

OFFER DOCUMENT  
FOR  
HIRING OF HOLIDAY HOME AT  
AJMER & JAISALMER  
UNDER  
TWO BID SYSTEM

Issued By:

GA Section  
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**ANNEXURE-III**

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING HOTEL ROOMS  
TO THE BANK AT AJMER & JAISALMER**

The Offer document consists of the following:

**TECHNICAL BID:**

- i) Notice Inviting Offers
- ii) Instructions to offerers
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered

**FINANCIAL BID:**

- i) Rate/rental details of the premises offered.

All the above mentioned documents are to be submitted to the bank duly signed by the offerer/s on all pages.

Separate offer letter is to be submitted for each location if applied for multiple location.

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**Instructions to Offerers**

1. The Notice Inviting Offer, Instructions to offerers, Terms & Conditions, Technical details of the premises offered and Financial Bid will form part of the offer to be submitted by the offerer.
2. The offers are to be submitted in Two Bid System i.e., Technical Bid and Financial bid.
3. The Technical Bid consists of all the required information called for in a questionnaire and shall contain, inter alia, the details regarding the property viz., Name & Address of offerer, location, area of the plot, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope-1) super scribed as “Technical Bid for Hiring of Premises for Bank’s Holiday Home at . . . . . The Name & address of the offerer to be mentioned on the cover without fail.
4. The Financial Bid shall contain **ONLY** financial details i.e., monthly rent on Lumpsum basis and other financial implications. The Financial Bids will be placed in a sealed envelope (Marked Envelope -2) & super scribed as “Financial Bid for Hiring of Premises for Bank’s Holiday Home at . . . . . The Name & address of the offerer to be mentioned on the cover without fail.
5. All the sealed envelopes (technical bid and financial bids) shall be placed in a bigger sealed envelope super scribed as “OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT . . . . . and submitted at the address given in the Notice Inviting Offers on or before the last date and time for submission.
6. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as “LATE” and shall not be considered.
7. Copies of the following documents are to be submitted with Technical Bid in support of the details furnished there in.
  - i. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and landmarks around the building
  - ii. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory Licenses / permits along with the offer. The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract
  - iii. A copy of the title of investigation and search report along with copies of title deeds.
  - iv. Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
8. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents are to be signed by the offerer/authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the bids (Technical and Financial Bids). Any overwriting or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
9. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
10. The offer submitted shall be in compliance to the terms/conditions specified in the offer document. However, any terms in deviation to the terms/conditions specified therein, shall be furnished in a separate sheet marking “list of deviations”. Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.

11. Separate offers are to be submitted, if more than one property is offered.
- The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers (Premises & Estate Section, Circle Office, Lucknow) in the presence of offerer/s at our above office. Offerer/s is/are advised in his/her/their own interest to be present on that date, at the specified time.
  - The preliminary short-listed offerers will be informed by the Bank for arranging site inspection of the offered premises.
  - After the visit, the Technical Bid will be evaluated on various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood etc, quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex etc., and suitable offers shall be finalized /shortlisted for opening Financial Bid.
  - During the visit all the earmarked rooms floor wise must be made available for inspection by the Bank officials.
12. Canvassing in any form will result in disqualification of the offer.
13. The offer submitted shall remain open for consideration for a minimum period of “90 days” from the date of opening of Technical Bids.
14. Further communication, corrigendum, and amendments, if any, will be hosted in Banks website only.

