

CANARA BANK
CIRCLE OFFICE: HUBBALLI
ADVT DT 21.08.2025
OFFER DOCUMENT
FOR
HIRING OF PREMISES
UNDER TWO-BID SYSTEM

Issued By:

Premises Section
Circle Office
2nd Floor, Centrum Building,
Airport Road,
HUBBALLI-580030

Telephone: 0836-2239424/434
E-mail: pecohub@canarabank.com

OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR LEASING PREMISES TO THE BANK FOR REGIONAL OFFICE, RAICHUR

The Offer document consists of the following:

TECHNICAL BID:

- i. Notice Inviting Offers
- ii. Instructions to offeror , Terms & Conditions
- iii. Technical Details of the Premises offered
- iv. Carpet Area Definition
- v. Lease deed format

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.

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NOTICE INVITING OFFERS FOR HIRING OF PREMISES

Premises & Estate Section,
Circle office,
2nd floor, Centrum Building,
Airport Road,
HUBBALLI-580030.

Tel: 0836-2239424/434

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

1. Requirements:

Place	District	Category	Carpet Area in sqft.	Remarks
RAICHUR	RAICHUR	Urban	5000 sft	Minimum Required power load is 50 KVA

2. The prospective offeror's meeting the above requirements are requested to download the Offer Documents from our website www.canarabank.com.
3. Duly filled in offers placed in a Sealed Envelope super scribed as "**OFFER FOR HIRING OF PREMISES FOR REGIONAL OFFICE -RAICHUR** " shall be submitted up to **4.00 PM** on **10.09.2025** at Premises and Estate Section, Circle Office, Hubballi at the above given Address.
4. The "Technical Bid" will be opened on the same day at 4.30 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.
5. No brokers / intermediaries shall be entertained.

Instructions to Offeror

1. The Notice Inviting Offer, Instructions to offeror, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, Strong Room specifications and Financial Bid will form part of the offer to be submitted by the offeror.
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 offeror, 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**) superscribed as **"Technical Bid for Hiring of Premises for Canara Bank Branch for Regional Office- RAICHUR "**. The Name & address of the offeror to be mentioned on the cover without fail.
4. The Financial Bid shall contain Only financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in a sealed envelope (**Marked Envelope -2**) and superscribed as **"Financial Bid for Hiring of Premises for Canara Bank Branch for Regional Office- RAICHUR "**. The Name & address of the offeror to be mentioned on the cover without fail.
5. Both the sealed envelopes shall be placed in a bigger sealed envelope superscribed as **"OFFER FOR HIRING OF PREMISES FOR REGIONAL OFFICE- RAICHUR "** 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 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 for Non-agricultural usage & for commercial purpose from the competent authority.
8. All columns of the "Offer Document " 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 offeror/ authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the "Bids (Technical & Financial)". Any overwriting or use of white ink is to be duly authenticated by the offeror. Incomplete offers / Offers with incorrect details are liable for rejection.
9. In case the space in the "Offer Document" is found insufficient, the offerors may attach separate sheets.
10. The "Offer Document" submitted shall be in compliance to the terms/ conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Document", shall be furnished in a separate sheet marking "list of deviations". Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons.
11. Separate offers are to be submitted, if more than one property is offered.
12. i) The Technical bids will be opened on Date a Time stipulated in the Notice Inviting Offers in the presence of offerors at our above office. All offerors are

- advised in their own interest to be present on that date, at the specified time.
- ii) The preliminary short-listed offerors will be informed in writing by the Bank for arranging site inspection of the offered premises.
 - iii) After the site 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.
13. Canvassing in any form will disqualify the offeror.
 14. The "Offer" submitted should remain open for consideration for a minimum period of Six months from the date of opening of Offer.
 15. The successful bidder, as decided by the Bank, should execute a lease deed with the Bank **as per the attached format**. No changes, unless otherwise decided by the Bank, shall be permitted to the lease deed format.
 16. **METHOD OF EVALUATION OF SHORTLISTED OFFERS:**
 The bids of shortlisted offerors will be evaluated on techno-commercial basis giving weightage as detailed below:
 - a. Technical Evaluation - 60%
 - b. Financial Evaluation - 40%

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

Sl No	Parameters	Marks allotted (standard)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, etc)	15
2	Premises with entire area in a single floor (15)/ Premises in difference floors of the same building(5)	15
3	Amenities provided/agreeable by Owner like AC, Electricity, Parking, Other furniture and fixtures, House Keeping, UPS/DG Provisions if it is part of offer Parking such other factors beneficial to the bank.	15
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	15
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 sft 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	50.00	36.00	91.00 - Highest score - L1
B	33.00	45.00	40.00	73.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

