

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

UCO Bank Zonal Office-Agartala,  
Central Road, Kaman Chowmohani,  
Agartala, West Tripura -799001,  
Phone no. 0381-238-4163/5842/0228

**PREMISES REQUIRED**

UCO Bank desires to take premises on rent having **800-1000 sq ft** of Carpet area on Ground Floor only, including space of ATM. The premise is required at **SEKERKOTE** for opening of its Branch/Office.

The details may be collected from Bank's Zonal Office- Agartala or can be downloaded from UCO Bank's web Site at [www.ucobank.com](http://www.ucobank.com). The last date for receipt of application in sealed cover on prescribed format is **20.06.2022 at 3 P.M.** Interested participant may send their application by post or by hand to below mentioned address.

Address of Zonal Office Agartala-  
UCO Bank  
Zonal Office Agartala  
Central Road, Kaman Chowmohani  
Agartala, West Tripura,  
Pin -799001

Deputy Zonal Head  
UCO Bank  
Zonal Office Agartala

**UCO BANK  
ZONAT OFFICE, AGARTALA  
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 premise the following place with the following requisite details.

Branch	Preferred location	Carpet Area(Sqft.)
Sekerkote	Sekerkote	800-1000

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/ATA/ from Competent Authority of their own cost at the time of finalization.
- The offer must have a clear title to the property.
- Premises should preferably be located on ground floor.
- 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 well as branch must be done by the Landlord as per Reserve Bank of India specification and Bank's requirement.**
- 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, V-SAT 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.

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.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **Zonal Office, Agartala** 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.**

  
Deputy Zonal Head  
Agartala Zone

Encl: Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid

## Annexure-2( B) (Contd)

### Details of formalities and documents required for premises.

#### (Advertisement dated.....)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **10.06.2022**.
- 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.
  - ❖ Fill up all the information asked for in the enclosed form itself.
  - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in the 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 Premise for UCO Bank.....**"
  - ❖ All the three envelopes should also bear the name and address, phone no./mobile no. of the offerer.
  - ❖ Separate application as per prescribed Proforma, 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- Agartala, Central Road, Kaman Chowmohani, Agartala, West Tripura 799001.
  - ❖ Earnest Money Deposit (EMD) amounting Rs. 5000/- (Rupees Five Thousand Only) to be deposited by bidders in order to become eligible to participate in tendering/bidding in process. EMD in the shape DD favouring UCO Bank Zonal Office, Agartala to be annexed with Technical Bid only. If L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit the EMD amount without making any reference.
  - ❖ Each page of the offer/form to be signed invariably by the offerer.

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.

Enlc. Quotation form in two parts.

**PART - I: TECHNICAL BID FOR.....**

Zonal Manager  
Zonal Office,  
UCO Bank, Agartala,  
Central Road, Kaman Chowmohani,  
Agartala, West Tripura -799001,  
Phone no. 0381-238-4163/5842/0228

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
5. Specification of construction
  - a. Floor
  - b. Roof
  - c. Walls
  - d. Doors and Windows
  - e. Are M.S. Grills provided to windows? Yes/No
  - f. Running water facility available Yes/No
  - g. Sanitary facilities available Yes/No
  - h. Electricity supply with separate meter available Yes/No
  - i. Parking facility Yes/No.

6. The following amenities are available in the premises or I/ we agreeable to provide the following amenities: **(Strike out whichever is not applicable).**

a. 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.

b. A partition wall will be provided inside the strong room segregating the locker room and cash room.

c. A collapsible gate, rolling shutters will be provided of the entrance and of any other point which gives direct access to outside.

d. All windows will be strengthened by heavy grills with glass and mesh doors.

**Annexure - 3 (Contd.)**

- e. Required electrical power load for the normal functioning of the Bonk and the requisite electrical wiring or points will be provided wherever necessary, electrical meter of required capacity will be provided.
- f. Electrical facilities and additional points (AC, Lights, fans-power) as recommended by the Bonk will be provided.
- g. Continuous water supply will be ensured of all times by providing overhead tank and necessary taps.
- h. Separate toilets for Gents and ladies will be provided.
- i. Space for displaying of Bonk's sign Board will be provided.

**7. 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 Bonk's approved lawyer will be borne by me/us.
- c)** You are of liberty to remove of 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 Bonk's standard format.

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

Signature of the offerer

Nome:

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  
Zonal Office,  
UCO Bank, Agartala,  
Central Road, Kaman Chowmohani,  
Agartala, West Tripura -799001,  
Phone no. 0381-238-4163/5842/0228

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			

I/we agree to:

a) Execute Lease Deed in Bank's standard format.

b) Bear all the taxes and cesses related to the concerned premises.

c) Bear the cost of execution and registration of lease deed.

d) To lease the premises in favour of Bank for more than two terms i.e. 10 years of initial period + 5 years first option period + 5 years of second option each with 10% to 15% (maximum) increase in rent of 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:**

xv) Common areas shared with other co-tenants.

xvi) Areas covered by walls, pillars.

Xii) Space covered by toilets, staircase, uncovered veranda, corridor and passage.