**UCO BANK**
**General Administration Department,**
**Head Office at Ground Floor,**
**10 BTM Sarani, Kolkata-700001**

**RFP NO: HO/GAD/2026-27/1030** **Date: 27.05.2026**

**RFP DOCUMENT FOR**

# Purchase of ready-to-move-in Commercial Space on Ownership/Lease Hold basis from RERA approved builders in Gift City, SEZ, Gandhi Nagar, Gujarat

**LAST DATE OF SUBMISSION : 19.06.2026 at 03.00PM.**

**The information provided by the bidders in response to this RFP/Tender Document will become the property of the Bank and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP Document and all amendments will be advised to the bidders and such amendments will be binding on them. The Bank also reserves its right to accept or reject any or all the responses to this RFP Document without assigning any reason whatsoever.**

# INDEX

**Notice for Inviting Tender**

UCO Bank invites proposal / offers in two bid system for Purchase of ready-to-move-in (OC received Projects only) commercial premises on Ownership/Lease Hold basis (Right to occupy or use a property for long term basis)/ RERA registered projects from reputed builders / developers (brokers shall not be entertained) at the following location:

| Sr. No. | Location | No. of Floors | Approx.Carpet Area(sq.ft.) |
|---|---|---|---|
| 1 | Gift City, SEZ, Gandhi Nagar, Gujarat | (On single floor) | 2500 SQFT* |

* Carpet area variation will be +25% subject to actual measurement. However, Bank reserves the right to modify the variation in size as per requirement and responses. Applicable Registration, stamp duty, other statutory charges, and legal charges shall be additional on actual basis.

RFP document and complete details are available on Bank's website **https://www.uco.bank.in/tenders** from **29.05.2026** to **19.06.2026** **upto 3 pm**. Only the downloaded forms shall be accepted by the Bank.

***Corrigendum/Addendum, if any, shall be communicated through Bank's website only. Intending bidders are requested to visit Bank's website regularly, till last day of submission.***

**Salient Feature**

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| **Tender Reference** | |
| **Name of the work** | Purchase of ready-to-move-in (OC received Projects only) commercial premises on Ownership/Lease Hold basis (Right to occupy or use a property for long term basis)/ RERA registered projects from reputed builders / developers in **Gift City, SEZ, Gandhi Nagar, Gujarat** |
| **Cost of Tender Documents** | **Rs. 10,000.00 (Rupees ten thousand only)** (Non refundable). The tender document to be downloaded from Bank's website www.ucobank.com. Cost of Tender Document is to be submitted with Technical Bid (Part-I of tender documents) in the form of Pay Order/Demand Draft in favour of UCO Bank, payable at Kolkata. |
| **EMD** | **EMD: a)** EMD of Rs.2,00,000/- (Rupees Two Lakh only) must be submitted with Technical Bid (Part-I) in the form of pay order /demand draft in favour of UCO Bank, payable at Kolkata . **b)** EMD of unsuccessful bidders will be released (without any interest) against |

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| | their request letter after acceptance of L.O.I by the identified bidders .<br><br>**c)** EMD of Successful bidders will be released (without any interest) after taking possession of the property.<br><br>**d)** However, if Successful tenderer withdraws their acceptance, UCO Bank will have the right to forfeit the Earnest Money Deposit without making reference . |
| **Advertisement in News Papers and Bank's website on** | 29.05.2026 |
| **Pre Bid Meeting** | Pre Bid Meeting will be held on **09/06/2026 at 11:00** hours in UCO Bank Zonal Office Ahmedabad, 7th Floor, UCO BHAVAN, Ashram Road, Near Sanyas Ashram, Ellis bridge, Ahmedabad, Gujarat, PIN-380009 where issues relating to the tender will be discussed and clarifications, if any, will be furnished. Bidders are requested to attend the pre-bid meeting at their cost.The decision taken on Pre Bid meeting regarding any changes in BOQ (if any) will be uploaded in Bank's website in form of corregendum which will be the part of tender document. |
| **Last Date & Time for Submission of Tender** | Bids can be submitted online before **19.06.2026 upto 03:00** pm at e-Tender website www.tenderwizard.in/UCOBANK.<br><br>Off line original hard copy of Part-I of tender document to be submitted **19/06/2026 upto 03:00 PM** at UCO Bank, GAD, Head Office at Ground Floor,10 BTM sarani, Kolkata-700001. |
| **Date and Time of Opening Technical Bid i.e Part-I** | **19.06.2026 at 04:00 PM** at UCO Bank, GAD, Head Office at Ground Floor,10 BTM sarani, Kolkata-700001 |
| **Date of Opening of Financial Bid** | Financial Bid(Part-II of tender) of those vendors who will be qualified against Part-I of Tender,will be opened at a later date and the same will be communicated to all eligible vendors through email. |
| ***Address of Commu-nication*** | UCO Bank, Head Office<br>Head Office General Department<br>Ground Floor, 10 B.T.M. Sarani<br>Kolkata-700 001 |
| ***Email address*** | *hogad.calcutta@uco.bank.in* |
| ***Bids to be submitted*** | *Tender box placed at above address* |

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| ***Bids to be submitted*** | *e-bidding on* **www.tenderwizard.in/UCOBANK** |
| ***Process to be fol-lowed*** | *This Tender will follow e-Tendering process [e-bids] as under which will be conducted by Bank's authorized e-Tendering Service Provider M/s Antares Systems Ltd through the website*<br>**www.tenderwizard.in/UCOBANK**<br>*Following activities will be conducted online*<br>*through above website:*<br>*Submission of Technical Bid & Price Bid by the Vendor*<br>*a) Opening of Technical Bid & Price Bid by the Bank*<br>*b) Clarification, if any, sought by the Bank.*<br>*c) On-line evaluation by the Bank.*<br>*Authorized Representatives of Vendors will be given training for e- Tendering by the Service Provider namely M/s Antares Systems Ltd.*<br>*Bidders who wish to participate in online tenders will have to register with the website*<br>*(***https://www.tenderwizard.com/UCOBANK** *through the "Register" link provided on the home page.*<br>*Bidder will create login id & password on their own in registration process.*<br>*Following facilities shall be provided to the bidders /*<br>*vendors by service provider M/s Antares Systems Ltd:*<br>*a) Support to the Bidders for participating in the bids through e-tendering Website.*<br>*b) Call center support/ email/ phone/mobile etc. in all possible medium.* |

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| | c) *Registration with the e-tendering website.*<br><br>*User Manual / Training Kit to the Bidder.*<br><br>d) *Any no. of users of Vendor/ Bidder organization can take support on the e-tendering system.*<br><br>e) *Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact with M/s Antares Systems Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same.*<br><br>*In case bidders need any clarification/technical help regarding online participation, they can contact*<br><br>*M/s. Antares Systems Limited*<br>*Registered Office:*<br>*'Honganasu', #137/3, Bangalore Mysore Road,*<br>*Opp. to Metro Pillar #P-696, Kengeri,*<br>*Bangalore – 560 060, India*<br>*Ph: - 080- 45982100, Mob: +91 96069 21010*<br><br>**Help Desk: 9073677150 / 9073677151 / 9073677152 / 9674758726 / 9708966660 / 9044314492 / 8951944383 / 9771414548 / 9708966664 / 9731967722 / 9606921010 / 033 46046611 / 080 45982100**<br><br>*Contact Persons:*<br>*(On working days 9 AM to 6 PM)*<br><br>***1. Mr. Biswajit Chakraborty***<br>*Mobile No.: +91 967460 8723*<br>*e-Mail: helpline1tenderwizard@gmail.com*<br><br>***2. Mr. Kushal Bose***<br>*Mobile No.: +91 9674758719*<br>*e-Mail: helpdesk857@etenderwizard.com* |

