




Annexure - 1(B)

### Premises Required

UCO Bank desires to take premises on rent having 1000 to 1200 sq feet of carpet area preferably on ground floor or premises on first floor if the same is in malls, shopping centers where infrastructure facilities like lifts, escalators are available. The premises is required in the following locality for opening of its Branch and ATM :-

#### Baghat Road, Meerut (U.P.)

The details may be collected from "UCO Bank's Zonal Office at "Krishna Plaza, First Floor, C-2/6, D - Block, Ganga Nagar, Mawana Road, Meerut-250001" or can be downloaded from our Bank's website at [www.ucobank.com](http://www.ucobank.com). The last date of submission of application in sealed cover on prescribed format is 15/05/2024.

  
Zonal Manager  
Place: Meerut  
Date: 30/04/2024



अंचल कार्यालय-मेरठ  
कृष्णाप्लाजा, सी-2/6, डी - ब्लॉक, गंगानगर,  
मवाना रोड, मेरठ-250001 (उत्तरप्रदेश)  
फोन:0121-2622349,  
ई-मेल:zomeerut.gad@ucobank.co.in

Zonal Office Meerut  
'Krishna Plaza', C-2/6, D-Block, Ganga Nagar,  
Mawana Road, Meerut-250001 (Uttar Pradesh)  
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### परिसर की आवश्यकता

यूको बैंक अपनी शाखा तथा एटीएम खोलने हेतु 1000 से 1200 वर्ग फीट कारपेट एरिया वाले परिसर को किराये पर लेना चाहता है, परिसर खासकर भूतल पर या पहली मंजिल पर यदि वह मॉल, शॉपिंग सेंटर में है जहां लिफ्ट, एस्केलेटर जैसी बुनियादी सुविधाएं उपलब्ध हैं। बैंक को शाखा खोलने के लिए निम्नलिखित स्थान में परिसर की आवश्यकता है:-

### बागपत रोड , मेरठ (प्र. उ .)

इस बारे में जानकारी बैंक की वेबसाइट [www.ucobank.com](http://www.ucobank.com) या हमारे अंचल कार्यालय "कृष्णा प्लाजा, प्रथम तल, सी - 2/6, डी-ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश)" से प्राप्त की जा सकती है. निर्धारित प्रारूप पर सीलबंद कवर में आवेदन जमा करने की अंतिम तिथि 15/05/2024 है।

अंचल प्रमुख  
स्थान : मेरठ  
30/04/2024



अंचल कार्यालय-मेरठ  
कृष्णाप्लाजा, सी-2/6, डी - ब्लॉक, गंगानगर,  
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MEEZO/GAD/2024-25/

Date: 30/04/2024

The General Manager,  
Strategic Planning Department,  
UCO Bank, Head Office  
Kolkata-700001

**Sub: Publishing on Bank's Website regarding NIT for opening of new branch along with ATM on Baghpat Road, Dist Meerut**

We would like to draw your kind attention on the captioned subject wherein we propose to invite tender regarding requirement of premises for opening of our new branch at **Baghpat Road, Dist Meerut**. The tender is also to be hosted on our banks website.

As such we are attaching soft copy of the notice with a request to arrange its hosting on banks website.

Since the last date of receipt of sealed tenders is 15/05/2024 up to 17.00 hrs, the hosting may kindly be retained on the website for the mentioned period.

  
Zonal Head  
Zonal Office, Meerut



Copy to: [ucobank.website@ucobank.co.in](mailto:ucobank.website@ucobank.co.in) (Soft copy)  
Copy to: GAD, Head Office, Kolkata for information please.

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Annexure 2 (B)

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 15 years or more) their readily available premises **at Baghpat Road, Meerut** area at the following places with the following requisite details.

Branch / Office	Preferred location	Carpet Area (sq ft.)
Baghpat Road, Meerut	Baghpat Road, Meerut	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 of 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 connection and supply, 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.
- Water Connection with adequate storage facility should be provided by landlord.

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- EMD of Rs. 5,000/- (Five Thousand Only) in the form of Demand Draft in favour of UCO Bank, Zonal Office, Meerut to be deposited with the Technical Bid. Bid without EMD will be treated ineligible.
- EMD of unsuccessful bidder will be released (without any interest) against their request letter after completion of selection process of L-1 bidder.
- EMD of L-1 bidder will be released (without any interest) after execution of lease agreement. However, if L-1 bidder withdraws their acceptance, UCO Bank will have right to forfeit the EMD amount without making any reference.
- Conditional Tender/application may not be accepted.

