



REGIONAL OFFICE II
2/13, Sri Guru Misri Complex
II Floor, Kamarajar Street
West Tambaram, Chennai:600045
Phone: 044-22265127/2128
ro2.chennai@syndicatebank.co.in
Premises Required

Bank desires to take premises on rent strictly on ground floor. The premises is required in the following locality and the carpet area suggested for opening/shifting of its Branch/Office is as under:

Sl.No	Branch Location	Carpet area (Sft)	Power Load (Kw)
1	PONDICHERRY	1600sqft (Including 100 sft for ATM)	25KVA

The details may be collected from Bank's website www.syndicatebank.co.in under Category "Advt / Bids /Tenders.

The last date for submission of application in sealed covers in two bid format is on or before **24.01.2019 by 3:00 P.M.**

Date: 13.01.2019

Sd/-

Regional Manager

Signature of the Bidder/ Owner

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Signature of the Bidder/ Owner

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Requirements of Office/Branch Premises

Offers in sealed covers on prescribed format are invited from the interested owners or Constituted Attorney having clear title over the property for leasing out of space strictly on **ground floor** in the following location.

Sl.No	Branch Location	Carpet area (Sft)	Power Load (Kw)
1	PONDICHERRY	1600 sft (Including 100 sft for ATM)	25 KVA

(Carpet area will not include common areas shared with other co-tenants, areas shared by walls, pillars, space covered by toilets, staircase, uncovered verandah, corridor and passage)

The following terms and conditions should be complied with while submitting the offer for the proposed premises.

1. Applicant will be required to provide proof of ownership along with the application and NOC for opening of Branch/Office/ATM/Generators.
2. The premises should have clearance/permission for commercial usage as public utility. The premises owner shall also produce Approved Plan.
3. The premises must be suitable from the security point of view and all basic amenities such as adequate sanitary arrangements, water, electricity, natural light and ventilation having a minimum of 25 feet frontage, and as far as possible main entry being prominently visible.
4. The premises owner shall give an undertaking that there shall be no objection to the effect that the bank is free to locate a new unit/office, including ATMs/V-sat in the premises at any time during the currency of lease without seeking separate permission for the same.
5. Premises structure should be strong enough to bear the weight of strong room, strong room door, safe and locker cabinets. The construction of the strong room by the premises owner should be as per Bank's/ RBI specification.
6. The premises owner will have to execute Bank's standard lease deed and bear the cost of execution and registration of lease deed.
7. The rent quoted shall be inclusive of property /municipal taxes, however exclusive of service tax/GST on rent.
8. The period of lease shall be for 10/15/20 years.
9. **Enhancement in the rent shall be after a period of 5 years @ 10 % only.**
10. The premises owner shall provide space for generator set and Vsat.
11. The premises owner shall provide adequate power load as per Bank's requirement at his cost.
12. The premises owner shall provide separate toilet for ladies and gents at his cost with an area of 30 sft each.

Signature of the Bidder/ Owner

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Signature of the Bidder/ Owner

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13. All other terms as mentioned in our Technical/Financial Bid formats as applicable shall be complied with.

The offer super scribed as “Technical/ Financial Bid (Strike whichever is not applicable)- Offer of premises for RESPECTIVE BRANCH/ATM” shall be submitted in two different sealed covers- One for Technical Bid and another for Financial Bid.

The format for Technical and Financial Bids for lease as well as outright purchase will be available at Regional Office, Premises & Maintenance Cell and can also be downloaded from our website www.syndicatebank.co.in under category “Adv/Bids/Tenders “up to 24.01.2019

The offers with full details and terms as per the format may be addressed and sent to –
THE REGIONAL MANAGER,
SYNDICATE BANK, REGIONAL OFFICE-II
2/13, Sri Guru Misri Complex
II Floor, Kamarajar Street
West Tambaram, Chennai:600045
Phone: 044-22265127/2128
ro2.chennai@syndicatebank.co.in

The offers shall reach the Regional Office on or before 24.01.2019 before 3.00 P.M. Offers received from Brokers/consultants and incomplete offers will not be entertained.

Contact person for any clarification: (Name, designation, address and Phone Number)

A. LAKSHMANA RAO MANAGER (PMC) SYNDICATE BANK Regional Office-II,CHENNAI -600045 Mobile No:9445869392	VASUNDHARA SINGH Technical Officer(PMC) Syndicate Bank Regional Office-II,CHENNAI -600045 Mobile No:9444396474
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Interested parties can also contact the nearby Syndicate bank branches. The above details are part of the technical Bid. Bank reserves the right to reject any or all offers without assigning any reason thereof. No brokerage will be paid by the Bank.

Date: 13.01.2019

Sd/-

Regional Manager

Signature of the Bidder/ Owner

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Signature of the Bidder/ Owner

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(FORMAT FOR TECHNICAL BID)

FROM:

Phone No:

To
The Regional Manager
Syndicate Bank, Regional Office -II
2/13, Sri Guru Misri Complex
II Floor, Kamarajar Street
West Tambaram, Chennai:600045
Phone: 044-22265127/2128
ro2.chennai@syndicatebank.co.in

