

Note to ZOPC

Date-26.12.2024

**Sub-Inviting Bids for opening New Branch at Sector-18, Panipat**

We have received in principle approval from Head Office vide their letter no HO/SP//2024-25/763 dated 19.12.2024 for establishment of new branch at Sector-18, Panipat. In terms of bank's premises policy 2024-26, following procedure should be followed-

**For Branches/Offices in Urban, Metro Centres, and Rural and Semi urban centres (where rent will be more than Rs. 30,000/- per month)**

For locating premises for Branch/Office in Urban, Metropolitan centers and Rural and Semi Urban centres (where rent will be more than Rs. 30,000/- per month), advertisements as per Draft vide Annexure 1 (B) for inviting offers should be released in three leading dailies i.e. one in English and one in Hindi and one in Regional Language (if Regional language is other than Hindi) simultaneously. If Hindi is the local language, the advertisement can be released in two papers i.e. one in English, One in Hindi. The advertisement quoting Bank's requirement should be published in news papers in concise format with the address of the Bank's Website with last date of submission of offers. The detail notice is to be given in the Bank's Web-Site (as per the draft vide Annexure 2 (B) in terms of Central Vigilance Commission's guidelines.

Hence, we recommend inviting bids from interested bidders for taking premise at Sector-18, Panipat centre on rent through newspaper advertisement as well as on Bank's website giving fifteen days time from date of advertisement for submitting bids.

(Parshant-54501)

Sr. Manager, GAD

ZOPC DECISION: Approved/ Not Approved

(Parshant-54501)

Sr. Manager, GAD

(Ardash Nath,52849)

Security Officer

(Kusum Khosla-46027)

Sr Manager, SPD

(Chandan Kumar-55125)

Chief Manager)

(Puneet Kumar-53190)

Dy. Zonal Head

(Abhishek Singh, EMP No-53458)

Zonal Head

अंचल कार्यालय करनाल :: जीटी रोड मंदिर कॉम्प्लेक्स, नजदीक बस स्टैंड करनाल -132001

Zonal Office Karnal :: Old GT Road Mandir Complex, Near Bus Stand Karnal- 132001

दूरभाष :: Phone:-01844020183, ई मेल :: E-mail: [zoharyana.gad@ucobank.co.in](mailto:zoharyana.gad@ucobank.co.in) . [zo.haryana@ucobank.co.in](mailto:zo.haryana@ucobank.co.in)

Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK  
ZONAL OFFICE KARNAL

**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 15 years or more) their readily available premises in Sector-18, Panipat area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Panipat	Sector-18	1200

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.

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 Karnal/UCO Bank at GT Road Panipat or downloaded from Bank's website.

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.



Zonal Manager  
Karnal

Encl :- Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid



UCO Bank  
Karnal

PREMISES REQUIRED

Bank desires to take premises on rent having 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 premises are required in the following localities for opening of its Branch/Office :-Sector-18, Panipat.

The details may be collected from Bank's Zonal Office at Karnal / Panipat branch / office at GT Road or can be down loaded from our Bank's web Site at [www.ucobank.in](http://www.ucobank.in) . The last date of application in sealed cover on prescribed format is 13.01.2024.



.....  
General Manager/Deputy General Manager/ Asstt. General 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  
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: \_\_\_\_\_ 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.

5) The following amenities are available in the premises or I/We agreeable to provide the 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 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) Separate toilets for Gents and ladies will be provided.
- ix) 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: \_\_\_\_\_

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 per.month. (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 \_\_\_\_\_ number of options of \_\_\_\_\_ years each with \_\_\_\_\_ % increase in rent at each option.

Any other terms and conditions (Please specify)

Contd...2



**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:

- iv) Common areas shared with other co-tenants.
- v) Areas covered by walls, pillars.
- vi) **Space covered by toilets, staircase, uncovered verandah, corridor and passage.**

