

**यूको बैंक**

भारत सरकार का उपक्रम

**UCO BANK**

(A Govt. of India Undertaking)

सम्मान आपका विश्वास का

Honours Your Trust

**ZONAL OFFICE****SAINIK MARKET, MAIN ROAD****RANCHI-834001, Ph. No. 0651-2330642**

## PREMISES REQUIRED

Bank desires to take premises on rent having **1000-1200 sq ft** of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/Office :

Sl.	Branch / Office	Preferred location	Category
01	UCO BANK, GIRIDIH	Tower Chowk, Barmasia, Gandhi Chowk, Shivam Market-Giridih & nearby areas	Urban/ Metro

Bank desires to take premises on rent having **800-1000 Sq. ft.** of carpet area preferably on Ground Floor. The premises are required in following localities for opening of its Branch/Office :

Sl.	Branch / Office	District	Preferred location	Category
01	UCO BANK, Chota Govindpur	East Singhbhum	Chota Govindpur & nearby areas	Semi-Urban/ Rural
02	UCO BANK, Tandawa	Chatra	Tandawa, & nearby areas	Semi-Urban/ Rural
03	UCO BANK, Chakradharpur	West Singhbhum	Chakradharpur & nearby areas	Semi-Urban/ Rural
04	UCO BANK, Rajrappa	Ramgarh	Rajrappa & nearby areas	Semi-Urban/ Rural
05	UCO BANK, Rajdhanwar	Giridih	Rajdhanwar & nearby areas	Semi-Urban/ Rural
06	UCO BANK, Hansdia	Dumka	Hansdia & nearby areas	Semi-Urban/ Rural

Bank desires to take premises on rent having **1000-1200 sq ft** of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/Office :

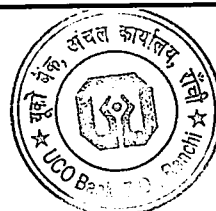
Sl.	Branch / Office	Preferred location	Category
01	Kanke, Ranchi	Kanke, Ranchi & nearby areas	Urban/ Metro
02	Upper Bazar, Ranchi	Upper Bazar, Ranchi & nearby areas	Urban/ Metro
03	Sector-9, Bokaro	Sector-9, Bokaro & nearby areas	Urban/ Metro
04	Baidyanathpur	Baidyanathpur, Mandir More, Deoghar & nearby areas	Urban/ Metro

The details may be collected from **UCO BANK, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand** or can be downloaded from Bank's website at **www.ucobank.co.in**. The last date for submission of application in sealed or prescribed format is **24.06.2022**. The Bank reserves the right to accept or reject any or all offers without assigning any reasons whatsoever.

Date : 09.06.2022

Zonal Head, Ranchi

12X12



**यूको बैंक****UCO BANK**

भारत सरकार का उपक्रम

(A Govt. of India Undertaking)

सम्मान आपके विश्वास का

Honours Your Trust

अंचल कार्यालय  
सैनिक मार्केट, मेन रोड, राँची  
दुरभाष : 0651-2330642

## परिसर की आवश्यकता

बैंक को 1000-1200 वर्ग फीट आंतरिक क्षेत्रफल के परिसर की आवश्यकता है। भूतल पर स्थित परिसर को प्राथमिकता दी जायेगी या पहली मंजिल पर अगर परिसर मॉल, शॉपिंग सेंटर में है जहां लिफ्ट, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हैं। शाखा खोलने हेतु भवन की आवश्यकता निम्नलिखित क्षेत्र में है।

क्र.सं.	शाखा/कार्यालय	अधिमानित स्थान	श्रेणी
01	यूको बैंक, गिरिडीह	टॉवर चौक, बरमासिया, गांधी चौक, शिवम मार्केट-गिरिडीह और आसपास के क्षेत्र	शहरी/ मट्रो

बैंक को 800-1000 वर्ग फीट आंतरिक क्षेत्रफल के परिसर की आवश्यकता है। भूतल पर स्थित परिसर को प्राथमिकता दी जायेगी। शाखा खोलने हेतु भवन की आवश्यकता निम्नलिखित क्षेत्र में है।