**15. METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

The bids of short listed offerers will be evaluated on techno-commercial basis giving weightage as detailed below:

- Technical Evaluation - 60%
- Financial Evaluation - 40%

The Technical Bids of short listed premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

SI No	Parameters	Actual Situation	Marks (standard)
1	Floor Details	1. Ground Floor or other higher floors with lift: 05 2. Above 1 <sup>st</sup> Floor without Lift : 0	05
2	Age of construction of building/	1. Less than 5 years :05 2. Between 5 to 10 years :03 3. Between 10 to 20 years :02 4. More than 20 years :00	05
3	PROXIMITY from Main Road	1. Main Road : 10 2. Bye Lane from Main road : 05 3. Other Interior roads : 0	10
4	Quality of Fittings, Furnishings & Fixtures etc.	1. Excellent : 10 2. Good: 05 3. Poor / Average : 00	10

5	<p>Ambience, Convenience, Parking facility, other facilities, Geographical location, approachability and suitability of rooms or premises and amenities as mentioned in NIO / agreed by applicant along with Extended lease beyond 3+3 yrs &amp; other such factors beneficial to the bank shall carry weightage as assessed by Premises Selection Committee</p> <p>(The right to accept any amenity as “beneficial to the Bank” is reserved with the Bank and its decision shall be binding)</p>	<p>As per assessment of Premises Selection Committee</p>	30
Total Marks			60

Financial bids in respect of short listed premises will only be opened and evaluated for 40% weightage. The Lowest quote of financial bid will be treated as the benchmark and allotted with 100% marks (i.e., 40 marks). The marks for other offers shall be arrived at allotting marks in proportion to the rate quoted by them.

The final ranking of the offers will be a total of marks obtained in the technical evaluation and the financial evaluation. An illustrative example is furnished below.

Offerer	Marks for Technical Evaluation (60 marks)	Rate per room quoted In the Financial Bid	Marks for Financial Evaluation (40 Marks)	Total Marks and position	
1	2	3	4	5 = (2+4)	
A	55.00	120	33.33	<b>88.33</b>	<b>Highest score - L1</b>
B	33.00	100	40.00	73.00	L3
C	37.00	150	26.66	63.66	L4
D	56.00	140	28.57	84.57	L2

1. Offerers are requested to submit their lowest possible quotes in the Financial Bid as negotiations / discussions will be held only with the L1 arrived as detailed above.
2. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection.
3. Canara Bank reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning reasons thereof and does not bind to accept the lowest tender.

Place :  
Date

Signature of Offerer/s with seal

### Terms and Conditions

1. Property should be situated in good commercial with congenial surroundings and preferably located at near proximity to public amenities like Bus Stand, Taxi Stand, Banks, Market, Hospitals etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer to provide adequate parking space for vehicles of staff availing the holiday home facility. The premises should have good frontage and proper access.
4. Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of premises within two months of the acceptance of their offer by the Bank.
5. Offers with rooms available on main location and near to bus stand will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility is mandatory.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed.
7. Lease agreement for the premises finalized will be entered into with the landlord/s.
8. Minimum period of lease will be for 10 years (5 years of First Block and 5 years of Second Block) with enhancement in rent for the second block of 5 year @ 10% to 15% with minimum notice period of 1 month for vacation by the Bank. Further the lease may be extendable for another 10 years as per the discretion of the bank.
9. Payment of rent will be on LUMPSUM basis only (quoted for all rooms and other offered facilities). The rent shall be inclusive of basic rent including all usage charges, consumption charges, maintenance charges plus all taxes / cess present and future – House tax, property tax, Municipal taxes, Maintenance charges and services charges like society charges etc but exclusive of food cost. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent. If the offerers are not agreeable to bear any of the taxes/charges, it should be clearly mentioned in the offer.
10. GST at the applicable rates on rental payment shall be borne by the Bank if applicable.
11. The rooms are to be exclusively reserved for the Bank's use even when they are not occupied by our employees as we pay the rent for the entire month.
12. 24 Hours room service, Hot water supply, 24 Hours Power Backup etc should be available.

13. The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof/ water proof as per the requirement. Painting of the premises is to be done once in 3 years or before if it is required and regular maintenance to offer a good ambience at all times to the tenant.
14. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
15. The Bank will not pay any advance rental deposit.
16. Income-tax and Statutory clearances shall be obtained by the Lessor at their own cost as and when required.
17. Income tax on rental payment will be deducted at source (TDS) & TDS on GST at prevailing rate.
18. Offerers, at their cost, have to provide proper adequate space for Bank's Sign Board.
19. Offerers, at their own cost, must provide and maintain, during the entire currency of lease, all the amenities to be necessarily provided, as mentioned in the NIO.