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| | *Bidders who wish to participate in e-Tender need to fill data in predefined forms of RFP, Technical, Financial Bid available in respective tender only.*<br><br>*Bidder should upload scanned copies of reference documents in support of their eligibility of the bid and as per the instructions given in tender documents*<br><br>*After filling data in predefined forms bidders need to click on final submission link to submit their encrypted bid.* |
| **Submission of Bids** | Bid must be submitted in Two Bid System |
| **Mode of submission** | **(a)** Online submission-(To be scanned and uploaded in our e-tender website.)<br><br>**(b)** Off line-Hard Copy Submission (Part-1 Only) |
| **Contents of the Technical Bid(Part-I):** | a. *Original Demand Draft of Tender Cost and EMD*<br>b. *Bidder's Covering letter*<br>c. *Application Format as stipulated in RFP (Annexure-I)*<br>d. *Documents in support of all eligibility criteria and marking criteria*<br>e. *All pages of this RFP as downloaded from the website should be duly signed by the authorized representative of the company on all pages including all Annexures.*<br>f. *Duly filled up integrity Pact as per Bank's format* |
| **Validity of Tenders** | 120 (One Hundred and Twenty) days from the date of opening. |

**C) Documents required with the prescribed form:**

**a) Online(Scan copy to be uploaed) and Offline submission(hard copy to be submitted at Head Office General Administration Department).**

(i) True/Certified copy of PAN card, GST Regn. Certificate, Trade License.

(ii) True/Certified Copies of audited balance sheet & Profit and Loss a/c for the last three financial years i.e for 2022-23, 2023-24 and 2024-25.

(iii) RERA Registration Certificate (if applicable).

(iv) GST Return for last 3 years (2022-23, 2023-24 and 2024-25)

(v) ITR for last 3 years (2022-23, 2023-24 and 2024-25)

(vi) NOC from lender Bank (if applicable)

(vii) Non-Encumbrance Certificate

(viii) Copy of lease deed of the property.

(ix) Copy of sanctioned plan and layout, including sanctions from all relevant Authorities.

(x) Copy of title investigation and Title Search Report of the offered property along with copy of Title Deed documents. Any discrepancies found in title of the property, at any stage of the bidding process, will lead to outright rejection of the bid and the EMD shall be forfeited.

(xi) Commencement Certificate from competent authority.

(xii) Structural Stability Certificate from licensed structural engineer of Municipal Corporation / Local authority.

(xiii) Completion Certificate and Occupation certificate.

(xiv) NOC from GIFT Authorities under GIFT Area Development Control Regulations processed by GIFTCL.

(xv) Fire safety clearance certificate from Fire Dept.

(xvi) A certified copy of the Board Resolution or letter of authority or the Power of Attorney showing that the signatory has been duly authorized to sign and submit the Bid document.

(xvii) List of amenities provided/to be provided viz., floor finish, lift lobby, entrance lobby, external facade, number of toilets on floor, number of lifts (exclusive use of Bank, if any), finishes of stair case, provision for centralized AC, AHUs, etc.

(xviii) Green Building certification or pre-certification from LEED India or IGBC or GRIHA.

(xix) Evidence of connected and sanctioned electrical load that can be exclusively used by the Bank.

(xx) Evidence of generator power back-up for electrical supply for lighting and other electrical equipment for connected load- for common areas/others.

(xxi) HVAC Load available through centralized/district cooling system.

(xxii) Municipal documents and bills as applicable (water bills, property tax, electricity bills)

(xxiii) Declaration cum indemnity to be furnished by the interest bidder indemnifying the bank and its officials against any loss arising out of the misleading information, suppression of fact etc.

(xxiv) Mutation Certificate

(xxv) True/Certified copy of Experience Certificate/work order

(xxvi) Demand Draft of Tender cost and EMD.

(xxvii) Bidder's Covering letter

(xxviii) Documents in support of Technical Evaluation Criteria

(xxix) Floor Plan Layout and Photographs of the offered commercial space.

(xxx) Two nos. Valuation Report from two different valuer.

(xxxi) True/Certified copy of Articles of Association & Memorandum of Association, if owner is Company.

(xxxii) True/Certified copy of Partnership Deed, if owner is Partnership firm.

**b) Online- Submission**

Duly filled up Price/Financial bid as per on line format

**c) Miscellaneous Items:**

**1)** All the information relating to corrigendum if any, result of pre-bid meeting , selection of bidders to participate in Price Bid , name of the selected bidders etc. will be uploaded in Bank's website which may please be noted. No separate newspaper notification will be issued in this regard.

**2)** Vendor's representatives will be allowed to be prsesnt during opening of bids at their cost.

**3)** In case date of pre-bid meeting, last date of receipt or opening of tender are declared as holiday, the respective date shall be treated as deferred and will be rescheduled to next working day correspondingly.

**4)** It may be noted that the requirement given in this RFP is indicative only .

**5)** Tenders/offers through email will not be accepted.

**6) Bidder to submit duly signed Integrity Pact in proforma given in tender document.**

**Name and Email of the independent External Monitor**

**1. Dr. Manoj Kumar Chhabra**

C-182 (3rd Floor), Sarvodya Enclave

Malviya Nagar, New Delhi-110017

Email: mkchhabra10@gmail.com

**2.Mr. Rajvir Singh**

H. No. B-71A, Ashok Enclave part-II

Sector -37, Faridabad, Haryana-121003

Email: rsgodara1963@gmail.com

**7)** Bank reserves the right to reject any or all the offer, Bid/Bids without assigning any reason(s) whatsoever and/or without any cost of compensation therefor.

**8)** Offers from Brokers/ Intermediaries shall not be entertained. No brokerage will be paid. Canvassing in any form will lead to disqualification of the bid submitted

**9)** All tenders in which any of the prescribed conditions are not fulfilled or are in-complete in any respect or there is any correction in Price Bid is not duly signed and dated by the bidder are liable to be rejected.

## Evaluation Criteria

All the offers received will be scrutinized and short listed by the designated committee authorized for the purpose. Based on the required specification and details submitted by the bidders, a committee of officials will visit the offered sites for inspection / verification. The offerer should have **the offered commercial space** in **ready condition** for the inspection of committee, immediately after opening of the 'Technical Bid' **(Photographs of the offered commercial space should be attached with 'Technical bid').** All such shortlisted offers will be further inspected and examined by the Committee and will be further evaluated on the qualitative aspects on various parameters. The detailed list and marks assigned to each parameter are as under(document related to parameters must be submitted under technical bid):

| Sr No | Parameter | Maximum Marks |
|---|---|---|
| 1 | **Distance from IFSCA Head Quarters**<br>i) Upto 0.5km (Full marks)<br>ii) 0.5 to 1km (7.5marks)<br>iii) More than1km less than 2.5 kms (5 marks)<br>iv)Except (i to iii)-(0 marks)<br>(goggle map to be submitted) | **10** |
| 2 | **Construction- Age** | **10** |
| | i) Less than 5 years old (10 marks)<br>ii) more than 5 years to less than 10 years (5 marks )<br>(iii) More than 10 years(marks 2.5)<br>(Documents related to Completion Certificate) | |
| 3 | **Suitability of Offered Commercial Space** | **20** |
| 3A | Suitability of offered commercial space including internal layout of building in complex ***(The lower the difference/ variation between the carpet area and the built-up area would be categorized under most suitable parameter. However, Bank reserves the right to modify the variation in size as per requirement and responses. Also, space offered should be on single floor only. Suitability of premises will be arrived based on other factors too viz. a) Elevators, b) Inside Toilets for both ladies & gents, c) Flooring, d) Ventilation for air, e) Ramp, f) Space of installation of roof top solar panel, g) Generator for emergency, h) Lightning*** | |

