

अंचल कार्यालय, नागपुर

Zonal Office, Nagpur

**Details for requirement for Urban/Metro Branches of UCO BANK**  
**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 ready build (on long terms preferably for 10/15 years or more) their readily available premises (no open/vacant plots) in following City area at the following places with the following requisite details.

Sr. No.	District	Preferred location	Carpet Area (sq. ft.)	Shifting/New
1.	Chandrapur	Ballarpur (Within 1KM from Existing Ballarpur Branch Premise)	800-1000 Sq.ft.	Shifting
2.	Nagpur	Mount Road (Within 700 metre from Existing Mount Road Branch Premise)	1000-1200 Sq.ft.	Shifting

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, and Safe & Lockers Cabinet. Construction for Strong Room, front fabricated safety gate at entrance 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 of 15 -20 KVA for the purpose.

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 " 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- Nagpur or downloaded from Bank's website [www.uco.bank.in](http://www.uco.bank.in) and send it to following address of Zonal Office, Nagpur.

Address: 3<sup>rd</sup> Floor, Jaika Motors Building, Commercial Road, Civil Lines, Nagpur-440001

**Last date of Application: 06-04-2026**

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

Chief Manager  
Nagpur Zonal Office



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

Part-I form for Technical Bid  
Part-II form for Financial Bid



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Zonal Office, Nagpur

Details of formalities and documents required for premises.

(Advertisement dated 19-03-2026)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please Ensure to submit the same to our office **latest by 06-04-2026 by 5.00 PM**
- 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 anywhere 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 Mount Road and Ballarpur Branch".
  - ❖ All the three envelops 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 offered 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, Nagpur.

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

Zonal Office, Nagpur is going to publish advertisement on 19-03-2026 in newspapers for requirement of premises for Shifting of our following branches at mentioned Location i.e.

**Mount Road Branch (0022) - Mount Road, District- Nagpur, Maharashtra.**  
**Ballarpur Branch (0912) - Ballarpur, District- Chandrapur, Maharashtra.**

Hence, we request you to upload the details of premises requirement and necessary proforma on Bank web site as soon as possible.

**We request you to arrange for hosting advertisement on UCO Bank Website for Branch Premises Mount Road Branch (0022) and Ballarpur Branch (0912) from 19-03-2026 to 06-04-2026 as per format attached as per Bank and CVC Guidelines. Please upload the same on 19-03-2026**

Hence, we request you to upload the details of premises requirement and necessary Performa on Bank web site as soon as possible.

  
Chief Manager  
Nagpur Zonal Office

