

**यूको बैंक**

(भारत सरकार का उपक्रम)  
सम्मान आपके विश्वास का



**UCO BANK**

(A Govt. Of India Undertaking)

**HONOURS YOUR TRUST**

ZONAL OFFICE : SURAT, OPPOSITE STAR BAZAR. PHONE NO : 0261-2797700

### **PREMISES REQUIRED**

Bank desires to take premises on rent having 1000-1200 sq ft of carpet area on the Ground Floor or Premises on First Floor if the same is in the Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. A Premises in the vicinity of existing branch premises will be preferable.

The details and application form (Technical and Financial Bid) may be collected from our **Nadiad Branch, Ghadiyali Building Maliwada, Nadiad-387001** or can be downloaded from our Bank's Website : [www.ucobank.com](http://www.ucobank.com). The last date of application in sealed cover in prescribed format should reach our office at the below mentioned address on OR before 16/12/2019 by 05:00 PM.

UCO Bank Zonal Office Surat,  
Shop No-206, Ridhdhi Shopper,  
Opp. Star Bazar, Adajan, Surat-395009

**Zonal Manager,  
Zonal Office, Surat**

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### **પ્રિમાઈસીસ જોઈએ છે**

બેંક માટે ૧૦૦૦ થી ૧૨૦૦ ચો.ફુટ કાર્પેટ એરીયાની જગ્યા, ભોંયતળીયું અથવા પહેલા માળની પ્રિમાઈસીસ જો તે એક જ મોલ, શોપીંગ સેન્ટરમાં જેમાં લીફ્ટ, એસ્કેલેટર હોય. બેંકની શાખાની નજીકની પ્રિમાઈસીસને પ્રથમ પસંદગી આપવામાં આવશે.

બેંકની ઘડીયાલી બિલ્ડીંગ માલીવાડા, નડીયાદ શાખા, નડીયાદ-૩૮૭૦૦૧ ઉપરથી વધુ વિગત મેળવી શકાશે અથવા બેંકની વેબસાઈટ : [www.ucobank.com](http://www.ucobank.com) પરથી અરજીઓ ડાઉનલોડ કરી શકાશે. સીલ કરેલ કવરમાં નિયત ફોર્મેટમાં નીચે જણાવેલ ઓફિસના સરનામા પર તા.૧૬/૧૨/૨૦૧૯ ના રોજ સાંજે ૫.૦૦ પહેલા મોકલવાની રહેશે.

યુકો બેંક ઝોનલ ઓફિસ સુરત  
શોપ નં.૨૦૬, રિદ્ધિ શોપર, સ્ટાર બઝારની સામે,  
અડાજણ, સુરત-૩૯૫૦૦૯

**ઝોનલ મેનેજર,  
ઝોનલ ઓફિસ, સુરત**



Details for requirement for Urban / Metro branches / offices.

UCO BANK  
ZONAL OFFICE  
SURAT

REQUIREMENT OF OFFICE / BRANCH PREMISES

Offer 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 10/15 years or more) their readily available premises at the following place with the following requisite details :

Branch/ Office	Preferred location	Carpet Area(Sq ft.)
Nadiad	Near Vicinity of Existing Branch	1000-1200

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 offer must have a clear title to the property.
- Premises should be located on the 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 arrangement, 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, Toilets and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load required for Bank.

The cover containing technical detail should be marked **Envelop No.1** and super-scribed with **Technical Bid** and the cover containing financial details should be marked as **Envelop 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.**





The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office, Surat or downloaded from Bank's website.

The Bank reserves the rights to accept or rejects any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the bank.

**Zonal Manager  
Surat Zone**

Date :

- Encl : 1. Details of formalities and documents required for premises.  
2. Part-I form for Technical Bid  
3. Part-II form for Financial Bid





Details of formalities and documents required for premises.

(Advertisement dated:30/11/2019)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 16/12/2019 by 05:00 PM
- While filling the quotation forms, please ensure to follow below mentioned instructions :
  - ❖ Submit copy of ownership documents 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.
  - ❖ Do not quote rent / sale price anywhere in part I of the form.
  - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in Part I of the form.
  - ❖ Each part should be kept in a separate cover and the cover containing technical details should be marked "**Envelop No.1 – Technical Bid**" and the cover containing financial details should be marked "**Envelop No.2 – Financial Bid**". Both these covers, duly sealed, should be put in a 3<sup>rd</sup> cover super-scribed with "**Offer of Premises for UCO Bank**".
  - ❖ All the three envelopes should bear the name and address, phone no. / mobile no. of the offerer.
  - ❖ Separate applications as per prescribed pro forma, 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 Bid (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 General Manager, Zonal Office.

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.

Encl : Quotation from i.e. letter of offer.





**PART – I : TECHNICAL BID FOR \_\_\_\_\_**  
**[MUST BE MENTIONED ON ENVELOPE ALSO]**

Zonal Manager  
 Zonal Office, SURAT  
 UCO Bank.  
206, Ridhi Shoppers, Opp. Star Bazar.ADAJAN- SURAT--395009

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 any,  
 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: \_\_\_\_\_ sq. 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.

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- Owner

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Contract No. : \_\_\_\_\_

(Must be mentioned on envelope)

Place :

Date :





PART-II FINANCIAL BID FOR \_\_\_\_\_  
(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager,  
Zonal Office, Surat,  
UCO Bank,  
206, Ridhi Shoppers, Opp. Star Bazar, ADAJAN, SURAT- 395009

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 p.m. (Rs.)
Ground floor			

I/We agree to :

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the concerned premises
- iii) Bear the cost of execution and registration of lease deed .
- iv) To lease the premises in favour of Bank for \_\_\_\_\_years plus \_\_\_\_\_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- Owner

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.