 Sign&SealofBidder

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|---|---|---|
| | ***arrester, i) AHU rooms and j) Separate Electricity meter*** **k). Available of IT infrastructure like VPN connectivity, LAN connection etc.).**<br>i) If a) to k) all available) (7.5)<br>ii) If any two b/w a) to k) not available ( 5 marks)<br>iii) If more than two criteria is not available(0 marks) | |
| **3B** | Availability of Kitchen or Pantry .Floor plan & photo graph to be submitted( 2.5 marks) | |
| **3C** | Floor<br>i) Ground Floor ( 10 marks)<br>ii) Other than Ground & Top Floor (5 marks)<br>iii)Top Floor (2.5 marks) | |
| **4** | **Availability of parking on hiring basis for 4/2 wheeler within the premises** | **15** |
| **4A** | Availability of car parking on hiring basis exclusive for Bank within the premises/ building<br>i) Exclusive covered car parking (10 nos or more) -(10 marks)<br>ii) Combination of covered and open parking (5nos or more) – (5 marks)<br>iii)Open Car Parking (2 nos or more)-(2.5marks)<br>iv)If number of parking is below 2 marks is 0 | |
| **4B** | Availability of parking for two wheelers on hiring basis exclusive for Bank within the premises/ building<br>i) Exclusive covered parking (15-20 nos or more) – (5 marks)<br>ii) Combination of covered and open parking (15-20 nos or more) – (2.5 marks)<br>iii)Open parking (15-20 nos or more)-(1marks)<br>iv)No Parking-(0 marks) | |
| **5** | **Nearby Infrastructure** | **10** |
| **5A** | Hospital<br>i) Within 5km (2 marks)<br>ii) 5km to 8km (1marks)<br>iii) More than 8Km (0 marks) | |
| **5B** | Fire Station<br>i) Within 5km(2 marks)<br>ii) 5km to 8km (1marks)<br>iii) More than 8Km(0 marks) | |
| **5C** | Police Station<br>i) Within5km (2 marks)<br>ii) 5km to 8km (1marks)<br>iii) More than 8Km (0 marks) | |

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|---|---|---|
| **5D** | Public transport Proximity<br>i) Within 0.5km (2 marks)<br>ii) 0.5 km to1km (1 marks)<br>iii) More than 1Km(0 marks) | |
| **5F** | Hotels or Cafeteria Proximity<br>i) Within 0.5km (2 marks)<br>ii) 0.5 km to1km (1 marks)<br>iii) More than 1Km-2Km (0 marks) | |
| **6** | **Miscellaneous** | **20** |
| **6A** | Space for bank's signage on building<br>i) 30 -50 sq.ft (7.5 marks)<br>ii) 20-25 sq.ft (5 marks)<br>iii) Less than 20 sq.ft (0 marks) | |
| **6B** | Green Building Certification (From any of Govt. approved agencies)<br>i) Gold &above(IGBC)or equivalent(5 marks)<br>ii) Any Other(2.5marks)<br>iii) No green building certificate( 0 marks) | |
| **6C** | Offered premises status of land along with building<br>i) Purchase/ Long Lease for 99yrs (7.5 marks)<br>ii) Long Lease for >50yrs <99yrs and (5 marks)<br>iii) Long Lease for >30yrs <50yrs and (2.5 marks)<br>iv) Long Lease for <30yrs and (0 marks) | |
| **7** | Offers from Government/PSU | **2** |
| **8** | Vastu Compliance<br>i) North East Facing (8 marks)<br>ii) Others (0 marks) | **8** |
| **9** | Details of last multi-storied projects completed<br>i) Minimum 5 (5 marks)<br>ii) Minimum 2 (3 marks)<br>iii) Minimum 1 (1 marks)<br>iv) No projects completed (0 marks) | **5** |
| | **TOTAL** | **100** |

Minimum overall qualifying marks for above are **50(>=50.00%)**.
Financial bids will be opened only if **minimum two technically qualified bidders** are short listed.

The various offers will be evaluated location wise and commercial space shall be purchased from the bidders who score the highest marks in **CQCCBS** (Combined Quality cum Cost Based System) basis.

Bidders are advised to note that evaluation of the offers will be under Combined Quality cum Cost Based System (CQCCBS) basis. The methodology under this system shall be as under:-

(i) Preliminary evaluation of the Technical bids will be done to ensure that the bidders fulfill the basic selection criteria as per detailed terms and conditions specified in the tender document.

(ii) Thereafter, the technical bids will be subjected to detailed evaluation by allotting marks on various parameters/criteria prescribed in the bid document to arrive at the qualifying marks.

(iii) Qualifying marks obtained by each bidder will be intimated to him before opening of financial bid and will be allotted a weightage of 40% for technical bids while the financial bids will be allotted weightage of 60%.

(iv) The Financial bids of only those bidders who qualify technically by obtaining a minimum qualifying mark of 50.00% (i.e. 50 marks) in their technical evaluation, will be opened.

(v) Financial bid of the bidder with the lowest price will be given a financial score of 100 and other bids will be given financial score that are directly proportional to their quoted prices. Similarly technical bid of the bidder having obtained highest marks will be given technical score of 100 and other bids will be given technical score inversely proportional to the marks obtained by them.

(vi) The total score, both technical and financial, shall be arrived at by weighting the quality and cost scores and adding them up.

(vii) On the basis of the combined weightage score for quality and cost, the bidders shall be ranked in terms of the total score obtained. The bidder obtaining the highest total combined score in evaluation of cost and quality will be ranked as H-1 followed by the bidders securing lesser marks as H-2, H-3 etc. The bidder securing the highest combined score and ranked as H-1 will be invited for discussions, if required, and shall be considered for accepting his offer. The formula for working out the combined score will be as follows:

Total scores=0.4xT(s)+ 0.6xF(s)

In the above formula, 0.4 has been taken as weightage for Technical score i.e., 40% and 0.6 has been taken as weightage for Financial score i.e., 60%

T(s) stands for Technical score evaluated F(s) stands for Financial score evaluated

N.B. H1 bidder will be highest in technical score but lowest amount bidded in Financial Bid

An example, for reference and clarification purpose only, is given below:

Suppose there are three bidders (A, B & C) qualified based on the marks obtained / technical parameters and the marks obtained by them and rate quoted by them are as under:

| Bidder | Marks obtained in Technical bid | Rate quoted per sq.ft. carpet area |
|---|---|---|
| A | 80% | 15000 |
| B | 70% | 13500 |
| C | 75% | 14500 |

For the purpose of evaluation, three bidders will be given scores asunder on the basis of percentile marking taking highest percentage against technical bid and lowest rate quoted as 100%:

| Bidder | Technical score | Financial score |
|---|---|---|
| A | 100 | 90 |
| B | 87.5 | 100 |
| C | 93.75 | 93.10 |

Total Score of the bidder will be asunder:

A=0.4X100+0.6X90=94(H2)

B=0.4 X87.5 +0.6X100=95(H1)

C=0.4X93.75+0.6X93.10=93.36(H3)

The order will be placed in favour of H1 after assessing the reasonability of the rates.

