Annexure 1 (B)

PREMISES REQUIRED

Bank desires to take premises on rent having 800-1000 sqft of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centres where infrastructure facilities like lifts, escalators are available. The premises are required in following localities for opening of its Branch/Office

1. Surankot
2. Doda
3. Pampore

The details and form may be collected for Surankot from our Naushera Branch, For Doda from Udhampur Branch and Pampore from our Srinagar Main Branch. The form can also be downloaded from our bank's website: www.ucobank.com.The last date for submission of application in sealed cover on prescribed format is **05.12.2024.** Date for opening of tender is **06.12.2024.**

Zonal Head

यूको बैंक UCO BANK ZONAL OFFICE, JALANDHAR

Address - SCO-113,114,115 IST FLOOR
MASTER TARA SINGH NAGAR MARKET
NEAR BSNL EXCHANGE JALANDHAR (144001)
Contact: 0181-5064073

Annexure 2 (B)

Details for requirement for Semi Urban branch.

UCO BANK
ZONAL OFFICE JALANDHAR
SCO-113,114,115 IST FLOOR MASTER TARA SINGH NAGAR MARKET (144001)

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 under mentioned requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Surankot	Surankot	800-1000
Doda	Doda	800-1000
Pampore	Pampore	800-1000

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

- Applicant will be required : (i) to provide proof of ownership along with application and (ii) NOC for opening of bank/ATM from Competent Authority at their own cost at the time of finalization.
- The offerer must have a clear title to the property.
- Premises should 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, ATM Room, 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(separate for ladies and Gents) and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load of 10 kva for the purpose.

Contd.....2

The cover containing technical detail should be marked envelope no. 1 and superscribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 & superscribed 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_____ (name of proposed Branch premises)" and it should also bear the name, address and contact number of the offer on all the three envelops. The third cover duly sealed should be addressed to the Zonal Manager, UCO Bank.

The offer as above should be submitted in the bank's prescribed format only which may be obtained **for Surankot from Our Naushera Branch, For Doda from Udhampur Branch and Pampore from our Srinagar Main Branch** or downloaded from Bank's website.

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

Jalandhar Zone.

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

यूको बैंक UCO BANK ZONAL OFFICE, JALANDHAR अंचल कार्यालय, जालंधर

Details of formalities and documents required for premises.

(Advertisement dated **22.11.2024**)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **05.12.2024**
- While filing the quotation forms, please ensure to follow below mentioned instructions:
  - Submit copy of ownership document along with technical Bid.
  - You have to submit copy of "NOC" from competent authority.
  - Fill up all the information asked for in the enclosed form itself.
  - Do not quote rent / sale price any where in Part I of the form
  - In case you desire to stipulate any term and condition, the same should be mentioned in Part I of the form.
  - Each part should be kept in a separate cover and 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 3rd cover super scribed with "Offer of Premises for UCO Bank_____(name of proposed branch location)".
  - All the three envelops should also bear the name and address, phone no./mobile no. of the offerer.
  - Separate applications as per prescribed proforma, duly filled, signed & sealed, be submitted in respect of each offer. This is applicable for both the bids i.e. Technical & Financial e.g. if any offerer is interested for two offers, he/she/they should submit two separate sealed covers each for Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
  - The 3rd cover, duly sealed, should be addressed to the "Assistant General Manager", Zonal Office Jalandhar

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.

यूको बैंक UCO BANK ZONAL OFFICE, JALANDHAR अंचल कार्यालय, जालंधर

Annexure-3

PART – I : TECHNICAL BID FOR _____

(MUST BE MENTIONED ON ENVELOPE ALSO)

To

The Zonal Manager
Zonal Office
UCO BANK
JALANDHAR

Dear Sir,

The details of space which I/we offer to lease out to the Bank are as under:

1. Name of owner/s :

2. Share of each owner if any, under joint ownership :
3. Location:
   a) Name of the building :
   b) Number of street :
   c) Ward / Area :
4. Building
   a. Type of bldg.: (Residential/Commercial/Industrial/Mixed: Attach proof)
   b. Size of Plot:..... Sq.ft, Front Road Width:.....ft.
   c. Type of building (Load bearing/RCC/framed structure)
   d. Clear floor height from floor to ceiling:
   e. Rentable Carpet area offered to Bank :
      Ground Floor ..... / First Floor (in exceptional cases)
   f. Specification of construction
      1. Floor
      2. Roof
      3. Walls
      4. Doors and Windows
      5. Are M.S. Grills provided to Windows? Yes / No
   g. Running water facility available Yes / No
   h. Sanitary facilities available Yes / No
   i. Electricity supply with separate meter available Yes / No
   j. Parking facility Yes/ No
5. The following amenities are available in the premises or I/We afreeable to provide the following amenities: [Strike out which ever is not applicable]
   i. The striong room will be constructed strictly as per the Bank's specifications and size, Strong room door, grill gate and ventilators are to be supplied by the Bank.
   ii. A partition wall will be provided inside the strong segregating the locker room and cash room.

iii. A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
iv. All windows will be strengthened by grills with glass and mesh doors.
v. Required electrical power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided wherever necessary, electric meter of required capacity will be provided.
vi. Electrical facilities and additional points(Lights, fans-power) as recommended by the Bank will be provided.
vii. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps.
viii. Separate toilets for Gents and ladies will be provided.
ix. Space for displaying of Bank's Sign Board will be provided.

6. Declaration: -
   a. I/we declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
   b. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
   c. You are at liberty to remove at the time of Vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room doors, partitions and other furniture put up by you.
   d. If my/our offer is acceptable, I/we will give you possession of the above premises on .....

I /We agree to execute Lease Deed in Bank's standard format.

My / Our offer will be valid for next three months from the date of offer.

.....
Signature of the offerer

Name:.....
Address.....
.....
Contact : .....
(Must be mentioned on envelope)

Place:
Date:

Annexure-4

PART – II FINANCIAL BID FOR _____
(MUST BE MENTIONED ON ENVELOPE ALSO)

To
The Zonal Manager
Zonal Office
UCO Bank
JALANDHAR

Dear Sir,

I/We offer to lease my / our space in the premises located at .....
.....
.....
(Other details of which are given in Part – I) as following rate:

Floor	Carpet Area (in sq.ft.)	Rate (Rs. Per sq.ft.)	Total Rent p.m. (Rs.)
Ground floor			
First floor			

I / We agree to:

i) Execute Lease Deed in Bank's standard format.
ii) Bear all the taxes and cesses related to the concerned premises
iii) Bear the cost of execution and registration of lease deed.
iv) To lease the premises in favour of Bank for ..... years plus ..... number of options of ..... years each with ..... % increase in rent at each option.

Any other terms and conditions (Please specify)

My/Our offer will be valid for next three months from the date of offer.

.....
Signature of the offerer
Name : .....
Address : .....
.....
.....

Place :
Date :

Note : Carpet area will not include the followings :

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