

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

Annexure 2 (B)

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

| Branch | Preferred location | Carpet Area (sft.) |
|---------|---------------------|--------------------|
| Jhajjar | Within Jhajjar City | 800-1000 |

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.

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



Details of formalities and documents required for premises.

(Advertisement dated 23-06-2021)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by **09-07-2021**
- 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 of the form.
 - ❖ In case you desire to stipulate any term and condition, the same should be mentioned in Part 1 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, Zonal Office, Karnal.

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

Offer Letter



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 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. 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 HARYANA" 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:



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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:

- 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.



Note : Rentable floor area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and corridor if any,(Refer Bank's definition of rentable floor area).

TERMS & CONDITIONS :

- a) Rent : Floor wise rent payable at the following rates i.e.

| Floor: | Rent Details | | Carpet Area | Rent Rate per sq.ft . |
|--------|--|--|-------------|-----------------------|
| | i) Basic Rent ii) Services if any(A/c Society charges etc)Give details | | | Rs..... |

With effect from i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 7th working day of succeeding calendar month. For services like A/c, the respective service rent will be payable from the date the service is available.

- b) LEASE PERIOD :

-Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of Years at your OPTION with.....% enhancement in rent for the option period.
- In case I/We, fail to discharge the entire loan to be granted by the Bank for construction/repairs/renovation/addition of the premises along with interest within the agreed period of lease, I/We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is with out prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- You are, however, at liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

- c) Taxes/Rates :

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us.



service shafts more than 2m.sq in area, balcony, common passage, A/C plant room, walls and other uncovered area, would be excluded for arriving at rental payments. (Strike out whichever is not applicable, particularly for toilets).

- c) The following amenities are available in the premises or I/We agreeable to provide the following amenities: [Strike out which ever is not applicable].
- 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.
 - A partition wall will be provided inside the strong room segregating the locker room and cash room.
 - A lunch room for staff and stock room will be provided as per the requirement /specification of the Bank. A wash basin will also be provided in the lunch room.
 - Separate toilets for Gents and ladies will be provided.
 - A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - Entire flooring will be mosaic and walls distempered.
 - All windows will be strengthened by grills with glass and mesh doors.
 - Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
 - Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor/meter of required capacity will be provided.
 - Space for displaying Bank's signboard will be provided.
 - Required number of pucca morchas for security purpose will be provided as per Bank's specification.
 - Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- d) 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.
- e) The charges /fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- f) 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.
- g) If my/our offer is acceptable, I/ we will give you possession of the above premises on
- h) I/We further confirm that this offer is irrevocable and shall open fordays from the date hereof, for acceptance by you.

Yours faithfully,

Place :

Date :

Owner(s)

