



UCO Bank

Zonal Office Indore

**PREMISES REQUIRED**

Bank desires to take premises on rent having 1000-1200 sq ft of carpet area on Ground Floor. The premises are required in following localities for opening of its Branch/Office :- **Main Road Bhawarkua District Indore**

The details may be collected from Bank's. Indore Zonal office or can be down loaded from our Bank's website at [www.ucobank.in](http://www.ucobank.in). The last date for submission of application in sealed cover on prescribed format is 31/10/2025

AGM & Dy. Zonal Head



Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK  
ZONAL OFFICE  
Indore

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 15/20 years or more) their readily available premises in Indore District Indore M.P. area at the following places with the following requisite details.

Branch	Preferred location	Carpet Area (sft.)
INDORE	Main Road Bhawarkua	1000-1200 on Ground Floor including ATM Space

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 be located on ground floor.
- The premises must be suitable from the security point of view and have all basic amenities such as adequate sanitary arrangements (Separate washroom for ladies and Gents) 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 premise should have suitable parking space.
- 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, Antenna, Toilets and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 20 KVA for the purpose.
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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.

Contd.....2

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 envelops. The third cover duly sealed should be **addressed to the Zonal Manager.**

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **UCO Bank, Zonal Office 2<sup>nd</sup> Floor, 380, Saket Nagar, Indore (M.P) - 452018, Ph- 0731-2438300-2438305** or downloaded from Bank's website- [www.ucobank.co.in](http://www.ucobank.co.in).

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- Interested bidder, in order to become eligible to participate in tendering / bidding process should deposit Earnest Money Deposit (EMD) of Rs. 10000/-, in favour of UCO Bank, Zonal Office, Indore, Payable at Indore.**

**EMD of unsuccessful bidder will be released (without any interest) against their request letter after completion of selection process of L-1 bidder.**

  
AGM & Dy. Zonal Head

UCO Bank, Zonal Office, Indore

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

Part-I form for Technical Bid

Part-II form for Financial Bid



: 3 :

Details of formalities and documents required for premises.

(Advertisement dated 17/10/2025 )

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 31/10/2025
- 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 3<sup>rd</sup> cover super scribed with "Offer of Premises for UCO Bank".
  - ❖ All the three 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. 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 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 in two parts.

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

Zonal Manager  
Zonal Office  
UCO Bank,  
380, 2<sup>nd</sup> floor Saket Nagar  
Indore

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. 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, 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 immediately.

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

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

Signature of the offerer

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

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

Place:

Date:

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

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



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.