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UCO BANK

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Annexure 2 (B)

Details for requirement for ~~Semi-Urban~~/ Urban/~~Metro~~ Branches/Offices

UCO BANK
ZONAL OFFICE
Karnal

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 years or more) their readily available premises in Jind area at the following places with the following requisite details.

Branch	Preferred location	Carpet Area (sft.)
Jind	Within Jind City (Haryana)	1000-1200

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 offeror 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 offeror will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
- The offeror should bear all the taxes, non-conforming/misuse charges, cesses etc. if imposed, related to the premises.
- The offeror is to provide space for Generator Set, Toilets and Parking space free of cost.
- The offeror is to provide three-phase power connection with minimum power load of 10 KVA for the purpose.
- **Proper space for placing glow sign board of bank to be provided.**
- **Offeror must provide space for parking of vehicles for bank customers and bank staff.**
- **Offeror to complete all civil constructions in the branch including strong room (min 150 sq feet), Partition in strong room, two Physically Handicapped compliant washrooms (one for ladies and another for gents), Ramp for entry in branch, stationary room, shutter, grill gate, bank's choice paint on shutter and grill, bank's choice paint on interior walls and bank's choice print on exterior walls and other surfaces.**
- **Conditional Bids will be rejected by bank.**
- **In carpet area calculation, area of washroom, interior & exterior walls and any other items as per Bank policy will not be included.**
- **Offeror must provide a ramp for physically challenged persons and separate washroom for ladies and gents.**
- **All charges except electricity and water charges will be borne by offeror.**
- **Lease period will be minimum for a period of 15 years.**

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 Jind" 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 Zonal Office Karnal, General Administration Department, inside mandir complex, old GT road, near bus stand, Karnal pin-132001.

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- The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office Haryana, Old GT Road, Mandir Complex, Near Bus Stand Karnal- 132001 or downloaded from Bank's website.
- The offer should be submitted to: -
UCO Bank, Zonal Office Karnal,
Old GT Road,
Mandir Complex,
Near Bus Stand
Karnal- 132001.

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

Karnal 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 **07-02-2023**)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 28-02-2023
- 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 offeror.
 - ❖ 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 offeror 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, Zonal Office.

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.

अंचल कार्यालय हरियाणा :: जीटी रोड मंदिर कॉम्प्लेक्स, नजदीक बस स्टैंड करनाल -132001
Zonal Office Haryana :: Old GT Road Mandir Complex, Near Bus Stand Karnal- 132001
दूरभाष : Phone:-01844020163, ई मेल E-mail: zo.haryana@ucobank.co.in

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Annexure -3

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

Zonal Manager
Zonal Office
UCO Bank, Karnal....

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.

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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 and ATM 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) Availability of space and accessibility to site on terrace for installation of VSAT/ any other antennae/ instruments is mandatory for filling up this tender. No separate rent may be demanded for area provided as mentioned.
- iii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- iv) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- v) All windows will be strengthened by grills with glass and mesh doors.
- vi) 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
- vii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- viii) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps
- ix) Separate toilets for Gents and ladies will be provided.
- x) Space for displaying of Bank's sign Board will be provided

6. EMD : I am hereby submitting a DD (DD number _____ dated _____) amounting Rs. 5,000 only (Rupees Five Thousand Only) in Favor of "UCO Bank, ZONAL OFFICE KARNAL" payable at Karnal as EMD (Earnest Money Deposit) and I agree with bank's Terms and conditions in this regard.

7. 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: _____

Contact No _____ (Must be mentioned on

envelope)

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Annexure 4

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

Zonal Manager
Zonal Office
UCO Bank
KARNAL

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 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 _____

Contact no _____

Place:

Date

Note: - Carpet area will not include the followings:

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-
- 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.