



यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
Honours Your Trust



Annexure 1 (B)



UCO BANK

Zonal Office, Ranchi, Sainik Market, Main Road  
Ranchi-834001, Jharkhand

Bank desires to take premises on rent having 1000-1200 Sq.ft. of carpet area preferably on Ground Floor. The premises are required in following localities of its Branch/Office:-

S.No.	Branch/Office	District	Preferred Location
1	UCO BANK, Dhैया	DHANBAD	DHAIYA & nearby Areas

The details may be collected from Bank's website [www.ucobank.com](http://www.ucobank.com) under TENDER section and from UCO Bank, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand. The last date for submission of application in sealed cover on prescribed format is **16.08.2024**.

Zonal Manager  
Ranchi Zone



Date: 24.07.2024  
Place: Ranchi



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**Annexure 2 (B)**

**Details for requirement for URBAN/METRO Branches.**

**UCO BANK**  
Zonal Office, Ranchi, Salnik Market, Main Road  
Ranchi-834001, Jharkhand

**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 the below mentioned area at the following places with the following requisite details.

S.NO.	Branch/Office	District	Preferred location	Carpet Area (Sq.ft.)
1	UCO BANK, DHAIYA	DHANBAD	Dhalya & nearby areas	1000-1200 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 at their own cost at the time of finalization.
- The offerer must have a clear title of the property.
- Premises should preferably be located on ground floor. There could be few exceptions like premises in Malls, Shopping Centre etc. where infrastructure facilities like lifts, escalators are available.
- The premises must be suitable from the security point of view and have all basic amenities such as adequate sanitary arrangements, water and electricity, natural light and ventilation.
- The premises structure should be strong enough to bear the weight of Strong Room, Strong Room Doors, and Safe & Lockers Cabinet. Construction for Strong Room as per Bank's specification should be done by the Landlord.
- The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
- The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc., if imposed, related to the premises.
- The offerer is to provide space for Generator Set, Toilets and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load required for Bank.

सामान्य प्रशासन & वित्त विभाग, अंचल कार्यालय, राँची General Administration & Finance Department, Zonal Office, Ranchi  
सैनिक बाज़ार, मेन रोड, राँची - 834001. दूरभाष Tel: 0651-2330845, Salnik Bazar, Main Road, Ranchi - 834001.  
ई-मेल E-mail: zo.ranchi@ucobank.co.in; zoranchi.gad@ucobank.co.in, zoranchi.lin@ucobank.co.in

एक टीम-एक स्वप्न - एक लक्ष्य

राजभाषा का प्रकाश - बैंक का विकास





- **Earnest Money Deposit (EMD) amount of Rs.5000/- (Rupees Five thousand only)** has to be deposited by bidders in the favour of " **UCO BANK, ZONAL OFFICE, RANCHI**" payable at Ranchi in the form of Demand Draft. EMD of unsuccessful bidder will be released (without any interest) again their request letter after completion of selection process of L-1 bidder. EMD of L-1 bidder will be released (without any interest) after execution of lease agreement. However, if L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit EMD amount without making any reference.

The sealed 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 or marked as "Offer of Premises for UCO Bank- Dhalya"(whichever is applicable) and it should also bear the name, address and contact number of the offerer on all the three envelopes. The third coverduly sealed should be addressed to the ZonalManager, UCO Bank.

The offer as above should be submitted in the bank's prescribed format which may be obtained from Zonal Office, at **UCO Bank, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand** or downloaded from Bank's website within prescribed time schedule. No offer after the closing date will be entertained.

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  
Ranchi Zone.**



Place: Ranchi  
Date: 24.07.2024

Details of formalities and documents required for premises:

Part-I:- Technical Bid (Annexure-3)

Part-II:- Financial Bid (Annexure-4)

**Note: - Carpet area will not include the followings:**

- Common areas shared with other co-tenants.
- Areas covered by walls, pillars.
- Space covered by toilets, staircase, uncovered verandah, corridor and passage.



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Annexure 2 (B) contd:

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

(Advertisement dated..... )

> Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **16.08.2024**.

> While filing the quotation forms, please ensure to follow below mentioned instructions:

1. Submit copy of ownership document along with technical Bid.
2. You have to submit copy of "NOC" from competent authority.
3. Fill up all the information asked for in the enclosed form itself.
4. Do not quote rent/sale price anywhere in Part 1 of the form.
5. In case you desire to stipulate any term and condition, the same should be mentioned in Part 1 of the form.
6. Each part should be kept in a separate cover and the cover containing technical details should be marked "Envelope No.1- Technical Bid" and the cover containing financial details should be marked "Envelope No.2- Financial Bid". Both these covers, duly sealed, should be put in a 3<sup>rd</sup> cover super scribed with "Offer of Premises for UCO Bank".
7. All the three envelopes should also bear the name and address, phone no./ Mobile no. of the offerer.
8. Separate applications as per **prescribed Performa, duly filled, signed & sealed**, be submitted in respect of each offer. This is applicable for both the bids i.e. Technical & Financial e.g. if any offerer is interested for two offers, he/she/they should submit two separate sealed covers each for Technical & Financial bids (two no.s for technical & two no.s for financial bids)
9. The 3<sup>rd</sup> cover, duly sealed, should be addressed to the **Zonal Manager, UCO Bank, Ranchi Zonal Office, Sainik Market, Main Road, Ranchi, Jharkhand-834001**.

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

Encl : Quotation form in two parts.

