

**UCO Bank  
Zonal Office,  
AJMER**

**Premises Required**

UCO Bank desires to take premises in area of **Bundi** (Rajasthan) on rent having 1000-1200 sqft (approx.) carpet area on ground floor for shifting of existing branch premises. Premises should be commercial with basic amenities with parking space.

Details may be collected from Zonal Office, Ajmer or can be downloaded from our bank's website at [www.ucobank.com](http://www.ucobank.com)

The last date for submission of application (Technical bid and Financial bid) in two separate sealed cover on prescribed format is 25-05-2017 upto 4.00 PM to this office.

Bank reserves the right to cancel the notification without assigning any reason, whatsoever may be, at its sole discretion.

**Zonal Manager**

UCO BANK  
ZONAL OFFICE, AJMER

**REQUIREMENT OF OFFICE/BRANCH PREMISES**

Offers 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 15 years or more) their readily available premises having carpet area of 1000-1200 sqft on ground floor to open new branch at the following place s.

Branch / Office	Preferred location	Carpet Area (sft.)
Branch Bundi (Rajasthan)	MAIN MARKET	1000-1200 (approx.)

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 /Currency Chest from Competent Authority at their own cost at the time of finalization.
- The offerer must have a clear title to the property.
- Premises should 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 for Strong Room as per Bank's/RBI's specification should be done by the Landlord at his own cost.** However, strong room door, currency chest door and security ventilator cum exhaust fan will be supplied by the Bank.
- The offerer will have to execute Bank's standard lease deed and bear 50% 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 Antenna, installation of outdoor of units of AC, Toilets and parking free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 25 kv for the purpose.
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- It is preferred that landlord will construct the premises strictly as per specifications including flooring with vitrified tiles (for branch)/ Kota stone (for currency chest/strong room)/ceramic tiles for toilets, internal and external painting with plastic emulsion/weather coats grazed windows with aluminum frame, roller shutter/collapsible gates at entrances, electrical wiring for lights/fans/5-15 AMP plugs/gents toilets, ladies toilets guard rooms with exclusive toilet and kitchen,

- patrol corridor, record room, flush doors, internal staircase( if spread over to floor). Bank will undertake electric wiring for computer and AC.
- Land lord should not have any objection if Bank installs ATM within its premises.
  - Landlord will provide us the space for fixing the signboards within no extra cost.
  - Landlord may get in touch with Zonal office, Jaipur to obtain the specification of strong room.
  - Rate of rent should be quoted on the basis of **carpet area**.

The sealed 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 envelops. The third cover duly sealed should be addressed to the Zonal Manager, UCO Bank Ajmer

The offer as above should be submitted in the bank’s prescribed format only which may be obtained from Zonal Office, Khailand Market, Ajmer 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.

Zonal Manager

Encl :- Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid

**Note:** Carpet area will not include the followings:-

1. Common areas shared with other co-tenants.
2. Areas covered by walls, Pillars.
3. Space covered by toilets, staircase, uncovered verandah, corridor and passage.

Details of formalities and documents required for premises.

(Advertisement dated 12-05-2017)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 25-09-2017
- 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.
  - ❖ 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 ‘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 Premises for UCO Bank”.
  - ❖ All the three envelopes should also bear the name and address, phone no./mobile no. of the offerer.
  - ❖ Separate applications 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 Office, Ajmer

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 form in two parts.**

### Annexure -3

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

**Zonal Manager**  
**UCO Bank.**  
**Zonal Office Ajmer**

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:\_\_\_\_\_sft., Front Road Width:\_\_\_\_\_sft,
  - 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 )
    - Basement .....
  - 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.

Contd...2

: 2 :

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  
UCO Bank  
Zonal Office, Ajmer

Dear Sir,

I/We offer to lease my/our space in the premises located  
at \_\_\_\_\_  
7 \_\_\_\_\_

(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 (initial period)  
plus \_\_\_\_\_ options of \_\_\_\_\_ years each with \_\_\_\_\_ % increase in rent at  
each option.

Any other terms and conditions (Please specify)

Contd...2

Page:2

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:

- 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 .