

यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

ZOAJM/GAD/2022-23/26

Date:10-06-2022

Assistant General Manager  
Strategic Planning & Development  
HO Kolkata.

**Sub. Placing of Notice Inviting Bids on Bank's Website for Premises required for Uco Bank Kotra branch Ajmer.**

With reference to the above subject, we are forwarding the material for publishing the on the Bank's website with the heading 'Premises required for UCO Bank Kotra Branch Ajmer.

Please place it on Bank's website from 10-06-2022 to 24-06-2022

( Rajesh Upadhyay)  
Zonal Manager

Enclosure: Bids documents.



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(A GOVT. OF India Undertaking)

अंचल कार्यालय: खाइलैण्ड मार्केट, अजमेर- 305001,  
ZONAL OFFICE, KHAILAND MARKET, AJMER-305001  
0145-2622884, ई मेल/E-mail: zoajmer.gad@ucobank.co.in

### Premises required for Branch

Bank desires to take ready to shift commercial premises on rent having 1000-1200 sq ft of carpet area preferable on Ground Floor. The Premises is required in the following localities for opening of New Branch/ Offices:-

| Branch           | Preferred Location                 | Carpet Area               |
|------------------|------------------------------------|---------------------------|
| Kotra-Ajmer city | Kotra/HBU Nagar/B K Kaul/ Ramnagar | 1000-1200 Sq. ft. approx. |

Premises should be with basic amenities along with three phase Electricity connection. The Details may be collected from UCO Bank Zonal Office Ajmer, Near Khailand Market Ajmer 305001 or can be down loaded from our Bank's official website at [www.ucobank.com](http://www.ucobank.com). The last date for submission of application in sealed cover on prescribed format is up to 04.00 PM on 24.06.2022.

(Rajesh Upadhyay)  
Zonal Manager

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## UCO BANK ZONAL OFFICE, AJMER

### 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 15 years or more) their readily available commercial premises ( Not Open/ vacant Plot/Land) on Ground Floor in Ajmer area of the following places with the following requisite details.

| Branch Office    | Preferred location                 | Carpet Area (sqft)                           |
|------------------|------------------------------------|--|
| Kotra-Ajmer City | Kotra/HBU Nagar/B K Kaul/ Ramnagar | 1000-1200 Sqft*<br>*Not less than 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 (Annexure-3 technical Bid).
  - (ii) Photographs of Property.
  - (iii) Site plan of the proposed property.
  - (iv) Demand Draft in favor of **UCO Bank Zonal office Ajmer** of Earnest Money Deposit (EMD) amount Rs. **5000.00** must be submitted along with the application.\* EMD of Unsuccessful bidder will be released ( without any Interest) against bidder request letter after completion of selection process of L-1 Bidder.
  - (v) Commercial land conversion certificate.
- The offerer must have a clear title to the property.
- Premises must be located on ground floor.
- The premises must be suitable from the security point of view and have of 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 and Safe and 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.



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- The offerer is to provide space for Generator set, two separate 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.
- It is preferred that landlord will construct the premises strictly at per banks specifications including flooring with vitrified tiles for Branch and ATM shutter/collapsible gates of entrances, electrical wiring for lights/fans/plugs.
- Landlord will provide us the space for fixing the signboards within no extra cost.
- Rate of rent should be quoted on the basis of carpet area per sq.ft. (or lump sum basis).

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** & 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 Branch premises under UCO Bank Kotra Branch Ajmer" 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 Zonal office Ajmer at Khailand Market Near Agra Gate Ajmer Pin Code: 305001, within prescribed time schedule.

\*No offer after the closing date will be entertained The offer as above should be submitted in the bank's prescribed format only which may be obtained from Uco Bank Zonal office Ajmer Khailand Market Ajmer 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

  
Rajesh Upadhyay  
(Zonal Manager)



Encl-Details of formalities and documents required for premises.  
Part-I form for Technical Bid.  
Port-II form for financial Bid

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Details of formalities and documents required for premises. (Advertisement dated 10-06-2022.)

- Submit your offer in enclosed quotation form in two separate sealed cover. Please ensure to submit the same to our office latest by 24-06-2022.
- **While filling the quotation forms, please ensure to follow below mentioned instructions:**
  - ❖ Submit copy of ownership document along with technical bid.
  - ❖ Submit Photographs of Property.
  - ❖ Site plan of the proposed property.
  - ❖ Demand Draft in favor of **UCO Bank Zonal office Ajmer** of Earnest Money Deposit (EMD) amount **Rs. 5000.00** must be submitted along with the application.\* EMD of Unsuccessful bidder will be released ( without any Interest) against bidder request letter after completion of selection process of L-1 Bidder.
  - ❖ Commercial land conversion certificate.
  - ❖ 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 envelop No.2 Financial Bid. Both these covers duly sealed should be put in a 3 cover super scribed with offer of premises for UCO Bank Kotra Branch-Ajmer.
  - ❖ 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 and sealed, be submitted in respect of each other. 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 coven each for technical and financial bids (2 nos for Technical & 2 not 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 Ajmer, Near Khailand Market Ajmer 305001.

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 -3

PART -1:

TECHNICAL BID FOR UCO BANK KOTRA BRANCH AJMER  
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager  
Zonal Office  
UCO Bank Ajmer,

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 : \_\_\_\_\_sqft, 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 .....Sq Ft.
  - f) Specification of construction
    - 1) Floor :
    - 2) Roof :
    - 3) Walls :
    - 4) Doors and Windows:
- 5) Are M.S.Grills provided to Windows? : Yes/No
  - Running water facility available: Yes/No
  - Sanity facilities available : Yes/No
  - Electricity supply with separate meter available: Yes/No
  - 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]~~.

- i) 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.
- ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- iii) A collapsible gate, rolling Shutters will be provided at the entrance and at any other point which gives direct access to outside.
- iv) All windows will be strengthened by grills with glass and mesh doors.
- v) 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.
- vi) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- vii) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps.
- viii) Separate toilets for Gents and ladies will be provided.
- ix) Space for displaying of Bank's sign Board will be provided

6. Declaration:

- a) 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.
- b) 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.

Place:

Date:

Signature of the offerer

Name: .....

Address.....

.....

Contract No.:.....

(Must be mentioned on envelope)





Annexure: 4

**PART-II FINANCIAL BID FOR FOR UCO BANK KOTRA BRANCH AJMER**  
(MUST BE MENTIONED ON ENVELOPE ALSO)

**Zonal Manager**  
**Zonal Office**  
**UCO Bank Ajmer,**

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..... years plus.....numbers of 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 including followings:

vii) Common areas shared with other co-tenants.

viii) Areas covered by walls, pillars.

ix) Space covered by toilets, staircase, uncovered verandah, corridor and passage.

