



CANARA BANK  
CIRCLE OFFICE, HYDERABAD

OFFER DOCUMENT  
FOR  
HIRING OF PREMISES  
UNDER  
SINGLE BID SYSTEM

Issued By:

G A Section  
Circle office  
#10-3-163 & 10-3-163/A,  
Plot No.85,  
S D Road, Hyderabad- 500026  
Telangana.

Tel : 040- 2772 5221/25

Email : [pecohyd@canarabank.com](mailto:pecohyd@canarabank.com)



**OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING PREMISES TO  
THE BANK AT FOLLOWING LOCATION**

Location, Place	Carpet Area in sft.
Kollapur (Nagarkurnool District)	1500

**The Offer document consists of the following:**

- i. Notice Inviting Offers
- ii. Instructions to offerers
- iii. Offer Letter, Terms & conditions
- iv. Carpet Area Definition
- v. Strong Room specifications

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



**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

GENERAL ADMINISTRATION SECTION,  
Circle office  
#10-3-163 & 10-3-163/A,  
Plot No.85,  
Besides Railnilayam S D Road- 500026

Tel: 040- 27725221

Email:Pecohyd@canarabank.com

CANARA BANK intends to take Commercial premises on lease from Individuals/ Firms. Offers are invited under Single Bid System as per details given below:

1. Requirements:

Area of premises	Location	Remarks
1500 sft	Kollapur (Nagarkurnool District)	A. Preference will be given to the premises in Ground floor with entire area in a single Floor and least number of columns. B. The strong room measuring about <b>150- 200 sft</b> as per the Banks specification is to be constructed in the premises by the offerer. C. Required Power load is 15 KW.

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above mentioned address. The Offer Document can also be downloaded from our website [www.canarabank.com](http://www.canarabank.com).
- Duly filled in offers placed in a Sealed Envelope Superscribed as “**OFFER FOR HIRING OF PREMISES AT Kollapur (Nagarkurnool District)**” shall be submitted up to **3:00 PM on 16.06.2025** at General Administration Section, Circle Office, Hyderabad at the above given Address.
- The Offer will be opened on the same day a 3:30 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present.

No Brokers / Intermediaries shall be entertained. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Place : HYDERABAD

Sd/-

Date : 01.06.2025

Authorized official of the Bank



### Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerer/s, Offer Letter along with Carpet Area Definition and Strong room specifications will form part of the offer to be submitted by the offerer/s. The Offer Letter shall contain the terms and conditions of the offer to lease out the premises
2. The Offer Letter along with other documents as detailed above shall be placed in a sealed envelope and super scribed as **“Offer for Hiring of Branch/Office Premises to Canara Bank at Kollapur (Nagarkurnool District)** and to be submitted at the address given in the Notice Inviting Offers on or before the last date and time stipulated for submission. **The Name & address of the offerer to be mentioned on the cover without fail.**
3. 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.
4. Copies of the following documents are to be submitted along with the “Offer ” 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 adjacent properties etc.,
  - ii. A copy of the title of investigation and search report along with copies of title deeds.
  - iii. Documents related to conversion of land use for Non-agricultural purpose from the competent authority.
5. All columns of the “Offer Letter” must be duly filled in and no column should be left blank. All the pages of the “Offer Letter” 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 “Offer Letter”. Any over writing or use of white ink is to be duly authenticated by the offerer. Incomplete offers / Offers with in-correct details are liable for rejection.
6. In case the space in the “Offer Letter” is found insufficient, the offerers may attach separate sheets.
7. The “Offer Letter” submitted shall be in compliance to the terms/conditions specified therein. However, any terms in deviation to the terms/conditions specified in the “Offer Letter”, shall be furnished in a separate sheet marking “list of deviations”. Bank reserves right to accept or reject all or any of the deviations without assigning any reason.



