

Annexure 2 (B)

Details for requirement for Urban/Metro Branches./Offices

UCO BANK
ZONAL OFFICE , Guwahati

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 in area at the following places with the following requisite details.

Branch	Preferred location	Carpet Area (sft.)
Rajgarh Road	Rajgarh Road, Bhangagarh area	1000-1200 sqft
Dispur	RP Rod, Ganeshguri/Dispur area	1400-1600 sqft

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 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 of 10 KVA for the purpose.



Contd.

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.

The offer as above should be submitted in the bank s prescribed format only which may be obtained from Zonal Office. Guwahati or download from Bank s website.

The Bank reserve the rights to accept or reject any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the bank.

Sd.
Zonal Manager
Guwahati Zone.
Contact No 9874459767

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



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PART I : TECHNICAL BID FOR _____
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
Zonal Office
UCO Bank, Silpukhuri, Guwahari. 781003

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 bidg.: (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 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 ensued 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 fitting Bank's approved lawyer will be borne by me/us.
- c) You are at liberty to remove at the time of vacating the premise, all electrical fitting 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 month from the date of offer.

Signature of the offerer

Name:.....

Address:.....

Contact No.:.....

(Must be mentioned on envelope)

Date :.....

Place:.....

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

Annexure – 4

Zonal Manager
Zonal Office
UCO Bank
Silpukhuri, Guwahari. 781003

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:

- 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 s for _____ years plus _____ number of option 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:.....

Contact No.:.....

(Must be mentioned on envelope)

Date :.....

Place:.....

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.