

**SYNDICATEBANK  
PREMISES & MAINTENANCE CELL  
REGIONAL OFFICE, MUMBAI**

**NOTICE INVITING TENDER**

**PURCHASE OF COMMERCIAL PREMISES IN \_\_\_\_\_ (Place)**

SyndicateBank invites offers in the prescribed format from reputed builders/ developers/PSUs/individuals/Central/State Govt/Quasi Govt/Local Municipal Authorities for purchase of ready built commercial premises in ..... (place) with car parking facility for immediate occupation as per the details given below. The flat should have all the necessary permissions/ clearances from the concerned Local Authorities for occupation. Priority will be given to offers from Public Sector Undertakings/ Government Departments.

**1. DETAILS OF COMMERCIAL PREMISES**

- i. The commercial premises admeasuring about \_\_\_\_\_ Sq.ft Carpet area at \_\_\_\_\_ (place)
- ii. The premises shall be with first class quality construction. Indoor amenities like flooring, windows, doors, electrical wiring, sanitary fittings etc should be of standard quality and to the satisfaction of the Bank. Bank reserves the right to accept/reject the offers after verifying the Technical specifications by fixing minimum criteria as deemed fit.

**2. HOW TO SUBMIT OFFERS:**

The offer shall be submitted in two-bid system, viz., **TECHNICAL BID & FINANCIAL BID** in the formats given below. The formats of bids and other details can either be collected from this office during working hours or the same can be down loaded from our web site [www.syndicatebank.in](http://www.syndicatebank.in). The Technical Bid and the Financial Bid duly filled up in the prescribed formats, shall be submitted in separate sealed covers, superscripting “**Offer of Premises – TECHNICAL BID**” and “**Offer of premises – FINANCIAL BID**” on the respective covers. Both the covers shall be put in a single sealed cover superscribing “**OFFERS OF PREMISES**” and shall be submitted to the following address.

Dy.General Manager,  
SyndicateBank,  
Premises & Maintenance Cell,  
Regional Office,  
Maker Towers “E”, 2<sup>nd</sup> Floor,  
Cuffe Parade, Mumbai 400005.  
Phone 22187423

**THE OFFERS SHALL REACH THE ABOVE ADDRESS ON OR BEFORE  
..... AT \_\_\_\_\_ PM.**

All the information required as per the formats shall be furnished fully. All the bid sheets shall be signed by the authorized signatory. The duly signed supporting documents required shall be attached with the Technical Bid. The offers in violation of the above terms shall be summarily rejected.

**3. OTHER DETAILS:**

- a. The short listed parties shall be intimated to facilitate site inspection.
- b. Preference will be given to offers with most of the required premises of same category in one building.
- c. Offers from Brokers/Agents will not be accepted.
- d. The Vendors having Building/Flats/Premises located within the existing Housing Society should produce the 'No Objection Certificate" from the Society, along with the application.
- e. The vendors shall be prepared to produce Income Tax and other statutory clearances, as and when required.
- f. The offers should have validity period of minimum 120 days from the last date fixed for receipt of offers.

**4. PAYMENT TERMS:**

- a. Payment upto 95% of the cost of premises finalized after completion of all the required norms, shall be made against possession of Property including Registration.
- b. Balance 5% of the cost of flats shall be released after one year from the date of possession of property to ensure rectification of defects by the Builder, at his own expenses.
- c. As the requirement is for the completed premises with Occupation Certificate, no interim/advance payment shall be considered. However, in any case of consideration of interim payment, it shall be against Bank Guarantee only

**5. DOCUMENTS TO BE ENCLOSED ALONG WITH TECHNICAL BID**

- a. **Certified copy of Title Deed**
- b. **Certified copy of 'Occupation/Completion Certificate' for the flats/building from the local Authorities**

**c. Certified copy of the Approved Building Plan**

**d. Tenderer shall produce a certificate obtained from a licensed structural Engineer about the structural stability of the building stating that the construction is in tune with the established standards and is safe and strong/stable. The design used should be in conformity with the established standards.**

The Bank reserves the right to accept or reject any or all the offers received without assigning any reason whatsoever. Canvassing in any form will disqualify the offer.