- It is observed from the above that bidder (A) is H1 bidder and order shall be placed to him.
- **In case the H1 bidder (A) is unable to provide the commercial space as per Bank's requirement, then Bank may purchase from H2 bidder if H2 bidder agrees to provide the commercial space at the rate and all Terms & Conditions & Facilities agreed by H1 (if not then there should be re-tendering process in a fair and transparent manner.**

- **If there is a "TIE" in Tenders, i.e., two or more bidders scoring same marks, as found, after the arithmetical check etc. and with all other offered parameters identical, an opportunity shall be given to both the bidders for submission of a revised offer in sealed cover, on the basis of a percentage reduction in the total quoted amount. Such revised offers will be opened by the Tender Opening Committee on a fixed date in presence of representative of concerned, bidders.**

- **In case the bidders quoting the same price, do not agree to revise the or for any other reasons, if it is not possible to resolve the "TIE", the Competent Authority shall exercise his discretion and accept the tender of the vendor/contractor who is considered to be belter, by recording the reasons.**

## REJECTION OF BID:

The bid is liable to be rejected summarily if:

- Tenders are not received in two parts in separate envelopes .
- It is not in conformity with the instruction mentioned in this tender document.
- If it is not accompanied by requisite tender cost and EMD as stated above.
- It is received after expiry of the due date and /or time.
- It is evasive and contains incorrect information.
- If there is canvassing of any kind.
- It is submitted anywhere other than the tender box or to the addressee.
- **If any indication of price/rate/charges is being found in Part-I of the tender.**
- If the tender/R.F.P is conditional.
- If there is any conflict of Interest between Bank and Tendorer at any stage.

**Technical Bid Format** **Part-I**

| | | |
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| **PART A: General Information** | | |
| 1 | **Ref: No.** (This reference number is to be filled by the Bidder. The same reference number is to be quoted in Financial bid also) | |
| 2 | **Details of vendor /firm /builder/owner:** | |
| 2.1 | Name of the Owner/Co./Firm,etc. | |
| 2.2 | Address & Phone No.:FAX No.&E-mail address: | |
| 2.3 | Name of the contact person: | |
| 2.4 | Constitution of vendor/firm: (Whether Proprietary / Partnership /Pvt. Ltd./ Public Ltd./PSU etc.): | |
| 2.5 | Copy of registered Memorandum of Undertaking between Developers and the land owners in case the land does not | |
| 2.6 | Bank Details of bidder with IFS Code(for refund of EMD): | |
| 2.7 | GSTIN No. | |
| **3** | **Legal Seaching of Title of the vendor/firm /builder/owner:** | |
| 3.1 | Advocate's name and address, Phone / FAX Nos. who has done the searching | |
| 3.2 | Detailed report of the Advocate for legal searching of titles is to be | |
| 3.3 | Details of encumbrances, if any | |
| 3.4 | NOC from Bank & Bank Name Enclose a copy of the same | |
| **4** | **Details of Property:** | |
| 4.1 | Name of the owner | |
| 4.2 | Location & Address of the property | |
| | a. Name of the scheme | |
| | b . Sector No. | |

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| | c. Street | |
| 4.3 | Usage of property (as approved by Competent Authority) should be Commercial only | |
| 4.4 | Distance to public amenities(in Kms.) | |
| | a. Railway Station | |
| | b. Bus stop | |
| | c. Market | |
| | d. Police Station | |
| | e. Educational Institution | |
| | f. Bank | |
| | g. Hospital | |
| | h. Post Office | |
| | i. Shopping Complex | |
| | j. Distance from IFSCA HQ | |
| **PART B: Technical Information** | | |
| **5** | **Building** | |
| 5.1 | Type of Building: (Should be Commercial only) | |
| 5.2 | Type of Construction (Load Bearing/RCC/Steel framed) | |
| 5.3 | Type of Foundation (Structure should be designed to take care of earthquake intensity applicable for the area) | |
| 5.4 | Whether the proposal is for sale of the commercial space in multi-storied building. | |
| 5.5 | No. of Floors and no. of Basement, | |
| 5.5(a) | Availability of Parking space on hiring basis in the basement | |
| 5.5(b) | Availably of convenience for Physically Handicapped Person like Ramp etc. | |
| 5.6 | Clear floor height from floor to Ceiling (Minimum requirement is 10-11 feet) | |
| 5.7 | The commercial space on each floor | |

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| 5.8 | Total Commercial Space in the building | | | |
| 5.9 | Total commercial space offered | | | |
| 5.10 | List of common areas included for the purpose of commuting super built up area and its percentage to: **Carpet area Plinth area** | ________sq.ft.<br>________sq.ft. | | |
| 5.11 | Area of the commercial space offered: **Super Built-Up area Plinth area Carpet area** (Tenderers are advised in their interest not to leave any of the aforesaid columns blank under any circumstances. Tenderers are required to enclose layout plans of the premises on offer.) | ________sq.ft.<br>________sq.ft.<br>________sq.ft. | | |
| | | | Dimension | Area(Carpet)(insq.ft.) |
| | | a. Office Space | | |
| | | b. Inside Toilets for both ladies & gents | | |
| | | c. Bath/Toilet (combined) | | |
| | | d. Passages | | |
| | | e. AHU | | |
| **6** | **Carpet Area Details:** | | | |
| 6.1 | Total Area of the commercial space | ________sq.ft. | | |
| 6.2 | Details of floor | | | |

| | Dimension | Area(Carpet)(insq.ft.) |
|---|---|---|
| a.Office Space | | |
| b.Inside Toilets for both ladies & gents | | |
| c.Bath/Toilet (combined) | | |
| d.Passages | | |
| e.AHU | | |

| | | |
|---|---|---|
| **7** | **CONSTRUCTION SPECIFICATIONS/ MATERIALS USED** (Separate Annexure may be used) | |
| | a. Floor | |
| | b. Internal Walls | |
| | c. External Walls | |
| | d. Doors/Windows | |
| | e. Pantry | |
| | f. Toilets | |
| | g. Electrical Fittings, | |
| | h. Sanction of electricity load | |
| | i. Separate meter if installed per floor (whether pre-paid or post-paid connection) | |
| **7.1** | **Age/Condition of Construction/Building:** | |
| 7.1.1 | Newly constructed within 2 years (Completion and Occupation certificate with date to be enclosed) | |
| 7.1.2 | Old construction-Mention year of completion (OC/CC to be enclosed) | |
| 7.1.3 | Details of structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipal Corporation) | |
| 7.1.4 | Likely date of possession of the building | |
| **8** | **Details of boundaries and adjacent buildings:** | |
| 8.1 | Boundary of the property<br>a. North<br>b. East<br>c. South<br>d. West | |
| **9** | **Amenities provided in the Office Space:** | |
| | a. Electrical Fittings, Telephone wiring, LAN, VPN, IT infrastructure – Tubelights etc. | |

| | | |
|---|---|---|
| | b. Space for installation of roof top solar panel | |
| | c. Elevators | |
| | d. AHU rooms | |
| | e. Toilets | |
| | f. Others(if any) | |
| **9.1** | **Common facilities provided: (Give details)** | |
| | a. Car Parking space exclusive for Bank on hiring basis | Covered/Open |
| | b. Two-wheeler parking exclusive for Bank on hiring basis | Covered/Open |
| | c. Power/ Electricity | Adequate and available/Not available |
| | d. Water supply:<br>By GIFTCL<br>By Builder<br>Bore well<br>Overhead Tank | Yes/No<br>Yes/No Give Capacity |
| | e. Lifts and their nos., | |
| | f. Generator for emergency | |
| | g. Anti-lightening device or Lightning Arrester | |
| | h.Security arrangements (fire-fighting, anti-burglary device etc.) | |
| | i. Proper sanitary/ sewerage system | |
| | j. Any other | |
| **9.2** | **Details of Plans/ Blue Prints/ Sanctioned Plan:** | |
| 9.2.1 | Details of plan of the property sanctioned by Competent Authority (please enclose Copy of approved land/site plans) | |
| 9.2.2 | Names & Address/Phone No.of Architect | |

