

ANNEXURE 2 (B)

Details for requirement of premises for Urban/Metro branches/Offices

UCO BANK
ZONAL OFFICE

SCO 55-57, Sector 17-B, Chandigarh

REQUIREMENT OF 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 Sirsa, Haryana at the following places with the following requisite details.

Branch/Office	Preferred location	Carpet Area (sft.)
DMCH Ludhiana	DMCH Ludhiana	1500 sq. ft.

The following terms and 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/ground floor - basement
- The premises must be suitable from 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, Safe & Locker's 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-confirming/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 within minimum power load required for Bank with minimum power load of 20 KVA for the purpose.

The sealed 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 and 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 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, SCO 55-56-57, Sector 17-B, Chandigarh.

The offer as above should be submitted in the Bank's prescribed format only which may be obtained from Zonal Office, UCO Bank, S.C.O. 55, 56, 57, Sector 17-B, Bank's Square, Chandigarh or UCO Bank Sirsa or download from Bank's website. The last date of Application in sealed cover in prescribed format is 12th February 2010.

The Bank reserves the right to accept or reject any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the Bank.

Zonal Manager

Chandigarh Zone

Encl: Details of formalities & documents required for premises

Note: Carpet area will not include the following:

- 1) Common areas shared with other co tenants.
- 2) Areas covered by walls, pillars.
- 3) Space covered by toilets, staircase, uncovered verandah, corridor and passage.
- 4) Part 1 form for Technical Bid
- 5) Part 2 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 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 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 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 sealed covers each for Technical & Financial Bids (2 nos. for Technical & 2 nos. for Financial bid) and do the needful as described.
- The third 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.**

ANNEXURE 2 (B)

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UCO BANK
ZONAL OFFICE

SCO 55-57, Sector 17-B, Chandigarh

REQUIREMENT OF BRANCH PREMISES

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Branch/Office	Preferred location	Carpet Area (sft.)
DMCH Ludhiana	Old DMCH Ludhiana	1500 sq. ft.

The following terms and 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.
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The Bank reserves the right to accept or reject any or all offers without assigning any reasons whatsoever.

No brokerage will be paid by the Bank.

Zonal Manager

Chandigarh Zone

Encl: Details of formalities & documents required for premises

Note: Carpet area will not include the following:

- 6) Common areas shared with other co tenants.
- 7) Areas covered by walls, pillars.
- 8) Space covered by toilets, staircase, uncovered verandah, corridor and passage.
- 9) Part 1 form for Technical Bid
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- The third 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.**

Annexure 4

**PART-II FINANCIAL BID FOR DMCH LUDHIANA BRANCH
(MUST BE MENTIONED ON ENVELOPE ALSO)**

UCO Bank

Zonal Manager
Zonal Office
Chandigarh

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)

Contd...2

Page:2

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 .

Annexure -3

PART – I : TECHNICAL BID FOR _DMCH LUDHIANA BRANCH
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
Zonal Office
UCO Bank.
Chandigarh

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:_____sft,, Front Road Width:_____sft,
 - 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.

Contd...2

: 2 :

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 :