

**PREMISES REQUIRED**

UCO Bank desires to take premises on rent having 800-1200 Sq ft of carpet area preferably on Ground Floor or Premises on First floor (if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available). The premise is preferred within market area. Premises are required for branches at following places:-

Sr. No	District	Name Of the place
1	East Champaran	Chhatauni
2	East Champaran	Raxaul
3	Gopalganj	Mirganj
4	Madhubani	Jhanjharpur
5	Nalanda	Rajgir
6	Patna	Barh
7	Patna	Ashok Rajpath
8	Patna	Raza Bajar
9	West Champaran	Bagaha

The details may be collected from our Bank's Zonal Office in Patna (Mr. Gajendra kushwaha Chief Manager Mob No.9451579700) or can be downloaded from UCO Bank's official website at [www.ucobank.com/Notices](http://www.ucobank.com/Notices) The last date for receipt of application in sealed cover on prescribed format is 04.08.2025

Place: Patna

Date: 20.07.2025



Dy. Zonal Head

यूको बैंक 800-1200 वर्ग फीट क्षेत्रफल वाला परिसर, अधिमानतः भूतल पर या प्रथम तल (यदि परिसर मॉल, शॉपिंग सेंटर में है, जहां लिफ्ट, चढ़ती सीढ़ी, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हों), किराए पर बाजार क्षेत्र में लेना चाहता है। निम्नलिखित स्थानों पर शाखा के लिए परिसर की आवश्यकता है:-

क्रम संख्या	स्थान का नाम	जिला	क्रम संख्या	स्थान का नाम	जिला
01	छत्तौनी	पूर्वी चंपारण	06	झंझारपुर	मधुबनी
02	रक्सौल	पूर्वी चंपारण	07	राजगीर	नालन्दा
03	मिरगंज	गोपालगंज	08	बाढ़	पटना
04	बगहा	पश्चिमी चंपारण	09	अशोक राजपथ	पटना
05	राजा बजार	पटना			

इस संबंध में विस्तृत जानकारी बैंक के अंचल कार्यालय (चौथी मंजिल, ए-ब्लॉक, मौर्य लोक कॉम्प्लेक्स, पटना-800001) अथवा श्री गजेंद्र कुशवाहा, मुख्य प्रबंधक मोबाइल संख्या 9451579700 से प्राप्त किया जा सकता है या यूको बैंक की वेबसाइट [www.ucobank.com/Notices](http://www.ucobank.com/Notices) से डाउनलोड किया जा सकता है। निर्धारित प्रारूप पर सीलबंद लिफाफे में आवेदन प्राप्त करने की अंतिम तिथि 04.08.2025 है।

स्थान: पटना

दिनांक: 20.07.2025



उप अंचल प्रमुख

यूको बैंक, अंचल कार्यालय, ब्लॉक ए, चतुर्थ तल, मौर्या लोक कॉम्प्लेक्स, न्यू डाक बंगला रोड, पटना - 800001

UCO Bank, Zonal Office, Block, 'A', 4<sup>th</sup> Floor, Maurya Lok Complex, New Dak Bungalow Road, Patna-800001

फोन /Phone 0612- 2223953, 2222925, 6450671, फैक्स : 0612-2220489 ई-मेल / E Mail : [zo.patna@ucobank.co.in](mailto:zo.patna@ucobank.co.in)

Details for requirement for Rural/Semi Urban Branches.UCO BANK  
PATNA ZONAL OFFICE

## 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) their readily available premises at following area in Bihar State with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Raza Bazar and Ashok Rajpath	In Patna ( Patna District)	1200 sq ft
Chhatauni and Raxaul	Chhatauni and Raxaul (East Champaran Dist.)	800-1000 sq ft
Mirganj	Mirganj (Gopalganj Dist.)	800-1000 sq ft
Jhanjharpur	Jhanjharpur (Madhubani Dist.)	800-1000 sq ft
Nalanda	Nalanda( Rajgir Dist.)	800-1000 sq ft
Barh	Barh (Patna Dist.)	800-1000 sq ft
Bagaha	Bagaha ( West Champaran)	800-1000 sq ft

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 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.

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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 envelop. The offer as above should be submitted in the bank's Zonal Office ,at 4<sup>th</sup> Floor A Block, Maurya Lok Complex, New Dak Bunglow Road, Patna. 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

Patna Zone.

Place: Patna

Date: 20.07.2025

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.





Details of formalities and documents required for premises.

(Advertisement dated 20.07.2025 )

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by 04.08.2025
- 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 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]

Zonal Manager  
Zonal Office  
UCO Bank,.....

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: \_\_\_\_\_ sft., 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.
- 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 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)

Zonal Manager  
Zonal Office  
UCO Bank

.....

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)

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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.