| | | |
|---|---|---|
| **10** | **Provision For proper arrangement of Fire Safety** | |
| 10.1 | Give details of safety | |

| | | |
|---|---|---|
| | measures taken and arrangements | |
| 10.2 | Give details of No Objection Certificate obtained/ Secured from the fire control authorities (produce proof/copies of Certificates) | |
| **11** | **Occupation and Completion Certificate:** | |
| 11.1 | Whether occupation certificate is issued by the competent authority? | |
| 11.2 | Designation of the authority which has issued the occupation certificate | |
| 11.3 | Enclose a certified copy of the occupation certificate | |
| 11.4 | Enclose a certified copy of the Completion Certificate | |
| **12** | **Details of site:** | |
| 12.1 | Type of the land: | |
| | a .Lease hold | |
| | b. If lease hold give residual period of lease and name of the title holders | |
| | d. Annual Govt. tax or similar liability & proportionate share if any and amount (give details) | |
| 12.2 | Source of water supply to the Building | |
| 12.3 | Site Plan of the land/site to be enclosed | |
| **13** | **Other Information:** | |
| 13.1 | Whether ready made commercial space have been sold by the builder to any Government/ Semi-Government Institutions/ Financial Institutions etc.?If so, names and addresses | |

| | | |
|---|---|---|
| | of such clients and total cost of such sales to each client to be | |
| 13.2 | No. of years in the construction line | |
| 13.2.1 | Last 3years(FY)turnover:<br>2022-2023<br>2023-2024<br>2024-2025<br>Audited Financial Statements along with CA certificate | |
| 13.2.2 | Details of last 5 projects completed<br>- Date of commencement<br>- Date of completion<br>- Total value | |
| 13.3 | Name and address of the banker | |
| 13.4 | Name of the Structural Consultant with license number | |
| 13.5 | Any other information not covered above / Other remarks, if any. | |
| 13.6 | Last 3 years(FY) IT Return:<br>2022-2023<br>2023-2024<br>2024-2025 | |
| 13.7 | Last 3 years(FY) GST Return:<br>2022-2023<br>2023-2024<br>2024-2025 | |
| **14** | **LIST OF ANNEXURES**:<br>(attach separate sheet if space is found insufficient) | |

# General Terms and Conditions

1. **Penalty Clause:** The Bank shall recover simple interest @ 2% per month subject to a maximum of 5% of all the payments released (advance payment or after the scheduled date of payment) for delay, from the bidder's confirmed date or date mutually agreed by Bank and bidder, in giving possession of commercial premises/space completed in all respect i.e, Occupation Certificate of local authority, permanent water connection, lifts and water pumps in operation, etc.

   The tender consists of two parts i.e. Technical Bid including terms & conditions and Financial bid. Separate Technical Bid and Financial bid are to be submitted for each proposal. The Technical Bid and Financial bid should be sealed in separate envelopes.

2. **DISCLAIMER AND DISCLOSURE**

   i) The information contained in this RFP/BID DOCUMENT or information provided subsequently to Bidder(s) in documentary form/email by or on behalf of the Bank, is subject to the terms and conditions set out in this RFP/BID DOCUMENT.
   
   ii) This RFP/BID DOCUMENT is not an offer by the Bank, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP/BID DOCUMENT process unless and until a LOI (Letter of Intent) is issued by the Bank.
   
   iii) The purpose of this RFP/BID DOCUMENT is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require.
   
   iv) The Bank may at its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP/BID DOCUMENT before opening of the Bids and such modifications/amendments, if any, will be uploaded on Bank's website only. Bank also reserves the right not to proceed with the RFP/BID DOCUMENT at any moment and cancel the entire RFP/BID process at any moment without assigning any reasons/ justifications, whatsoever, and/or without any cost of compensation therefor.
   
   v) The Bank, its employees and advisors make no representation or

warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP/BID DOCUMENT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP/BID DOCUMENT and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.

vi) The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP/BID DOCUMENT.

vii) The Bidder is expected to examine all instructions, forms, terms, and specifications in the RFP Document. Failure to furnish any or all information as stipulated in the RFP Document or to submit a Bid not substantially responsive to the RFP Document in all respects will be at the Bidder's risk and may result in rejection of the Bid and no correspondence shall be entertained in this regard by the Bank under any circumstances.

viii) The contents and the information provided in the RFP/BID DOCUMENT is strictly confidential and by accepting this RFP/BID DOCUMENT, the interested parties/ Bidders unconditionally undertake, not to use any part or the whole of information, in any manner, directly or indirectly learnt, for any other purpose, other than for conducting work under the ambit of the RFP/BID DOCUMENT issued by Bank. This document shall not be transferred, reproduced, or otherwise used for purposes other than for which it is specifically issued. Under no circumstances the Bank shall be liable to the Bidder for direct, indirect, incidental, consequential, special, or exemplary damages arising due to rejection of Bid/s.

With regard to the liability of the Bidder, **the limitation of liability shall be confined only to loss suffered arising out of fraud, as well as misrepresentation or breach of confidentiality obligations perpetrated by the Bidder and, in such cases, the claim shall be equivalent to actual loss suffered or as may be quantified/imposed or ascertained by a competent Authority** (Statutory or Judicial) **i.e liability should be unlimited.**

### 3. Other Terms and Conditions:-

i) The terms and conditions shall form part of the tender/bid to be submitted by the vendor to UCO BANK hereinafter termed as "Bank".

ii) All columns in the tender document must be duly filled and no column should be left blank. "Nil" or "Not Applicable" should be marked where there is nothing to report. All the pages of the tender documents should be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink should be duly authenticated by the tenderer. The Bank reserves the right to reject tenders which are incomplete or where information submitted is found incorrect.

iii) The offer should remain valid at least for a period of 120 DAYS from the date of opening of technical bids. During the validity period of the offer, the Bidder should not withdraw / modify the offer in terms of price and other terms and conditions quoted in the Technical and Financial bids. In case, validity period needs to be extended for final shortlisted bidder, the same may be done, if both parties mutually agree. An undertaking to this effect should be submitted along with the Technical Bid.

iv) Priority/preference will be given to the property/ies offered by PSU/Banks/Govt. departments being offered in exclusive buildings/ready to use (Having Building Use permission) premises based on the weightage as per selection parameters.

v) There should not be any deviations in the terms & conditions stipulated in the tender document. However, in the event of imposition of any other condition, which may lead to deviation with respect to the terms & conditions as mentioned in the tender document, the Bidder is required to attach a separate sheet marking "list of deviations".

vi) Canvassing in any form will automatically disqualify the offer.

vii) Offers of extended constructions/ retro-fitting over the existing buildings with external columns will not be considered.

viii) Bank will not make any advance payment. Payment will be made by Account Payee cheque/pay order or RTGS/NEFT only as per the statutory guidelines.

ix) The particulars of amenities provided / proposed to be provided inside the building, complex should be furnished in the Technical Bid,

x) **No brokerage will be paid.**

xi) All statutory clearances, as applicable, shall be available/obtained by the Bidders at their own cost before making the offer to the Bank and furnish a declaration stating that no statutory dues are pending over the property.

