



### Premises required for Branch

Bank desires to take **ready to shift commercial premises** on rent having **1000 - 1200 sq ft** of carpet area preferable on Ground Floor. The Premises is required in the following localities for opening of New Branch/ Offices: -

Branch	Preferred Location	Carpet Area
SRI NAGAR ROAD Branch	Within 1 KM from existing Branch Premises (Near Raja Cycle Circle SRI NAGAR ROAD)	1000 -1200 Sq. ft. approx.

Premises should be with basic amenities along with three phase Electricity connection. The Details may be collected from UCO Bank Zonal Office Ajmer, Plot No – C113 & C114, B K Kaul Nagar, Ajmer 305001 or can be down loaded from our Bank's official website at [www.ucobank.com](http://www.ucobank.com) . The last date for submission of application in sealed cover on prescribed format is up to 04.00 PM on 31.03.2026.

  
AGM & Dy. Zonal Head





Annexure 2(B)

UCO BANK ZONAL OFFICE, AJMER

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 commercial premises ( Not Open/ vacant Plot/Land) on Ground Floor** in SRI NAGAR ROAD City area of the following places with the following requisite details.

Branch Office	Preferred location	Carpet Area (sq
SRI NAGAR ROAD Branch	Within 1 KM from existing Branch Premise (Near Raja Cycle Circle - SRI NAGAR ROAD)	1000 -1200 Sq. ft. approx.

\*Carpet area will not include common area shared with other co-tenants, areas covered by walls, pillars and space covered by toilets, staircase, uncovered verandah, corridor and passage.

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 (Annexure-3 technical Bid).
  - (ii) NOC for opening of Bank/ATM from competent Authority at their own cost at the time of finalization.
  - (iii) Photographs of Property.
  - (iv) Site plan of the proposed property.
  - (v) **Demand Draft in favor of UCO Bank Zonal office Ajmer of Earnest Money Deposit (EMD) amount Rs. 5000.00 must be submitted along with the application. \* EMD of Unsuccessful bidder will be released (without any Interest) against bidder request letter after completion of selection process of L-1 Bidder.**
  - (vi) Commercial land conversion certificate.
- The offerer must have a clear title to the property.
- Premises must be located on ground floor.
- The premises must be suitable from the security point of view and have of 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 and Lockers Cabinet. **Construction for strong Room as per Bonk's specification should be done by the Landlord.**
- The offerer will have to execute Bonk'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, two separate Toilets 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.**





- It is preferred that landlord will construct the premises strictly at per banks specifications including flooring with vitrified tiles for Branch and ATM shutter/collapsible gates of entrances, electrical wiring for lights/fans/plugs.
- Landlord will provide us the space for fixing the signboards within no extra cost.
- Rate of rent should be quoted on the basis of carpet area per sq.ft. (or lump sum basis).

The sealed cover containing technical detail should be marked **envelope no 1** and super scribed with **TECHNICAL BID FOR UCO BANK SRI NAGAR ROAD BRANCH (PART-I)** and the cover containing financial details should be marked as **envelope no. 2** & super scribed with **FINANCIAL BID FOR UCO BANK SRI NAGAR ROAD BRANCH ( PART-II)**.

Both these covens duly sealed should be put up in the **Third cover** super scribed with offer of premises "**For Branch premises under UCO Bank SRI NAGAR ROAD Branch**" 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 Ajmer at Plot No. C113 & C114, B K Kaul Nagar, Ajmer Pin Code: 305001**, within prescribed time schedule.

\*No offer after the closing date will be entertained The offer as above should be submitted in the bank's prescribed format only which may be obtained from UCO Bank **Zonal office Ajmer at Plot No. C113 & C114, B K Kaul Nagar, Ajmer Pin Code: 305001** or downloaded from Bank's website [www.ucobank.com](http://www.ucobank.com).

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

  
**AGM & Dy. Zonal Head**



**Place: Ajmer**  
**Date: 24.03.2026**

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

Annexure-3:- Part-I form for Technical Bid.

Annexure-4:- Part-II form for financial Bid



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

(Advertisement dated 24.03.2026)

- Submit your offer in enclosed quotation form in two separate sealed cover. Please ensure to submit the same to our office latest by 31.03.2026.
- **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.
  - ❖ Submit Photographs of Property.
  - ❖ Site plan of the proposed property.
  - ❖ **Demand Draft in favor of UCO Bank Zonal office Ajmer of Earnest Money Deposit (EMD) amount Rs. 5000.00 must be submitted along with the application. \* EMD of Unsuccessful bidder will be released (without any Interest) against bidder request letter after completion of selection process of L-1 Bidder.**
  - ❖ Commercial land conversion certificate.
  - ❖ Fill up all the information asked for in the enclosed form itself.
  - ❖ **Do not quote rent/sale price anywhere in part 1 of the form.**
  - ❖ In case you desire to stipulate any term and condition the same should be mentioned in part 1 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 envelop No.2 Financial Bid. Both these covers duly sealed should be put in a 3 cover super scribed with offer of **"For Branch premises under UCO Bank SRI NAGAR ROAD Branch"**
  - ❖ 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 and sealed, be submitted in respect of each other. 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 coven each for technical and financial bids (2 nos for Technical & 2 not for Financial Bids) and do the needful as described.
  - ❖ The 3<sup>rd</sup> cover, duly sealed should be addressed to the **Zonal Manager UCO Bank Zonal Office Ajmer, Plot No -C113 & C114, B K Kaul Nagar, Ajmer 305001.**

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.**