क्र.सं.	शाखा/कार्यालय	जिला	अधिमानित स्थान	श्रेणी
01	यूको बैंक, छोटा गोविंदपुर	पूर्वी सिंहभूम	छोटा गोविंदपुर और आसपास के क्षेत्र	अर्ध शहरी/ ग्रामीण
02	यूको बैंक, टंडवा	चतरा	टंडवा और आस-पास के क्षेत्र	अर्ध शहरी/ ग्रामीण
03	यूको बैंक, चक्रधरपुर	पश्चिम सिंहभूम	चक्रधरपुर और आसपास के क्षेत्र	अर्ध शहरी/ ग्रामीण
04	यूको बैंक, रजरप्पा	रामगढ़	रजरप्पा और आसपास के क्षेत्र	अर्ध शहरी/ ग्रामीण
05	यूको बैंक, राजधनवार	गिरिडीह	राजधनवार और आसपास के क्षेत्र	अर्ध शहरी/ ग्रामीण
06	यूको बैंक, हंसदिया	दुमका	हंसदिया और आसपास के क्षेत्र	अर्ध शहरी/ ग्रामीण

बैंक को 1000-1200 वर्ग फीट आंतरिक क्षेत्रफल के परिसर की आवश्यकता है। भूतल पर स्थित परिसर को प्राथमिकता दी जायेगी या पहली मंजिल पर अगर परिसर मॉल, शॉपिंग सेंटर में है जहां लिफ्ट, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हैं। शाखा खोलने हेतु भवन की आवश्यकता निम्नलिखित क्षेत्र में है।

क्र.सं.	शाखा/कार्यालय	अधिमानित स्थान	श्रेणी
01	कांके, रांची	कांके, रांची और आसपास के क्षेत्र	शहरी/ मट्रो
02	अपर बाजार, रांची	अपर बाजार, रांची और आसपास के क्षेत्र	शहरी/ मट्रो
03	सेक्टर-9, बोकारो	सेक्टर-9, बोकारो और आसपास के क्षेत्र	शहरी/ मट्रो
04	बैद्यनाथपुर	बैद्यनाथपुर, मंदिर मोड़, देवघर और आसपास के क्षेत्र	शहरी/ मट्रो

विस्तृत विवरण यूको बैंक, अंचल कार्यालय - राँची, सैनिक मार्केट, मेन रोड, राँची - 834001, झारखण्ड से अथवा हमारे बैंक के वेबसाइट [www.ucobank.com](http://www.ucobank.com) से डाउनलोड किये जा सकते हैं। बंद लिफाफे में निर्धारित प्रारूप में आवेदन जमा करने की अंतिम तिथि 24.06.2022, शाम 02:00 बजे तक है। बैंक बिना कोई कारण बताए किसी या सभी प्रस्तावों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

दिनांक : 09.06.2022

अंचल प्रमुख, रांची

12X12





UCO Bank

ZONAL OFFICE, RANCHI  
SAINIK MARKET, MAIN ROAD, RANCHI-834001

REQUIREMENT OF OFFICE/BRANCH PREMISES

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Bank desires to take premises on rent having 1000-1200 sq ft of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/Office :-

S. No	Branch / Office	Preferred location
1	Kanke, Ranchi	Kanke, Ranchi & nearby areas
2	Upper Bazar, Ranchi	Upper Bazar, Ranchi & nearby areas
3	Sector-9, Bokaro	Sector-9, Bokaro & nearby areas
4	Baidyanathpur	Baidyanathpur, Mandir More, Deoghar & nearby areas

The details may be collected from UCO BANK, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand or can be downloaded from Bank's website at [www.ucobank.co.in](http://www.ucobank.co.in). The last date for submission of application in sealed or prescribed format is **24-06-2022**. The Bank reserves the right to accept or reject any or all offers without assigning any reasons whatsoever.

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Zonal Head & Deputy General Manager



## ZONAL OFFICE, SAINIK MARKET, MAIN ROAD, RANCHI-834001

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 following areas with the following requisite details for shifting of existing branches mentioned here below:

S. No	Branch / Office	Preferred location	Carpet Area (sq. ft.)	Earnest Money Deposit (EMD) amount
1	Kanke, Ranchi	Kanke, Ranchi & nearby areas	1000-1200 Sq. ft.	Rs. 10000/- (Rupees Ten Thousand only)
2	Upper Bazar, Ranchi	Upper Bazar, Ranchi & nearby areas	1000-1200 Sq. ft.	Rs. 10000/- (Rupees Ten Thousand only)
3	Sector-9, Bokaro	Sector-9, Bokaro & nearby areas	1000-1200 Sq. ft.	Rs. 5000/- (Rupees Five Thousand only)
4	Baidyanathpur	Baidyanathpur, Mandir More, Deoghar & nearby areas	1000-1200 Sq. ft.	Rs. 5000/- (Rupees Five Thousand only)

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.