xii) All permissions required for peaceful occupancy and official use of the offered property by the Bank should be obtained by the Bidder before making the offer to the Bank.

xiii) Firefighting equipment and system should be available and should have been maintained in good running condition complying with the Fire Prevention and Life Safety Measures Act.

xiv) The Bidder having building located within the existing Society/GIFT Authorities should produce "No objection Certificate", along with the

Technical Bid or during the Technical Visit.

xv) The Bank will not bear any costs incurred by the bidder for any discussion, presentation, demonstrations etc. on proposals or proposed contract or for any work performed in connection therewith.

xvi) The bidder should disclose to the bank any material defect in the property or Title of which the bidder is aware and the bank could not with ordinary care discover.

xvii) Any modification by the Bank except modification to load bearing structures should be permitted, including installation of any system/equipment/gadget that is required for the functioning or safety of the Bank.

xviii) Common area, parking for cars on hiring basis to be specifically marked for use by Bank. There should also be provision for visitor parking.

xix) All Municipal/Govt./other Statutory Agencies' taxes/Charges/Levies up to the date of registration of sale deed//transfer deed/lease deed/assignment deed in favor of the Bank of ownership shall be borne by the seller (successful Bidder)

xx) Bank holds the right to alter its requirement, commercials, or clauses above as it may find appropriate, any time after submission of the above RFP/BID DOCUMENT.

xxi) Bank may issue public notice in newspapers inviting claims/Objections if any from the public before executing sale deed. The Bidder should not have any objection for issuance of the said public notice by the Bank.

xxii) Please also note that:

1. The Bidder may also be asked to give presentation for the purpose of clarification of the Bid if required by Bank.
2. The Bidder must provide specific and factual replies to the points raised in the RFP/BID DOCUMENT

xxiii) **Carpet Area:**

The carpet area would mean the area at any floor level as under–

| **Part of Carpet Area** | **Not Part of Carpet Area** |
|---|---|
| Wall to wall area measurements including all internal partitions, Walls, Columns, Door Jams, Balconies, Pantry | Verandah, Corridor & passage Entrance hall & Porches, Staircase& stair cover, Shaft machine room for lift, A/C Ducts/ plant room, Shaft for sanitary / water-supply/ garbage/ firefighting / electricity / telecommunication / AC, Bathrooms, Lavatories, Stilt, Covered/open parking spaces, Pump Room, Flower Bed, Watchmen's Chowki, Storage Tanks, Chajja, Canopies & Worship* |

*Other than above (missing) shall be considered as per RERA/IS norms for carpet area measurement.

xxiv) Joint measurement will be taken in the presence of bank officials, Bank's Architect and bidder / authorized representative for computing/finalizing the exact carpet area.

xxv) The short-listed properties will be visited by Bank Officials (committee) / empaneled valuers &/or Architect for assessing the valuation and to verify the quality of construction, materials used, etc. The Bidder should cooperate and provide necessary access to premises including the requisite information / documentary proof to the visiting officials / Bank's approved Valuers, Architects, Engineers, etc. for verification.

xxvi) The particulars of offered commercial space floor-wise, wing, building name, etc. should be furnished in the Technical Bid. Details of measurements of the proposed commercial space offered should invariably be furnished in the technical Bid.

xxvii) The property offered should be free from encumbrances and have clear and marketable title. Adequate documentary evidence acceptable to the Bank to this effect should be furnished along with the Technical Bid.

xxviii) While furnishing the information in Technical Bid, full details of the items / materials used to include the brand name, size, quantity, quality, etc. should be furnished for each and every item in the respective columns. In case of flooring, windows, doors, door shutters, etc. full particulars of quality of material used, thickness, size, brand name, etc. should be furnished. These details are subject to verification.

xxix) Plans duly approved by municipal authorities/competent authority/CRZ/GIFT SEZ/ DCR, etc., should be submitted along with the Technical Bid. Particulars of TDR used, if any, and the eligible FSI and FSI used, etc. are to be furnished in the respective column along with the requisite certificates issued by the competent authorities.

xxx) All the legal documents required by the Bank for verification of the clear & marketable title of the property should be submitted. The title clearance certificate issued by Bank's identified Solicitor / Advocate only shall be considered.

xxxi) It is the policy of the Bank to issue Public Notice in the leading newspapers inviting claims/objections from the public, if any, before entering in to sale deed/ MOU for the offered property. The vendor should not have any objection in this regard.

xxxii) The bidders, at their own cost, shall obtain Income Tax and other statutory clearances as and when required,

xxxiii) The Bank reserves the right to reject or cancel the whole transaction at any time before execution of sale deed/lease deed/assignment deed without assigning any reasons/justifications, whatsoever, and/or without any cost compensation therefor, if at any stage it is discovered by bank that the title of the property is defective or not clear or that any litigation or proceedings is/are pending.

Notwithstanding anything contained in this document, the right of Bank to reject or cancel this transaction remains absolute and survives the execution and registration of any formal sale or lease agreement. This right may be exercised at any stage without justification or liability for costs, and shall override any statutory or contractual finality usually associated with such deeds.

xxxiv) Any dispute arising in this regard shall be subject to jurisdiction of courts in Ahmedabad only.

xxxv) The final agreement to sale/long lease deed would be executed as per Bank's standard format. However, Bank reserves the right to accept or reject any changes to the agreement to sale (if situation arises). Further, in case of purchase of the property the Stamp Duty and Registration Charges shall be borne by the Bank but necessary co-ordination with the Sub Registrar's Office to be done by the Bidder and it will be responsibility of the bidder to provide details of the stamp duty required as per the ready reckoner rate. All incidental expenses, if any, in this regard other than stamp duty and Registration Charges are to be borne by the Bidder. The bidder would have to submit necessary Income Tax clearance at the time of registration of sale deed

xxxvi) However, if it is on long lease then expenses of Stamp duty, Registration fees, cost and expenses, etc., will be borne by Bank and landlord on 50:50 basis.

xxxvii) No dues (society or statutory taxes) shall be outstanding at the time of handover of the property by the successful Bidder. The supporting documentary evidence of all receipts shall be submitted in this regard by the successful Bidder (last paid receipts of property tax, water tax, NOC regarding society dues in case there is an existing society, or society formed by developers, etc. if any).

xxxviii) The Bank reserves the right to extend the dates for submission of responses to this document.

xxxix) Space for bank's signage on building with 30-50 sqft minimum is mandatory.

**4. Special Terms & Conditions:**

i) The rates quoted per sq.ft. for carpet area should be excluding registration and stamp duty charges. The other charges should be inclusive of all charges & taxes whatsoever i.e. allotted number of car parking and 2- wheeler parking area hiring charges, One time maintenance charges, Legal expenses, Share Money, formation of society & apex body charges, electricity/water/gas/Sewage/Solid waste Management system, District cooling system/ all utility connection charges, corpus fund, club house, sinking fund, all onetime charges all other charges etc. Nothing over and above the quoted rate shall be payable.

ii) Inclusive of all charges & taxes whatsoever i.e. allotted nos. of car parking area charges, One time maintenance charges, Legal expenses, Share Money, formation of society & apex body charges, electricity/water/gas/Sewage/Solid waste Management system, District cooling system/ all utility connection charges, corpus fund, club house, sinking fund, all one time charges, all other charges etc. **Nothing over and above the quoted rate shall be payable**.

iii) Bank will not make any upfront payment towards the cost of the office space or any charges.

iv) The bidder whose offer is finalized should execute the sale deed simultaneously with handing over possession of the commercial space to the bank complete in all respects within the time frame informed by the Bank.

v) In the event of awarding the contract to the successful bidder, the Ownership, patent rights, legal rights of the documents/drawings/blue-prints etc., prepared by or for the Bidder arising out of or in connection with this Contract shall vest with Bank and the successful bidder shall relinquish the rights associated with those documents/drawings/blue-prints etc.

vi) Bank can sublease part of the purchased area to its group entities/subsidiaries/ JVs without prior consent / approval from bidder/builder after execution of sale deed/lease deed.

vii) Intending bidders are advised to sign and stamp all the pages of technical as well as financial bid.

viii) TDS and any other taxes, as applicable, shall be deducted as per applicable statutory rules/ norms while making payment to the owner.

