

(Premises & Maintenance Cell)

REQUIREMENT OF SPACE/ PREMISES ON LEASE

Offers are invited from the interested parties for leasing out their space/ building at following Centres;
1- Bahadurgarh, 2- Uttawar, with a carpet area of **1200 sqft** (approx) on Ground Floor with ATM Space.

3- Rewari, 4- Palwal, 5- Faridabad City: Area – Sector 3, Sector 22 (Sanjay Colony), Sector 37, Sector 55, Charmwood, Old Faridabad & Sanjay Gandhi Memorial Nagar, with a carpet area of **1800 sft** (approx) on Ground Floor with ATM Space, for opening of our new branches at above centres.

Buildings should be with all basic amenities and permitted commercial use. Buildings ready for occupation will be preferred. The offers will be submitted in two separate covers, one for technical bid and other for financial bid, which are available at our Uttawar, Jhajjar, Palwal, Rewari Branches & Regional Office Faridabad up to 07.01.2012. The offers shall reach to our Regional Office, 48-Neelam Bata Road, Faridabad on or before 15.01.2012. **Bids through property dealers will not be accepted.** Bank reserves the right to accept or reject all or any offer, without assigning any reason.

Please also visit our web site www.syndicatebank.in for other details

Dy. General Manager

ANNEXURE -9
FORMAT FOR TECHNICAL BID

From:

To

The Dy.General Manager
Syndicate Bank, Regional Office
48, Neelam Bata Road
Faridabad-121001
(Haryana)

01. Location of the premises :
Mention ward number also &
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 (mention 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,
Customer 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.

- 10. Whether independent water and Electricity connection available. :
- 11. Whether offerer is agreeable to Procure addl. power load at His cost as per Bank's Requirement (normally Bank may Require 10 to 15 KW of power Of load) :
- 12. Whether offerer is agreeable to Construct strong room at his Cost as per Bank's specifications. :
- 13. In case of vacant site sketch/ Plan and whether the property Is free from encumbrances. :

NOTE: The carpet area shall be the Covered floor area excluding The following portions:

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

SIGNATURE OF THE OFFERER

(This format shall be sent in a separate cover superscribing “ **TECHNICAL BID –REF – PAPER ADVERTISEMENT DATED.....**

ANNEXURE-10
(FORMAT FOR FINANCIAL BID)

From

To

The Dy.General Manager
Syndicate Bank, Regional Office
48, Neelam Bata Road,
Faridabad – 121001 (Haryana)

01. Monthly rent quoted :
02. Rate of rent per sft/p.m. on the :
Carpet area floor-wise. The
Carpet area shall be the covered
Floor area excluding the following
Portions.
- a) Sanitary accommodation :
b) Open verandas, corridors & passages :
c) Kitchen & Pantries :
d) Staircase & 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 :
Cost of 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.

SIGNATURE OF THE OFFERER

(This format shall be sent in a separate cover superscribing **“FINANCIAL BID – REF – PAPER
ADVERTISEMENT DATED.....”**)