8. Canvassing in any form will disqualify the offerer.
9. Separate offers are to be submitted, if more than one property is offered.
10. i) The Offers will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerers at our above office. All offerers are advised in their own interest to be present on that date, at the specified time.  
ii) After the site visit and evaluation of the offers received most suitable and Competitive offer will be selected.
11. The “Offer” submitted should remain open for consideration for a minimum Period of Three months from the date of opening of Offer.



**OFFER LETTER**

From :

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

.....

.....

To :

THE ASSISTANT GENERAL MANAGER  
CANARA BANK, CIRCLE OFFICE

.....

.....

Dear sir,

Tel:

Fax :

E-Mail :

**SUB : OFFER OF PREMISES ON LEASE TO THE BANK**

I/We offer the following premises on lease to the Bank at.....(Location, Place) on the terms described here below .

- a] Full address of premises offered on lease :
  
- b] Distance from the main road/cross road :
- c] Whether there is direct access to the premises from the main road :
- d] Floor wise area : Floor:..... Carpet area :.....(Sft)
  
- e] Year of construction :
- f] If the building is new, whether occupancy Certificate is obtained :
- g] If the building is yet to be constructed :
  - i>. Whether plan of the building is approved (copy enclosed) :
  - ii>. Cost of construction :
  - iii>. Time required for completing the Construction :
- h] If the building is old whether repairs/ :

**Signature of the offerer/s**



Renovation is required

- i] If so cost of repairs/renovation :
  
- (j) BOUNDARIES :

  - East
  - West
  - North
  - South

- (k) Permitted usage (Residential/ Commercial / Institutional) :
- (l) Type of building Structure (Load Bearing) :
- (m) Clear ceiling height of the floor offered :
- (n) Type of Flooring Provided :
- (o) Available frontage of the premises (width of the: Premises for display of Bank's sign board)

a. Rent : floor wise rent at the following rates i.e.,

<u>Floor</u>	<u>carpet area</u>	<u>Rental rate per sft</u>
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With effect from..... i.e., the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 5<sup>th</sup> working day of succeeding calendar month.

b. **LEASE PERIOD::**

- i] \_\_\_\_\_Years from the date of handing over vacant possession after completion of construction, repairs/ renovations, additions etc., with maximum \_\_\_\_\_ % increase in rent after 5 years .
- ii] You are however at liberty to vacate the premises at any time Fully / Partly during the pendency of lease by giving 3 month's notice in writing, without paying any compensation for earlier termination.

c. **TAXES/RATES::**

All existing and enhanced Municipal/Corporation taxes, rates, cesses, maintenance/service charges like society charges will be paid by me/us. GST payable on rent payment will be borne by the Bank subjected to GST Invoice.



**d. MAINTENANCE/REPAIRS::**

All repairs including annual/periodical painting and distempering will be got done by me / us at my/our cost once in 3-5 years. In case, the repairs and /or painting/distempering is/are not done by me/us as agreed now, you will be at liberty to carryout such repairs, painting/distempering etc., at our cost and deduct all such expenses from the rent payable to me/us.

**e] RENTAL DEPOSIT::**

You have to give us a sum of Rs..... being the advance rent deposit of Three months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last rent payable to me/us before you vacate the premises.

**f] LEASE DEED/REGISTRATION CHARGES::**

I/We undertake to execute an agreement to lease and register a regular lease deed, in your favour containing the mutually accepted/ sanctioned terms of lease at an early date. I/We undertake to share the cost of stamp duty and registration expenses for registering the lease deed in the ratio of **50:50** between the Bank and me/us.