**5. Payment Terms & Defect Liability Period**:

i. 95% against possession and execution of Sale Agreement thereof.

ii. 5% of total value of the consideration amount after defect liability period of 12 Months from the date of execution of the sale agreement. The same would be released post completion of defect liability period. During defect liability period of one year (from the date of possession), the bidder has to undertake all repairs / structural repairs to the building internal / external at his own cost.

**6. Information Confidentiality:**

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. This document in its entirety is subject to copyright laws. UCO Bank expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The Bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank, in the event of such circumstances being brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses

**7. Declaration cum Indemnity:**

The bidder confirms the correctness of the information provided by the bidder ,marketability of the Right, Title, Possession and Interest in the Property and the property is free from all encumbrances, absence of *lis pendens* ,claim of demand etc. from any manner whatsoever. Further the bidder agrees and undertakes to indemnify and keep indemnified the Bank including its respective Directors ,Officers and Employees, from and against any claims, Demands, actions, proceedings, damages, recoveries, judgments, costs, charges, liabilities, losses, etc., arising out of all kinds of default/breach/negligence, deliberate or otherwise, violation of applicable laws, regulations, guidelines and/or environmental damages, if any, or expenses of any nature and kind whatsoever and by whomsoever made in respect of the said bid/transaction and any damage cost from and against all suits and other actions that may be instituted or preferred against the bank or which the Bank may have to bear, pay or suffer directly or indirectly due to omission or commission of any Act on part of bidder and/or on the part of employees, representatives, agents and/or associates, sub-contractors of the bidder in performance of the obligations enumerated under the RFP.

**8. Compliance With Laws:**

i. Compliance with all applicable laws: The Bidder shall undertake to observe, adhere to, abide by, comply with Transfer of Property Act, 1882 and all laws in force or as are or as made applicable in future, pertaining to or applicable for all purposes of this RFP.

ii. Compliance in obtaining approvals/permissions/licenses: The Bidder shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this RFP/BID DOCUMENT under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project.

iii. The Bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would cover damages, loss or liabilities suffered by the Bank arising out of claims made by its customers and/or regulatory authorities.

iv. Mandatory Completion & Occupancy Status: In the event that the Bidder offers a completed commercial office space, the project must be fully exempt from active RERA registration requirements under Section 3(2)(b) of the Act. The Bidder must mandatorily enclose certified true copies of the formal Completion Certificate (CC) and the Occupancy Certificate (OC) issued for the specific premises by the GIFT City Competent Authority. No bids for completed spaces will be entertained or evaluated without a legally valid Occupancy Certificate."

**Annexure-I**

**Certificate / Undertaking from the Owner(s)**

I/We__________________(Name)M/s.____________________________ (Name/Company/Body/Firm)here by confirm that I/we are the owner(s)of the commercial space /property as described at

______________________________________________________________________

(Address)

And are legally entitled to sell the subject commercial space/property.

____________________

Signature of the Owner

I / We declare that the information furnished above is true and correct and conforms to the Bank's criteria mentioned in the tender.

____________________

Signature & seal of bidder

I/We further declare, confirm and undertake:

(a) That the commercial space /property has clear marketable title free from encumbrances and the premises is free from all court cases, litigation and is free from any kind of dispute of any nature.

(b) That the commercial space /property will be delivered mortgage free, if mortgaged, at the time of registration.

(c) That the drafts of all documentation which may be finalized by the Bank and its solicitors/lawyers shall be final and binding on me/us.

d) That all the outgoing and other expenses will be borne by the Bank from the date of handing over of possession of the premises on conclusion of the sale transaction, whichever is later. Any expenditure/expenses prior to the said date will be borne by me/us.

(e) To furnish the No Dues Certificate/NOC from the concerned Society/Authority, for which the entire payment will be made by me/us.

(f) That the transfer fees or any other charges or contributions or outgo and all other expenses demanded by and / or payable for transfer of the offered office space to the Society, or to any other entity/authorities etc. incurred by either parties shall be borne and paid by me/us alone.

(g) I/We am/are aware that the Bank is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender.

(h) That the car/two wheeler parking's (whether covered or stilt or open or both) would be as per the measurement at site and would be incorporated in the sale deed before execution of the sale deed or a letter authorizing the said use will be provided to the Bank.

(i) The form which is downloaded from the website has not been changed or corrected in any manner, and on the conditions as appearing in the original will be treated as valid.

(j) That all the terms and conditions specified in this Tender Form are acceptable to me/us and that all the required details have been furnished in the appropriate blank places.

(k) That there is no mention of any financial details in the Technical Bid or anywhere else other than Financial Bid, and that there are no technical and commercial conditions in Financial Bid.

(l) That the following documents as per the requirement of the Bank or its solicitors will be provided:

- Sale deed or any other title documents through which the offered commercial space /property was purchased by me/us earlier.
- All original chain of documents pertaining to the commercial space /property.
- Latest Receipt of payment of Society charges, Electricity Bill and any other charges.
- Non-encumbrance Certificate and any other document required for effective transfer of the commercial space /property to the Bank.

(m) My/our offer is open for acceptance for a period of 4 months (120days) from the date of opening of technical bids. If required, the validity period may be extended on mutual agreement with Bank, in case my/our offer being considered for final shortlisting.

(n) I/We, the undersigned am/are submitting this offer as per the directions given in the instructions/tender document and I/we have understood the instructions fully.

Place:

Date:

Signature of bidder with seal

Name of the signatory:

**Annexure-II**

**Pre Contract Integrity Pact**

(To be submitted with Technical Bid after duly signed and seal by Bidder)

PRE CONTRACT INTEGRITY PACT

This pre-bid pre-contract Agreement (herein after called the Integrity Pact)is made on

_______day of _______month, 20____,

Between

UCO BANK, a body corporate constituted under the provisions of Banking Companies (Acquisition and Transfer of Undertakings)Act,1970 and having its Corporate Office at 10, Biplabi Trilokya Maharaj Sarani, Kolkata-700-001 (hereinafter referred to as "UCO BANK"; which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns); and ................................................hereinafter referred to as "The Bidder"

**Preamble**

UCO BANK is one of the nationalized PSU Bank having its presence through its 3000+ of branches and 49+ administrative offices throughout India and 2 overseas territories. UCO BANK is committed to fair and transparent procedure in appointing of it's outsource service providers. The UCO BANK intends to appoint/select, under laid down organizational procedures, contract/s for. ..........................................................................................................The UCO Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s). In order to achieve these goals, the UCO Bank will appoint Independent External Monitors (IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section1-Commitments of UCO Bank**

1) The UCO Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles

a) No employee of the UCO BANK, personally or through family members, will in connection with the tender for , or the execution of a contract, demand ; take a promise for or accept, for self or third person, any monetary or non-monetary benefit which the person is not legally entitled to.
b) The UCO BANK will, during the tender process treat all Bidder(s) with equity and reason. The UCO BANK will in particular, before and during the tender

process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c) The UCO BANK will make endeavor to exclude from the selection process all known prejudiced persons.

