

Details for requirement for Urban/ Metro Branches/ Offices

UCO BANK
ZONAL OFFICE
RANCHI

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 term preferably for 15/20 years or more) their readily available premises in – **HIRAPUR, DHANBAD** area at the following places with the following requisite details.

Branch	Preferred location	Carpet Area (sq.ft.)
HIRAPUR	Luby Circular Road, Hirapur, Dhanbad	1000 to 1200 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 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 Ban'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.

Contd...

- 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 20 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 Hirapur, Dhanbad**” and 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 Manager, UCO Bank, Ranchi.

The offer as above should be submitted in the bank’s prescribed format only which may be obtained from Zonal Office, Ranchi 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.

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Zonal Manager

UCO Bank, Ranchi Zone.

Encl: Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid

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 proforma, 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 Asstt. General Manager, Zonal Office, Ranchi.

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 – 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 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:..... sq. ft., Front Road Width:..... sq. ft.
 - c) Type of building (Load bearing/RCC/framed structure)
 - d) Clear floor height from floor to ceiling:
 - e) Rental 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.

I /We agree to execute Lease Deed in Bank’s 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:

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 – II) as following rate:

Floor	Carpet area (in sq. ft.)	Rate (Rs. per sq. ft.)	Total rent p. m. (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 Options of Year each with % increase in rent at each option.

Any other terms and conditions (Please specify)

Contd.

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 following:

- 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.



UCO BANK

ZONAL OFFICE, SAINIK MARKET, RANCHI

PREMISES REQUIRED

Bank desires to take premises on rent having 1000 to 1200 sq. ft. of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centres where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for shifting of its Branch – HIRAPUR (DHANBAD)

Luby Circular road, Hirapur, Dhanbad.

The details may be collected from UCO bank, Zonal Office, Sainik Market, Main Road, Ranchi & Hirapur Branch or can be downloaded from our Bank's web Site at www.ucobank.in. The last date of application in sealed cover on prescribed format is **02.05.2015**

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ZONAL MANAGER



यूको बैंक

अंचल कार्यालय

सैनिक बाजार, मेन रोड, रांची

भवन चाहिए

बैंक को हिरापुर , धनबाद में शाखा स्थानांतरण के लिए किराये पर 1000 से 1200 वर्गफीट क्षेत्रफल का भवन निम्न स्थान पर चाहिए, जो भूतल पर हो, या लिफ्ट, एस्केलेटर युक्त माल/ शापिंग सेंटर में प्रथम तल पर हो:-

लुबि सर्कुलर रोड , हिरापुर , धनबाद.

विस्तृत जानकारी बैंक के अंचल कार्यालय सैनिक बाजार, मेन रोड, रांची एवं हिरापुर शाखा से अथवा बैंक की वेबसाइट www.ucobank.in से प्राप्त की जा सकती है। बन्द कवर में निर्धारित प्रारूप में आवेदन भेजने की अंतिम तारीख **02.05.2015** है।

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अंचल प्रबन्धक

