




ZO/EKM/GAD/2021-22/379

Date: 30.03.2022

Strategic Planning Department,
Head Office,
Kolkata.

Sub:Advertisement in Banks official web site-Selection of Branch Premises-Shifting of Thiruvalla Branch (1333), Ernakulam Zone

We are forwarding the Annexure-2B(Requirement of Branch Premises), Annexure-3(Format for Technical bid) and Annexure-4(Format for Financial bid) for placing the advertisement on Banks official web site for selection of branch premises for our Thiruvalla Branch(1333),Ernakulam Zone, Kerala vide approval for shifting Ref: HO/GAD/2021-22/4555 dated 22.03.2022. The advertisement quoting Banks requirement be published in News Papers on 31.03.2022 and simultaneously the detailed advertisement is to be published in our official web site on the same date.


Chief Manager
GAD



Encl:

1. Annexure 2-B (Requirement of Branch Premises)
2. Annexure 3 (Format for Technical Bid)
3. Annexure 4 (Format for Financial Bid)

कार्यालय / Office. यूको बैंक 3720/39, कार्यालय अंचल, एफ 016 682 - केरला, एरणाकुलम, रविपुरम रोड, एस आर कोम्पलक्स,
UCO Bank, Zonal Office, 39/3720 F, S.R. Complex, Ravipuram Road, Ernakulam, Kerala- 682 016
EMAIL: ZO.TVPURAM@UCOBANK.CO.IN . CONTACT: 0484-2788600,601,602
Follow UCO Bank on Twitter:[UCOBANKOfficial](https://twitter.com/UCOBANKOfficial); Facebook:[Official.UCOBank](https://www.facebook.com/Official.UCOBank); Instagram:[Official.ucobank](https://www.instagram.com/Official.ucobank);
LinkedIn:[UCO BANK](https://www.linkedin.com/company/UCO BANK); You Tube:[UCO Bank Official](https://www.youtube.com/channel/UCO Bank Official)



GAD DEPT

तिरुवल्ला में कार्यालय परिसर की आवश्यकता
OFFICE PREMISES REQUIRED IN THIRUVALLA

बैंक के अपने तिरुवल्ला शाखा के लिए तिरुवल्ला नगरपालिक क्षेत्र में दीर्घवधि पट्टे पर क्षेत्रफल 800-1000 वर्गफीट के नये परसिर के लिए निविदा आमंत्रित करता है, जो मुख्यतः भूतल पर स्थित हो और मुख्य सड़क के सामने स्थित अच्छे मुखभाग, दृश्यता, पर्याप्त बिजिली की आपूर्ति, पार्किंग आदि सभी मूलभूत सुविधाओं से युक्त हो या अगर वह मॉल, शॉपिंग सेंटर में है तो पहली मंजिल में हो, जहां लिफ्ट, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हैं। उपयुक्त परिसर रखने वाले इच्छुक व्यक्ति आवेदन प्रस्तुत कर सकते हैं। निविदाओं के तहत बैंक की वेबसाइट www.ucobank.com में प्रस्ताव को प्रस्तुत करने के लिए उपलब्ध निर्देशों / दिशानिर्देशों के अनुसार आवेदन प्रस्तुत किए जाने चाहिए। उक्त पते पर दिनांक 20.04.2022 को अपराह्न 5.00 बजे तक ही आवेदन स्वीकार किया जाएगा। रजिस्टर्ड डाक द्वारा अंचल कार्यालय को प्रस्तुत की गई निविदाओं पर ही विचार किया जाएगा।

Bank desires to acquire on long lease, office premises for its branch at Thiruvalla, Kerala having a Carpet Area of 800-1000 sq. ft. located in Thiruvalla municipal area preferably on ground floor having good frontage, visibility, adequate power supply and parking facility or on first floor if the same is in malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. Interested parties owning suitable premises may apply. The applications should be submitted as per the instructions / guidelines for submitting the offer which is available in Bank's website www.ucobank.com - tenders. Applications will be accepted only till 5 pm on 20.04.2022. Tenders should be submitted to Zonal Office directly by Regd. Post only.

UCO Bank, Zonal Office, 39/3720 -F, S R Complex, Ravipuram Road,
Ernakulam, Kerala - 682016

यूको बैंक, अंचल कार्यालय, 3720/39, एफ एस आर कॉम्प्लेक्स, रविपुरम रोड, एर्णाकुलम, केरल
682016



REQUIREMENT OF OFFICE/BRANCH PREMISES

Offers in two separate sealed covers containing technical details and financial details in prescribed format are invited from the interested parties, who are ready to lease out (for long terms preferably for 15 years or more) their readily available premises in **THIRUVALLA, KERALA** area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sqft.)
Thiruvalla (Branch & ATM)	Thiruvalla Municipality	800-1000(maximum)

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 on ground floor having good frontage, visibility, adequate power supply and parking facility or on first floor if the same is in malls, Shopping Centers where infrastructure facilities like lifts, escalators and parking etc., 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, ventilation and parking
- The premises structure should be strong enough to bear the weight of Strong Room, Strong Room Doors, Safe & Lockers Cabinet. **Collapsible gate and 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 **50% 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, Separate Toilets (Men and Women) 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.

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 offerer on all the three envelopes. The third cover duly sealed should be addressed to the **Zonal Manager, UCO Bank, Zonal Office, 39/3720 F, S.R. Complex, Ravipuram Road, Ernakulam, Kerala - 682 016 latest by 05 pm on 20.04.2022, which is the prescribed time schedule. No offer after the closing date will be entertained.**

The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office Ernakulam or downloaded from Bank's website (www.ucobank.co.in). 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.

Encl: Details of formalities and documents required for premises.
Part-I form for Technical Bid
Part-II form for Financial Bid

Details of formalities and documents required for premises.

(Advertisement dated 01.04.2022)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 15.04.2022
- 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".
 - 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, UCO Bank, Zonal Office, 39/3720 F, S.R. Complex, Ravipuram Road, Ernakulam, Kerala - 682 016 latest by 5 PM on 20.04.2022, which is the prescribed time schedule. No offer after the closing date will be entertained.**

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.

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

The 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: _____ sq.ft. ,
 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? :
- 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

5) The following amenities are available in the premises or I/We agreeable to provide the following amenities:

[Strike out whichever 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 collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- iv) 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) The Total space provided is including space for Branch and Onsite ATM of the bank and partition for ATM shall be provided.
- ix) Separate toilets for Gents and ladies will be provided.
- x) Space for displaying of Bank's sign Board will be provided.

6) 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's 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

Signature of the offerer

Name:
Address

Contact 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, Ernakulam

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 :

1. Execute Lease Deed in Bank's standard format.
2. Bear all the taxes and cesses related to the concerned premises
3. Bear the cost of execution and registration of lease deed.
4. 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)

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:

Common areas shared with other co-tenants.

Areas covered by walls, pillars.

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

