

**PART - I : TECHNICAL BID FOR .....**  
**[MUST BE MENTIONED ON ENVELOPE ALSO]**

**Zonal Manager**  
**Zonal Office**  
**UCO Bank, .....**

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 which ever 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.

Contd. ...



- 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 : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
Contract No. : \_\_\_\_\_

(Must be mentioned on envelope)

Place :

Date :



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

Zonal Manager  
Zonal Office  
UCO Bank

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	Carpent area (in sq. ft.)	Rate (Rs. per sq. ft.)	Total rent per month. (Rs.)
Ground floor			
First floor			

I/We agree to :

- Execute Lease Deed in Bank's standard format.
- Bear all the taxes and cesses related to the concerned premises
- Bear the cost of execution and registration of lease deed.
- 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. ...



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.