

**UCO Bank
Zonal Office,
IInd Floor, Arcade International,
Ajmer Road,
Jaipur**

Premises Required

Bank desires to take premises on rent having 700- 800 sqft (approx) of carpet area preferably on ground floor for shifting of Dhodhsar Distt Jaipur (Rajasthan).

The details may be collected from Zonal Office, Jaipur or can be down loaded from our Bank's Website at www.ucobank.com The last date of submission of application(offer letter) in sealed cover on prescribed format is 21-11-2017 (upto 4.00 PM) at Zonal Office, Jaipur.

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

Zonal Manager

UCO BANK
ZONAL OFFICE, JAIPUR

REQUIREMENT OF OFFICE/BRANCH PREMISES

Offers 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 preferably having carpet area of 700-800 sqft (approx). Preferably on ground floor for shifting of our Dhodhsar branch at the following place with the following requisite details.

Branch	Location	Carpet Area (sft.)
Dhodhsar	Vill & PO Dhodhsar, Distt. Jaipur	700-800 sqft 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 / 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.
- 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 Door, 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, Solar panel 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 15 KW for the purpose.
- It is preferred that landlord will construct the premises strictly as per specifications including flooring with vitrified tiles (for branch)/ room)/ceramic tiles for toilets, internal and external painting with plastic emulsion/weather coats glazed windows with aluminium 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.
- Landlord will construct ATM room in premises.
- 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 offer letter should be marked super scribed with offer letter for branch premises for Dhodhsar Distt Jaipur. Envelope should also bear the name, address and contact number of the offer . It should be addressed to the Zonal Manager, UCO Bank, 2nd Floor, "Arcade International " Civil Lines Ajmer Road, Jaipur.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office, IInd floor, Arcade international, Civil lines, Ajmer Road Jaipur or downloaded from Bank's website. No offer will be accepted if it is not in prescribed format.

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.

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.

- Submit your offer in enclosed offer letter format in sealed cover. Please ensure to submit the same to our office latest by 21.11.2017 (upto 4.00 PM)
- While filing the offer letter, please ensure to follow below mentioned instructions:
 - ❖ Submit copy of ownership document.
 - ❖ 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.

Please note that offer letter 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. **Draft of offer letter.**



UCO BANK

Annexure - 5

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

OFFER LETTER

From :

To :

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 : | | | |
| | <u>Floor</u> | | <u>Usable carpet area in (sq.ft.)</u> | <u>Rentable floor area</u> |
| 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 carpet area).

Contd. ...



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TERMS & CONDITIONS :

Annexure - 5 (Contd.)

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

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

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 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.

Contd.



UCO BANK

Annexure - 5 (Contd.)

- ii) 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 for months 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 by me/us by you before you vacate (Applicable only where no loan component 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).

Contd. ...



UCO BANK

Annexure - 5 (Contd.)

- 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*].
- i) 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.
 - ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
 - iii) 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.
 - iv) Separate toilets for Gents and ladies will be provided.
 - v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - vi) Entire flooring will be mosaic and walls distempered.
 - vii) 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 of Bank's Sign Board 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 for days from the date hereof, for acceptance by you.

Yours faithfully,

(Owner/s)

Place :

Date :

Contact No.:

(must be mentioned on envelope)