

(FORMAT FOR TECHNICAL BID)

FROM: _____

TO

**The Dy. General Manager
SYNDICATE BANK, REGIONAL OFFICE,
3 A , D L TOWER, VIDYASHRAM INSTITUTIONAL AREA,
J L N MARG, JAIPUR -302015**

01. Location of the premises (mention ward number also and full address):
02. Age of the premises and quality of construction (mention whether Ist 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 basement, ground floor, first floor etc.)
GF: _____ BM:if any, _____ FF, if any: _____
05. Whether adequate frontage for parking available: _____ Frontage: _____ ft.
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. Yes / No. Name of the Owner: _____ Whether ready to lease for 20 yrs: Yes /No
08. Whether premises is constructed as per approved plan of statutory authorities and **permitted to be used for commercial purposes.** : **Authority which issued permission:** _____
09. Whether leasing of premises involves violation of HRC act, ULC act or any other act. Yes/ No
10. Whether independent water and electricity connection available. Yes / No. (Elect.Connection: __ KW)
11. Whether offerer is agreeable to procure additional power load at his cost as per Bank's requirement (**normally Bank may require 25 KW to 40 KW of power load**). Yes / No ()
12. Whether offerer is agreeable to **construct Strong-Room at his cost as per RBI's/Bank's specifications.**
13. Whether offerer is agreeable to construct ATM Room in the premises at his cost/expenses as per Bank's specifications:
14. 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 and munties
- e) Space occupied by pillars, columns and thickness of walls.
- f) Space given for VSAT Dish Antena, Compressors of Split ACs & Generator Set
- g) Space given for Bank's Main Boards / Sign Boards etc.

SIGNATURE OF THE OFFERER

(This format shall be sent in a separate cover superscribing "TECHNICAL BID – REF-PAPER ADVERTISEMENT DATED _____")

(FORMAT FOR FINANCIAL BID)

FROM:

TO

**The Dy. General Manager
SYNDICATE BANK, REGIONAL OFFICE,
3 A , D L TOWER, VIDYASHRAM INSTNL AREA,
J L N MARG, JAIPUR -302015**

01. Monthly rent quoted including ATM site:
02. Rate of rent per sft pm on the carpet area floor wise, including ATM site. 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 (in no. of years)
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.

SIGNATURE OF THE OFFERER

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