



UCO BANK
ZONAL OFFICE
JABALPUR

REQUIREMENT OF OFFICE PREMISES

Offers in sealed covers on prescribed format are invited from the interested parties, who are ready to lease out (on long term preferably for 10/15 years or more) their readily available premises at the following place with the following requisite details.

Office	Preferred location			Carpet Area (Sq. Ft.)
	Location	District	State	
Jabalpur	Jabalpur locality--preferably on the City area	Jabalpur	Madhya Pradesh	1500-2000

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 **prominent place**. 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 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.

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 Zonal Office, at **Jabalpur temporarily functioning at Wright Town Jabalpur Branch**, at 781-Wright Town, opposite Dr. Naik Nursing Home, Jabalpur -482002, or downloaded from Bank's website within prescribed time schedule. No offer after the closing date will be entertained.

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
Jabalpur Zone

Encl: Details of formalities and documents required for premises.

Note : Carpet area will not include the following :

1. Common areas shared with other co-tenants.
2. Areas covered by walls, pillars.
3. Space covered by toilets, staircase, uncovered verandah, corridor and passage.

Details of formalities and documents required for premises.

- Submit your offer in enclosed quotation form in the sealed covers latest by **09.10.2015 at 5:30 PM** in the drop box provided at Zonal Office.
- While filling the quotation forms, please ensure to follow below mentioned instructions :
 - * Submit copy of ownership documents along with letter of offer.
 - * You have to submit copy of “NOC” from competent authority.
 - * Fill up all the information asked for in the enclosed form itself.
 - * The form should be put in an envelope and envelope duly sealed, should be superscribed with “Offer of Premises for UCO Bank”.
 - * The envelopes should also bear the name and address, phone no. / Mobile no. of the offerer.
 - * Separate applications as per prescribed Proforma, duly filled, signed & sealed, be Submitted in respect of each offer.
 - * The cover, duly sealed, should be addressed to the **Zonal Manager, Zonal Office, UCO Bank, Wright Town Jabalpur Branch, at 781-Wright Town, opposite Dr. Naik Nursing Home, Jabalpur -482002.**

Tenders will be opened on **12/10/2015 at 3:00 PM** at the same venue, where you may remain present, if so desired.

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 / reject any / all offers without assigning any reason.

Encl : **Draft letter of offer.**

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: _____ sft., Front Road Width: _____ sft,
 - 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
 - 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.
- 5.) The following amenities are available in the premises or I/We agreeable to provide the following amenities:(Strike out whichever is not applicable)
 - a) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - b) All windows will be strengthen by grills with glass and mesh doors.
 - c) 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.
 - d) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
 - e) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps.
 - f) Separate toilets for Gents and ladies will be provided.
 - g) 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 fitting and fixtures, counters, safes, safe deposit lockers, cabinets, string 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: _____

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)

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.