



ZOS/GAD/2025-26/182

Dated:01.08.2025

General Manager  
Strategic & Planning Department,  
Head Office  
Kolkata

**Sub: Hoisting of Notice Inviting Tenders for Hiring of Premises on Lease for Opening of New Branch Office at Tara Devi Shimla**

We are enclosing a draft of advertisement along with necessary Annexes and terms and condition for hiring of premises on lease for opening of new Branch at Tara Devi Shimla.

We request you to kindly arrange for uploading of the same on Bank's website on 02.08.2025 and it should be available on website as per Bank's guidelines.

(S.S. Chouhan)

Dy. Zonal Head



यूको बैंक, सामान्य प्रशासन विभाग, अंचल कार्यालय, हिमलैंड होटल परिसर, सर्कुलर रोड, शिमला-171001-

UCO Bank, GAD, Zonal Office, Himland Hotel, Circular Road Shimla-171001

Tel No: 0177-2629860 FAX:/0177-2625061 e-mail: [zoshimla.gad@ucobank.co.in](mailto:zoshimla.gad@ucobank.co.in)

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Annexure 2 (A)

UCO BANK  
ZONAL OFFICE  
Shimla

**REQUIREMENT OF OFFICE PREMISES**

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 Tara Devi, Shimla area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Branch Office Tara Devi (Shimla)	Tara Devi ,Post Office Tara Devi and Distt. Shimla, 171010	800-1000

The following terms & conditions, should be complied with, while submitting the offer for the proposed premises:

1. 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.
2. The offerer must have a clear title of the property.
3. 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.
4. 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.
5. The premises structure should be strong enough to bear the weight of Safe & File Cabinet.
6. The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
7. The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc, if imposed, related to the premises.
8. The offerer is to provide space for Generator Set and Parking space free of cost, Bank have the right to install V SET, Antenna and window ATM if it will be needed.
9. Space covered in walls, columns, washrooms, common areas shared with co-tenants, stair case, uncovered verandah, corridor, passage and parking will not be counted in carpet area
10. The offerer is to provide three-phase power connection with minimum power load required for Bank. A separate water connection will also be provided by the landlord.
11. Any PSU/Public Financial Institutions and Govt. bodies can also apply for the same.
12. Bidders need to submit bid only in the prescribed format provided by the Bank.

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13. Bidders will submit earnest money of Rs.5000/- in the form of DD payable to UCO Bank Zonal Office Shimla. EMD will be refunded to all unsuccessful bidders after the completion of all process.
14. Application will be submitted in two bids:
  - a) Technical Bid (as per Annexure 3). To be kept in separate envelope and super scribed as "Technical Bid".
  - b) Financial Bid (as per Annexure 4). To be kept in separate envelope and super scribed as "Financial Bid".
  - c) Both the bids along with Annexure 5 (offer Letter) and DD of earnest money will be kept in third envelope which will be superscribed "Offer of Premises for opening of UCO Bank Branch/Office Tara Devi" and addressed to "Zonal Manager UCO Bank, Zonal Office, Shimla. The offer as above should be **submitted to UCO Bank Zonal Office Shimla Himland**, within prescribed time schedule. Third envelope should bear the name, address and contact number of the offerer on the envelope.
15. Interested parties should submit there offeres by 16.08.2025, 6:00 PM. Offer received after stipulated date and time will not be entertained.
16. Technical bids will be open on next working day of closing date i.e on 17.08.2025, 11:00 AM at UCO bank Zonal Office Shimla in the presence of Tender opening committee.
17. Financial bids will be opened after technical assessment i.e on 19.08.2025, 1100 hours at Uco bank Zonal office Shimla in the presence of Tender opening committee. Financial bids will be opened only of those bidders who are found qualified technically. If technically qualified bids are less then two, financial bids will not be opened and Bank will return all the financial bids along with EMD to the bidders. In this case, Bank will float the same tender again.
18. Offerers/Representative can be present at the time of opening of Bids at the above said venue.
19. No offer after the closing date will be entertained.
20. The Bank reserves the rights to accept or reject any or all offers without assigning any reasons whatsoever.
21. No brokerage will be paid by the bank.

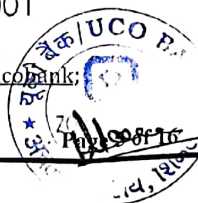
(Vivek Kumar Mishra)  
Zonal Head(DGM)



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**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)
  - 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.

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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].
- 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.
  - A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - All windows will be strengthened by grills with glass and mesh doors.
  - 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
  - Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
  - Continuous water supply will be ensured at all times by providing overhead tank and necessary taps
  - Separate toilets for Gents and ladies will be provided.
  - Space for displaying of Bank's sign Board will be provided

**6. Declaration:**

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

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Signature of the offerer

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

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

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

Place :

Date :

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**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 :

- Execute Lease Deed in Bank's standard format.
- Bear all the taxes and cesses related to the concerned premises
- Bear the cost of execution and registration of lease deed.
- 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.

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

Date

**OFFER LETTER**

To: .....  
.....  
.....

From: .....  
.....  
.....

Dear Sir,

Sub: Offer to give on lease the Premises for your Branch/Office

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:

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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 7<sup>th</sup> 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 :**

- .....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.
- 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 with out 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.
- You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

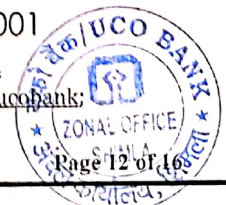
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c) **Taxes/Rates :**

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

d) **Maintenance/Repairs :**

- Bank shall bear actual charges for consumption of electricity and water, I/We undertake to provide separate electricity/water meters for this purpose.
- 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 cost of construction/renovation is

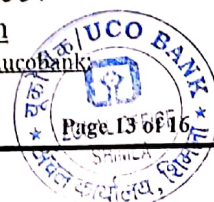
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Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

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**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 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 lunch room for staff and stock room will be provided as per the requirement /specification of the Bank. A wash basin will also be provided in the lunch room.
  - iv) Separate toilets for Gents and ladies will be provided.
  - v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - vi) Entire flooring will be mosaic and walls distempered.
  - vii) All windows will be strengthened by grills with glass and mesh doors.
  - viii) Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
  - ix) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric meter of required capacity will be provided.
  - x) Space for displaying Bank's signboard will be provided.
  - xi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
  - xii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.

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- 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, counters, safes, safe deposit lockers, cabinets, strong room door, partitions 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,  
Owner(s)

Place :

Date :

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