

यूको बैंक
अंचल कार्यालय, भोपाल
परिसर की आवश्यकता

यूको बैंक मकरोनिया में नई शाखा हेतु, मकरोनिया चौराहे के पास, जिला सागर में शाखा परिसर किराए पर लेने की आवश्यकता है। ऐसे भवन स्वामी जिनके आधार तल पर स्थित भवन का आंतरिक क्षेत्र 800 से 1000 वर्गफीट हो, वे यूको बैंक सागर शाखा अथवा अंचल कार्यालय, भोपाल (22, अरेरा हिल्स जेल रोड, भोपाल) से विस्तृत जानकारी एवं ऑफर फार्मेट प्राप्त कर सकते हैं। इसके अतिरिक्त हमारे बैंक की वेबसाइट www.ucobank.com के टेंडर सेक्शन से भी जानकारी प्राप्त की जा सकती है। आवेदन, बैंक फार्मेट पर मोहरबंद लिफाफे में दिनांक **13.09.2024** तक बैंक के अंचल कार्यालय, भोपाल में जमा कर सकते हैं।

यूको बैंक
अंचल कार्यालय, भोपाल
फोन - 0755 4046016
ईमेल- zobhopal.gad@ucobank.co.in

यूको बैंक
सागर शाखा
फोन - 8871323308
ईमेल- sagar@ucobank.co.in

PREMISES REQUIRED

UCO Bank desires to take premises on rent having 800-1000 sqft of carpet area only on Ground Floor. The **premise is required in Makroniya near Makroniya Chauraha, Dist-Sagar** for opening a new branch. The details and forms may be collected from UCO Bank Sagar Branch or Zonal Office Bhopal (Address: 22 Arera Hills, Jail Road, Bhopal). The last date of submission of application in sealed cover on prescribed format is **13.09.2024**. The form can also be downloaded from our bank's website www.ucobank.com under tender section.

UCO Bank
Zonal Office Bhopal
Ph No. 0755-4046016/
Email: zobhopal.gad@ucobank.co.in

UCO Bank
Sagar Branch
Ph no. +91-8871323308
Email: sagar@ucobank

**OFFER LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING PREMISES ON LEASE
FOR MAKRONIYA BRANCH (Rural and Semi Urban Centre)**

OFFER LETTER

From:
(Name & Contact Number)

To,
Zonal Manager
Zonal Office Bhopal
UCO Bank

Dear Sir,

Sub: Offer to give on lease the Premises for your Branch/Office

I/We, offer in you to give on lease the premises described here below for your Branch/Office.

- a) Full address of premises offered on lease:
- b) Distance from the main road /crossroad:
- c) Whether there is direct access in the premises from the main road: Yes / No
- d) Floor wise area: Floor
 - i) Usable carpet area in (sq.ft.):
 - ii) Rentable floor area:
- e) Year of construction:
- f) If the building is new, whether occupancy certificate is obtained: Yes/ No
- g) If the building is yet to be constructed:
 - i) Whether the plan of the building is approved {copy enclosed}: Yes/ No
 - ii) Cost of construction:
 - iii) Time required for completing the construction:

- h) If the building is old whether repairs/ renovation is required
- i) If so cost of repairs/construction:
- ii) Boundaries: East:
North:
West:
South:

Note: Rentable floor area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and corridor if any, (Refer Bank's definition of carpet area)

TERMS & CONDITIONS:

- a) Rent: Floor wise rent payable at the following:

| Floor | | Carpet Area | Rate per sq.ft. |
|-------|---|-------------|-----------------|
| i) | Basic Rent | | |
| ii) | Services if any (A/c, Society charges etc) Give details | | |

With effect from _____ i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 7th working day of succeeding calendar month. For services like A/c, the respective service rent will be payable from the date the service is available.

- b) LEASE PERIOD:

i) years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period ofyears (option) at your OPTION with% enhancement in rent for the option period.

ii) In case I/We, fall to discharge the entire loan to be granted by the Bank for construction/ repairs/ renovation/ addition of the premises along with interest within the agreed period of lease, I/We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

iii) You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing, without paying any compensation for earlier termination.

- c) Taxes/Rates:

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) Maintenance/Repairs:

i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/water meters for this purpose.

ii) All repairs including annual/periodical white washing and annual/periodical painting will be got done by me/us at my/our cost. In case, the repairs and/or white/colour washing is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs white/colour washing etc. at our cost and deduct all such expenses from the rent payable to me/us.

e) Rental Deposit:

You have to give us a sum of Rs being the advance rent deposit for months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last 3/6 month's rent payable by me/us by you before you vacate (Applicable only where no loan component is involved).

f) Loan:

I/We may be granted a loan of Rs (Rupees only) that may be sanctioned as per the norms of the Bank, which will be cleared with interest within the period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulation of the Bank. The estimated cost of construction/renovation is Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

g) Lease Deed /Registration Charges:

If you require, I/We undertake to execute an agreement to lease/regular lease deed, in your favour containing the mutually accepted/sanctioned terms of lease at an early date. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50: 50 between the bank and me/us.

DECLARATION:

a) I/We am/are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord(s) and Bank officials after completion of the building in all respects as per the specification/ requirement of the Bank.

b) The concept of carpet area for rental purpose was explained to me /us and clearly, understood by me/us, according to which the area occupied by toilets, staircase, pillars service shafts (more than 2 m.sq in area), balcony, common passage, A/C plant room, walls and other uncovered area, would be excluded for arriving at rental payments. (Strike out whichever is not applicable, particularly for toilets).

c) The following amenities are available in the premises or I/We agree to provide the following amenities: *[Strike out whichever is not applicable]*

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- 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 strong room segregating the locker and cash room.
- iii) A lunch room for staff and stock room will be provided as per the requirement/ specification of the Bank.
- iv) A wash basin will also be provided in the lunch room.
- v) Separate toilets for Gents and ladies will be provided.
- vi) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- vii) Entire flooring will be mosaic and walls distempered.
- viii) All windows will be strengthened by grills with glass and mesh doors.
- ix) Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
- x) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric meter of required capacity will be provided.
- xi) Space for displaying of Bank's Sign Board will be provided.
- xii) Required number of Pucca morchas for security purpose will be provided as per Bank's specification.
- xiii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- d) 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.
- e) The charges /fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- f) 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.
- g) If my/our offer is accepted, i/we will give you possession of the above premises on

I/We further confirm that this offer is irrevocable and shall open for days from the date hereof, for acceptance by you.

Place:

Yours faithfully,

Date:

यूको बैंक, अंचल कार्यालय, सामान्य प्रशासन विभाग, 22, अरेरा हिल्स, भोपाल-462027

UCO Bank, Zonal Office, General Administration Department, 22, Arera Hills, Bhopal-462027

फोन Phone: 0755-4046016, 4046017, 4046002(DZH-1), 4046001(DZH-2), फैक्स Fax No: 0755 4046010

ई-मेल E-mail:zo.bhopal@ucobank.co.in