



अं.का.क.-ZOK/सा.प्र. GAD/ 22-23/ 09

दिनांक Dated-02.06.2022

The Deputy General Manager
UCO Bank,
DIT/ Strategic & Planning Department
Head Office
Kolkata

Sub: Tender for requirement of opening of new branch in Panchkula - Haryana

Kindly upload on website Annexure 3,4 along with Anex 2(B) of policy on operating guidelines for Taking premises on rent for Branch/Office/ATM Dated 02-06-2022. Tender has been published in Newspaper The Times of India and Dainik Bhaskar on 02-06-2022 (Day: Thursday). The closing date of receiving tender will be **16-06-2022** and removal date for receiving tender will be 17-06-2022.

(V K Sharma)

(V K Sharma)
Deputy Zonal Head
Karnal

(Encl: copy of advertisement, Annexure 2(B) of the premises policy Technical Bid and Financial Bid Form)



अंचल कार्यालय करनाल :: जीटी रोड मंदिर कॉम्प्लेक्स, नजदीक बस स्टैंड करनाल -132001

Zonal Office Karnal :: Old GT Road Mandir Complex, Near Bus Stand Karnal- 132001

दूरभाष :: Phone:-01844020163, ई मेल :: E-mail: zoharyana.gad@ucobank.co.in , zo.haryana@ucobank.co.in

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

UCO BANK
ZONAL OFFICE
HARYANA.

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

| Branch | Preferred location | Carpet Area (sft.) |
|-----------|---------------------|--------------------|
| Panchkula | Sector – 24, 25, 26 | 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.
- Applicant will be required to submit a DD 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) at the time of submission of bid documents. This EMD amount will be refunded to unsuccessful bidders (without interest) after completion of process. In case of successful bidder EMD amount will be released (without interest) after execution of lease amount. If successful bidder withdraws his offer, this EMD amount will be forfeited without making any reference.
- DD for EMD amount must be kept with part-1 / technical bid only. In case, DD is not found with technical bid, bank may cancel/ not consider the bid.
- The offerer must have a clear title of 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 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.
- The cover containing technical detail should be marked as Envelop No 1 and super-scribed with Technical Bid and the cover containing financial details should be marked as Envelop No 2 and super-scribed with Financial Bid. Both these covers, duly sealed, should be put up in third cover, super-scribed with "Offer of Premises for UCO Bank" and it should also bear the name, address and contact number of the offerer on all three envelopes. The third cover, duly sealed, should be addressed to the **Zonal Manager, UCO Bank, UCO Bank, Zonal Office Karnal, Old GT Road, Mandir Complex, Near old Bus Stand, Karnal-132001**

The offer as above should be submitted in the bank's prescribed format (Technical Bid/ Annexure -3 and Financial Bid/ Annexure – 4) only which may be obtained from Zonal Office Karnal (situated at Karnal, Haryana) / Hisar Branch / Panchkula Branch or may be downloaded from Bank's website (www.ucobank.com)

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 -1 Form for Technical Bid (annexure – 3)
- Part -2 Form for Financial Bid (annexure – 4)



Details of formalities and documents required for premises.

(Advertisement dated 02-06-2022)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **16-06-2022**
- 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 1 (Technical bid or Annexure 3) of the form.
 - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in Part 1 (Technical bid or Annexure 3) of the form.
 - ❖ Each part should be kept in a separate cover and the cover containing the 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 third cover super scribed with "Offer of Premises for UCO Bank"
 - ❖ All the three envelopes should also bear the name, address and phone number/ mobile number of 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 and 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 third cover, duly sealed, should be addressed to the **Zonal Manager, UCO Bank, UCO Bank, Zonal Office Karnal, Old GT Road, Mandir Complex, Near old Bus Stand, Karnal- 132001**

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 i.e letter of offer .

Part-I form for Technical Bid

Part-II form for Financial Bid



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.
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: _____

Address: _____

Contact No _____

(Must be mentioned on envelope)

Place:

Date:



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

Annexure 4

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:

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



PREMISES REQUIRED

Bank desires to take premises on rent preferably on Ground Floor or premises on First Floor if the same is in Mall, shopping centers where infrastructure facilities like lifts, escalators are available. The premises is required in **Panchkula** (Sector-24,25,26 - carpet Area 1000-1200(sqft) for opening of its Branch.

The details may be collected from 1. UCO Bank, Zonal Office Karnal and 2. UCO Bank Panchkula branch or can be downloaded from our Bank's web Site at www.ucobank.com . The last date for receipt of application in sealed cover on prescribed format is 16/06/2022

Zonal Manager

परिसर की आवश्यकता

बैंक उन परिसरों को किराए पर लेना चाहता है जो अधिमानतः भूतल पर हों अथवा मॉल, शोपिंग सेंटर में प्रथम तल पर हों, तो वहां लिफ्ट, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हों।
बैंक को अपनी शाखाएं खोलने के लिए निम्नानुसार परिसर की आवश्यकता है : **पंचकुला**(सैक्टर -24, 25, 26-कार्पेट एरिया 1000-1200 वर्ग फुट)

विस्तृत जानकारी 1. यूको बैंक, अंचल कार्यालय करनाल, तथा 2. यूको बैंक, पंचकुला शाखा से प्राप्त की जा सकती है अथवा हमारे बैंक की वेबसाइट www.ucobank.com से डाउनलोड की जा सकती है।
मुहरबंद लिफाफे में निर्धारित फॉर्मेट में आवेदन प्राप्त करने की अंतिम तिथि 16.06.2022 है।

अंचल प्रबंधक

