

Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK  
ZONAL OFFICE SILIGURI

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 at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area
Jorethang(Branch)	Within Jorethang Area preference to be given to areas with good business potential	800-1000 sq. ft.

The following terms & conditions should be complied with, while submitting the offer for the proposed premises:

Sl No.	Particulars
1	Applicant will be required i. to provide proof of ownership along with application ii. to provide NOC for opening of bank/ATM from competent authority at their own cost at the time of finalization.
2	The offerer must have a clear title to the property.
3	Premises should be located on ground floor (road level).
4	The premises offered for Branch must be within 500 meters of the existing Branch premises and at the ground floor (road level) or first floor (where lift / elevator is available) within the main market area and easily accessible from the main road.
5	The premises must be suitable from the security point of view and have all basic amenities such as electricity, natural light and ventilation.
6	The structure of the offered premises should be strong enough to bear the weight of Vault, Locker cabinets etc.
7	The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
8	The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc. if imposed, related to the premises.
9	The offerer is to provide space for Generator Set, Toilets and Parking space free of cost.
10	The offerer is to provide three-phase electricity connection with minimum power load of 10 KVA for the purpose.



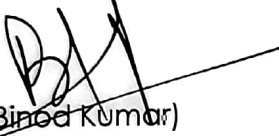
11	Carpet area will not include common areas shared with other co-tenants (if any), areas covered by walls, pillars, toilets, staircase, uncovered verandah, corridor and passage.
----	---

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 and 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, Siliguri Zonal Office, Rajani Bagan, off-Hill Cart Road, Siliguri 734001 by 27.05.2024 .

The offer as above should be submitted only in the bank's prescribed format which may be obtained from Zonal Office Siliguri, nearest Branch / Office as mentioned in Annexure 1(B) or downloaded from Bank's website [www.ucobank.com/English/tenders.aspx](http://www.ucobank.com/English/tenders.aspx).

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.

  
(Binod Kumar)  
Zonal. Manager  
Siliguri Zone.



Encl:

- Details of formalities and documents required for premises.
- Part-I form for Technical Bid
- Part-II form for Financial Bid

Continued to page 3



Details of formalities and documents required for premises.  
(Advertisement no.: Siliguri/001 dated 13.05.2024)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 27.05.2024 (27<sup>th</sup> May 2024)
- While filing the quotation forms, please ensure to follow below mentioned instructions:

Sl No.	Particulars
1	Copy of document of ownership is to be submitted along with Technical Bid (Part I).
2	Copy of "NOC" for opening of Branch / ATM from competent authority is to be submitted.
3	All the information asked for is to be filled up in the enclosed format itself.
4	Do not quote rent / sale price anywhere in Technical Bid (Part I) of the form.
5	In case you desire to stipulate any terms and conditions, the same should be mentioned in Technical Bid (Part I) of the form.
6	Each part, Technical bid (Part I) and Financial Bid (Part II), should be kept in separate envelopes and the envelope containing Technical Bid (Part I) details should be marked as 'Envelope No.1 – Technical Bid' and the cover containing Financial Bid (Part II) details should be marked as "Envelope No.2 –Financial Bid". Both these covers, duly sealed, should be put in a 3 <sup>rd</sup> cover super scribed with "Offer of Premises for UCO Bank" and addressed to <u>The Zonal Manager, UCO Bank, Siliguri Zone, Hill Cart Road, Siliguri 734001</u> by 27.05.2024 (27 <sup>th</sup> May 2024)
7	All the three envelops should also bear the name and address, phone no./mobile no. of the offerer.
8	Separate applications as per prescribed format, duly filled in, signed & sealed, is to 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.

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:

- Part-I form for Technical Bid
- Part-II form for Financial Bid



यूको बैंक, अंचल कार्यालय, सिउडी, हिलकार्ट रोड, सिलीगुड़ी, प. बंगाल 734001- (UCO Bank, Siliguri Zonal Office, Siliguri, Hill Cart Road, Siliguri (W.B.)-734001  
दूरभाष/Phone 2960402 - 0353 -E-mail: [zo.suri@ucobank.co.in](mailto:zo.suri@ucobank.co.in) राजभाषा का प्रकाश - बैंक का विकास