Annexure – 1(B)

UCO Bank

Zonal Office, Solan

PREMISES REQUIRED

Bank desires to take ATM premises on rent having 40-60 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 premises are required in the following localities for opening of its off-site ATM :-

Solan Mall road to Kotla Nala.

The details may be collected from Bank's Solan branch office or can be downloaded from our Bank's web Site at www.uco.bank.in . The last date of application in sealed cover on prescribed format is 13-08-2026.

Asstt. General Manager & Zonal Head

Annexure 2 (A)

UCO BANK
ZONAL OFFICE
SOLAN

REQUIREMENT OF OFF-SITE ATM

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 in 40-60 sq ft area at the following places with the following requisite details.

Off-site ATM	Preferred location	Carpet Area (sft.)
Solan	Solan Mall road to Kotla Nala	40-60

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 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 offerer must allow bank to make minor modifications to the structure.
- 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 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 envelop. The offer as above should be submitted in the bank's Zonal Office, at Chambaghat, Solan.

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,
Solan Zone.

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.

Annexure 2 (A) contd:

Details of formalities and documents required for premises.

(Advertisement dated 30-07-2026)

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by 13-07-2026.
- 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 envelops 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, 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 i.e. letter of offer.

Annexure -5

DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING PREMISES ON LEASE (For Rural and Semi Urban Centre)

OFFER LETTER

Date:

To: .... From: ....
....
....

Dear Sir,

Sub: Offer to give on lease the Premises for your ATM premises

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 /crossroad

c) Whether there is direct access in the premises from the main road :

d) Floor wise area: Floor | Usable carpet area in (sq.ft) | Rentable floor area

e) Year of construction :
f) If the building is new, whether occupancy Certificate is obtained :
g) If the building is yet to be constructed
   i) Whether the plan of the building is approved (copy enclosed) :
   ii) Cost of construction :
   iii) Time required for completing the construction :
h) If the building is old whether repairs/ renovation is required
   i) If so cost of repairs/construction
   ii) Boundaries
      East: West:
      North: South:

Note: Rentable floor area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and corridor if any, (Refer Bank's definition of rentable floor area).

TERMS & CONDITIONS:

a) **Rent:** Floor wise rent payable at the following rates i.e.

Floor:	Rent Details		Carpet Area	Rent Rate per sq.ft .
	i) Basic Rent ii) Services if any (A/c Society charges etc.) Give details			Rs.......

With effect from .... i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 7th working day of succeeding calendar month. For services like A/c, the respective service rent will be payable from the date the service is available.

b) LEASE PERIOD:

i) ....Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of .... Years at your OPTION with............................% enhancement in rent for the option period.

ii) In case I/We, fail to discharge the entire loan to be granted by the Bank for construction/repairs/renovation/addition of the premises along with interest within the agreed period of lease, I/We 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 without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

iii) You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing, without paying any compensation for earlier termination.

c) Taxes/Rates:

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) Maintenance/Repairs:

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

ii) All repairs including annual/periodical white washing and annual/periodical painting will be got done by me/us at my/our cost. In case, the repairs and/or white/colour washing is/are not done by me/us 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.

e) 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 to me/us by you before you vacate. (Applicable only, where no component of loan is involved).

f) Loan:

I/We may be granted a loan of Rs..................... (Rupees..only) that may be sanctioned as per the norms of 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 of cost of 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.

g) 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 stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the bank and me/us.

DECLARATION:

a) 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/s and Bank officials after completion of the building in all respects as per the specification/ requirement of the Bank.

b) The concept of carpet area for 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 payments. (Strike out whichever is not applicable, particularly for toilets).

c) The following amenities are available in the premises or I/We agreeable to provide the following amenities: [Strike out whichever is not applicable].

   i) Entire flooring will be mosaic and walls distempered.
   ii) All windows will be strengthened by grills with glass and mesh doors (if any)
   iii) Required power load for the normal functioning of the ATM and the requisite electrical wiring or points will be provided.
   iv) Earthing(0.1V to 3V) will be maintained for ATM/Cash Recycler functioning. Electric meter of required capacity will be provided.
   v) Space for displaying Bank's signboard will be provided.
   vi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
   vii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.

d) 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.

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

f) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures and other furniture put up by you.

g) If my/our offer is acceptable, I/ we will give you possession of the above premises on ....

h) I/We further confirm that this offer is irrevocable and shall open for ………………………days from the date hereof, for acceptance by you.

Yours faithfully,

Place:

Date:

Owner(s)