

यूको बैंक  
सम्मान आपके विश्वास का



UCOBANK  
Honours your trust

पत्र संख्या- अंकाजाZOJ/ GAD / 811 / 2011-12

Date 04.08.2011

The General Manager  
Strategic Planning Department  
Head Office  
Kolkata

**Sub: Advertisement in Bank's Website for inviting tenders/offers for branch premises for new branch to be opened at Bagha Purana.**

We are issuing advertisement in Newspapers for premises requirement for opening of Branch at Bagha Purana in District Moga, Punjab.

We are enclosing herewith the Notification along with formats to upload the same in our Bank's website.

- Requirement of Branch premises letter
- Details of formalities and documents required for premises
- Part-II form for financial Bid
- Paper Advertisement

Kindly arrange for uploading the advertisement in our Bank's website.

**(V K Sharma)**  
**Deputy Zonal Head**

Encl: As above

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UCO Bank **Zonal** Office 51 Mahavir Marg Jalandhar -144001  
फोन /Ph No.- (0181) 2240240,2452421,2227401 फैक्स नं.Fax No.(0181)2226099 ईमेल zo. Jindhar  
@ucobank.co.in .

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DATE: 03.08.2011

### Premises Required

Bank desires to take premises on rent having 800-1000 sq. ft. of carpet area on ground floor for opening of its Branch at **Bagha Purana- Distt. Moga**.

The details may be collected from Bank's P.R Moga Branch or Zonal Office at Jalandhar or Bank's website [www.ucobank.com](http://www.ucobank.com) . The last date for submission of application at Zonal Office in sealed covers on prescribed format is 16.08.2011.

**Deputy General Manager**

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UCO Bank **Zonal** Office 51 Mahavir Marg Jalandhar  
144001 फोन /Ph No.- (0181) 2240240,2452421,2227401 फैक.No (0181)2226099ईमेल  
zo. Jlandhar @ucobank.co.in

Details for requirement for Rural/Semi Urban Urban Branches.



**ZONAL OFFICE, JALANDHAR  
REQUIREMENT OF OFFICE/BRANCH PREMISES**

Offers in sealed covers 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 at Bagha Purana in Distt. Moga (Punjab) .

Branch / Office	District	State	Preferred location	Carpet Area (sft.)
Bagha Purana	Moga	Punjab	Bagha Purana	800-1000 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 *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 Cabinets. Construction for Strong Room as per Bank's specification **[225 mm thick wall and 150 mm thick floor & roof with M-50 concrete with 12Ø bar @ 150 mm C/C both ways in two layers with staggering so as to make less than 75X75 c/c through openings.]** should be done by the Landlord.
- The offerer will have to execute Bank's standard lease deed and bear *the* **minimum 50%** cost of execution and registration of Lease Deed.
- The offerer should bear all *the* **present / future** taxes, non-conforming/misuse charges, cess, **service tax** etc., *if imposed*, related to the premises.
- The offerer is to provide space for Generator Set and Parking space free of cost, **if asked by the Bank**.
- The offerer is to provide three-phase power connection with minimum power load required for Bank.

- **Incase of availment of loan, cost estimate for the construction of Bank's premises should be submitted. Landlord can also avail advance rent. However, both loan & advance rent can not be allowed simultaneously.**

The sealed cover containing the offer should be marked as "Offer of Premises for UCO Bank and it should also bear the name, address and contact number of the offerer on the envelope. The offer as above should be submitted in the bank's Zonal Office, at 16.08.2011, within prescribed time schedule. No offer after the closing date will be entertained.

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

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

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.

Details of formalities and documents required for premises.

(Advertisement dated .....)

- Submit your offer in enclosed form in a sealed cover. Please ensure to submit the same to our office latest by 16.08.2011.
- While filling the quotation forms, please ensure to follow below mentioned instructions:
  - ❖ Submit copy of ownership document along with letter of offer
  - ❖ You have to submit copy of "NOC" from competent authority **at the time of finalization.**
  - ❖ Fill up all the information asked for in the enclosed form itself.

- ❖ The form should be put in an envelope and the envelope duly sealed, should be superscribed with "Offer of Premises for UCO Bank".
- ❖ The envelopes should also bear the name and address, phone no. /mobile no. of the offerer.
- ❖ Separate applications as per prescribed *Performa Proforma*, duly filled, signed & sealed, be submitted in respect of each offer.
- ❖ The cover, duly sealed, should be addressed to the Zonal 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 i.e* Letter of offer **and draft copy of lease**

**Annexure-4**

**PART – II FINANCIAL BID FOR .....**  
(MUST BE MENTIONED ON ENVELOPE ALSO)

The Zonal Manager  
Zonal Office  
UCO Bank  
**JALANDHAR**

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:

<b>Floor</b>	<b>Carpet Area (in sq.ft.)</b>	<b>Rate (Rs. Per sq.ft.)</b>	<b>Total Rent p.m. (Rs.)</b>
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