

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 in -----
--- area at the following places with the following requisite details. .

Branch / Office	Preferred location	Carpet Area (sft.)
Rampura Bazar Branch	Within 500 meter radius of present Rampura Kota Branch	1200to 1500 square feet (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 be preferably located on ground floor. There could be few exceptions like premises in mall, 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 & locker cabinet. Construction for strong room as per Bank's specifications 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 offer is to provide space for generator se and parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 10KVA for the purpose.
- .
- It is preferred that landlord will construct the premises strictly as per banks specifications including flooring with vitrified tiles for ATM shutter/collapsible gates at entrances, electrical wiring for lights/fans/ plugs Bank will undertake electric wiring for computer and AC.
- Landlord will provide us the space for fixing the signboards within no extra cost.
- Rate of rent should be quoted on the basis of **carpet area per sq.ft.**

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, Zonal Office, Khailand Market, Ajmer-305001 (Rajasthan)

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 05-12-2017)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest 12-01.2016
- 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 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, are 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 Office, Ajmer

Please note that offers 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. - Offer form in two parts.

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.....
 - f) Specification of construction
 - 1) Floor
 - 2) Roof
 - 3) Walls
 - 4) Doors and Windows
 - 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 whichever 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 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 by 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, fan 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.

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_____

(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

My/Our offer will be valid for next three months from the date of offer.

Signature of the offerer

Name: _____

Address _____

Contact no. -----

(Must be mentioned on envelope)

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.