

### 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 **BELOW GIVEN** area at the following places with the following requisite details:

Branch / Office	Preferred location	Carpet Area (sq. ft.)
Kalanagar	Kalanagar/BKC,Mumbai	1000 to 1200 sq.ft
Mandvi	Masjid Bunder/Byculla,Mumbai	1000 to 1200 sq.ft
Thane Belapur	Thane Belapur Road/Airoli,Thane	1000 to 1200 sq.ft
Kandivali East	Kandivali East,Mumbai	1000 to 1200 sq.ft
Borivali East	Borivali East,Mumbai	1000 to 1200 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 to the property.
- Premises should preferably be located on ground floor. There should 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, **Collapsible gate, Rolling Shutter and Construction for Strong Room as per Bank's specification, must provide Separate Toilets (Men and Women), must have ramp for physically challenged persons as also washroom compliant for use by them, vitrified tiles should be done by the Landlord.**
- The offerer will have to execute Bank's standard lease deed and **bear 50% of 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 commercial power connection with minimum power load of 20 KVA for the purpose.

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 offerer.

यूको बैंक, अंचल कार्यालय, यूको बैंक बिल्डिंग, प्रथम मंजिल, डी. एन. रोड, फोर्ट, मुंबई - 400001.

UCO Bank, ZONAL OFFICE, GENERAL ADMN. DEPT. UCO BANK BLDG, 1<sup>ST</sup> FLOOR, D.N.ROAD, FORT, MUMBAI-400001

दूरभाष सं. Tel. No.: 022-4054381/382/4401 फैक्स Fax:- 022-22821187 ई-मेल E-mail:- [zo.mumbai@ucobank.co.in](mailto:zo.mumbai@ucobank.co.in)



on all the three envelopes. The third cover duly sealed should be addressed to the **Zonal Manager, UCO Bank, Zonal Office, 1<sup>st</sup> floor, Dr.D. N. Road, Fort, Mumbai-400001** and should be submitted latest by 03.00 p.m. on 09-08-2023 which is the prescribed time schedule. No offer after the closing time and date will be entertained.

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

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  
MUMBAI 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 25-07-2023)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by 09-08-2023
- While filling the quotation forms, please ensure to follow below mentioned instructions:
  - Submit copy of ownership documents along with technical Bid.
  - You have to submit copy of "N.O.C." 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 Proforma, 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 Manager, UCO Bank, Zonal Office, 1<sup>st</sup> floor, Dr. D. N. Road, Fort, Mumbai-400 001 should be submitted latest by 03.00 p.m. on 09-08-2023, which is the prescribed time schedule. No offer after the closing time and date will be entertained.**

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.