**SIGNATURE OF OFFER/LANDLORD**

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

From:

.....  
.....  
.....

Mobile No.....

Dear Sir,

The Asst General Manager

Circle Office Jaipur

Sub: Offer of premises on lease for your Holiday Home at .....

In response to your paper advertisement in..... published on..... as well as hosted on your Bank's website, I / We am/are submitting the details of our premises as under:

1.	Name & Address of the Offerer			
2.	Location & Postal address with PIN code of the offered premises			
3.	Rooms offered (Floor-wise)	<b>SL NO</b>	<b>ROOM NUMBER</b>	<b>FLOOR</b>
		<b>1</b>		
		<b>2</b>		
		<b>3</b>		
		<b>4</b>		
4.	BUILDING DETAILS: A)Year of Construction			
	B)Number of floors			
	C) Permitted usage (Residential/ Commercial / Institutional / Industrial)			

	D) Type of building structure (Load bearing) OR Framed structure)		
	E) Clear ceiling height of the floor offered		
	F) Type of flooring provided		
5.	STATUTORY PERMISSIONS:		
	A)Whether plans are approved by Local Authorities		
	B)Whether Occupancy certificate is available		
	C)Whether NOC from local authorities is obtained for Commercial usage of the building		
6.	Available frontage of the premises	..... Feet	
7.	Whether premises is situated on the Main Road (Please indicate the road width)	YES	NO
8.	Whether the premises situated in proximity to bus stand / taxi stand / main market / tourist spot	YES	NO
9.	Whether the surrounding of the premises is clean and hygienic	YES	NO
10.	Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession		
11.	Please furnish name and contract		
	number of the earlier occupant/s if any		
12.	Whether the premises offered to the Bank is free from encumbrances	YES	NO
13.	Whether adequate parking space is available. If "YES" details to be Furnished		
14.	If any or all rooms offered are above Ground Floor, whether lift facility is available. If so, number and capacity of the lift provided		

15.	I/we am / are willing to make alternation to the premises to suit Bank's requirement at my/our cost	YES	NO
16.	Whether Municipal water supply is available. If "NOT" what alternation arrangement is made	YES	NO
17.	Any other information such as additional facilities offered etc., which the offerer would like to highlight		

- I) I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.
- II) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for providing and maintaining, without any additional cost to the Bank during the entire tenure of lease, all the necessary amenities mentioned in the NIO.
- III) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate in the Financial Bid.

OR

I/We am/have read and understood Bank's Terms & Conditions for hiring the premises. The Terms & Conditions for which I/We am/are not agreeable are furnishing in the "List of deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial Bid.

(\* Choose the relevant option)

- IV) I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

Signature of the Offerer/s

Place :

Date :

**FINANCIAL DETAILS OF THE OFFER**

(To be submitted in a separate sealed envelope marked as Financial Bid)

From:

Sri/Smt/M/s.....

Tel (O) :

.....

(R) :

.....

Mobile :

To

The Assistant General Manager

CANARA BANK

Circle Office.....

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at \_\_\_\_\_ (Ajmer / Jaisalmer)

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In response to your advertisement dated . . . . . as well as tender hosted on banks website, I/We have submitted the details of my/our premises in a separate envelope marked "Technical Bid". I/We am/are submitting the "Financial Bid" agreeing to the following:

1. To offer my/our premises at lumpsum Rs..... per month (Rupees.....) for 4 rooms (3+1) for first block of 5 years from the date of handing over possession of the premises with .....% increase (Maximum 15 %) in rent during 2<sup>nd</sup> block of 5 year.
2. The above quoted rate is inclusive of all kind of charges/ govt. taxes but excluding of GST.
3. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid.

Place:

Date :

Signature of the offerer/s