



सम्मान आपके विश्वास का

Honours your trust

यूको बैंक, अंचल कार्यालय, सिउड़ी, सरकित हाउस के पास, सिउड़ी, जिला - बीरभूम (प. बं.) – 731 101

UCO Bank, Zonal Office, Suri, Near Circuit House, Suri, Dist. - Birbhum (W.B.) – 731 101

Phone: 03462 257302, 03462 255539 Fax: 03462 255718, E-mail: [zo.suri@ucobank.co.in](mailto:zo.suri@ucobank.co.in)

## **PREMISES REQUIRED**

UCO BANK, a leading Public Sector Bank requires Premises in and around **SILIGURI HILL CART ROAD Dist. DARJEELING** Pin-734001 (WB) Premises with CARPET AREA OF **1000 Sq. ft. to 1200 Sq. ft.**, preferably in Ground Floor with adequate power load and parking facility **on Lease/Rental** basis for occupation.

Interested parties are required to send their offer in Bank's prescribed formats-Annexure 3 & 4 in separate envelopes either by downloading from our website [www.ucobank.com](http://www.ucobank.com) under "NOTICES" or collect it from the above address. The last date for submission is 21-08-2017 by 5 p.m at the above address.

Date: 10-08-2017

Zonal Manager

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

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 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.

Contd. ...



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  
 Zonal Office  
UCO Bank

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 p.m. (Rs.)
Ground floor			
First floor			

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)

Contd. ...

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 verandah, corridor and passage.