड नं. 4, चंबाघाट, सोलन- 173212.  
General Administration Department, Zonal Office, Chandok Complex, Ward no. 4, Chambaghat, Solan – 173212.  
ईमेल E-mail: zosolan.gad@ucobank.co.in





The cover containing technical detail should be marked envelope no. 1 and superscribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 & superscribed 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 \_\_\_\_\_ (name of proposed Branch premises)" 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, Zonal Office Solan HP 173212.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from our Jogan Branch (1411) or downloaded from Bank's website or mentioned in the foregoing pages.

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.

Note: The offers should be submitted at **UCO Bank, Zonal Office Solan, Chandok Complex, Ward no 4, Chambaghat, Solan, 173212.**

  
Zonal Manager  
Solan Zone

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

Part-I form for Technical Bid

Part-II form for Financial Bid



सामान्य प्रशासन विभाग, अंचल कार्यालय, चंडोक कॉम्प्लेक्स, वार्ड नं. 4, चंबाघाट, सोलन- 173212.

General Administration Department, Zonal Office, Chandok Complex, Ward no. 4, Chambaghat, Solan - 173212.

ईमेल E-mail: zosolan.gad@ucobank.co.in



Details of formalities and documents required for premises.

(Advertisement dated 30.08.2025)

- Submit your offer in enclosed form in sealed cover. Please ensure to submit the same to our office latest by **10.09.2025**
- While filling 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 3<sup>rd</sup> cover super scribed with "Offer of Premises for UCO Bank \_\_\_\_\_ (name of proposed branch location)".s
  - ❖ All the three envelopes should also bear the name and address, phone no./mobile no. of the offerer.
  - ❖ Separate applications as per prescribed proforma, 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 3<sup>rd</sup> cover, duly sealed, should be addressed to the "Deputy General Manager", Zonal Office Solan

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.



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Annexure-3

PART – I: TECHNICAL BID FOR \_\_\_\_\_

(MUST BE MENTIONED ON ENVELOPE ALSO)

To

The Zonal Manager  
Zonal Office  
UCO BANK  
SOLAN

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 any, 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 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.

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सम्मान आपके विश्वास का

- 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 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 doors, 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:.....

.....

Contact : .....

(Must be mentioned on envelope)

Place:

Date:



सामान्य प्रशासन विभाग, अंचल कार्यालय, चंडोक कॉम्प्लेक्स, वार्ड नं. 4, चंबाघाट, सोलन- 173212.

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