

Details for requirement for Branches/Offices

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 15/20 years or more) their readily available premises in **Phaphamau** area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sq.ft.)
Phaphamau, Prayagraj U.P	Ground floor on road premises at Phaphamau market area	800-1000 sq ft,

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 / Rooftop space for Solar Pannel system, Rooftop space for mounting network dish Antena, 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.
- Bidderr should provide application that property is free from all encumbrances.(format attached)
- **Bidder should provide Demand Draft of Rs. 500/- as Tender fees, in favour of UCO Bank payable at Varanasi.**

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 envelops. 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 UCO Bank, Zonal Office, GAD, Dhanshree Complex, 1st Floor, D-63/8-1M, Mahmoorganj, Varanasi – 221010** 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.


Dy Zonal Head


Zonal Manager

Place: Varanasi

Date: 28.04.2025

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

Part-I form for Technical Bid

Part-II form for Financial Bid

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

**Zonal Manager
Zonal Office
UCO Bank,
Varanasi**

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) Construction of ATM Room, Stationery Room with door.
- iii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- iv) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- v) All windows will be strengthened by grills with glass and mesh doors.
- vi) Required electrical power load (10 KW) 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



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- vii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- viii) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps.
- ix) Separate toilets for Gents and ladies with proper ventilation will be provided.
- x) Space for displaying of Bank's sign Board will be provided.
- xi) Space for Generator Set / Rooftop space for Solar Pannel system, Rooftop space for mounting network dish Antena, Toilets and Parking space free of cost.

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:_____

Place:

Date:

Address:_____

Contract No.:_____



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(Must be mentioned on envelope)

Annexure 4

PART-II FINANCIAL BID FOR _____

(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager
Zonal Office
UCO Bank
Varanasi

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 :

- Execute Lease Deed in Bank's standard format.
- Bear all the taxes and cesses related to the concerned premises
- Bear the cost of execution and registration of lease deed.
- 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:

- 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.



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Signature _____

Date _____

Declaration

To whom it may concern

I, _____ hereby declare that the property located at _____ [Property Address] that I am offering for lease is free from all encumbrance, charge, and litigations. I confirm that there are no legal or financial obligations attached to the said property, and I am the sole legal owner of the property.

I further declare that the property is not subject to any outstanding mortgages, loans, liens, or other forms of indebtedness, and there are no pending legal proceedings or claims against the property. I guarantee that the property is in compliance with all local, state, and federal regulations, and all necessary permits and licenses are in place.

I provide this declaration to enable the bank to lease the property without any legal or financial complications. I understand that any false statements in this declaration may result in legal action against me and cost also.

Offer Sign _____

Offer Name _____

Address _____

Contact No. _____

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