

NOTICE

SYNDICATE BANK (A GOVERNMENT OF INDIA UNDERTAKING)

Requires premises on lease / outright purchase –

- i) for shifting of its Barabazar Branch in **Barabazar area on M G Road (within Central Avenue & M G Rd crossing to Satyanarayan Park)** with approx. 1600 sq ft Carpet area (including ATM Space of approx. 100 sq. ft),

AND for opening its new -

- (i) branch at **SURI, Birbhum, West Bengal** with 1200 sq. ft carpet area,
- (ii) branch at **RAJARHAT, AREA – I, 24 Parganas (N)** with 1500 sq ft carpet area

All the above mentioned office spaces should be at **GROUND FLOOR** with adequate parking space and having minimum connected power load of 15 KVA.

Offers are invited from the interested parties for either leasing out or outright sale of their building with all basic amenities, independent entrance & sufficient parking area and space as mentioned above. The owners of the ready built premises with clear title deed can only apply. **The application formats (leasing and outright purchase) are appended below.**

The owner is required to construct Strong Room as per Bank's Specification given in the Annexure appended below.

No brokerage is payable.

Rent will be paid only on actual Carpet Area.

The offers shall be submitted in two separate sealed covers – one for technical and other one for financial which are available here under. The cover containing the offer shall be superscribed as “**offer for premises for _____ branch**”. “**Technical bid**” or “**Financial bid**” shall be written on the cover as the case may be. “Leasing out” or “Outright purchase” shall also be written on the cover as the case may be. The formats for technical and financial bid will also be available at **REGIONAL OFFICE, 27, SHAKESPEARE SARANI, CALCUTTA 700 017 (Phone 033-2283 4221)** on all working days up to 1.00 pm on 18.01.2012.

Bank at it's discretion may decide either to take the premises on lease or to purchase the premises without assigning any reason whatsoever and Ban's decision in this regard is final.

Bank at it's discretion may cancel / reject any / all the tenders without assigning any reason therefore.

Sealed offers shall be submitted at REGIONAL OFFICE, 27, SHAKESPEARE SARANI, CALCUTTA 700 017 on or before 3 PM on 20.01.2012. Offers received after due date will not be entertained.

Date:05.01.2012

Sd/-
General Manager

**FORMAT FOR TECHNICAL BID FOR LEASING PREMISES FOR BARABAZAR /
SURI / RAJARHAT BRANCH**

FROM :

.....

.....

Ph. No:.....

To
The General Manager
Syndicate Bank
Premises & Maintenance Cell
27 Shakespeare Sarani
Regional Office
Kolkata-700 017

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.

10. Whether independent water and electricity connection available :
11. Whether offerer is agreeable to procure power load at his cost as per Bank's requirement (normally Bank may require 15 KVA of power load) :
12. Construction of Strong Room as per Bank's Specification : Owners
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) 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 – “TECHNICAL BID REF- PAPER ADVERTISEMENT DATED _____ “)

**FORMAT FOR FINANCIAL BID FOR LEASING PREMISES FOR BARABAZAR /
SURI / RAJARHAT BRANCH**

FROM

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

Ph. No :

TO

The General Manager
Syndicate Bank
Regional Office
27 Shakespeare Sarani
Kolkata-700 017

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 varandah, corridors & passages :
- c) Kitchen & Pantries :
- d) Staircase and munties :
- e) Space occupied by pillars columns and
Thickness of walls :

03. Lease period (20 years or Minimum 10 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

Date:

Signature of the offerer

This format shall be sent in a separate cover superscribing – “FINANCIAL BID
REF- PAPER ADVERTISEMENT DATED _____ “)

TECHNICAL BID
OUTRIGHT PURCHASE OF PREMISES FOR OUR BARABAZAR / SURI /
RAJARHAT BRANCH

Important: 1. Attach copies of the supporting documents.
2. Please use additional sheets if required.

1. Name of Developer / firm / builder / owner:
2. Address and Phone No.
FAX No. and E-mail address:
3. Name of Contact person:
4. Status of vendor / firm
(Whether proprietary / Partnership / Pvt. Ltd / Pub. Ltd etc)
5. Copy of registered Memorandum of Understanding between builders and the Land owners in case the land does not belong to the builders.
6. Marketability of Title of the vendor:
7. Solicitor's / Advocate's name and address Phone / Fax Nos:
8. Detailed report of the Solicitor / Advocate for marketability of titles is to be enclosed
9. Details of the property with location etc
10. No. of floor levels in the building
11. *Carpet Area: _____ Sft excluding covered or open car parking space.

(*CARPET AREA OF THE FLAT SHALL BE TAKEN AS INTERNAL WALL TO WALL MEASUREMENT IGNORING PROJECTION OF SKIRTING BUT EXCLUDING COLUMN OFFSETS, DOOR JAMBS, SHAFTS/DUCTS ETC. STILT, COVERED / OPEN PARKING SPACES, LIFTS, STAIRCASE, LOBBIES, OPEN TERRACES, PUMP ROOM AND WATCHMAN'S CHOWKY, STORAGE TANKS, CHAJJA, CANOPIES, WORSHIP PLACES ETC. WILL NOT BE INCLUDED. WHILE COVERED BALCONIES WITH FULL GRILL/SHUTTER SHALL BE MEASURED FULL IN CARPET AREAS, UNCOVERED/OPEN BALCONIES WITH OR WITHOUT GRILL SHALL BE MEASURED AT HALF THE ACTUAL AREA. PROJECTED NITCHES BELOW 7' CLEAR HEADROOM WILL NOT BE MEASURED IN CARPET AREA.)