**DECLARATION::**

1. I/We have understood the definition of the “Carpet Area” and agreeable to accept payment of rent on Carpet area basis. The carpet area will be measured in my/our presence and the Bank Officials after completion of the building in all respects as per the specifications/requirements of the Bank.
2. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank’s cost, I/We agree to permit the same on the existing lease terms and conditions.
3. The following amenities are available in the premises or I /we am/are agreeable to provide the following amenities at my/our cost.
  - i] I/We have understood the specification of Strong Room and the strong room will be constructed strictly as per the Bank’s specifications and size. I/We shall at our cost arrange for Fitness Certificate for the strong room through a competent/ Bank’s appointed Architect / Engineer. Strong room door, grill gate and ventilators are to be supplied by the Bank.
  - ii] A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - iii] Separate toilets for gents & ladies will be provided. All sanitary fittings shall be of standard quality.



- iv] A collapsible gate, rolling shutters with locking will be provided at the entrance and at any other point which gives direct access to the premises.
  - v] Entire flooring will be of Vitrified / Granite / Marble. Non-skid ceramic tile flooring in toilets with about 5 feet height ceramic tile dado.
  - vi] All windows, ventilators and such other openings will be strengthened by MS Grills with glass and mesh doors.
  - vii] Required power load for the normal functioning of the Bank, requisite electrical light, power points, distribution board, separate electricity meter and good quality earthing will be provided. Bank shall bear actual charges for consumption.
  - viii] Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided. Separate water meter will be provided. In case municipal water supply is not adequate, alternate potable water source shall be made available. Bank shall bear actual charges for consumption.
  - ix] Proper and adequate space for fixing Bank's sign board, VSAT, DG-Set, Solar Panel will be provided.
  - x] Required number of Pucca Morchas for security purpose will be provided as per Bank's specification.
  - xi] Adequate parking space will be provided for vehicles of Bank staff and customers.
4. I/We agree for the Bank installing its On-Site ATM within the offered premises without any additional rent for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. Further, I/We agree to construct ATM enclosure within the offered premises as per the plan layout of the Bank's Architect at my/our cost.
  5. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title.
  6. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
  7. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
  8. If my/our offer is acceptable, I/We will give you possession of the above premises within two months of acceptance of offer by the bank duly completing the strong room and other civil / electrical works required by the bank.
  9. I/We further confirm that offer is valid for a period of THREE Months from the date of this offer.
  10. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.



11. 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,

(Owner/s)

Place :

Date :



#### **OTHER TERMS & CONDITIONS:**

1. Property should be situated in good commercial with congenial surroundings and proximity to public amenities like Bus stop, Banks, Markets, Hospitals, Schools 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 Bank staff and customers. 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 duly completing the strong room and other Civil / Electrical works as required by the Bank.
5. The entire offered area shall be available in a single floor and preferably in Ground Floor. In case the offered premises split in Ground floor + Mezzanine floor or Ground and First Floor etc.,, both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank.
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 10 years with maximum enhancement 10-15% in rent for the second block of 5 years with minimum notice period of 3 months for vacation by the Bank.
9. Payment of rent will be on Carpet area basis only. Carpet area shall be arrived after joint measurement as per the Bank's Carpet area Definition.
10. The rent shall be inclusive of basic rent plus all taxes / cess present and future - House tax, property tax, and Municipal taxes. Maintenance charges and service charges like society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
11. GST at the applicable rates on rental payment shall be borne by the Bank on submission of GST Invoice.
12. The offerers at their own cost have to construct the strong room as per specification of Bank (Please refer "Strong room Specification" for details). Size of Strong Room depend on the Classification of the Branch (i.e.,Rural/Semi urban/Urban/Metro). The offerers at their cost shall arrange for Fitness Certificate for the strong room through a competent/ Bank's appointed Architect / Engineer. Strong room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank.
13. The offerers at their own cost secure and provide the required power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.
14. Adequate and uninterrupted water supply - preferably municipal water supply - to the premises shall be arranged with required capacity of underground tank/ over head tank and pump. In case, Municipal water supply is not adequate, alternate potable



water source shall be made available. Bank will bear the actual consumption charges only.

