

**UCO BANK
ZONAL OFFICE, SURAT
REQUIREMENT OF 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 at the following places

Branch	Preferred Location	Carpet Area (sft.)
Ankleshwar GIDC	Ankleshwar GIDC, Ankleshwar	800-1000 sqft
Yogi Chowk, Surat	Yogi Chowk, Nana Varachha, surat	1000-1200 sqft

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

- Application 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 offer 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 and Safe & Lockers Cabinet. **Construction of strong room as well as branch must be done by the Landlord as per Bank's requirement.**
- The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed on 50:50 basis by bank and landlord.
- The offerer must deposit Earnest money Deposit (EMD) to become eligible to participate in bidding process. The EMD of unsuccessful bidders will be released (without interest) against their request letter after completion of selection process. EMD of successful bidder will be released (without interest) after execution of lease agreement.
- The Earnest money of **Rs.10000/- (for Yogi chowk, nana varachha, Surat) & Rs.5000/- (for Ankleshwar GIDC, Anleshwar)** to be deposited in form of Demand draft in favour of **"UCOBANK ZONAL OFFICE, SURAT"** -
- The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc. if imposed, related to the premises.
- Ramp and railing to be provided in the premises for senior citizens customers.
- The offerer is to provide space for **Generator Set, Toilets(separate for ladies staff) and Parking space free of cost.**
- The offerer is to provide three-phase power connection with minimum power load of 30 KVA for the purpose.

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 offer on all the three envelopes. The third cover duly sealed should be addressed to the Zonal Manager, UCO Bank, Surat.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **Zonal Office, Surat** 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.


Dy. Zonal Head
Surat Zone

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

Part-I form for Technical Bid

Part-II form for Financial Bid

Details of formalities and documents required for premises

(Advertisement dated 15.02.2023)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **24.02.2023 (5.00PM)**
- 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 envelopes 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 cover 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, 2nd Floor, Riddhi Shoppers, In front of Star Bazaar, Adajan Road, Surat-395009, Phone no. 0261-2797400.**

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.**