



यूको बैंक
सम्मान आपके विश्वास का



UCO BANK
Honours Your Trust



Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK
ZONAL OFFICE, PUNE

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 10/15 years or more) their readily available premises at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
BHOSRI	BHOSRI	1000-1200 (Preferably on ground floor)

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 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, Safe & Lockers Cabinet. Construction for Strong Room as per Bank's specification should be done by the Landlord.
- ATM Room as per Bank's specification should be provided 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 of 10 KVA for the purpose.

सामान्य प्रशासन विभाग, यूको बैंक, अंचल कार्यालय
2190/2191 संस्कृतविद्यामंदिरक्रीडासकुल, मलीन, 4
सहकारनगरनं. 1, पुणे-411009

General Admn. Dept., UCO BANK, Zonal Office
2190/2191, Sanskrit VidyaMandir Sports Complex,
Lane No 4, Sahakar Nagar No.1, Pune-411009

फोन Phone: 020-24210228; 24544027; फैक्स Fax: 020-24210318 ईमेल-e-mail: zo.pune@ucobank.co.in
Follow us on- Twitter: UCOBankOfficial; Facebook: Official UCOBank; Instagram: Official.ucobank;
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- **Earnest Money Deposit (EMD) amount of Rs. 10000.00 (Rupees ten thousand only)** has to be deposited by bidders in the favour of **"UCO BANK, ZONAL OFFICE, PUNE"** payable at Pune, in the form of Demand Draft/ Pay Order. EMD of unsuccessful bidder will be released (without any interest) against their request letter after completion of selection process of L-1 bidder. EMD of L-1 bidder will be released (without any interest) after execution of lease agreement. **However if L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit EMD amount with making any reference.**

The cover containing the technical details 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 " 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.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from our **Zonal Office, Pune (UCO Bank, Zonal Office, Pune, 2190/2191, Sanskrit VidyaMandir Sports Complex, Sahakarnagar-1, Lane-4, Pune- 411009)** or downloaded from Bank's website www.uco.bank.in

Last date of Application: 31.03.2026

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
Pune Zone**



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)

सामान्य प्रशासन विभाग, यूको बैंक, अंचल कार्यालय 2190/2191 संस्कृत विद्यामंदिर क्रीडा संकुल, गली नं. 4 सहकारनगर नं. 1, पुणे-411009	General Admn. Dept., UCO BANK, Zonal Office 2190/2191, Sanskrit VidyaMandir Sports Complex, Lane No 4, Sahakar Nagar No 1, Pune-411009
फोन Phone: 020-24210228; 24544027; फैक्स Fax: 020-24210318 ईमेल-e-mail: zo.pune@ucobank.co.in Follow us on- Twitter: UCOBankOfficial; Facebook: Official UCOBank; Instagram: Official ucobank; LinkedIn: UCO BANK; You Tube: UCO Bank Official; Website: www.ucobank.com ;	



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Details of formalities and documents required for premises.

(Advertisement dated 18-03.2026)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office **latest by 31.03.2026, 5:00PM**
- While filing 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.
 - ❖ Fill up all the information asked for in the enclosed form itself.
 - ❖ Do not quote rent / sale price any where in Part I of the form.
 - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in Part I 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 "Envelope No.2 – Financial Bid". Both these covers, duly sealed, should be put in a 3rd cover super scribed with "Offer of Premises for UCO Bank".
 - ❖ 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 & 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 Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
 - ❖ The 3rd cover, duly sealed, should be addressed to the Zonal Manager, Zonal Office.

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.



सामान्य प्रशासन विभाग, यूको बैंक, अंचल कार्यालय
2190/2191, संस्कृत विद्यामंदिर स्पोर्ट्स कॉम्प्लेक्स, मलीन, ४
सहकारनगर, १, पुणे - 411009

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