15. Offerers at their cost have to construct separate toilets for Ladies and Gents and Ramp to be provided at the entrance of Branch & ATM for easy accessibility by the physically challenged persons. In case of branches / units functioning in upper floors, the same may be provided at the entrance of the lift (if available).
16. 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 3-5 years.
17. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, the Offerer will permit the same on the existing lease terms and conditions.
18. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
19. The Bank will pay the interest free advance rental deposit, which should be restricted to 03 (Three) month's rent.
20. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
21. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
22. Landlords to provide ATM room within the offered premises without additional rent .
23. Landlords to provide adequate parking space in front of the premises
24. Offerors, at their cost, have to provide:
  - a) Collapsible gates of full size for external entrances.
  - b) Rolling shutters for external entrances with necessary locking arrangements.
  - c) MS Grills for all windows and ventilators and other such other openings.
  - d) The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
  - e) Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel.
  - f) Good quality ceramic tile flooring in Rural and Semi Urban areas and vitrified flooring in Urban and Metropolitan Areas. Non-Skid ceramic tile flooring in toilets with about 5' ht. Ceramic tile dado.
  - g) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.
  - h) Electrical distribution system including light points, power points, distribution boards and good quality earthing (conforming to Indian Electricity Act and Local Electricity Board rules and regulations).

Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.

Signature of the offerer/s

Place :

Date :



### CARPET AREA DEFINITION

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase and munties
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date :



## SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM (“B” CLASS)

The specifications for strong room for branches are detailed hereunder:

### **I. THE SPECIFICATIONS FOR THE STRONG ROOM ARE AS FOLLOWS:**

**WALLS:** R C C 1:2:4 30 cm (12”) thick

**FLOOR:** R C C 1:2:4 15 cm (6”) thick

#### **FLOOR:**

15 cm (6” thick) heavily reinforced over the existing plain cement concrete flooring for vaults in Ground floors and over existing RCC slabs in vaults in upper floor ( the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load).

#### **CEILING - R C C 1:2:4**

30 cm (12” thick). Where it is not feasible to provide a RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm rods spaced 75 mm c/c in angle iron frame work.

Reserve Bank of India has specified ceilings fortification only in cases where it is not feasible to provide RCC slab of specified thickness.

If it is not possible to provide the strong room with the ceiling of prescribed thickness of 30 cms (12”) or provide fabrication with MS grills, RBI would be prepared to consider relaxation of the existing specification on merits of individual cases, provided the floor space directly above the strong room is also in the possession and occupation of the Bank.

### **II. THE MINIMUM REINFORCEMENTS AS ADVISED BY RBI ARE GIVEN BELOW:**

#### **WALLS:**

12 mm dia mild Steel/tor steel @ 6”c/c both ways and on both faces of the wall (a formation of reinforcement matt of about 6”x 6”) on either face of the wall to be obtained.



**FLOOR:** Same as in the case of walls but only on one face.

**CEILINGS:** Same as in the case of walls.

Further where reinforcement is proposed on two faces of a RCC member, it shall be staggered in such a manner that any view taken at right angles to the matt formation would show reinforcement at every (3") c/c in elevation ( in respect of walls) and in plan (in respect of ceiling slab). The above reinforcements are only the minimum and depending on the structural requirements, the structural consultants for the work, should design and detail out actual reinforcements required but these shall not be less than what are specified above.

**III. COLUMN SIZES:**

Two columns of 10"x10" size with 6 no's of 12 mm dia TOR Steel main rods and 6 mm dia binder rods are to be done only after fixing the door and ascertaining the plumbline.

**IV. AIR VENTILATORS**

GODREJ

STEELAGE

Overall opening

24" x 24"

24" x 24"

Clear opening

18" x 18"

18" x 18"

When the strong room is divided into 2 portions for cash and lockers, two ventilators for both the rooms are to be provided. The Air ventilator/s should not be fixed on the exterior / outer walls.

Signature of the offerer/s

Place :

Date :

Signature of the offerer/s