

## Annexure - 2 (B)

### Details for requirement for urban / metro branches / offices

**UCO BANK**  
ZONAL OFFICE  
HARYANA

#### REQUIREMENT OF OFFICE / BRANCH PREMISES

Offer 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	Name of the District	Preferred location	Carpet Area required inclusive of ATM in Sq.Ft.
<b>Patla</b>	<b>Sonipat</b>	<b>Ground floor</b>	<b>700-800</b>

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 offer must have a clear title to the property.
- Premises should 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 arrangement, 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 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 required for Bank.

The Cover containing technical detail should be marked envelop no.1 and super-scribed with technical bid and the cover containing financial details should be marked as envelop 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 offerer 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 Zonal Office, Haryana at Chandigarh or downloaded from Bank’s website.

The Bank reserves the rights to accept or rejects any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the bank.

Zonal Manager

Haryana Zone

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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Details of formalities and documents required for premises.

- Submit your offer in enclosed quotation forms in two separate sealed covers.  
Please ensure to submit the same to our office latest by 10.04.2015.
- While filling the quotation forms, please ensure to follow below mentioned instructions:
  - ❖ Submit copy of ownership documents 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 “Envelop No.1 – Technical Bid” and the cover containing financial details should be marked “Envelop 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 bear the name and address, phone no. / Mobile no. of the offerer.
    - ❖ Separate applications as per prescribed preformed, 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 covered each for Technical & Financial bid (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 General 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 from i.e. letter of offer.**

**PART – I: TECHNICAL BID FOR \_\_\_\_\_**  
[MUST BE MENTIONED ON ENVELOPE ALSO]

**Zonal Manager**  
**UCO Bank.**  
**Zonal Office**  
**Haryana**  
Bank Squire 17 B, Chandigarh-160017

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 any,  
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: \_\_\_\_\_sq. ft, Front Road Width: \_\_\_\_\_sq. 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.

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: \_\_\_\_\_

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

\_\_\_\_\_

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

**(Must be mentioned on envelope)**

Place:

Date:

**PART-II FINANCIAL BID FOR \_\_\_\_\_**  
(MUST BE MENTIONED ON ENVELOPE ALSO)

**Zonal Manager**  
**UCO Bank.**  
**Zonal Office**  
**Haryana**  
Bank Squire 17 B, Chandigarh-160017

Dear Sir,

I/We offer to lease my/our space in the premises located at-----

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(Other details of which are given in Part-I) as following rate:

Floor	Carpet Area (in Sq Ft)	Rate per Sq Ft	Total rent in Rs.
Ground			
First			

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 \_\_\_\_\_ 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 \_\_\_\_\_

\_\_\_\_\_

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 veranda, corridor and passage.**

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

**OFFER LETTER**

From: .....

.....

.....

To:

**Zonal Manager**

**UCO Bank.**

**Zonal Office**

**Haryana**

Bank Squire 17 B, Chandigarh-160017

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 rentable area in (Sq.Ft) 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: .....

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	Rentable floor area	Rent per Sq Ft
i] Basic rent		
ii]Service tax if any(Society charge etc) give detail		

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:**

i) .....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.

ii) 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 without 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.

iii) You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing, without paying any compensation for earlier termination.

**c) Taxes/Rates:**

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

**d) Maintenance/Repairs:**

i) Bank shall bear actual charges for consumption of electricity and water, I/We undertake to provide separate electricity/water meters for this purpose.

ii) 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 by me/us by you before you vacate(Applicable only where no loan component 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 .....

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

**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 he 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 flooring Bank's .....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.

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: \_\_