

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

Annexure-1(B)

**PREMISES REQUIRED**

UCO BANK, a leading Public Sector Bank desires to take premises on rent **in and around Hill Cart Road, Siliguri** having **1000 Sq ft 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, for shifting of Siliguri Hill Cart Road Branch Dist-Darjeeling Pin-734001 (W.B).

The details may be collected from Bank's Zonal Office Suri, Birbhum/ our SILIGURI Branch or can be downloaded from our Bank's website at [www.ucobank.com](http://www.ucobank.com) under "NOTICES". The last date of application in sealed cover in Bank's prescribed formats-Annexure 3 & 4 (technical bid and financial bid) in separate envelopes is 31-10-2017 by 5 p.m. The application must be submitted to the Zonal Manager, UCO Bank Zonal Office, Suri, Near Circuit House, Dist- Birbhum, Pin-731101 (W.B).

Date:- 16-10-2017

  
Zonal Manager



यूको बैंक  
सम्मान आपके विश्वास का  
(भारत सरकार का उपक्रम )

UCO BANK  
Honours your trust  
(A Govt. of India Undertaking)

### परिसर के लिए आवश्यकता है

यूको बैंक सार्वजनिक क्षेत्र की अग्रणी बैंक, हिल कार्ट रोड सिल्लिगुडी क्षेत्र में अपनी हिल कार्ट रोड सिल्लिगुडी शाखा, जिला दार्जिलिंग, पिन कोड -734001(प. बंगाल) स्थानांतरण के लिए पट्टे / किराये के भवन हेतु प्रस्ताव आमंत्रित करता है। इच्छुक पक्ष जिनके पास भूमि तल पर स्थित सुसज्जित परिसर क्षेत्रफल 1000 वर्ग फीट से 1200 वर्ग फीट परिसर हो उनको वरीयता दी जायेगी। अथवा प्रथम तल पर यदि वह शॉपिंग सेंटर में हो मूलभूत सुविधा ( जैसे लिफ्ट, स्वचलित सीढ़ी उपलब्ध हो) विस्तृत विवरण "यूको बैंक अंचल कार्यालय सिउडी, सर्किट हाऊस के पास, सिउडी, बीरभूम, प. बंगाल-731101/यूको बैंक सिल्लिगुडी शाखा या हमारे बैंक के वेब साइट [www.ucobank.com](http://www.ucobank.com) में "NOTICES" से प्राप्त किया जा सकता है इस हेतु प्रस्ताव मोहर बंद लिफाफे में निर्धारित प्रारूप अनुलग्नक 3 व 4 (तकनीकी विवरण और वित्तीय विवरण अलग-अलग बंद लिफाफे में) यूको बैंक अंचल कार्यालय सिउडी, सर्किट हाऊस के पास, सिउडी, बीरभूम, प. बंगाल-731101 में अंतिम तिथि 31-10-2017 सायं 5 बजे तक स्वीकार किये जायेंगे।

दिनांक : 16.10.2017

अंचल प्रमुख

अंचल कार्यालय, सिउडी (प. बंगाल)

यूको बैंक, अंचल कार्यालय, सिउडी, सर्किट हाऊस के पास, सिउडी, जिला-बीरभूम, प. बंगाल-731101  
UCO Bank, Zonal Office, Suri, Near Circuit House, Suri, Dist- Birbhum (W.B.)-731101  
Phone: 03462-257302, 255539, Fax: 03462-255718, E-mail: [zo.suri@ucobank.co.in](mailto:zo.suri@ucobank.co.in)

राजभाषा का प्रकाश - बैंक का विकास



### 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 10/15 years or more) their readily available premises in **IN & AROUND SILIGURI, HILL CART ROAD** area at the following places with the following requisite details.

BRANCH/OFFICE	Preferred Location	Carpet Area (S Ft)
Siliguri Hill Cart Road Branch Dist Darjeeling pin-734001 (W.B)	IN & AROUND SILIGURI, HILL CART Road	1000-1200

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, and Safe & Lockers 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 separately for Gents & Ladies 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.

Contd.....2

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

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 Suri, Near Circuit House, Suri, Birbhum, Pin-731101, W.B.**

The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office Suri or downloaded from Bank's website [www.ucobank.com](http://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.

Zonal Manager

Encl :- Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid

यूको बैंक अंचल कार्यालय, सिउड़ी, सरकिट हाउस के पास, सिउड़ी, जिला - बीरभूम (प. बं.) - 731 101

UCO Bank, Zonal Office, Suri, Near Circuit House, Suri, Dist. - Birbhum (W.B.) - 731 101

Phone: 03462 257302, 03462 255539, Fax: 03462 255718, E-mail: [zo.suri@ucobank.co.in](mailto:zo.suri@ucobank.co.in)

राजभाषा का प्रकाश - बैंक का विकास

**Details of formalities and documents required for premises.**

(Advertisement dated -16-10-2017)

- ❖ Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 31<sup>st</sup> October 2017, 5.00 pm.
- ❖ 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 Performa, 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 Suri,.

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) 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.

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 : .....

.....

.....

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-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 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 ..... years 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 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.

\_\_\_\_\_