

ZOBE/GAD/HO/2023-24/311

Date: 28-12-2023

NOTICE INVITING BID FOR PREMISES REQUIRED ON LEASE

UCO Bank Zonal office, Begusarai invites sealed offers from eligible Bidders for Branch Premises required on Lease at Manikpur, Araria.

Advertisement Publishing Date : 30-12-2023

Start date of Bid invitation : 30-12-2023

Last date for the submission of BID : 25-01.2024 till 05.00 P.M

For further details please visit www.ucobank.com/notices. The tender documents are also available at General Administration Department, UCO Bank Zonal Office, Begusarai & UCO Bank, Manikpur Branch.


Zonal Manager
Zonal Office, Begusarai



Enclosure:

➤ **Offer Letter(Annexure-5)**

यूको बैंक

(भारत सरकार का उपक्रम)
सम्मान आपके विश्वास का



UCO BANK

(A Govt. of India Undertaking)
Honours your trust

Premises Required

Bank desires to take premises on rent having **800 sq. ft.** of carpet area on **Ground Floor**. The Premises are required in following Localities for shifting Manikpur branch at Manikpur.

Address	:Manikpur
Post	:R T Mohan
District	:Araria
Pin Code	:854311

The details may be collected from our nearest **UCO Bank's Manikpur Branch** and **UCO Bank's Zonal Office Begusarai**. Details are also available on our bank website www.ucobank.com. The last date for submission of application in sealed cover on prescribed format is **25.01.2024 till 05:00 PM**.


28/12/2023
Asstt. General Manager & Zonal Head



यूको बैंक



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परिसर की आवश्यकता है

ग्राउंड फ्लोर पर कारपेट एरिया 800 वर्ग फुट के किराए पर बैंक परिसर लेना चाहता है।
यूको बैंक की मानिकपुर शाखा स्थानान्तरण हेतु निम्नक्षेत्र में परिसर की आवश्यकता है।

पता : मानिकपुर
पोस्ट : आर टी मोहन
जिला : अररिया
पिन : 854311

विस्तृत विवरण यूको बैंक की निकटतम मानिकपुर शाखा एवं यूको बैंक अंचल कार्यालय बेगूसराय से प्राप्त किया जा सकता है। इस संबंध में विस्तृत जानकारी बैंक की वेबसाइट www.ucobank.com पर भी उपलब्ध है। निर्धारित प्रारूप में सीलबंद कवर में आवेदन जमा करने की अंतिम तिथि 25.01.2024 05:00 अपराह्न है।

सहायक महाप्रबंधक एवं अंचल प्रमुख



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

OFFER LETTER

To:
.....
.....

From:
.....
.....

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 :

d) Floor wise area:	Floor	Usable carpet area in (sq.ft)	Rentable floor area
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- e) Year of construction :
- f) If the building is new, whether occupancy
Certificate is obtained :
- g) If the building is yet to be constructed
 - i) Whether the plan of the building is
approved (copy enclosed) :
 - 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:	West:
North:	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 rentable floor area).

TERMS & CONDITIONS :



- a) Rent : Floor wise rent payable at the following rates i.e.

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

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 :

-Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of Years at your OPTION with.....% enhancement in rent for the option period.
- In case I/We, fail 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 with out 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.
- You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three month's 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 :

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

- e) Rental Deposit :

You have to give us a sum of Rs.....being the advance rent deposit formonths 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 to me/us by you before you vacate. (Applicable only, where no component of loan 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 2m.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 agreeable to provide the following amenities: [Strike out which ever is not applicable].
- 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.
 - A partition wall will be provided inside the strong room segregating the locker room and cash room.
 - A lunch room for staff and stock room will be provided as per the requirement /specification of the Bank. A wash basin will also be provided in the lunch room.
 - Separate toilets for Gents and ladies will be provided.
 - A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - Entire flooring will be mosaic and walls distempered.
 - All windows will be strengthened by grills with glass and mesh doors.



- viii) Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
- ix) 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.
- x) Space for displaying Bank's signboard will be provided.
- xi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
- xii) 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 acceptable, I/ we will give you possession of the above premises on
- h) I/We further confirm that this offer is irrevocable and shall open fordays from the date hereof, for acceptance by you.

Yours faithfully,

Place :

Date :

Owner(s)