Place:

Date:

Dy.General Manager

**SYNDICATEBANK  
PREMISES & MAINTENANCE CELL  
REGIONAL OFFICE, .....**

**TECHNICAL BID**

**OFFER FOR**

**SALE OF COMMERCIAL PREMISES IN .....(Place)**

**TENDER ISSUED TO: SRI/SMT/M/S.\_\_\_\_\_**

**ISSUE OF TENDER DOCUMENTS : FROM ..... TO .....**

**SUBMISSION OF TENDERS : ON OR BEFORE ..... AT 3.00 PM.**

**OPENING OF TECHNICAL BIDS : ON .....**

**OPENING OF FINANCIAL BIDS : WILL BE COMMUNICATED TO THE BIDDERS  
WHO QUALIFY AFTER SCRUTINY OF  
TECHNICAL BIDS**

# SYNDICATEBANK

## TECHNICAL BID

### PURCHASE OF COMMERCIAL PREMISES IN .....(Place)

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. Usage of property (as approved by the Competent Authority)
  - Residential
  - Commercial
  - Residential and Commercial

- Shopping Centre

11. No. of floor levels in the building

12. \*Carpet Area: \_\_\_\_\_ Sft excluding covered or open car parking space.

(\*CARPET AREA OF THE PREMISES 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 NICHES BELOW 7' CLEAR HEADROOM WILL NOT BE MEASURED IN CARPET AREA.)

13. Age / condition of the construction/Building:

14. Completion and occupation Certificate with date to be enclosed

15. Approved plan & As built plan to be enclosed

16. Time period required to hand over the flats with occupation certification, Electricity & Water connection

17. Specifications of the construction / materials used:  
(Give details)

- Floor:
- Internal Walls:
- External Walls:
- Door / Windows
- Kitchen
- Bathrooms
- Electrical fans / fittings
- Sanctioned Electricity load per flat
- Whether RCC framed structure or load bearing walls

18. Whether structural stability Certificate enclosed  
(Certificate shall be from licensed Structural  
Engineer)

19. Details of land / Site:

20. 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

21. Size of the plot

- Frontage in ft.
- Depth in ft.

22. Area of the plot

- Covered area (ground coverage) : \_\_\_\_\_ Sft.
- Open area : \_\_\_\_\_ Sft

23. Topography of the land / site

- level
- Undulated
- Slopping
- Low lying or raised

24. Source of water supply to the building

25. Any establishment easements regarding  
right of way / passing for mains of  
Water/Electricity.

26. Does the site or portion fall within railway / National Highway and whether underground cable traverse the site.

27. Site plan of the land / site to be enclosed.

28. Character / Type of locality

- Residential
- Commercial
- Shopping complex
- Industrial
- Slum

29. Whether the locality is free from special hazards like fire, flood etc

30. Whether locality has protection from adverse influence such as Encroachments, Industrial nuisance, smoke, dust, noise etc.

31. Locality's proximity to the following places in Kms:

- Railway Station/Bus Stand/Airport
- Market places
- Schools / colleges / university
- Hospital/ Post office/Bank

32. Details of boundary and adjacent buildings

Boundary of the property

- North
- East
- South
- West

33. 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

34. 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

35. Name and address / Phone No of architect / Engineer:

36. Are the safety measures taken?

If yes, give details of arrangements:

37. Is **NO OBJECTION CERTIFICATE** obtained  
from the fire control authorities?  
If yes, produce copies of proof / certificates

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 will amount to disqualification at any stage.

**SIGNATURE OF BIDDER WITH SEAL**

[ The Bidder shall be the owner/s of the premises or his Constituted Attorney only who is having a valid registered power of attorney from the owner/s specifically to sell the premises ]

PLACE :

DATE :