

**(FORMAT FOR TECHNICAL BID)**

From,

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Ph. No:

To,  
The Deputy General Manager  
Syndicate Bank,  
Regional Office  
Fort Road,  
Kannur. 670001.

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. :
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 20 KW of power load) :
12. Whether offerer is agreeable to construct strong room / Renovate the premises at his cost as per Bank's Specification :
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 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 superscribing –“ Premises for-----Branch. “TECHNICAL  
BID  
REF- PAPER ADVERTISEMENT DATED \_\_\_\_\_ “)

**FORMAT FOR FINANCIAL BID :**

From,

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Ph. No : .....

To

The Deputy General Manager  
Syndicate Bank,  
Regional Office  
Fort Road,  
Kannur-670001.

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 varandah, 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 –Premises for-----Branch“FINANCIAL BID REF- PAPER ADVERTISEMENT DATED \_\_\_\_\_ “)