

**REQUIREMENT OF OFFICE 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 1) Thulluru, 2) Kornepadu and 3) Garapadu villages in Gunturu District with the following requisite details.

SNo	Branch	Preferred location	Carpet Area (sq.ft)
1	Thulluru	Thulluru (having good commercial activity)	700-800 sq. ft. approximately
2	Kornepadu	Kornepadu (having good commercial activity)	700-800 sq. ft. approximately
3	Garapadu	Garapadu (having good commercial activity)	700-800 sq. ft. approximately

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 at a later date
- 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 & Locker 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.

The cover containing technical details should be marked envelope No.1 & 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 Thulluru/Kornepadu/Garapadu Branch" ( For Tender to Thulluru/Kornepadu/Garapadu Branch, Gunturu District)** 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, No.8-2-624 Ground Floor, Road No.10, Banjara Hills, Hyderabad.

The Offer as above should be submitted in the Bank's prescribed format only which may be obtained from Zonal Office, Hyderabad or downloaded from Bank's website (For details please contact Mr.Ch.Suresh Babu, Manager at 7702649441).

**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  
Hyderabad 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 08.10.2016)

- Submit your offer in enclosed quotation forming two separate sealed covers. Please ensure to submit the same to our office latest **by 5.30 pm on 24.10.2016**.
- 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 3<sup>rd</sup> 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 3<sup>rd</sup> cover, duly sealed, should be addressed to the Zonal Manager, UCO Bank, Zonal Office, Hyderabad.

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 UCO BANK, THULLURU/KORNEPADU/GARAPADU BRANCH**  
(MUST BE MENTIONED ON ENVELOPE ALSO)

To  
The Zonal Manager,  
Zonal Office,  
UCO BANK,  
HYDERABAD.

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:.....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 whichever is not applicable)
  - i) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - ii) All windows will be strengthened by grills with glass and mesh doors

- iii) 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.
- iv) Electrical facilities and additional points (Lights, fans-power) as recommended by the bank will be provided.
- v) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps.
- vi) Separate toilets for Gents and ladies will be provided.
- vii) Space for displaying of Bank's sign Board will be provided.
- viii) Strong room has to be constructed as per Banks guidelines
- ix) No rental advance will be paid.
- x) Rent quoted should be inclusive of service tax (if any)

**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, 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.....

.....  
Contact No.....

Place:

Date:

(Must be mentioned on envelope)

**PART – II: FINANCIAL BID FOR UCO BANK, THULLURU/KORNEPADU/GARAPADU BRANCH**  
(MUST BE MENTIONED ON ENVELOPE ALSO)

To  
The Zonal Manager,  
UCO BANK,  
Zonal Office,  
HYDERABAD.

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			
First floor			

I / We agree to:

- Execute Lease Deed in Bank's standard format.
- Bear all the taxes and cesses related to the concerned premises
- Bear the cost of execution and registration of lease deed.
- To lease the premises in favour of Bank for ..... years plus ..... 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:

- Common areas shared with other co-tenants.
- Areas covered by walls, pillars
- Space covered by toilets, staircase, uncovered verandah, corridor and passage

**Premises Required for opening of New Branches**

Bank desires to take premises on rent/lease having 700-800 sq.ft, of carpet area preferably on Ground Floor. The premises is required in 1) Thulluru, 2) Kornepadu and 3) Garapadu Villages in Guntur District for opening of one new branch in each village.

The details may be collected from Bank's Zonal Office at the above address or can be down loaded from Bank's website at [www.ucobank.com](http://www.ucobank.com). Applications in the prescribed format should be submitted in a sealed cover and the last date for submission is 24.10.2016 before 05.30pm at the above address.

Date : 08.10.2016

Place : Hyderabad

**DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD(S)  
OFFERING PREMISES ON LEASE (For Rural and Semi Urban Centre)**

**OFFER LETTER**

To: ..... From: .....  
.....  
.....