1	Location of the premises (Mention Ward No. Building No and full address)	
2	Age of the Premises and quality of construction (mention whether Ist Class RCC or tiled roof etc.)	
3	Total Carpet Area of the premises (Carpet Area shall be calculated as per the note below)	
4	Floor wise details with Carpet area (Mention whether Basement, Ground Floor, First Floor etc.)	
5	Whether adequate frontage for parking is available	
6	Whether premises has independent and proper access for easy movement of staff, customer and Bank's Assets	
7	Whether titles of the property are clear and offerer is Real Owner or Power of Attorney Holder	
8	Whether premises is constructed as per approved plan of Local Statutory Authorities and permitted to be used for commercial purposes	
9	Whether leasing of premises involves violation of HRC Act, ULC Act or any other Act	
10	Whether independent water and electricity connection are available	
11	Whether offerer is agreeable to procure power load and additional power load whenever required at his cost as per Bank's requirement (Normally Bank may require 25KW of power load for Branch AND E-LOBBY) (Three phase connection)	
12	Whether offerer is agreeable to construct Strong-Room for Branch & ATM Room at his cost/expenses as per Bank's specifications	
13	Whether offerer is agreeable to provide space for ATM, Generator, VSAT Antenna at Roof Top in the premises at his cost/expenses as per Bank's specifications	
14	In case of vacant site, please enclose sketch/approved plan and state whether the	

Signature of the Bidder/ Owner

	property is free from encumbrances	
15	Whether the offerer/owner is agreeing for a long term lease period of 20 Years	
16	Whether the offerer/owner is agreeing for providing Seperate Toilet for Ladies and Gents at his Cost	
<p>Note: The Carpet Area shall be the covered floor area excluding the following portions:</p> <p>a) Sanitary Accommodation b) Open Verandahs, corridors & Passages c) Kitchen & Pantries d) Staircase and munties e) Space Occupied by Pillars, Columns and Thickness of walls f) Space given for VSAT Dish Antenna, Compressors of Split ACs & Generator Set g) Space given for Bank's Main Boards / Sign Boards etc.</p>		

Works to be attended by the premises owner after finalization of the building.

1. The premises shall be handed over to the Bank after the completion of all the works such as civil, water supply, plumbing and electrical installations.
2. The annual maintenance works such as painting/distempering to be attended once in three years failing which the Bank is at liberty to carry out the above mentioned works including the other repairs which are required in the premises and deduct the cost of the same from the rental payable to us.
3. Dedicated parking spaces exclusively for the Bank on the front side of the building to be provided.
4. Owner shall construct/renovate the building as per the plan approved by the Bank.
5. Owner shall provide the facility of electricity as per the required power of Bank/water in the premises with independent meters. The Bank shall pay the consumption charges on submission of receipts only.
6. Separate toilets for ladies and gents shall be provided by owner. Wash basins with mirrors will be with round the clock water facility.
7. Owner shall provide the light, fan and power points as suggested by the Bank at owner's cost, using quality materials having ISI mark.
8. Owner shall construct the strong room of a clear area (inside) of specified dimension as per the specifications/Drawing of the Bank. The Bank will supply the strong room door with grill gate, ventilator etc.
9. The entire flooring of the premises will be of vitrified tile flooring of the colour approved by the Bank or as mutually agreed.
10. Owner shall provide rolling shutters and collapsible gates to the entrance of the branch premises and just the rolling shutters for ATM.
11. All the windows and the ventilators in the premises will be provided by us either steel or wooden frame work and safety bars 16mms diameter 5" c/c horizontally and vertical sections to have sufficient strength. Glazed shutters will be provided with plain glasses of 4mm thick. The outer walls shall be of 9 inches thickness.
12. Owner shall provide any other arrangements (civil and structural) which are required in view of the safety and security of the Bank.
13. Owner shall treat the roof slab of the premises leased out to the Bank by waterproof arrangements so as to avoid leakage of water through the roof slab during rain (if the premises leased out to the Bank is having terrace roof).
14. Owner shall provide power load of 15 KW power load and shall arrange to get necessary sanction from the Electricity Board in their name.
15. Owner shall produce the commercial license for housing the branch from respective authorities before handing over the premises to the Bank.

The bank is free to locate ATM/a new unit/ Generator Set/entity at the time during the currency of lease without seeking specific permission from us.

Signature of the Bidder/Owner

Dated:

**(This format shall be sent in a separate cover super scribing "TECHNICAL BID FOR
 _____ BRANCH)**

(FORMAT FOR FINANCIAL BID)

FROM:

Phone No:

To
The Regional Manager

SYNDICATE BANK REGIONAL OFFICE- II
2/13, Sri Guru Misri Complex
II Floor, Kamarajar Street
West Tambaram, Chennai:600045
Phone: 044-22265127/2128
ro2.chennai@syndicatebank.co.in

1	Monthly rent quoted including ATM site (lump sum or per sft)	Rs_____per month lump sum for the carpet area of _____ Sqft
2	Rate of rent per sq.ft. per Month on the carpet area Floor wise, including ATM site. The carpet area shall be the covered floor area excluding the following portions. a) Sanitary Accommodation b) Open Verandahs, corridors & Passages c) Kitchen & Pantries d) Staircase and mummies e) Space Occupied by Pillars, Columns and Thickness of walls. f) Space given for VSAT Dish Antenna, Compressors of Split ACs & Generator Set g) Space given for Bank's Main Boards / Sign Boards etc	Rs. _____per Sq. Ft. per month
3	Lease Period in No of years (Minimum 10/15/20 Years)	
4	Taxes (Specify who will bear taxes)	
5	Maintenance (Specify who will bear Maintenance Charges)	
6	Lease Deed Registration (Specify who will bear cost of Registration)(50/50)	
7	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.	Yes/No

Note: - Rent enhancement shall be after completion of 5 years at 10% only.

Signature of the Bidder/Owner
Dated:

(This format shall be sent in a separate cover super scribing "FINANCIAL BID FOR _____BRANCH)

Signature of the Bidder/ Owner