1. The offerer must have a clear title to the property.
2. 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.
3. 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.
4. 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.
5. The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
6. The offerer should bear all the taxes, non-conforming/misuse charges, ceases etc. if imposed, related to the premises.
7. The offerer is to provide space for Generator Set, Toilets and Parking space free of cost.
8. The offerer is to provide three-phase power connection with minimum power load of 10 KVA for the purpose.
9. **Earnest Money Deposit (EMD) amount of Rs. 5000.00/- (Five Thousand only) Rs. 10000.00/- (Ten Thousand only)** (which ever is applicable) or has to be deposited by bidders in the favour of "UCO BANK, ZONAL OFFICE, RANCHI payable at Ranchi in the form of Demand Draft. EMD of unsuccessful bidder will be released (without any interest) against their request letter after completion of selection process of L-1 bidder. EMD of L-1 bidder will be released (without any interest) after execution of lease agreement. However, if L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit EMD amount without making any reference.

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 Kanke-Ranchi/Upper Bazar-Ranchi/ Sector-9 Bokaro/ Baidyanathpur -Deoghar" 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 Head, UCO BANK, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, and Jharkhand**. Where the offers for premises are for more than one branch, the offers should be submitted in separate covers super scribing each cover with the branch name.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from aforesaid branches/ Zonal Office, Ranchi or downloaded from Bank's website [www.ucobank.com](http://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.

DGM & Zonal Head  
Ranchi Zone

Encl:

1. Details of formalities and documents required for premises
2. Part-I form for Technical bid
3. Part-II form for Financial Bid



**DETAILS OF FORMALITIES AND DOCUMENTS REQUIRED FOR PREMISES.**

(Advertisement dated: .....)

1. a. Submit your offer in enclosed quotation form in two separate sealed covers, one for technical bid and another for financial bid.
- b. Please ensure to submit the same to our office latest by **24.06.2022**.
- c. Where the offers for premises are for more than one branch, the offers should be submitted in separate covers super scribing each cover with the branch name.

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 3<sup>rd</sup> cover super scribed with "Offer of Premises for UCO Bank".
  - ❖ All the three envelops 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 covers each for Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
  - ❖ The 3<sup>rd</sup> cover, duly sealed, should be addressed to the Zonal Head, Zonal Office.
2. Please note that Quotation submitted in other format/paper will not be entertained by the Bank and such offers will be liable for rejection.
  3. Bank reserves the right to accept any offer and reject any/all offers without assigning any reason.
  4. It is to be noted that offerer who has applied in previous tender process and back out from the tender are not eligible.

Encl. Quotation form in two parts.





## UCO Bank

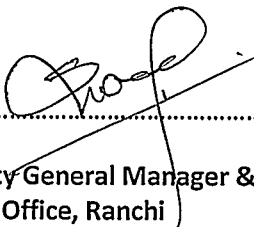
Zonal Office, Ranchi, Sainik Market, Main Road,  
Ranchi-834001, Jharkhand

### PREMISES REQUIRED

Bank desires to take premises on rent having 800-1000 Sq. ft. of carpet area preferably on Ground Floor. The premises are required in following localities for opening of its Branch/Office:-

Sl. NO.	Branch / Office	District	Preferred location
1	UCO BANK, Chota Govindpur	East Singhbhum	Chota Govindpur & nearby areas
2	UCO BANK, Tandawa	Chatra	Tandawa, & nearby areas
3	UCO BANK, Chakradharpur	West Singhbhum	Chakradharpur & nearby areas
4	UCO BANK, Rajrappa	Ramgarh	Rajrappa & nearby areas
5	UCO BANK, Rajdhanwar	Giridih	Rajdhanwar & nearby areas
6	UCO BANK, Hansdia	Dumka	Hansdia & nearby areas

The details may be collected from Bank's website [www.ucobank.com](http://www.ucobank.com) under TENDER sanction. And from UCO BANK, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand. The last date for submission of application in sealed cover on prescribed format is 24-06-2022



Deputy General Manager & Zonal Head  
Zonal Office, Ranchi



Details for requirement for Rural/Semi Urban Branches.

