
PREMISES & MAINTENANCE CELL

**REQUIRES SPACE ON LEASE FOR OPENING OF NEW BRANCH AT AKURDI, PUNE
SPACE OF ABOUT 1800 SQ. FT.**

Offers are invited from interested owner/s (or Constituted Attorney) in sealed covers, having clear title over the property for leasing out preferably on Ground floor with good /sufficient frontage of a minimum of 25 feet for the above requirements in premises which is ready built with all the basic amenities, with necessary permission for commercial use and as public utility from the concerned authorities, with approved plan and also should be willing to construct Strong Room, ATM Room at their cost as per Bank's requirement / specifications.

Rent quoted shall be inclusive of Municipal / Property Taxes, however exclusive of Service Tax on rent. The period of Lease shall be preferably for not less than 20 years. The owners shall bear the cost of Stamp Duty & Registration charges of Lease Deed and shall agree to abide by all the other terms as mentioned in our Technical / Financial Bid formats as applicable.

The Offer super scribed as "Offer of Premises for AKURDI shall be submitted in two different covers – one for Technical Bid and another for Financial Bid .

The formats for Technical and Financial Bids for lease will be available at Regional Office, Premises & Maintenance Cell, Pune and can also be downloaded from our Website www.syndicatebank.in under category "Advt / Bids / Tenders up to 07.01.2012.

The offers with full details and terms as per the format may be addressed and sent to

**The Deputy General Manager, Syndicate Bank, Regional office, III Floor,
Bharati Vidyapeeth Bhavan, LBS Road, Pune – 411 030, Ph. 020 24338923, 24331005**

The offers shall reach us on or before 09.01.2012 by 3.00 p.m. Offers received from Brokers / Consultants and incomplete offers will not be entertained. Bank reserves the right to reject any or all the offers without assigning any reason thereof.

Date: 24.12.2011

Place: PUNE

DEPUTY GENERAL MANAGER.

FORMAT FOR FINANCIAL BID

From (Name & Address)

To

The Asst./Dy./ General Manager
Regional Office ,Pune

01	Monthly rent sought	
02	Rate of rent per sft p.m. on the <u>carpet area</u> floor wise. (<u>inclusive of Municipal /Property tax</u>) The carpet area shall be covered floor area excluding the following portions. a) Sanitary accommodation b) Open verandas, corridors & passages c) Kitchen & Pantries d) Staircase & munties e) Space occupied by pillars, columns and thickness of walls	
03	Enhancement in rent after 5 years % enhancement in rent after completion of each block of 5 years.
04	Lease period	20 years / Minimum 15 years
05	Municipal / Property Taxes	To be borne by Owners
06	Service Tax on rent , if any	By Bank
07	Construction of Strong Room & ATM Room as per Bank's specification	To be constructed by owners at their cost as per Bank / RBI specifications
08	Vitrified tiles flooring (i.e. 2' x 2')	To be provided by owners at their cost.
09	Maintenance (specify who will bear maintenance charges like Internal Maintenance viz. periodical colour washing / painting of the premises , External Maintenance , Structural Repairs etc.)	To be borne by the owners
10	Society Maintenance Charges, if any (Specify amount & who will bear)	Amount : Rs.....Mly/Qly/Hly/Yly To be borne by By whom :
11	Advance Rent (Interest free Security Deposit)	Equivalent to 3 months rent will be paid by the Bank.
12	Lease Registration (specify who will bear cost of Stamp Duty & Registration charges and at what ratio)	To be borne by the owners
13	Whether rent should be split into rent and service charges and if so, at what ratio and details of extra amenities (like centralized Air-Conditioning, false ceiling, lift. Escalator etc.) Provided to justify such splitting.	

(SIGNATURE OF THE OFFERER)

Name _____

Contact Nos. Tel _____

Mob. _____

[The offerer 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 lease out the premises. No brokers / consultants are entertained]

(This format shall be sent in a separate cover super scribed "FINANCIAL BID –REF PAPER ADVERTISEMENT DATED _____)

FORMAT FOR TECHNICAL BID

From (Name & Address)

To

The Asst./Dy./ General Manager
Regional Office, Pune

01	Location of the premises (Mention ward no, Extension etc. & full address)	
02	Age of the premises & 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 (mention whether ground floor, first floor etc)	
05	Whether adequate frontage for parking available	Yes
06	Whether premises has independent and proper access for easy movement of staff, customers and bank's assets	Yes
07	Whether titles of the property are clear and offerer is real owner or power of attorney holder	Yes
08	Whether premises is constructed as per approved plan of statutory authorities and permitted to be used for commercial purposes	Yes
09	Whether leasing of premises involves violation of HRC Act, ULC Act or any other Act.	Yes
10	Whether independent water and electricity connection available	Yes
11	Whether offerer is agreeable to procure additional power load at his cost as per Bank's requirement (normally Bank may require 12 to 15 k.w. of power load)	Yes
12	Whether the offerer is ready to provide the facilities of electric supply with lighting fixtures, tubes etc. electric motor in the premises	Yes
13	Whether offerer is agreeable to construct Strong Room at his cost as per Bank's specifications.	Yes
14	Whether offerer is agreeable to construct ATM Room at his cost as per Bank's specifications.	Yes

15	Whether commercial activity permitted & building plan approved	Yes
16	Whether ready-built or under construction	Yes
17	Whether the offerer is ready to provide vitrified flooring at his cost	Yes
18	Whether is having good / sufficient frontage of 25 feet	Yes
19	Whether the offerer is ready to do the colour washing / painting etc., of the premises at the time of handing over the premises / and undertake such work at regular intervals	Yes
20	Whether offerer is ready to offer the premises on lease at a rent inclusive of Municipal /Property Taxes excluding Service tax on rent	Yes
21	Whether the offerer is ready to offer the premises on lease for a period of 20 years or minimum 15 years with reasonable increase, say 15% to 20% in rent after completion of each block of 5 years	Yes

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

- a) Sanitary accommodation / toilet blocks
- b) Open verandas, corridors and passages / common area
- c) Kitchen & pantries
- d) Staircase & munties
- e) Space occupied by pillars, columns and thickness of walls.

(SIGNATURE OF THE OFFERER)

Name _____

Contact Nos Tel _____

Mob. _____

[The offerer 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 lease out the premises. No brokers / consultants are entertained]

(This format shall be sent in a separate cover super scribed "TECHNICAL BID –REF PAPER ADVERTISEMENT DATED _____)

