Annexure – 1(B)

UCO Bank
Zonal Office
Ahmedabad

PREMISES REQUIRED

Bank desires to take premises on rent having 1000 sq ft - 1200 sq ft of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for Shifting of its Branch/Office: -

Gandhinagar, Gandhinagar Centre

The details may be collected from Bank's **Gandhinagar Branch (8294870761/8210905966) /Zonal Office, near Sanyas Ashram, Ashram Road, Ahmedabad (7667522060)** or can be downloaded from our Bank's website at www.ucobank.com. The last date of application in sealed cover on prescribed format is **12/01/2024 upto 05:00 PM.**

……
Deputy General Manager

Annexure 2 (B)

Details for requirement for Urban/ Metro Branches/Offices

UCO BANK
ZONAL OFFICE
AHMEDABAD

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 15/20 years or more) their readily available premises in **Gandhinagar center** area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sft.)
Gandhinagar	**Within Gandhinagar vicinity**	**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 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, 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 the cost of execution and registration of Lease Deed to be done on 50:50 basis by offerer and bank.
- The offerer should bear all the taxes (including Municipal Tax & Maintenance Tax), 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 premises must have ramp for physically challenged persons also washroom compliant tor use by them.
- The premises must have separate washroom tor lady staff/ lady customers.
- 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 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 Gandhinagar "** 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, Zonal Office, 7th Floor, UCO Bhavan, Near Sanyas Ashram, Ashram Road, Ahmedabad**.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **Gandhinagar /Zonal Office, Ashram Road, Ahmedabad** 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
Ahmedabad Zone

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

Note: - Carpet Area will not include the followings:

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

Details of formalities and documents required for premises.

(Advertisement dated **28/12/2023**)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by
- 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 anywhere 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".
  - All the three envelops should also bear the name and address, phone no./mobile no. of the offerer.
  - 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 (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 **Zonal Manager, UCO Bank, Zonal Office, 7th Floor, UCO Bhavan, Near Sanyas Ashram, Ashram Road, Ahmedabad.-380009**

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.

Annexure -3

PART – I: TECHNICAL BID FOR **…… Branch**

[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
UCO Bank
Zonal Office
……

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 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:_____sft,, 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 agreeable to provide the following amenities: [Strike out whichever is not applicable].

i) The strong 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 room 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 door, 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:_____

Place:
Date:

Address:_____

Contract No.:_____
(Must be mentioned on envelope)

Annexure 4

PART-II FINANCIAL BID FOR ……..
(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager
UCO Bank
Zonal Office
……

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 Per month. (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)

Contd…2

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.

****Kindly Provide the KYC from the proposed Bidder******