

Premises required on rent having 1200 sqft (approx) of carpet area preferably on Ground Floor including ATM space for shifting of our Basirhat Branch adjacent to present premises.

Application in prescribed format and in closed cover to be submitted at Zonal Office, Salt Lake, 3 & 4 DD Block, Kolkata-700064. The format can be collected from Bank's office or downloaded from our Bank's website: [www.ucobank.com](http://www.ucobank.com)

Last date of submission of application is 01.08.2015

Date : 17.07.2015

DY. Zonal Head

**UCO BANK**  
**SALT ZONAL OFFICE**

**Annexure 2**

**(B)**  
**Details for requirement for Urban/Metro Branches/Offices**

**UCO BANK**  
**SALT LAKE ZONAL OFFICE**

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 ..... area at the following places with the following requisite details.

<b>Branch/Office</b>	<b>Preferred location</b>	<b>Carpet Area (sft.)</b>
<b>BASIRHAT</b>	<b>Basirhat</b>	<b>1200 sq.ft.</b>

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 be located on ground floor.
- 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 Bank’s standard lease deed and bear the cost of execution and registration of Lease Deed.
- The offerer should bear all the taxes, non-confirming/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.

Continued.....

**Annexure-2(B)**

**(contd.)**

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, Salt Lake Zonal Office, 3&4, DD Block, Salt Lake Sector-I, Kolkata-700 064.**

The offer as above should be submitted in the bank’s prescribed format only which may be obtained from Zonal Office, Salt Lake or downloaded from Bank’s website **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**

Salt Lake 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)**

Details of formalities and documents required for premises.

(Advertisement dated) - 28.05.2015

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **01.08.2015**
  
- While filing the quotation forms, please ensure to follow below mentioned instructions :
  - ❖ Submit copy of ownership document along with the 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 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 superscribed 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 application 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, Salt Lake Zonal Office, 3&4, DD Block, Sector-I, Salt Lake, Kolkata-700064.

by  
accept

Please note that Quotation submitted in other format/paper will not be entertained the bank and such offers will be liable for rejection. Bank reserves the right to any offer and reject any/all offers without assigning any reason.

Encl. : **Quotation form in two parts.**

### **Annexure-3**

#### **PART-I : TECHNICAL BID FOR Premises at BASIRHAT offered to UCO BANK ( MUST BE MENTIONED ON ENVELOPE ALSO )**

**Zonal Manager**  
**Salt Lake 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 \_\_\_\_\_ sft., Front Road Width : \_\_\_\_\_ sft.,
- 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 .....to ..... sq.ft.

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.....

**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 : \_\_\_\_\_

---

Contact No. : \_\_\_\_\_  
(Must be mentioned on envelope)

Place :

Date :

-----

**Annexure-4**

**PART-II : FINANCIAL BID FOR Premises at Basirhat offered to UCO BANK  
(MUST BE MENTIONED ON ENVELOPE ALSO)**

**Zonal Manager  
Salt Lake 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 :

<b>Floor</b>	<b>Carpet area ( in sq.ft.)</b>	<b>Rate (Rs. per sq.ft.)</b>	<b>Total rent p.m. (Rs.)</b>

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.....

**Annexure-4 (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.

.....