

Date: 23.09.2025

PREMISES REQUIRED

Bank desires to take premises on rent having 1000-1200 sq ft of carpet area at Ground Floor. The premise is required in **Sector 14, Gurugram & Badshahpur, Gurugram** for opening of New Branch.

The details may be collected from UCO Bank New Delhi Zonal Office at 5 Parliament Street, New Delhi or can be downloaded from our Bank's web Site at [www.uco.bank.in](http://www.uco.bank.in). The last date of submission of application in sealed cover on prescribed format is 29.09.2025.

Sd/-  
General Manager & Zonal Head  
Zonal Office, New Delhi

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UCO Bank, General Administration Department, Zonal Office, 5, Sansad Marg, New Delhi 110001 -  
फोन Phone: 011-49498247 ई मेल-E-mail: [zonewdelhi.gad@ucobank.co.in](mailto:zonewdelhi.gad@ucobank.co.in)



### 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 20/25 years or more) their readily available premises at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (Sqft.)
New Branch	(1) Sector 14, Gurugram (2) Badshahpur, Gurugram	1000-1200 (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, 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 50% 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 of 12 KVA for the purpose.
- **EMD of Rs 10000.00 in the form of DD in favour of UCO Bank, Zonal Office, New Delhi has to be submitted along with Technical Bid.**

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

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(Branch Name)" 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, 5 Parliament Street, New Delhi and will be submitted at UCO Bank, General Administration Department, 5 Parliament Street, New Delhi.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from UCO Bank, General Administration Department, 5 Parliament Street, New Delhi or downloaded from Bank's website i.e. [www.ucobank.in](http://www.ucobank.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.**

Sd/-

Zonal Manager

Zonal Office, New Delhi

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

Part-I form for Technical Bid (Annexure – 3)

Part-II form for Financial Bid (Annexure – 4)





**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)

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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: \_\_\_\_\_

Place:

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

Date:

Contract No.: \_\_\_\_\_





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:

- 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.