12. Age / condition of the construction/Building:
13. Completion and occupation Certificate with date to be enclosed
14. Approved plan & As built plan to be enclosed
15. Time period required to hand over the premises with occupation certificate, Electricity & Water connection
16. Specifications of the construction / materials used:
(Give details)
 - Floor:
 - Internal Walls:
 - External Walls:
 - Door / Windows
 - Kitchen
 - Bathrooms
 - Electrical fans / fittings
 - Sanctioned Electricity load for the premises
 - RCC framed structure

17. Whether structural stability Certificate enclosed
(Certificate shall be from licensed Structural Engineer)
18. Details of land / Site:
19. Tenure of the land
 - Free hold
 - Lease hold
 - If lease hold give residual period of lease and name of the title holders
 - Annual lease rent and amount
20. Size of the plot
 - Frontage in ft.
 - Depth in ft.
21. Area of the plot
 - Covered area (ground coverage) : _____ Sft.
 - Open area : _____ Sft
22. Topography of the land / site
 - level
 - Undulated
 - Slopping
 - Low lying or raised
23. Source of water supply to the building
24. Any establishment easements regarding right of way / passing for mains of Water/Electricity.
25. Does the site or portion fall within railway / National Highway and whether underground cable traverse the site.
26. (a) Site plan of the land / site to be enclosed.
(b) The approved plan shall be produced for scrutiny with regard to the sanction of the plan and adhering to the norms as per National Building Code
27. Character / Type of locality
 - Residential
 - Commercial
 - Shopping complex
 - Industrial
 - Slum
28. Whether the locality is free from special hazards like fire, flood etc
29. Whether locality has protection from adverse influence such as Encroachments, Industrial nuisance, smoke, dust, noise etc.
30. Locality's proximity to the following places in Kms:
 - Railway Station/Bus Stand/Airport
 - Market places
 - Schools / colleges / university
 - Hospital/ Post office/Bank

31. Details of boundary and adjacent buildings
Boundary of the property
 - North
 - East
 - South
 - West
32. Amenities provided:
 - No. of fans
 - No of geysers
 - wardrobes
 - exhaust fans
 - wash basins and mirrors
 - shower in the bathroom / bathtubs
 - any other facility like telephone
 - dish antenna / Intercom / Internet
 - details of Internal finishing
33. Common facilities provided:
 - Car parking space
 - scooter parking space
 - power /Electricity
 - 24 hours water / overhead tank
 - Number of lifts
 - Generator for emergency
 - Lightening Arrestor
 - Fire fighting arrangements
 - Anti burglary device
 - Security arrangements
 - Proper sanitary / sewerage system
34. Name and address / Phone No of architect / Engineer:
35. Are the safety measures taken?
If yes, give details of arrangements:
36. Is **NO OBJECTION CERTIFICATE** obtained from the fire control authorities?
If yes, produce copies of proof / certificates
37. Whether permission for commercial use of the premises obtained From the competent authority ?
38. Enclosed copy of Title Deed
39. Any other relevant information:
40. List of enclosures

(Attach separate sheet if space is found insufficient)

I/We confirm that to the best of my/our knowledge, this information is authentic and I/we accept the terms and conditions and any deliberate concealment / non submission of required details will amount to disqualification at any stage.

Place:

SIGNATURE OF BIDDER WITH SEAL

Date :

**FINANCIAL BID FOR OUTRIGHT PURCHASE OF PREMISES FOR BARABAZAR /
SURI / RAJARHAT BRANCH**

Sl. No.	Location	Floor	Carpet area	Rate per Sft of Carpet area (Rs. in figures & words)	Amount (Rs. in figures & words)	Monthly outgoings including all taxes in Rs.

No. of Covered Car Parking:

Cost of each Covered Car Parking:

No. of Open Car Parking:

Cost of each Open Car Parking:

NOTE:

1. Vendors shall quote rate and amount **excluding registration charges and stamp duty.**
2. Monthly outgoings quoted above shall be inclusive of all taxes, maintenance charges, water charges etc.
3. Financial bids be placed in a sealed envelope superscribed "**Offer for outright purchase of the premises for BARABAZAR / SURI / RAJARHAT BRANCH – FINANCIAL BID**" and the name of the bidder should be mentioned at the bottom left hand corner of the envelope.

SIGNATURE OF THE BIDDER WITH SEAL & DATE

SPECIFICATION FOR CONSTRUCTION OF STRONG ROOM

- WALLS: R C C 1:1¹/₂:3 MINIMUM THICKNESS 12" (30 CM),
12 MM DIA MILD STEEL/TOR STEEL AT 6" CENTRE TO
CENTRE BOTH WAYS AND ON BOTH FACES OF THE
WALL (A FORMATION OF REINFORCEMENT MATT
OF ABOUT 6" x 6") ON EITHER FACE OF THE WALL
WALL TO BE OBTAINED.
- FLOOR: SAME AS IN THE CASE OF WALLS .
- CEILING: SAME AS IN THE CASE OF WALLS

Further where reinforcement is proposed on two faces of a RCC member, it shall be staggered in such a manner that any view taken at right angles to the matt formation would show reinforcement at every 3" centre to centre in elevation (in respect of walls) and in plan (in respect of ceilings slab). The above reinforcements are only the minimum and depending on the structural requirements the structural consultants for the work would design and detail out actual reinforcements required but these shall not be less than what are specified above.

The Bank has to supply the Strong Room door with grill gate, ventilator etc., at their cost, but the same will be erected by me/us at my/our cost.