

<p>अंचल कार्यालय सेंट्रल जेल रोड, जवारी पुर, भागलपुर -812 001 . दूरभाष/PHONE : 0641- 2610641 EMail:ro.bhaglpur@ucoban k.co.in</p>	<p>यूको बैंक  UCO BANK (भारत सरकार का उपक्रम) सम्मान आप के विश्वास का (A Govt. of India Undertaking) HONOURS YOUR TRUST</p>	<p>Zonal Office Central Jail Road, Jawaripur, Bhagalpur -812 001 फैक्स FAX 0641-2611217 0641-2611822</p>
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अंकाभा/ सा.प्र./प्र.का./09-10/69

दिनांक- 02.11.2009

To
The Chairman and Managing Director
Uco Bank
Head Office
Kolkata

Dear Sir

SUB:- Shifting of our Zonal Office to New Premises .

With reference to the captioned subject, It may be noted that we have received an eviction notice from the landlady, as the lease deed has expired on 31.10.2009. We find that the landlady is not interested in continuing the premises on rent to our bank and we also feel that the present premises is most unsuitable for functioning of our Zonal Office. It may be further noted that the LDM Office, Bhagalpur is also in the said premises.

We require about 5000 Sq. ft. carpet area for both our Zonal Office as well as LDM Office together with Stationary rooms and a place for keeping Generator. Now after getting "in principle" permission from the Strategic Planning Deptt, we can put an advertisement in the newspaper and ask for applications from the prospective landlord and their offer rates. Simultaneously, we want to display it on our Bank's website www.ucobank.in and for the same we are enclosing herewith the permission letter of the General Manager, Strategic Planning Deptt., Annexure-2 (B), Annexure -3 & Annexure -4.


ZONAL MANAGER

Encl:- As stated above.



**UCO BANK
ZONAL OFFICE
BHAGALPUR**

PREMISES REQUIRED

Bank desires to take premises on rent having 4500 to 5000 sq. ft. of carpet area preferably on ground floor or Premises on first floor if the same is in Mall, Shopping centre where infrastructure facilities like lifts, escalators are available. The premises are required in the following localities for opening of its Branch/ Office :-

Adampur chowk/ Ghantaghar chowk/ Khanjarpur/ Tilkamanjhi.

The details may be collected from Bank's zonal office, Central Jail Road, Jawaripur, Bhagalpur or can be downloaded from our Bank's website at www.ucobank.in. The last date of application in sealed cover on prescribed format is 17.11.2009.

Amindra

ZONAL MANAGER

यूको बैंक  UCO BANK

अंचल कार्यालय भागलपुर

बैंक को 4500 से 5000वर्गफुट कार्पेट क्षेत्र वाले परिसर की आवश्यकता है। ऐसे परिसर, जो भूतल या प्रथम तल पर हो एवं जो आधारभूत सुविधाओं जैसे लिफ्ट, एस्केलेटर्स की सुविधा से युक्त मॉल, शॉपिंग सेंटर में हो, को वरीयता दी जाएगी। बैंक को निम्नांकित क्षेत्रों में शाखा / कार्यालय खोलने की आवश्यकता है-

आदमपुर चौक / घंटाघर चौक / खंजरपुर / तिलकामांझी

विस्तृत विवरण बैंक के अंचल कार्यालय, सेंट्रल जेल रोड, जवारीपुर, भागलपुर से प्राप्त किया जा सकता है या हमारे बैंक के वेबसाइट www.ucobank.in से डाउनलोड किया जा सकता है।

विहित प्रपत्र पर पर बंद लिफाफे में आवेदन पत्र प्रस्तुत करने की अंतिम तिथि 17.11.2009 है।

अमित मजरा
अंचल प्रबंधक

Details for requirement for Urban/ Metro Branches/Offices.

UCO BANK
ZONAL OFFICE

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 area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (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 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.

Contd. ...

- 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 envelope no. 1 and superscribed with Technical Bid and the cover containing financial details should be marked as envelope no. 2 & superscribed 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 Manager, UCO Bank.

The offer as above should be submitted in the bank's prescribed format only which may be obtained from Zonal Office or downloaded from Bank's website.

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

.....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)

- Submit your offer in enclosed quotation form in two separate sealed covers. Please ensure to submit the same to our office latest by
- 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 any where 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 3rd 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 3rd cover, duly sealed, should be addressed to the General Manager, Zonal Office.

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.**

PART - I : TECHNICAL BID FOR

[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
Zonal Office
UCO Bank

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 any, :
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 : sq.ft., Front Road Width :sq.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. Gri:ls 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.

Contd. ...

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 :

.....

.....

Contract No. :

(Must be mentioned on envelope)

Place :

Date :

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

Zonal Manager
 Zonal Office
UCO Bank

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 p.m. (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 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.

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