

अंकच/सा. प्र.वि./2024-25

दिनांक/Date- 05-03-2025

महा प्रबन्धक/General Manager

कार्यनिधि एवं योजना विभाग/Strategic & Planning Department,

प्रधान कार्यालय/Head Office,

कोलकाता/Kolkata.

**विषय/Re:- Holsting of Notice Inviting Tenders for hiring of  
Branch Premises for B/o Bhabat Road, Zirakpur**

We are enclosing a draft of advertisement along with annexure regarding Tenders for hiring of Branch Premises for B/o Bhabat Road, Zirakpur (Chandigarh Zone).

Notice of the same has been given for publication on dated **05.03.2025**.

In view of the above, we request you to upload the same on Bank's website under Tenders as on **06.03.2025 till 27.03.2025**.

  
(Rajendra Prasad Rajput)  
AGM & Deputy Zonal Head



अंचल कार्यालय :: बैंक स्क्वायर, सेक्टर 17 बी, चंडीगढ़ 160017-

Zonal Office: Bank Square, Sector 17-B, Chandigarh - 160017

दूरभाष : Phone:-0172-5037335, फैक्स न 2703016-0172 .ई मेल E-mail: zochng.gad@ucobank.co.in

Annexure – 1(B)



UCO Bank

Zonal Office Chandigarh

**PREMISES REQUIRED**

Bank desires to take premises on rent having **800-1000 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 :-

**Bhabat Road, Zirakpur**

The details may be collected from Bank's **Zirakpur** branch/office 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 27-03-2025.

.....  
Deputy General Manager & Zonal Head



Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK  
ZONAL OFFICE

CHANDIGARH

**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 10/15 years or more) their readily available premises in **Bhabat Road, Zirakpur** area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sq. ft.)
<b>Bhabat Road, Zirakpur</b>	<b>Bhabat Road, Zirakpur</b>	<b>800 - 100 Sq. Ft.</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.
- Earnest Money Deposit (EMD) of Rs. 5,000/- (Five Thousand only) in the form of Demand Draft in favour of UCO Bank payable at Chandigarh. EMD of unsuccessful bidder (without interest) will be released after completion of selection process of L-1 bidder.
- 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.

Contd.....2






: 2 :

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 Zonal Office, SCO-55-56-57, Bank Square, Sector 17B Chandigarh.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **Zonal Office Chandigarh at SCO-55-56-57, Bank Square, Sector 17B, Chandigarh** 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  
Chandigarh Zone.



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

: 3 :

Details of formalities and documents required for premises.

(Advertisement dated **06-03-2025** )

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **27-03-2025**.
- 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.
  - ❖ Earnest Money Deposit (EMD) of Rs. 5,000/- (Five Thousand only) in the form of Demand Draft in favour of UCO Bank payable at Chandigarh.
  - ❖ 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 3<sup>rd</sup> 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 3<sup>rd</sup> cover, duly sealed, should be addressed to the **Zonal 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 form in two parts.**

