



**PREMISES REQUIRED**

UCO Bank desires to take premises on rent having 800-1200 Sq ft of carpet area preferably on Ground Floor or Premises on First floor (if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available). The premise is preferred within market area. Premises are required for branches at following places:-

Sr. No	District	Name Of the place
1	East Champaran	Chhatauni
2	East Champaran	Raxaul
3	Gopalganj	Mirganj
4	Patna	Raza Bajar
5	Muzaffarpur	Sabaipatti

The details may be collected from our Bank's Zonal Office in Patna or can be downloaded from UCO Bank's official website at [www.ucobank.com/Notices](http://www.ucobank.com/Notices). The last date for receipt of application in sealed cover on prescribed format is 07.01.2026

Place: Patna

Date: 20.12.2025



Dy. Zonal Head

**परिसर की आवश्यकता**

यूको बैंक 800-1200 वर्ग फीट क्षेत्रफल वाला परिसर, अधिमानतः भूतल पर या प्रथम तल (यदि परिसर मॉल, शॉपिंग सेंटर में है, जहां लिफ्ट, चढ़ती सीढ़ी, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हो), किराए पर बाजार क्षेत्र में लेना चाहता है। निम्नलिखित स्थानों पर शाखा के लिए परिसर की आवश्यकता है:-

क्रम संख्या	स्थान का नाम	जिला
01	छत्तीनी	पूर्वी चंपारण
02	रक्सौल	पूर्वी चंपारण
03	मिरगंज	गोपालगंज
04	राजा बजार	पटना
05	सबाईपट्टी	मुज़फ़्फ़रपुर

इस संबंध में विस्तृत जानकारी बैंक के अंचल कार्यालय (चौथी मंजिल, ए-ब्लॉक, मौर्य लोक कॉम्प्लेक्स, पटना-800001) अथवा से प्राप्त किया जा सकता है या यूको बैंक की वेबसाइट [www.ucobank.com/Notices](http://www.ucobank.com/Notices) से डाउनलोड किया जा सकता है। निर्धारित प्रारूप पर सीलबंद लिफाफे में आवेदन प्राप्त करने की अंतिम तिथि 07.01.2026 है।

स्थान: पटना

दिनांक: 20.12.2025



उप अंचल प्रमुख



Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK  
ZONAL OFFICE  
PATNA

**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 (Sq ft.)
Raza Bazar	Raza Bazar, Bailey Road, Patna	1000-1200
Sabaipatti	Sabaipatti, Dist- Muzaffarpur	1000-1200
Mirganj	Mirganj, Dist- Gopalganj	1000-1200
Chhatauni	Chhatauni, Dist- East Champaran	800-1000
Raxaul	Raxaul, Dist- East Champaran	800-1000

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.
- 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.



: 2 :

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 envelops. 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 Zonal Office, Uco Bank, Patna. or downloaded from Bank's website [www.ucobank.com](http://www.ucobank.com)

**Last Date of Application : 07.01.2026**

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.

**Dy Zonal Head**  
**Zonal Office, Patna**

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)



: 3 :

Details of formalities and documents required for premises.

(Advertisement dated 20.12.2025)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by
- 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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.





Annexure -3

PART -1: TECHNICAL BID FOR  
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager  
Zonal Office  
Patna

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 Building : Residential/Commercial/Industrial/Mixed: (Attach proof) B. Size of Plot : _____sft, C. Front Road Width: _____ ft) D. Type of building: (Load bearing/RCC/framed structure). E. Clear floor height from floor to ceiling F. Rentable Carpet area offered to Bank Ground Floor ..... First Floor..... (in exceptional cases)
5.	Specification of construction	1. Floor : 2. Roof : 3. Walls : 4. Doors and Windows : 5. Are M.S.Grills provided to Windows? :Yes/No  Running water facility available :Yes/No Sanity facilities available :Yes/No Electricity supply with separate meter available:Yes/No Parking facility:Yes/No.

6. The following amenities are available in the premises or I/We agreeable to provide the following amenities: [Strike out whichever 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 another point which gives direct access to outside.
- 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

**7. 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 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.

Place:  
Date:

Signature of the offerer/offerers

Name: .....  
Address.....  
.....

Contract No.:.....

**(Must be mentioned on envelope Also)**





Annexure: 4

PART-II FINANCIAL BID FOR UCO BANK \_\_\_\_\_ BRANCH

(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager  
Zonal Office  
UCO Bank Patna,

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.persq.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.....numbers of options of .....years each with .....% increase in rent at each option. Any other terms and conditions (Please specify)

My/Our offer will be valid for next three months from the date of offer.

Signature of the offerer

Name: .....

Address.....

.....

Contract No.:.....

(Must be mentioned on envelope Also)

Place:

Date:

Note:- Carpet area will not including followings:

a) Common areas shared with other co-tenants.

b) Areas covered by walls, pillars.

c) Space covered by toilets, staircase, uncovered verandah, corridor and passage.

