

यूको बैंक

(भारत सरकार का उपक्रम)

सम्मान आपके विश्वास का



UCO BANK

(A Govt. of India Undertaking)

Honours Your Trust

अंचल कार्यालय, 206, रिद्धि शॉपर, स्टार बाजार के सामने,

अडाजण-हजीरा रोड, सूरत- 395009, फ़ोन : 0261- 2794100/2797400

परिसर की आवश्यकता

यूको बैंक को १२००-१५०० वर्गफुट का कार्पेट परिसर किराए पर चाहिए। कामरेज शाखा के लिए स्क्व ८००- १००० वर्गफुट का परिसर चाहिए। यह परिसर निचली मंजिल पर होना चाहिए। यह परिसर मोल अथवा शोपिंग सेंटर में पहली मंजिल पर हो तो लिफ्ट / एस्केलेटर जैसी सुविधा होनी जरूरी है। यह परिसर नीचे दिए गये जगह पर शाखा / कार्यालय खोलने के लिए चाहिए :

- | | | |
|------------|---------------------------------|----------|
| (1) अडाजन | (2) रांदेर रोड | (3) उधना |
| (4) पिपलोद | (5) कामरेज (८००- १००० वर्गफुट) | |

तकनीकी एवं वित्तीय बोली का विवरण और आवेदन फार्म यूको बैंक की किसी भी सूरत शाखा, अंचल कार्यालय या हमारे बैंक की वेबसाइट **www.ucobank.com** से प्राप्त किया जा सकता है। आवेदन निर्धारित प्रारूप में मुहरबंद लिफाफे में ऊपर दिए गए पते पर दिनांक 3/03/2017 तक शाम 5.00 बजे से पहले पहुंचना चाहिए।

अंचल प्रमुख,

अंचल कार्यालय सूरत

યૂકો બેંક
(ભારત સરકાર નું સાહસ)
સમ્માન તમારા વિશ્વાસનું



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**અંચલ કાર્યાલય, ૨૦૬, રિદ્ધિ શૉપર, સ્ટાર બજારની સામે,
અડાજણ રોડ, સુરત - ૩૯૫૦૦૯ ફોન : ૦૨૬૧ - ૨૭૯૪૧૦૦/૨૭૯૭૪૦૦**

જગ્યા જોઈએ છે.

યૂકો બેંક નો ૧૨૦૦-૧૫૦૦ સ્કવેર ફીટ કારપેટ એરીયાની જગ્યા ભાડાથી જોઈએ છે. કામરેજ શાખા માટે ફક્ત ૮૦૦-૧૦૦૦ સ્કવેર ફીટ ની જગ્યા જોઈએ છે. આ જગ્યા ભોંયતળિયે હોવી જોઈએ અથવા આવી જગ્યા મોલ અથવા શોપિંગ સેન્ટરમાં પહેલા માળ પર હોય તો સાથે લિફ્ટ અને એસ્કેલેટરની સુવિધાઓ હોવી જરૂરી છે. આ જગ્યા નીચે જણાવેલ વિસ્તારમાં શાખા/ઓફીસ ખોલવા માટે જોઈએ છે.

(૧) અડાજણ (૨) રાંદેર રોડ (૩) ઉધના

(૪) પિપલોદ (૫) કામરેજ (૮૦૦-૧૦૦૦ સ્કવેર ફીટ)

ટેકનીકલ અને નાણાકીય વિગતો તથા અરજી ફોર્મ યૂકો બેંકની કોઈ પણ સુરત શાખા અથવા ઝોનલ ઓફીસ તેમજ બેંકની વેબ સાઈટ www.ucobank.com પરથી મળશે. અરજી સીલબંધ કવરમાં આપેલ ફોર્મેટ મુજબ બેંકના ઉપરોક્ત સરનામે તારીખ ૦૩/૦૩/૨૦૧૭ ના રોજ સાંજે ૫.૦૦ વાગ્યા સુધીમાં મોકલવી.

**અંચલ પ્રમુખ,
અંચલ કાર્યાલય, સુરત**

यूको बैंक
(भारत सरकार का उपक्रम)
सम्मान आपके विश्वास का



UCO BANK
(A Govt. of India Undertaking)
Honours Your Trust

**Zonal Office, 206, Riddhi Shoppers, Opp. Star Bazar, Adajan Hazira
Main Road, Adajan, Surat. Phone - 0261 - 2794100/2797400**

PREMISES REQUIRED

Bank desires to take premises on rent having **1200-1500 sq. ft. carpet area**, except in case of Kamrej Branch for which we need 800-1000 sq.ft only, preferably on ground floor or premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/Office:

- | | | |
|-------------------|-----------------------------------|-------------------|
| (1) Adajan | (2) Rander Road | (3) Udhana |
| (4) Piplod | (5) Kamrej (800-1000sq.ft) | |

The details and application form (**Technical Bid and Financial Bid**) may be collected from Bank's any branch/ Zonal Office in Surat or can be downloaded from our Bank's website at www.ucobank.com. The application in sealed cover in prescribed format should reach at the above address on or before 5.00PM, 03/03/2017

**Zonal Head,
Zonal Office, Surat**

Details for requirement for Rural/Semi Urban Branches.

UCO BANK
ZONAL OFFICE

.....

REQUIREMENT OF OFFICE/BRANCH PREMISES

Offers in sealed covers 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 inarea at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)

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 of 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.
- The premises must be suitable from the security point of view of 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 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 and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load required for Bank.

Contd.....2

: 2 :

The sealed cover containing the offer should be marked as “Offer of Premises for UCO Bank” and it should also bear the name, address and contact number of the offerer on the envelop. The offer as above should be submitted in the bank’s Zonal Office ,at..... , within prescribed time schedule. No offer after the closing date will be entertained.

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

-----Zone.

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

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.

: 3 :

Details of formalities and documents required for premises.

(Advertisement dated)

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by
- While filing the quotation forms, please ensure to follow, below mentioned instructions:
 - ❖ Submit copy of ownership document along with letter of offer.
 - ❖ You have to submit copy of “NOC” from competent authority.
 - ❖ Fill up all the information asked for in the enclosed form itself.
 - ❖ The form should be put in an envelope and the envelope duly sealed, should be superscribed with “Offer of Premises for UCO Bank”.
 - ❖ The envelopes should also bear the name and address, phone no./mobile no. of the offerer.
 - ❖ Separate applications as per prescribed Performa, duly filled, signed & sealed, be submitted in respect of each offer.
 - ❖ The cover, duly sealed, should be addressed to the Zonal 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 form i.e letter of offer .**

Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK
ZONAL OFFICE

.....

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 10/15 years or more) their readily available premises in area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)

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. 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 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, 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 of 10 KVA for the purpose.

Contd.....2

: 2 :

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 envelops. 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 Officeor 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

-----Zone.

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

Part-I form for Technical Bid
Part-II form for Financial Bid

: 3 :

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
- 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 3rd 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 Performa, 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 3rd cover, duly sealed, should be addressed to the **Zonal 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 form in two parts.**

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

Zonal Manager
 Zonal Office
 UCO Bank

.....

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 :

- 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 _____ number of 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.

PART – I : TECHNICAL BID FOR _____
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
Zonal Office
UCO Bank,.....

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
 - 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.

Contd...2

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