



**REGIONAL OFFICE**  
FIRST FLOOR  
CIVIL LINES, MORADABAD  
TEL 0591-2411154, 2411155,2435127 FAX 2410749

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**PMC**

Ref .No.

### BRANCH PREMISES REQUIRED AT HARDWAR

Syndicate Bank Requires premises for shifting of Prachin Avdoot Mandal Ashram, Jawala Pur Branch at Jawalapur or Nearby areas approximately 1500 sq.ft preferably on Ground Floor, Building Ready for immediate possession with all basic amenities. Interested parties to submit their offers for rent out their buildings for a period of 20 years having clear title and permission for commercial use, ready to construct strong room, ATM room as per Bank's specifications and 15 KW Power Connection on, or before 30.01.2012 alongwith proof of ownership at the address given below in the sealed envelope (containing two sealed envelopes, one for Financial Bid and second for Technical Bid along with address of the Proposed Building) superscribed as Bid for Branch premises at Jawala Pur. The formats for Technical and Financial Bids will be available at our branches at Hardwar or can be downloaded from Bank's website [www.syndicatebank.in](http://www.syndicatebank.in) . Bank reserves the right to accept or reject any/all Offers without assigning any reason. No brokerage will be paid by the Bank.

#### **Dy.General Manager**

Syndicate bank, Regional Office, Civil Lines,  
Moradabad-244001 Phone No.0591-2411155

(FORMAT FOR TECHNICAL BID)

SITE AT \_\_\_\_\_

To

The Dy. General Manager,  
Syndicate Bank,  
Regional Office,  
Civil Lines  
Moradabad 244 001

01. Name of the owner/s \_\_\_\_\_

02. Share of each owner, \_\_\_\_\_  
(if any under joint ownership )

03. Location/ Address:

- a) Type of building  
(Residential/Commercial/  
Industrial) \_\_\_\_\_
- b) Type of construction  
(Load bearing/ RCC/ framed  
structure) \_\_\_\_\_
- c) Clear floor height from floor  
to ceiling \_\_\_\_\_
- d) Rentable carpet area offered  
to Bank:
  - i) At Basement \_\_\_\_\_
  - ii) At Ground Floor \_\_\_\_\_
  - iii) At First Floor \_\_\_\_\_
  - iv) At Second Floor \_\_\_\_\_
  - v) Any other floor (pls  
specify) \_\_\_\_\_

Total carpet area (in sq.ft.): \_\_\_\_\_

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

- i) Sanitary accommodation \_\_\_\_\_
- ii) Open verandas, corridors & passages. \_\_\_\_\_
- iii) Kitchen & Pantries \_\_\_\_\_
- iv) Staircase and Munties \_\_\_\_\_
- v) Space occupied by pillars, columns and thickness of walls & wall skirting etc.]  
\_\_\_\_\_

e) Whether premises is constructed as per approved plan of statutory authorities and  
permitted to be used for commercial purposes. \_\_\_\_\_

f) Width of the road in front of the premises. \_\_\_\_\_

g) Running water facility available Yes / No

h) Sanitary facilities available Yes / No

i) Electrical supply with separate meter available. Yes / No

If yes, mention the quantum of power load sanctioned / available for the premises and also mention the load type commercial / residential / other, single phase /three phase etc.

j) The Bank requires 15-25 KVA power load for its exclusive use depending upon the requirement. Hence, if the Electricity load is inadequate, whether you are agreeable to provide adequate power load as per Bank's requirement at your own cost. Yes/No

k) Whether adequate parking facility available. Yes/No

l) Whether the premises is in a conforming area. Yes/No

(l.i) If not, whether you will be able to produce NOC from DDA/MCD for opening of Bank's branch in the above premises and permission to carry out Commercial activities therein. Yes/No

m) Whether adequate space is available for keeping the generator set in the premises. Yes/No

n) Whether provision for safe deposit vault is available. Yes/No

o) If not, whether you are prepared to provide the same at your cost as per standard specification of the Bank. Yes/No

04 Age of the premises and quality of construction (mention whether \_\_\_\_\_ I Class RCC or tiled roof etc.)

05. (i)Whether adequate frontage for parking available \_\_\_\_\_  
(ii)Whether proper ventilation is provided \_\_\_\_\_

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. (Attach copy of ownership document)

08. Whether leasing of premises involves violation of HRC Act, ULC Act or any other Act. \_\_\_\_\_

09. Whether owner is agreeable to provide space for keeping Generator and Antenna on roof top for ATM free of rent as Bank proposes to instal ATM also in the proposed premises. \_\_\_\_\_

10. Whether offerer is agreeable to construct strong room as well as other civil/electrical work at his cost as per Bank's specifications. \_\_\_\_\_  
(Tentative list of work expected is attached)

I agree to :

- 1 bear all the taxes and cesses related to the premises.
- 2 bear the cost of execution and registration of lease deed.
3. To construct 12" thick reinforced concrete Strong Room of the required size at the specified floor at my cost strictly as per Bank's specification.
- 4 My / our offer will be valid for the next six months from the date of offer.
- 5 I/we agree to lease the premises in favour of the Bank for...years with....option of ... years each with ...% increase in rent at each option.
- 6 Execute lease deed in Bank's standard lease deed.
- 7 I require/do not require loan for construction of premises / building.

If yes, then

Estimate cost of construction \_\_\_\_\_

Loan amount required. \_\_\_\_\_

Any other terms and conditions  
(Please specify). \_\_\_\_\_

Encl : Plan of the premises.

SIGNATURE OF THE OFFERER

NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

DATE:

TELE: \_\_\_\_\_

1. (This format shall be sent in a separate cover superscribed "TECHNICAL BID - REF - ADVERTISEMENT IN(Furnish the name of Newspaper) \_\_\_\_\_ dtd. \_\_\_\_\_
2. THE BANK DOES NOT NEGOTIATE THROUGH BROKERS AND NO BROKERAGE SHALL BE PAID BY THE BANK.
3. THE BANK RESERVES THE RIGHT TO REJECT ANY OFFER WITHOUT ASSIGNING ANY REASON WHATSOEVER.

FORMAT FOR FINANCIAL BID

SITE AT \_\_\_\_\_  
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To:

The Dy. General Manager  
SyndicateBank,  
Regional Office  
Civil Lines  
Moradabad 244 001

- 1 Monthly rent quoted.(Rs.) : \_\_\_\_\_
- 2 Rate of rent psft/p.m: \_\_\_\_\_ on the carpet area floorwise. The carpet area shall be the covered floor area excluding the following portions :
  - a Sanitary accommodation \_\_\_\_\_
  - b Open varandas, corridors and passages. \_\_\_\_\_
  - c Kitchen and pantries. \_\_\_\_\_
  - d Staircase and munties. \_\_\_\_\_
  - e Space occupied by pillars, columns and thickness of walls & wall skirting etc. \_\_\_\_\_
- 3 Lease period (20 years period preferred). \_\_\_\_\_
- 4. (a)Whether owner is agreeable to bear Taxes \_\_\_\_\_  
 (b)Whether the owner is agreeable to bear maintenance charges. \_\_\_\_\_  
 (c)Whether owner is agreeable to bear cost of stamp duty & registration charges. \_\_\_\_\_  
 (Bank does not normally bear Taxes, Maintenance cost, cost of stamp duty etc.)
- 5 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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELE : \_\_\_\_\_

This format shall be sent in a separate cover superscribed 'FINANCIAL BID REF ADVERTISEMENT',in \_\_\_\_\_ (Furnish the name of Newspaper) dated \_\_\_\_\_