

**UCO BANK
ZONAL OFFICE**

D-63/8-1-M -Mahmoorganj , Varanasi -221010

REQUIREMENT OF OFFICE/ BRANCH PREMISES

Offers in two separate sealed cover 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 Commercial area at the following places with the following requisite details.

Branch / Office	Preferred Location	Carpet Area (sq .ft.)
Siddharthnagar(Siddharthnagar)	Commercial	1000-1200 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 finalization.
- The offerer must have a clear title to the property.
- Premises should be located on ground floor in **Siddharthnagar(Siddharthnagar) area on main road**. 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 offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed. On 50:50 basis as per Banks' premises policy

- The offerer should bear all the taxes, non-confirming / misuse charges, cesses etc. if imposed, related to the premises.

Contd:.....

Annexure – 2(B) (Contd.)

- The offerer is to provide space for Generator Set, Toilets and parking (Staff/public) space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of **15 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 Siddharthnagar(Siddharthnagar)**” 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 **Zonal Manager, UCO Bank, Zonal Office, D-63/8-1-M - Mahmoorganj , Varanasi -221010**

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **our Gorakhpur Main Branch** 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 banks.

Zonal Manager

Varanasi Zone.

Encl: Details of formalities and documents required for premises.

Part - I form for Technical Bid

Part - II form for Financial Bid

Contd:.....

Annexure – 2(B)(Contd.)

Details of formalities and documents required for premises.

(Advertisement dated -26-11-2015-

--- Pioneer & Amar Ujala Gorakhpur addition)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **15-12-2015 up to 4.P.M**
- While filling 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” form 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 & 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 Siddharthnagar(Siddharthnagar)** All the three envelops should also bear **the name and address, phone no. /mobile no. of the offered.**

- ❖ 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 **Zonal Manager, UCO Bank, Zonal Office, D-63/8-1-M -Mahmoorganj , Varanasi -221010**. 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.**

Annexure – 3

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

Zonal Manager
Zonal Office
UCO Bank-VARANASI

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) Rentable Carpet area offered to Bank
Ground Floor/ First Floor (in exceptional cases)
 - f) Specification of construction
 - 1) Floor
 - 2) Roof
 - 3) Walls
 - 4) Door & 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.....

Annexure – 3(Contd.)

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:

Contact 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-VARANASI

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:

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and ceases 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
..... Option of..... years each with % increase in
rent at each option.

Any other terms and conditions (Please specify)

Contd.....

Annexure – 4(Contd.)

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 following:

- i) Common areas shared with other co-tenants.**
- ii) Area covered by walls, pillars.**
- iii) Space covered by toilets, Staircase, uncovered verandah, corridor and passage, space for staff/public parking and generator.**