

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

HO/GAD/2902/2025-26

Date: 15.12.2025

Zonal Office  
Ranchi

Sub: Layout Approval of New Branch at Chatra, District-Chatra under Ranchi Zone

We invite reference to internal layout plan of new branch at Chatra, District-Chatra received along with your recommendation vide an **email dated 10.12.2025**.

The Competent Authority has sanctioned the layout plan of the branch with the condition that following points should be complied with while carrying out the execution work –

1. Main entrance door should be glazed door along with collapsible gate and rolling shutter.
2. Branch Head Entrance should be partly glazed door.
3. Strong room door should have ventilator.
4. The specification such as colour code, brand of material, etc. as mentioned in Circular No. **HO/GAD/2024-25/1227 dated 06.08.2024 and HO/GAD/2024-25/1741 date 05-11-2024** must be followed.
5. The guidelines of RBI should be followed while constructing strong room.
6. **Efforts should be made to explore possibilities of installation of solar plant at the branch.**
7. Ramp should be provided in the branch and ATM.
8. The branch lobby, passage towards strong room including all the corridors and other sensitive areas must be under CCTV surveillance.
9. **The entrance door towards strong room passage must be locked at all the time and opened only when required.**

Moreover, efforts need to be made to follow standardized layout of the Bank to the extent possible. Further, you are advised to ensure that while undertaking the captioned job, lease between bank and landlord should preferably be minimum 5+5+5 years.

**Please be advised and act accordingly as per Bank's extant guidelines.**

(Shyam Narayan)

Asst. General Manager (GA)

CC:- HO, SPD:- For Information and necessary action

Enclosure: Copy of approved layout plan of new branch at Chatra, District-Chatra under Ranchi zone





**NOTE TO ZONAL OFFICE PREMISES COMMITTEE**

Date: 17.12.2025

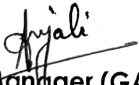

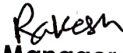



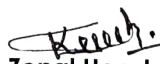
**Publication of notice for requirement of branch premises for shifting of Basaha (1606) Branch Premise to an alternative premise**

Proposal for In-Principle Shifting of Basaha Branch Premises to an alternative premise was sent to Head Office vide our letter no. RZO/GAD&FIN/2025-26/263 dated 13.10.2025 and Head Office vide letter no. HO/GAD/2025-26/2897 dated 11.12.2025 has accorded approval for In-Principle shifting of Basaha Branch Premises to an alternative premises within 1 KM from the existing premises. The approval is valid for a period of six months.

As per area classification, Basaha Branch falls under Rural Area and Head Office has permitted, in its HOPC meeting no. 08/2025-26 dated 02.12.2025, a rent cap of Rs. 17/- per sq. ft. for a total carpet area of 800 to 900 sq. ft. Accordingly, we have to publish a notice for requirement of premises as per Standard Draft vide Annexure-1(B), 2 & 2(B). The notice is required to be displayed in three leading dailies — one in English, one in Hindi and one in the regional language (if regional language is other than Hindi). This is to be done as per Bank's website guidelines and as per Draft vide Annexure 2(B) under Central Vigilance Commission norms. Letter of offer as per Annexure-5 is to be obtained from all the offerers.

**Recommendation:**

In view of the above, we recommend for publishing the notice for shifting of Basaha Branch (1606) to a new premises at an early date as per terms and conditions given by Head Office vide their letter no. HO/GAD/2025-26/2897 dated 11.12.2025.

  
 Asst Manager (GAD&FIN)
   
 Sr. Manager (GAD&FIN)
   
 Manager (SP)
   
 Manager (INSP.)
   
 Sr. Manager (SEC)
   
 Chief Manager
   
 Dy. Zonal Head

Approved/Not- Approved



Zonal Head





## Annexure 1 (B)



UCO BANK

Zonal Office, Ranchi, Sainik Market, Main Road  
Ranchi-834001, Jharkhand

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

S.No.	Branch/Office	District	Preferred Location
1	UCO BANK, Basaha	Deoghar	Palojori

The details may be collected from Bank's website [www.uco.bank.in](http://www.uco.bank.in) under TENDER section and from UCO Bank, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand. The last date for submission of application in sealed cover on prescribed format is **08.01.2026**.

Zonal Manager  
Ranchi Zone

Date: 17.12.2025

Place: Ranchi





## Annexure 2 (B)

Details for requirement for URBAN/METRO Branches.

## UCO BANK

Zonal Office, Ranchi, Sainik Market, Main Road  
Ranchi-834001, Jharkhand

**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 years or more) their readily available premises in the below mentioned area at the following places with the following requisite details.

S.NO.	Branch/Office	District	Preferred location	Carpet Area (Sq.ft.)
1	UCO BANK, BASAHA	DEOGHAR	PALJORI	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 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, Toilets 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 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 or marked as "Offer of Premises for UCO Bank- Basaha"(whichever is applicable) and it should also.





bear the **name, address and contact number of the offerer** on all the three envelopes. The third coverduly sealed should be addressed to the Zonal Manager, UCO Bank.

The offer as above should be submitted in the bank's prescribed format which may be obtained from Zonal Office, at **UCO Bank, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand** or downloaded from **Bank's website** 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: 17.12.2025

Details of formalities and documents required for premises;

- Part-I:- Technical Bid (Annexure-3)
- Part-II:- Financial Bid (Annexure-4)

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 (B) contd:

**Details of formalities and documents required for premises.**

(Advertisement dated..... )

> Submit your offer in enclosed quotation from in two separate sealed cover. Please ensure to submit the same to our office latest **by 08.01.2026.**

> While filing the quotation forms, please ensure to follow below mentioned instructions:

1. Submit copy of ownership document along with technical Bid.
2. You have to submit copy of "NOC" from competent authority.
3. Fill up all the information asked for in the enclosed form itself.
4. Do not quote rent/sale price any where in Part 1 of the form.
5. In case you desire to stipulate any term and condition, the same should be mentioned in Part1 of the form.
6. 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".
7. All the three envelopes should also bear the name and address, phone no./ Mobile no. of the offerer.
8. 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 Techical & Financial bids (two no.s for technical & two no.s for financial bids)
7. The 3<sup>rd</sup> cover, duly sealed, should be addressed to the **Zonal Manager, UCO Bank, Ranchi Zonal Office, Sainik Market, Main Road, Ranchi, Jharkhand-834001.**

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]

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: \_\_\_\_\_

Place:

Date:

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

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.