2) If the UCO BANK obtains in formation on the conduct of any of its employees which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the UCO BANK will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder(s)**

**The Bidder(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:**

a. The Bidder(s) will not, directly or through any other person or firm, offer, promise or give to any of the UCO BANK's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
c. The Bidder(s) will not commit any offence under the relevant IPC/ PC Act; further the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the UCO BANK as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
d. The Bidder(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any, similarly the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s).
e. The Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
f. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified

from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

**Section3-Disqualification from tender process and exclusion from future contracts**

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the UCO BANK is entitled to disqualify the Bidder(s) from the tender process or take action as per law in force.

**Section4-Compensation for Damages**

If the UCO BANK has disqualified the Bidder(s) from the tender process prior to the award according to Section3, the UCO BANK is entitled to demand and recover the damage equivalent to Earnest Money Deposit/ Bid Security.

**Section5-Previous transgression**

1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

**Section6-Equal treatment of all Bidders/ Subcontractors**

1) In case of Sub-contracting, the Principal Contractor (Bidder) shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
2) The UCO BANK will enter into agreements with identical conditions as this one with all Bidders.
3) The UCO BANK will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

**Section 7 - Criminal charges against violating Bidder(s)/ Subcontractor(s)**

If the UCO BANK obtains knowledge of conduct of a Bidder or Subcontractor, or of an employee or a representative or an associate of a Bidder or Subcontractor which constitutes corruption, or if the UCO BANK has substantive suspicion in this regard, the UCO BANK will inform the same to the Chief Vigilance Commissioner.

**Section 8 - Independent External Monitor**

1) The UCO BANK has appointed Independent External Monitors (hereinafter referred to as "Monitors") for this Pact in consultation with the Central Vigilance

Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2) The Monitor is not subject to instructions by the representatives of the parties and performs his/ her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders as confidential.

3) The Bidder(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the UCO BANK including that provided by the Bidder. The Bidder will also grant the Monitor, upon his/ her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed 'Non-Disclosure of Confidential Information'. In case of any conflict of interest arising during the selection period or at a later date, the IEM shall inform UCO BANK and recuse himself/ herself from that case.

5) The UCO BANK will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the UCO BANK and the Bidder. The parties offer to the Monitor the option to participate in such meetings.

6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/ she will so inform the Management of the UCO BANK and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. The Monitor will submit a written report to the UCO BANK officials within 15 days from the date of reference or intimation to him by the UCO BANK and, should the occasion arise, submit proposals for correcting problematic situations.

7) If the Monitor has reported to the UCO BANK , a substantiated suspicion of an offence under relevant IPC/PC Act, and the UCO BANK has not, with in the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

8) The word 'Monitor' would include both singular and plural.

**Section 9 Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

**Section10 –Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the selected Bidder till the contract period, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by UCO BANK .

**Section11-Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is at the Office of the UCO BANK, i.e. in Ahmedabad.
2. Changes and supplements as well as termination notices need to be made in writing.
3. If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this agreement turnout to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like scope of work, Warranty / Guarantee etc. shall be outside the purview of IEMs.
6. In the event of any contradiction between the Integrity Pact and RFP/ RFQ/ tender documents and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the UCO BANK)
(Office Seal)

(For & On behalf of Bidder/Contractor)
(Office Seal)

Place: ______________

Date: ______________

___________________________

Witness1: (Name & Address)

_____________________________

Witness2: (Name & Address)

**PRICE/FINANCIAL BID** **Part-II**

**Ref: Offer for sale of Commercial Space in GIFT CITY SEZ, GIFT CITY, Gandhi Nagar**

Ref. No.________________________(As mentioned in the Technical Bid to be furnished) The commercial space /property in building named _________at __(place).

(Rs. Excluding GST)

| ***Sl. No*** | ***Location*** | ***Floor No.*** | ***Carpet Area*** *(refer to clause No.14.24 Page no 11)** | ***Rate per sq.ft. carpet for complete tenure*** *(INR)in figures& words)* | ***Cost*** *(INR in figures &words)* | ***Rate per car parking on hiring basis for complete tenure*** *(INR)in figures& words)* | ***Other Charges****(INR in figures &words ((i)Annual Lease, (ii)Tax, (iii)Electricity, (iv)Generator, (v)Maintenance, (vi)Water Tax (vii)other if any please specify)** | ***Total Cost*** *(INR in figures& words)* |
|---|---|---|---|---|---|---|---|---|
| | | | ***A*** | ***B*** | ***C=A*B*** | ***D x number of parking*** | ***E= Sum of (i) to vii)***<br>***i)=***<br>***ii)=***<br>***iii)=***<br>***iv)=***<br>***v)=***<br>***vi)=***<br>***vii)=*** | ***F=C+D+E*** |
| | **Total** | | | | | | | |

***Annexure A-Payment Breakup**
***Refer to Page13: Special Terms and Conditions.
***Please specify the charges, if any. Other Charges include registration, stamp duty etc.

**Place:**

**Signature of the bidder with seal**

**Date:**

**Note:**

**i.** Bidders shall quote rate and amount excluding registration and stamp duty charges. The other charges should be inclusive of all charges & taxes whatsoever i.e. allotted nos. of car parking and -2- wheeler parking area charges, One time maintenance charges, Legal expenses, Share Money, formation of society & apex body charges, electricity/water/gas/Sewage/Solid waste Management system, District cooling system/ all utility connection charges, corpus fund, club house, sinking fund, all one time charges all other charges etc. **Nothing over and above the quoted rate shall be payable.**

ii. Financial bid be placed in a sealed envelope superscribed **"Financial bid"** and the same shall be placed along with Technical Bid covering a larger envelope super scribed
-**"Offer for sale of Commercial Space in GIFT CITY SEZ, GIFT CITY, Gandhi Nagar, Gujarat"**. The name of the bidder should be mentioned at the bottom left hand corner of the envelope.

iii. The bidders can use separate sheet for submission of financial bids without altering the format in any respect.

**Annexure-Payment Breakup**

| SL. No | Description | Amount in INR (Excluding GST) |
|---|---|---|
| | Basic Amount(Carpet Area x Rate ) | |
| | Legal Expenses | |
| | Utilities connection charges | |
| | Common Utilities connection charges | |
| | Security Deposit for Utility Connection | |
| | One Time Maintenance Deposit | |
| | Allotted Car parking on hiring basis (_nos.X Rate) | |
| | Sinking Fund | |
| | Other charges(please specify) | |
| | **Total Amount (Incl.all)** | |
| | **Total Amount in words:** | |

**Recurring Expenses #:**

**Place:**

**Signature of the bidder with seal**

**Date:**

| S.No | Description | Frequency | Amount in INR (Excluding GST) |
|---|---|---|---|
| | | | |
| 1 | Common Area Maintenance (Area x Rate) | | |
| 2 | Municipal Tax | | |
| 3 | Lease Rent | | |
| 4 | Electricity Charges | | |
| 5 | Generator Charges | | |
| 6 | Water Supply Tax | | |
| 7 | Other charges(please specify) | | |
| | | | |
| | **Total Recurring Amount (Incl. all)** | | |
| | **Amount in words:** | | |

**#The recurring expenses shall not be considered or financial bid evaluation.**

**Place:**

**Signature of the bidder with seal**

**Date:**