

Premises required

Bank desires to take Commercial ready Built premises on rent having 3200 sq ft of carpet area preferable on Ground Floor or Premises on first / second floor if infrastructure facilities like lifts, escalators are available. The Premises is required in the following localities for opening of its New Branch/ Offices:-

Branch/Office	Preferred Location	Carpet Area
Zonal Office	Ajmer- City	3200 Sq. ft. approx.

Premises should be with basic amenities along with three phase connection. The Details may be collected from UCO Bank Zonal Office Ajmer, Near Khailand Market Ajmer 305001 or can be down loaded from our Bank's website at **www.ucobank.com** . The last date for submission of application in sealed cover on prescribed format is up to 04.00 PM on 09-03-2023.

(Rajesh Upadhyay)
Zonal Manager



**UCO BANK ZONAL OFFICE, AJMER
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 **Ajmer City** area of the following places with the following requisite details.

Branch/Office	Preferred Location	Carpet Area
Zonal Office	Ajmer- City	3200 Sq. ft. approx.

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

- Applicant will be required :
 - (i) To provide **proof of ownership** and **commercialized premises proof** along with application (Annexure-3 Offer Letter).
 - (ii) NOC for opening of Bank and ATM from Competent Authority of their own cost at the time of finalization.
 - (iii) Photographs of Property.
 - (iv) Site plan of the proposed property.
 - (v) Demand Draft in favor of **UCO Bank Zonal office Ajmer** of Earnest Money Deposit (EMD) amount **Rs. 10,000.00** must be submitted along with the application Annexure-3.
- * EMD of Unsuccessful bidder will be released (without any Interest) against bidder request letter after completion of selection process of L-1 Bidder.

- **Applicant will be required:**
- Provide proof of ownership along with application and the offerer must have a clear title to the property.
- **Premises should preferably be located on ground floor or first / second floor if infrastructure facilities like lifts, escalators are available.**
- The premises must be suitable from the security point of view and have of basic amenities such as adequate sanitary arrangements, water and electricity, natural light and ventilation.
- 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 on **own cost with minimum power load of 40 KW for the purpose.**
- It is preferred that landlord will construct the premises strictly at per bank's specifications including flooring with vitrified tiles, store room, UPS room, shutter/collapsible gates of entrances, **electrical wiring for lights/fans/plugs.**
- Landlord will provide us the space for fixing the signboards within no extra cost.
- Rate of rent should be quoted on the basis of carpet area per sq.ft. (or lump sum basis).

The sealed cover containing technical detail (Annexure -3) should be marked envelope no 1 and super scribed with Technical Bid and the cover containing financial details (Annexure-4) 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 **"BID For Zonal Office premises Ajmer"** 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 Ajmer at Khailand Market Near Agra Gate Ajmer, up to 04.00 PM on 09-03-2023.** No offer after the closing date will be entertained The offer as above should be submitted in the bank's prescribed format only which may be obtained from **UCO Bank Zonal Office Ajmer at Khailand Market Near Agra Gate Ajmer 305001** or 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


Rajesh Upadhyay
(Zonal Manager)

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

Details of formalities and documents required for premises. (Advertisement dated 23-02-2023)

- Submit your offer in enclosed quotation form in two separate sealed cover. Please ensure to submit the same to our office latest by up to **04.00 PM on 09-03-2023.**
- While filling the quotation forms, please ensure to follow below mentioned instructions:
- ❖ Submit copy of ownership document & Photographs of Property along with technical bid (Annexure-3).
- ❖ Demand Draft in favor of **UCO Bank Zonal office Ajmer** of Earnest Money Deposit (EMD) amount **Rs. 10,000.00** must be submitted along with the application (Annexure-3).
- ❖ You have to submit copy of "NOC from competent authority."
- ❖ Fill up all the information asked for in the enclosed form (Annexure-3 & 4) 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 **Envelop No. 2 Financial Bid.** Both these covers duly sealed should be put in a 3rd cover super scribed with offer of **"BID For Zonal Office premises Ajmer"**
- ❖ 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 and sealed, be submitted in respect of each other. 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 and 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 Ajmer. 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.

