

Ready built building space with net carpet area of 1500 sq ft is required for proposed Jammu branch office for a lease period of 20 years, preferably GROUND FLOOR, with provision for STRONG ROOM and ATM ROOM as per Bank's specifications. Interested parties having clean title to the property may send their offer in sealed envelope super scribed "**Bid for Bank's Premises at JAMMU**". The sealed envelope should contain two separate covers: **one for Technical Bid** and other **for Financial Bid**. The Bid should contain structural details, dimensions, location details, sketch plan, carpet area, amenities available, rate of rent demanded per sq ft of Carpet Area and loan required, if any, as per the formats available at our **Regional Office** (address mentioned above) and on **our website** "[www.syndicatebank.in](http://www.syndicatebank.in)"(under Advt./Tender/Bids head on the left side of the home page). Incomplete offers will be rejected. The Bank reserves the right to accept or reject any or all offers without assigning any reason whatsoever and no correspondence will be entertained in this regard. No Brokerage will be paid. The offer shall reach us in the name of Dy. General Manager at above mentioned address on or before **20.02.2012**.

**( FORMAT FOR TECHNICAL BID )**

FROM :

.....

.....

Ph. No:.....

TO

**The General Manager  
Syndicate Bank, Regional Office  
SCO 76-77, BANK SQUARE,  
SECTOR 17 B  
CHANDIGARH 160 017**

01. Location of the premises (Mention ward :  
number also and full address)
02. Age of the premises and quality of construction :  
(mention whether I class RCC or tiled roof etc)
03. Total carpet area of the premises (carpet area :  
shall be calculated as per the note below)
04. Floor wise details with carpet area (mentioned :  
whether ground floor/first floor etc)
05. Whether adequate frontage for parking :  
available
06. Whether premises has independent and proper :  
access for easy movement of staff, customers  
and Bank's assets
07. Whether titles of the property are clear and :  
offerer is real owner or Power of attorney  
holder
08. Whether premises is constructed as per approved:  
plan of statutory authorities and permitted to be  
used for commercial purposes
09. Whether leasing of premises involves violation :  
of HRC Act ULC Act or any other Act.

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10. Whether independent water and electricity connection available :
11. Whether offerer is agreeable to procure additional power load at his cost as per Bank's requirement (normally Bank may require 15 KW of power load) :
12. Whether offerer is agreeable to construct / Renovate the premises at his cost as per Bank's Specification :
13. Whether offerer is agreeable to provide Space for installation of VSAT Antenna at Roof Top on free of cost :

Note: The carpet area shall be the covered floor area  
Excluding the following portions :

- a) Sanitary accommodation
- b) Open verandah, corridors & passages
- c) Kitchen & pantries
- d) D) Staircase and munties
- e) Space occupied by pillars, columns and Thickness of walls

Date:

Signature of the Offerer

(This format shall be sent in a separate cover super-scribing – “TECHNICAL BID  
for \_\_\_\_\_ JAMMU.  
REF- PAPER ADVERTISEMENT DATED \_\_\_\_\_ “)

**FORMAT FOR FINANCIAL BID :**

FROM

.....  
.....  
.....

Ph. No : .....

**TO**

**The General Manager  
Syndicate Bank, Regional Office  
SCO 76-77, BANK SQUARE,  
SECTOR 17 B  
CHANDIGARH 160 017**

01. Monthly rent quoted :

02. **Rate of rent per sft** pm on the carpet area floor :  
wise. The carpet area shall be the covered floor  
area **excluding the following portions**

- a) Sanitary accommodation :
- b) Open verandah, corridors & passages :
- c) Kitchen & Pantries :
- d) Staircase and munties :
- e) Space occupied by pillars columns and  
Thickness of walls :

03. Lease period :

04. Taxes (specify who will bear taxes) :

05. Maintenance (specify who will bear maintenance:  
charges)

06. Lease registration(specify who will bear cost of :  
registration

07. Whether rent should be split into rent and service:  
charges and if so at what ratio and details of  
extra amenities provided to justify such  
splitting

Date:

Signature of the offerer

This format shall be sent in a separate cover superscribing – “FINANCIAL BID for  
JAMMU

REF- PAPER ADVERTISEMENT DATED \_\_\_\_\_