

## ANNEXURE – 2(B)

**UCO BANK**  
**ZONAL OFFICE, Hooghly**

### **REQUIREMENT OF BRANCH PREMISES**

Offers in two separate sealed covers containing technical details and financials 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 at the following places with the following requisite details.

<b>Branch</b>	<b>Preferred Location</b>	<b>Carpet Area (sft.)</b>
Konnagar	Konnagar, Hooghly	800 to 1000 sq.ft. preferably at ground floor
Egra	Egra, East Midnapur	800 to 1000 sq.ft. preferably at ground floor
Chandrakona Road	Chandrakona Road, West Midnapur	800 to 1000 sq.ft. preferably at ground floor
Singur	Singur, Hooghly	800 to 1000 sq.ft. preferably at ground floor
Baidyabati	Baidyabati, Hooghly	1000 to 1200 sq.ft. preferably at ground floor

The following terms & conditions should be complied with, while submitting the offer for the proposed premises:

- Application will be required : (i) to provide proof of ownership along with application and (ii) NOC for opening of bank along with 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 (only for branch space).
- 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 and Safe & Lockers Cabinet. **Construction of Strong Room as per Bank's specification should be done by the Landlord.**





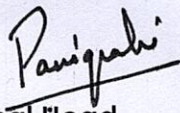
- The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
- The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc. if imposed, related to the premises.
- The offerer is to provide space for **Generator Set, Toilets and Parking space free of cost.**
- The offerer is to provide three-phase power connection with minimum power load of 15KVA 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 offerer on all the three envelopes. The third cover duly sealed should be addressed to the Zonal Manager, UCO Bank, Hooghly.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **Zonal Office, Hooghly** or downloaded from Bank's website [www.ucobank.com](http://www.ucobank.com)

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 Head  
Hooghly Zone



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 .....**

Zonal Manager  
Hooghly Zonal Office, UCO Bank,  
21 New G.T Road, Uttarpara, Hooghly-712258  
Phone no-033-26640186/0189

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 : .....sq.ft., 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 whichever is not applicable)**.
  - i) The strong room will be constructed strictly as per the Bank's specification and size. Strong room door, grill gate and ventilations 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.





**Annexure – 3 (Contd.)**

- 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, electrical meter of required capacity will be provided.
- vi) Electrical facilities and additional points (AC, 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:



**Annexure – 4**

**PART – II FINANCIAL BID FOR.....  
(MUST BE MENTIONED ON ENVELOPE ALSO)**

Zonal Manager  
Hooghly Zonal Office, UCO Bank,  
21 New G.T Road, Uttarpara, Hooghly-712258  
Phone no-033-26640186/0189

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 more than two terms  
i.e (A) 15 years of initial period(5+5+5) + 5 years option period with 20%  
(maximum) increase in rent at each 5 year period .

Any other terms and conditions (Please specify)

My/Our offer will be valid for next three months from the date of offer.

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(Signature & name of the offerer)





**Annexure -4 (Contd.)**

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.