Dear Sir,

**Sub: Offer to give on lease the Premises for your Branch/Office**

I/We, offer in you to give on lease the premises described here below for your..... Branch/Office.

a) Full address of premises offered on lease :

b) Distance from the main road /crossroad

c) Whether there is direct access in the  
premises from the main road :

d) Floor wise area: Floor Usable carpet Rentable  
area in (sq.ft) floor area

e) Year of construction :

f) If the building is new, whether occupancy  
Certificate is obtained :

g) If the building is yet to be constructed

i) Whether the plan of the building is  
approved (copy enclosed) :

ii) Cost of construction :

iii) Time required for completing the  
construction :

h) If the building is old whether repairs/  
renovation is required

i) If so cost of repairs/construction

ii) Boundaries

East: West:  
North: South:

Note: Rentable floor area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and corridor if any, (Refer Bank's definition of rentable floor area).



**TERMS & CONDITIONS:**

- a) Rent : Floor wise rent payable at the following rates i.e.

Floor:	Rent Details		Carpet Area	Rent Rate per sq.ft.
	i) Basic Rent ii) Services if any(A/c Society charges etc)Give details			Rs.....

With effect from ..... i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 7<sup>th</sup> working day of succeeding calendar month. For services like A/c, the respective service rent will be payable from the date the service is available.

b) **LEASE PERIOD :**

- i) .....Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of ..... Years at your OPTION with..... % enhancement in rent for the option period.
- ii) In case I/We, fail to discharge the entire loan to be granted by the Bank for construction/repairs/renovation/addition of the premises along with interest within the agreed period of lease, I/We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- iii) You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing, without paying any compensation for earlier termination.

c) **Taxes/Rates :**

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.

d) **Maintenance/Repairs :**

- i) Bank shall bear actual charges for consumption of electricity and water, I/We undertake to provide separate electricity/water meters for this purpose.
- ii) All repairs including annual/periodical white washing and annual/periodical painting will be got done by me/us at my/our cost. In case, the repairs and/or white/colour washing is/are not done by me/us as agreed now, you will be at

liberty to carry out such repairs white/colour washing, etc. at our cost and deduct all such expenses from the rent payable to us.

**e) Rental Deposit :**

You have to give us a sum of Rs.....being the advance rent deposit for .....months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last 3/6 month's rent payable to me/us by you before you vacate. (Applicable only, where no component of loan is involved).

**f) Loan :**

I/We may be granted a loan of Rs.....  
(Rupees.....only) that may be sanctioned as per the norms of the Bank, which will be cleared with interest within the period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulation of the Bank. The estimated cost of construction/renovation is .....

Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

**g) Lease Deed /Registration Charges :**

If you require, I/We undertake to execute an agreement to lease/regular lease deed, in your favour containing the mutually accepted/sanctioned terms of lease at an early date. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the bank and me/us.

**DECLARATION:**

- a) I/We am/are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s and Bank officials after completion of the building in all respects as per the specification/ requirement of the Bank.
- b) The concept of carpet area for rental purpose was explained to me /us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, service shafts more than 2m.sq in area, balcony, common passage, A/C plant room, walls and other uncovered area, would be excluded for arriving at rental payments. (Strike out whichever is not applicable, particularly for toilets).
- c) 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 wall will be provided inside the strong room segregating the locker room and cash room.
- iii) A lunch room for staff and stock room will be provided as per the requirement /specification of the Bank. A wash basin will also be provided in the lunch room.

- 
- iv) Separate toilets for Gents and ladies will be provided.
  - v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - vi) Entire flooring will be mosaic and walls distempered.
  - vii) All windows will be strengthened by grills with glass and mesh doors.
  - viii) Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
  - ix) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric meter of required capacity will be provided.
  - x) Space for displaying Bank's signboard will be provided.
  - xi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
  - xii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- d) 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.
  - e) The charges /fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
  - f) 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.
  - g) If my/our offer is acceptable, I/ we will give you possession of the above premises on .....
  - h) I/We further confirm that this offer is irrevocable and shall open for .....days from the date hereof, for acceptance by you.

Yours faithfully,

Place:

Date:

Owner(s)