

यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
Honours Your Trust

यूको बैंक/ UCO BANK  
साहेबगंज/ SAHIBGANJ  
परिसर की आवश्यकता / PREMISES REQUIRED

बैंक को भूतल पर स्थित 800-1000 वर्ग फीट आंतरिक क्षेत्रफल के परिसर की आवश्यकता है। शाखा खोलने हेतु भवन की आवश्यकता निम्नलिखित क्षेत्र में है:/Bank desires to take premises on rent having 800-1000 sqft of carpet area at Ground Floor only. The premises are required in following localities for opening of its Branch:

यूको बैंक/ UCO BANK  
ओल्ड कचहरी रोड/ Old Kutchery Road  
महाजन पट्टी/ Mahajan Patti  
साहेबगंज/ Sahibganj- 816109

विस्तृत विवरण बैंक के साहेबगंज शाखा से अथवा हमारे बैंक के वेबसाइट [www.ucobank.com](http://www.ucobank.com) से प्राप्त प्राप्त किये जा सकते हैं। बंद लिफाफे में निर्धारित प्रारूप में आवेदन जमा करने की अंतिम तिथि 10-01-2020 है।/The details may be collected from Bank's Sahibganj Branch or our bank's website [www.ucobank.com](http://www.ucobank.com). The last date for submission of application in sealed cover on prescribed format is 10-01-2020.

  
उप महाप्रबंधक/Deputy General Manager

  
दिनांक: 09-12-2019





**UCO BANK, ZONAL OFFICE, RANCHI**  
**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 15 years or more) their readily available premises in the following with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sqft.)
Sahibganj	Old Kutchery Road, Mahajan Patti, Sahibganj	800-1000

The following terms & conditions should be complied with, while submitting the offer for the proposed premises:

1. 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.
2. The offerer must have a clear title of the property.
3. Premises should be located on ground floor only with ramp facility for physically challenged persons and also washroom compliant for use by them.
4. 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.
5. 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.
6. The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
7. The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc., if imposed, related to the premises.
8. The offerer is to provide space for Generator Set and Parking space free of cost.
9. The offerer is to provide three-phase power connection with minimum power load required by the Bank.

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 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 Head, UCO Bank. Where the offers for premises are for more than one branch, the offers should be submitted in separate covers super scribing each cover with the branch name.

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 Head  
Ranchi Zone



- Encl: 1. Details of formalities and documents required for premises.  
2. Part-I form for Technical Bid (annexure-3)  
3. Part-II form for Financial Bid (annexure-4)



## **DETAILS OF FORMALITIES AND DOCUMENTS REQUIRED FOR PREMISES.**

(Advertisement dated: 09.12.2019)

1. a. Submit your offer in enclosed quotation form in two separate sealed covers, one for technical bid and another for financial bid.  
b. Please ensure to submit the same to our office latest by 10.01.2020.
2. 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 any where 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 envelops 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 3<sup>rd</sup> cover, duly sealed, should be addressed to the Zonal Head, Zonal Office.
3. Please note that Quotation submitted in other format/paper will not be entertained by the Bank and such offers will be liable for rejection.
4. Bank reserves the right to accept any offer and reject any/all offers without assigning any reason.

Encl. Quotation form in two parts.



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

Zonal Head  
UCO Bank, Zonal Office  
Sainik Bazar, main Road, Ranchi-834001

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 building. : (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.
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.

a/b

- 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: \_\_\_\_\_

Place:

Date:

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

(Must be mentioned on envelope)





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

Zonal Head  
UCO Bank , Zonal Office  
Sainik Bazar, Main Raod, Ranchi-834001

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)

.....

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.

*g. h.*