



20.11.2018

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 at the following places with the following requisite details:

Branch / Office	Preferred location	Carpet Area (sq. ft.)
CHOWPATY	GIRGAON	1200 to 1500 Sq FT

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 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, Safe & Lockers Cabinet. **Collapsible gate and 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 50% of 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, Separate Toilets (Men and Women) and Packing space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 10 KVA for the purpose.

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 offerer on all the three envelopes. The third cover duly sealed should be addressed to the **Zonal Manager, UCO Bank, Zonal Office, 1st floor, Dr.D. N. Road, Fort, Mumbai-400023** latest by 05.00 p.m. on 04.12.2018 which is the prescribed time schedule. No offer after the closing date will be entertained. All the tenders will be opened on 03:30 PM on 05.12.2018 at the tender submission location.

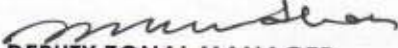




The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office, Mumbai or downloaded from Bank's website (www.ucobank.com).

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.


DEPUTY ZONAL MANAGER
MUMBAI ZONE

Encl: Details of formalities and documents required for premises
Part-I form for Technical Bid
Part-II form for Financial Bid



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.

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

Place:
Date:

Name: _____

Address: _____

Contract No.: _____

(Must be mentioned on envelope)

Annexure 4

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

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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.