

**REGIONAL OFFICE VIJAYAWADA**

40-13-5, Sri Ramachandra complex, Varun Bajaj showroom lane, Benz circle, Vijayawada 520 010

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**Premises & Maintenance Section**

Offers are invited from the interested parties for leasing out their premises in

- 1) **Akividu-Madivada Centre area,**
- 2) **Jangareddygudem**

for a **lease period of 20 years** with a carpet area of approx 1200 sft. Preferably in the ground floor with all basic amenities and with good/ sufficient frontage/visibility and adequate parking space for opening our branch in the above two centers. The construction of Strong room shall be as per RBI specifications.

The offers shall be submitted in two separate covers – one for technical bid and other for financial bid. The rent should be inclusive of all taxes excepting service tax on rent. The formats for technical and financial bid are available in our office / any of our branches in Borrampalem/Bhimavaram or the same can be down loaded from our Bank's website [www.syndicatebank.in](http://www.syndicatebank.in)

The offers in a sealed cover shall reach this office or our Borrampalem branch or Bhimavaram branch on or before 3 p.m. by **24 01 2012.**

-Sd-

DY.GENERAL MANAGER.

**FORM FOR TECHNICAL BID**

**From**

**To**

**The Dy General Manager  
Regional Office, Benz Circle, Vijayawada**

1	<b>Location of the premises (mention ward number also and full address)</b>	
2	<b>Age of the premises and quality of construction (mention whether I Class RC or tiled roof etc.,)</b>	
3	<b>Total carpet area of the premises (carpet area shall be calculated as per the note below)</b>	
4	<b>Floor-wise details with carpet area (mention whether ground floor, first floor etc.,)</b>	
5	<b>Whether adequate frontage for parking available</b>	
6	<b>Whether premises has independent and proper access for easy movement of staff, customer and Bank's assets</b>	
7	<b>Whether titles of the property are clear and offerer is Real Owner or Power of Attorney Holder</b>	
8	<b>Whether premises is constructed as per approved plan of statutory authorities and permitted to be used for commercial purposes.</b>	
9	<b>Whether leasing of premises involves violation of HRC Act, ULC Act or any other Act</b>	
10	<b>Whether independent water and electricity connection available</b>	
11	<b>Whether offerer is agreeable to procure additional power load at his/her cost as per Bank's requirement (normally Bank may require 10 to 15 KW of power load)</b>	
12	<b>Whether offerer is agreeable to construct strong Room at his cost as per Bank's specifications.</b>	
13	<b>In case of vacant site sketch/plan and whether the property is free from encumbrances</b>	

**Note: The carpet area shall be the covered floor area excluding the following portions:**

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

**Signature of the Offerer**

**This form shall be sent in a separate cover superscribed "Technical Bid". Refer Paper Advertisement dated 02 10 2009.**

**(FORMAT FOR FINANCIAL BID)**

**FROM:**

**TO**

**The Dy General Manager  
Regional Office, Benz circle  
Vijayawada.**

<b>1</b>	<b>Monthly rent quoted</b>	
<b>2</b>	<b>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</b>	
	<b>a) Sanitary accommodation</b>	
	<b>b) Open verandas, corridors &amp; passages</b>	
	<b>c) Kitchen &amp; Pantries</b>	
	<b>d) Staircase &amp; munties</b>	
	<b>e) Space occupied by pillars, columns and thickness of walls</b>	
<b>3</b>	<b>Lease Period</b>	
<b>4</b>	<b>Taxes (specify who will bear taxes)</b>	
<b>5</b>	<b>Maintenance (specify who will bear maintenance charges)</b>	
<b>6</b>	<b>Lease registration (specify who will bear cost of registration)</b>	
<b>7</b>	<b>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.</b>	

**Signature of the Offerer**

**This form shall be sent in a separate cover superscribed "Financial Bid". Refer Paper Advertisement dated 02 10 2009**