



(A Govt. of India Undertaking)
Zonal Office: Guwahati

PREMISES REQUIRED

"Bank desires to take premises on rent having 1200 sq.ft. carpet area preferably on ground floor or Premises in first floor with minimum 20 ft. frontage. The premises are required in the following localities for shifting of its Shillong Branch - Police Bazar/U.Tirot Singh Road/G.S.Road, Shillong-793001,East Khasi Hill District. The details may be collected from Bank's Shillong Branch at G.S.Road, Shillong or Zonal Office, M.D Road, Silpukhuri, Guwahti -781003 or can be downloaded from our Bank's website at www.ucobank.com.

Duly completed sealed application will be received by the undersigned upto 08.02.2011.

Zonal Manager

Date: 30.01.2011

Detail for requirement for Urban /Metro branches/Offices

UCO BANK
ZONAL OFFICE
GUWAHATI

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 Shillong,G.S.Road area at the following places with the following requisite details.

<i>Branch</i>	<i>Preferred location</i>	<i>Carpet area (sq.ft.)</i>
Shillong Branch	Police Bazar/U.Tirot Singh Road/G.S.Road, Shillong-793001,East Khasi Hill District	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 the application and (ii) NOC for opening of bank/ATM from competent Authority at their own cost at the time of finalization.
- ❖ The offer 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 of and have all basic amenities such as adequate sanitary arrangements, water and electrically, 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 offer have to execute Bank's standard lease deed and bear the cost of execution and registration of Lease Deed.

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- ❖ The offer should bear all the taxes, non-conforming /misuse charges, cesses etc.if imposed, related to the premises.
- ❖ The offer is to provide space for Generator Set, Toilets and Parking space free of cost.
- ❖ The offer is to provide three-phase power connection with minimum power load of 10 kva for the purpose.

The seal cover containing technical detail should be marked envelop 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 superscribed with "Offer of premises for UCO Bank and it should also bear the name , address and contact number of the offerer on the three envelops. 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 ,Guwahati or down loaded 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
Guwahati 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 sealed covers. Please ensure to submit the same to our office latest by 23.11.2010
- While filing 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 "NOC" from competent authority.
 - ❖ Fill up all the information asked for 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 'Envelop 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'.
 - ❖ 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 assignment 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 building: (Residential/ Commercial/ Industrial/ Mixed : Attach proff)
 - 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 & Windows
 - 5) Are M.S. Grills provided to windows? Yes/No

Contd.....

Annexure-3 (contd.)

- | | |
|---|--------|
| g) Running water facility available | Yes/No |
| h) Sanitary facility available | Yes/No |
| i) Electricity supply with separate meter available | Yes/No |
| j) Parking facility | Yes/No |

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 lese deed.
- iv) To lease the premises in favour of Bank foryears plus
.....options of.....years each with% increase in rent at each option.

Any other terms and conditions (please specify)

Contd.....

Annexure-4 (Contd.)

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 area shared with other co-tenants.
- ii) Areas covered by walls, pillars.
- iii) Space covered by toilets, staircase, uncovered verandah, corridor and passage.