

REQUIREMENT OF PREMISES FOR ATM OF TIRUPATI BRANCH

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 for our ATM in Tirupati with the following requisite details.

SNo	Branch	Preferred location	Carpet Area (sq.ft)
1	Tirupati	Tirupati (having good commercial activity)	40-60 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 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 structure should be as per Bank's specification.
- 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 has to provide three-phase power connection.

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 ATM of UCO Bank Tirupati Branch**" 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.

Dy.Zonal Head-II
Hyderabad Zone

Details of formalities and documents required for premises

- 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 13.12.2016.**
- 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 ATM of UCO Bank Tirupati Branch".
 - ❖ 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 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 ATM OF UCO BANK TIRUPATI 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. Electricity supply with separate meter available 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 ATM 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.

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- v) Space for displaying of Bank's sign Board will be provided.
 - vi) 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 ATM OF UCO BANK TIRUPATI 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 shifting of our ATM at Tirupati Branch

Bank desires to take premises on rent/lease having 40-60 sq.ft, of carpet area preferably on Ground Floor. The premises is required in Tirupati for shifting of our existing ATM.

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. Applications in the prescribed format should be submitted in a sealed cover and the last date for submission is 13.12.2016 before 05.30pm at the above address.

Date : 18.11.2016
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 ATM at Tirupati

I/We, offer in you to give on lease the premises described here below for your ATM of Tirupati Branch:

- 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 7th 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) 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, I/We undertake to provide separate electricity meter 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 formonths 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) 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) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- ii) Entire flooring will be mosaic and walls distempered.
- iii) All windows will be strengthened by grills with glass and mesh doors.
- iv) Required power load for the normal functioning of the ATM and the requisite electrical wiring or points will be provided.
- v) Space for displaying Bank's signboard will be provided.
- vi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
- vii) 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, cabinets, 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 fordays from the date hereof, for acceptance by you.

Yours faithfully,

Place:

Date:

Owner(s)