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 Baghpat Road, Meerut** " and it should also bear the name, address and contact number of the offerer on all the three envelopes. The third cover duly sealed should be addressed to the **Zonal Manager, UCO Bank, Zonal Office Meerut, Krishna Plaza, C-2/6, D-Block, Ganga Nagar, Mawana Road, Meerut-250001.**

The offer as above should be submitted in the bank's prescribed format only which may be obtained from **UCO Bank, Zonal Office Meerut, Krishna Plaza, C-2/6, D- Block, Ganga Nagar, Mawana Road, Meerut-250001,** or downloaded from Bank's website [www.ucobank.com](http://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.

  
**Zonal Manager**  
**Zonal Office, Meerut**  
**Place: Meerut**  
**Date: 30/04/2024**



Encl :- Details of formalities and documents required for premises.

Part-I form for Technical Bid

Part-II form for Financial Bid

अंचल कार्यालय-मेरठ  
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Details of formalities and documents required for premises.

(Advertisement dated **01/05/2024**)

- Submit your offer in enclosed quotation form in sealed cover. Please ensure to submit the same to our office latest by 15/05/2024.
- Technical Bids will be opened on 16/05/2024 at 11:00 AM at UCO Bank, Zonal Office Meerut, Krishna Plaza, C-2/6, D- Block, Ganga Nagar, Mawana Road, Meerut-250001. Offerer may be present on the mentioned date and venue for witnessing the tender opening process.
- 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 3<sup>rd</sup> cover super scribed with "**Offer of Premises for Baghpat Road Meerut Branch**".
  - 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 & 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 Meerut, Krishna Plaza, C-2/6, D- Block, Ganga Nagar, Mawana Road, Meerut-250001.
  - EMD of Rs. 5,000/- (Five Thousand Only) in the form of Demand Draft in favour of UCO Bank, Zonal Office, Meerut to be deposited with the Technical Bid. Bid without EMD will be treated ineligible.

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.

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**PART – I: TECHNICAL BID FOR PREMISES AT BAGHPAT ROAD MEERUT  
[MUST BE MENTIONED ON ENVELOPE ALSO]**

**The Zonal Manager  
Zonal Office Meerut  
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 under joint ownership :
- 3) Location:
  - a) Name of the building :
  - b) Number of street :
  - c) Ward / Area :
- 4) Building
  - a) Type of building : (Residential/Commercial/Industrial/Mixed : Attach proof)
  - b) Size of Plot: \_\_\_\_\_ Sq ft, Front Road Width: \_\_\_\_\_ 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. Grills provided to windows? Yes/No
  - g) Running water facility available Yes/No

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- h) Sanitary facilities available. Yes/No  
i) Electricity supply with separate meter available Yes/No  
j) Parking facility Yes/No.
- 5) The following amenities are available in the premises or I/We agreeable to provide the following amenities: **[Strike out whichever 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.
  - Ramp for accessibility to Divyang/ Specially Abled persons to be provided for branch as well as ATM entrance.
  - A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - All windows will be strengthened by grills with glass and mesh doors.
  - 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
  - Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
  - Continuous water supply will be ensured at all times by providing overhead tank and necessary taps
  - Separate toilets for Gents and ladies will be provided.
  - Space for displaying of Bank's sign Board will be provided

6) Declaration:

- 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.
- 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: \_\_\_\_\_

Address: \_\_\_\_\_

Contract No.: \_\_\_\_\_

(Must be mentioned on envelope)

Place:

Date:

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Annexure 4

**PART-II FINANCIAL BID FOR PREMISES AT BAGHPAT ROAD, MEERUT  
(MUST BE MENTIONED ON ENVELOPE ALSO)**

**The Zonal Manager  
Zonal Office Meerut  
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 Per month (Rs.)
Ground floor			
First floor			

I/We agree to:

- Execute Lease Deed in Bank's standard format.
- Bear all the taxes and cesses related to the concerned premises
- Bear the cost of execution and registration of lease deed.
- To lease the premises in favour of Bank for 15 Years (5+5+5)  
with \_\_\_\_\_ % increase in rent after every 5 Years.

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E-mail:zomeeruf.gad@ucobank.co.in



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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