UCO BANK  
ZONAL OFFICE, RANCHI  
SAINIK MARKET, MAIN ROAD, RANCHI-834001

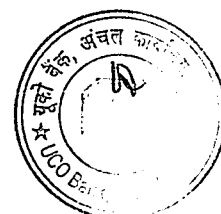
REQUIREMENT OF OFFICE/BRANCH PREMISES

Offers in sealed covers 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 the below mentioned area at the following places with the following requisite details.

Sl. NO.	Branch / Office	District	Preferred location	Carpet Area (Sq. ft.)
1	UCO BANK, Chota Govindpur	East Singhbhum	Chota Govindpur & nearby areas	800-1000 Sq. Ft.
2	UCO BANK, Tandawa	Chatra	Tandawa, & nearby areas	800-1000 Sq. Ft.
3	UCO BANK, Chakradharpur	West Singhbhum	Chakradharpur & nearby areas	800-1000 Sq. Ft.
4	UCO BANK, Rajrappa	Ramgarh	Rajrappa & nearby areas	800-1000 Sq. Ft.
5	UCO BANK, Rajdhanwar	Girdih	Rajdhanwar & nearby areas	800-1000 Sq. Ft.
6	UCO BANK, Hansdia	Dumka	Hansdia & nearby areas	800-1000 Sq. Ft.

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

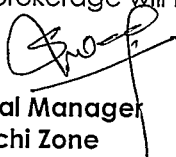
- Applicant will be required : (i) to provide proof of ownership along with application and (ii) NOC for opening of bank/ATM from Competent Authority at their own cost at the time of finalization.
- The offerer must have a clear title of the property.
- Premises should preferably be located on ground 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 of 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 and Parking space free of cost.
- The offerer is to provide three-phase power connection with minimum power load required for Bank.
- **Earnest Money Deposit (EMD) amount of Rs. 5000.00/- (Five Thousand only)** has to be deposited by bidders in the favour of **"UCO BANK, ZONAL OFFICE, RANCHI payable at Ranchi in the form of Demand Draft**. EMD of unsuccessful bidder will be released (without any interest) against their request letter after completion of selection process of L-1 bidder. EMD of L-1 bidder will be released (without any interest) after execution of lease agreement. However, if L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit EMD amount without making any reference.



The sealed cover containing the offer should be marked as "Offer of Premises for UCO Bank- Chota Govindpur/ Tandawa/ Chakradharpur/ Rajrappa/ Rajdhanwar/ Hansdia" (whichever is applicable) and it should also bear the name, address and contact number of the offerer on the envelop. The offer as above should be submitted in the bank's Zonal Office, at **UCO BANK, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, and Jharkhand** within prescribed time schedule. No offer after the closing date will be entertained.

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  
Ranchi Zone**

Details of formalities and documents required for premises.

1. Part-I:- Technical Bid (Annexure-3)
2. Part-II:- Financial Bid(Annexure-4)

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.





Details of formalities and documents required for premises.

(Advertisement dated .....)

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by **24-06-2022**.
- While filling the quotation forms, please ensure to follow, below mentioned instructions:
  - ❖ Submit copy of ownership document along with letter of offer.
  - ❖ You have to submit copy of "NOC" from competent authority.
  - ❖ Fill up all the information asked for in the enclosed form itself.
  - ❖ The form should be put in an envelope and the envelope duly sealed, should be superscribed with "Offer of Premises for UCO Bank-Chota Govindpur/ Tandawa/ Chakradharpur/ Rajrappa/ Rajdhanwar/Hansdia" (whichever is applicable).
  - ❖ The 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.
  - ❖ The cover, duly sealed, should be addressed to the **Zonal Manager, UCO Bank, Zonal Office Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand.**

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 i.e letter of offer .





UCO Bank  
ZONAL OFFICE, RANCHI  
SAINIK MARKET, MAIN ROAD, RANCHI-834001  
REQUIREMENT OF OFFICE/BRANCH PREMISES

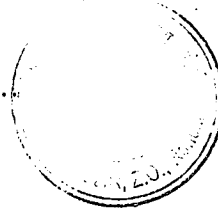
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Bank desires to take premises on rent having 1000-1200 sq ft of carpet area preferably on Ground Floor or Premises on first floor if the same is in Malls, Shopping Centers where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/Office :-

Branch / Office	Preferred location
UCO BANK, GIRIDIH	Tower Chowk, Barmasia, Gandhi Chowk, Shivam Market-Giridih & nearby areas

The details may be collected from UCO BANK, Zonal Office, Ranchi, Sainik Market, Main Road, Ranchi-834001, Jharkhand or can be downloaded from Bank's website at [www.ucobank.co.in](http://www.ucobank.co.in). The last date for submission of application in sealed or prescribed format is **24-06-2022**. The Bank reserves the right to accept or reject any or all offers without assigning any reasons whatsoever.

