



## 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 15 years or more) their readily available premises in **BELOW GIVEN** area at the following place with the following requisite details:

Branch / Office	Preferred location	Carpet Area (sq. ft.)
Jogeshwari West (New Branch opening)	Jogeshwari West	1000 to 1200 sq.ft
Mahim (New Branch opening)	Mahim West	1000 to 1200 sq.ft.
Kalyan East (New Branch opening)	Kalyan East	1000 to 1200 sq.ft.
Worli & Dadar (Mergeing of Branch)	Worli & Prabhadevi, Mumbai	1200 to 1500 sq.ft.
Kalanagar (Shifting of Branch premises )	Kalanagar Bandra, BKC area Mumbai	1000 to 1200 sq.ft.

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 / Municipal 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 should 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, Safe & Lockers Cabinet. **Collapsible gate, Rolling Shutter and Construction for Strong Room as per Bank's specification, must provide Separate Toilets (Men and Women), must have ramp for physically challenged persons as also washroom compliant for use by them, should be done by the Landlord.**
- The offerer will have to execute Bank's standard lease deed and **bear 50% of 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, and Parking space free of cost.
- The offerer is to provide commercial three-phase power connection with minimum power load of 10 KVA for the purpose.
- Rentable carpet area should be excluding area of toilet (Ladies & Gents), staircase etc.
- Maintenance and Municipal Tax should be borne by the property owner.
- Quoted rate should be inclusive of GST and taxes.

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, 1<sup>st</sup> floor, Dr.D. N. Road, Fort, Mumbai-400001** and should be submitted latest by 03.00 p.m. on 22-07-2024 which is the prescribed time schedule. No offer after the closing time and date will be entertained.

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

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  
MUMBAI ZONE**



Encl: Details of formalities and documents required for premises  
Form for Technical Bid (Part-I) and Financial Bid (Part-II)