.....  
Zonal Head & Deputy General Manager



ZONAL OFFICE, SAINIK MARKET, MAIN ROAD, RANCHI-834001

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 following areas with the following requisite details for shifting of existing branches mentioned here below:

Sr No	Branch / Office	Preferred location	Carpet Area (Sq. ft.)
1	Giridih	Tower Chowk, Barmasia, Gandhi Chowk, Shivam Market-Giridih	1000-1200 (Sq. ft.)

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

0. 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.
1. The offerer must have a clear title to the property.
2. 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.
3. 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.
4. 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.
5. The offerer will have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.
6. The offerer should bear all the taxes, non-conforming/misuse charges, cesses etc. if imposed, related to the premises.
7. The offerer is to provide space for Generator Set, Toilets and Parking space free of cost.
8. The offerer is to provide three-phase power connection with minimum power load of 10 KVA for the purpose.
9. **Earnest Money Deposit (EMD) amount of Rs. 5000.00/- (Five Thousand only)** has to be deposited by bidders in the favour of **"UCO BANK, ZONAL OFFICE, RANCHI payable at Ranchi in the form of Demand Draft**. EMD of unsuccessful bidder will be released (without any interest) against their request letter after completion of selection process of L-1 bidder. EMD of L-1 bidder will be released (without any interest) after execution of lease agreement. However, if L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit EMD amount without making any reference

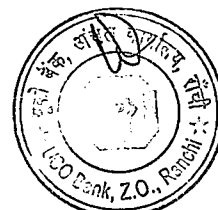
The cover containing technical detail should be marked envelope no. 1 and super-scribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 & super-scribed with Financial Bid. Both these covers duly sealed should be put up in the third cover super scribed 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 Head, UCO Bank. Where the offers for premises are for more than one branch, the offers should be submitted in separate covers super scribing each cover with the branch name,

The offer as above should be submitted in the bank's prescribed format only which may be obtained from aforesaid branches/ Zonal Office, Ranchi or downloaded from Bank's website [www.ucobank.com](http://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 Head  
Ranchi Zone  
Encl:

1. Details of formalities and documents required for premises
2. Part-I form for Technical bid
3. Part-II form for Financial Bid



## DETAILS OF FORMALITIES AND DOCUMENTS REQUIRED FOR PREMISES.

(Advertisement dated:.....)

1. a. Submit your offer in enclosed quotation form in two separate sealed covers, one for technical bid and another for financial bid.  
b. Please ensure to submit the same to our office latest by 24.06.2022.  
c. Where the offers for premises are for more than one branch, the offers should be submitted in separate covers super scribing each cover with the branch name.
2. 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 3<sup>rd</sup> 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 covers each for Technical & Financial bids (2 nos. for Technical & 2 nos. for Financial Bids) and do the needful as described.
  - ❖ The 3<sup>rd</sup> cover, duly sealed, should be addressed to the Zonal Head, Zonal Office.
3. Please note that Quotation submitted in other format/paper will not be entertained by the Bank and such offers will be liable for rejection.
4. Bank reserves the right to accept any offer and reject any/all offers without assigning any reason.

Encl. Quotation form in two parts.



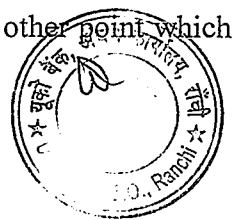
PART – I : TECHNICAL BID FOR \_\_\_\_\_  
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Head  
UCO Bank, Zonal Office  
Sainik Bazar, main Road, Ranchi-834001

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 building. : (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.
  - 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: \_\_\_\_\_

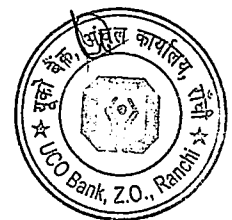
Address: \_\_\_\_\_

Place:

Date:

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

(Must be mentioned on envelope)



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

Zonal Head  
UCO Bank , Zonal Office  
Sainik Bazar, Main Raod, Ranchi-834001

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:

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the concerned premises
- iii) Bear the cost of execution and registration of lease deed.
- iv) 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  
\_\_\_\_\_  
\_\_\_\_\_

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.