17. 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.
18. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection. The offerers are requested to quote the rental rate after going through carefully the “Carpet Area Definition” and the “Strong Room Specifications” detailed in this document.
19. 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 THE OFFERER/S WITH SEAL

Terms and 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. Offeror 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 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 20 years with maximum permissible percentage of 15% enhancement in rent after initial period / block of 5 years with 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. Service tax at the applicable rates on rental payment shall be borne by the Bank.
12. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. **The offerors at their own cost have to construct ATM enclosure within the offered area as per the layout plan of the Bank's Architect.**
13. The offerors 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. Offerors at their cost have to construct separate toilets for Ladies and Gents.
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 Offeror 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 not pay any advance rental deposit.
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. Legal opinion (LSR) for the proposed property to be obtained from local Canara Bank panel advocate and fee to be borne by landlord/landlady only.
23. 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 **vitriified flooring** in Urban 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).
 - i) Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.
 - j) Ramp is provided at the entrance of Branch & ATM for easy accessibility for the physically challenged persons.
 - k) Lift facility, in case the offered premises is not on ground floor/upper ground floor.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

OFFER LETTER

From :

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

.....

.....

Tel:

Fax:

E-Mail:

To :

THE DEPUTY GENERAL MANAGER

CANARA BANK, CIRCLE OFFICE

HUBBALLI

Dear sir,

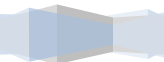
SUB : OFFER OF PREMISES ON LEASE TO CANARA BANK

I/We offer the following premises on lease to the Bank at on the terms described here below:

1. Name & Address of the Offerer			
2. Location & Postal address with PIN code of the offered premises			
3. Area offered (Floorwise Carpet area in Sft)		<u>FLOOR</u>	<u>AREA IN SFT</u>
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 Occupation certificate is available		
	C) Whether NOC from local authorities is obtained for Commercial usage of the building		
6.	Available frontage of the premises (Width of the Premises for display of Bank's sign board) Feet	
7.	Whether premises is situated on the Main Road (Please indicate the road width)	YES	NO
8.	Whether the surrounding of the premises is clean and hygienic	YES	NO
9.	Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession		
10.	Please furnish name and contact number of the earlier occupant/s if any.		
11.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
12.	I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
13.	I/We am/are prepared to provide record room, toilets ,UPS room of required size as per Bank's specification for the premises at my/our cost .	YES	NO

14. I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
15. Power load available at present and the time required for providing the power load required by the Bank.		
16. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
17. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
18. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
19. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO



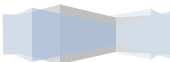
23. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
24. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

- 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 the same and accordingly quoted our rate on carpet area basis in the Financial Bid.

OR

20. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
21. Whether Municipal water supply is available. If “NOT” what alternate arrangement is made.		
22. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	

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



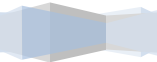
- III. I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

SIGNATURE OF THE OFFERER/S WITH SEAL

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 Verandas, 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.
14. Strong room wall/columns/pillars

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 :

LEASE DEED FORMAT

THIS DEED OF LEASE made on this _____ day of _____ 20__ at _____ between _____ S/o _____ residing _____ hereinafter referred to as the Lessor (which term shall mean and include wherever the context so requires or admits his / their heirs, successors, administrators, executors, attorneys and assigns) of the One part and CANARA BANK a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 having its Head Office at 112, Jayachamarajendra Road, Bangalore and carrying on banking business among other places at _____ hereinafter referred to as the Lessees (which term shall mean and include wherever the context as admits or requires its successors, administrators and assigns) of the Other Part represented by its Manager and holder of Power of Attorney dated _____ Sri _____ S/o _____ witnesseth as follows -

WHEREAS, the Lessor/s is / are the owners / s of the building bearing No. _____ situated at _____ the _____ floor of the building having a carpet area of _____ sq.ft. which is declared to be value of Rs. _____ by him / them and

* WHEREAS, the Ground floor / First floor / Second floor measuring about _____ sq.ft. (Carpet area) in the said building more fully described in the schedule hereto and hereinafter called the "Said Premises" was / were vacant and ready for occupation and whereas the Lessee being in need of accommodation for its use and occupation approached and requested the Lessor / s to grant lease in its favour in respect of the "Said Premises" and whereas both the parties now desired to reduce the terms into writing and whereas the Lessor / s agreed to grant lease in favour of the Lessee in respect of the "Said Premises", it is now hereby agreed as follows -

- 1) This lease for purposes of payment of rent and period of lease shall be deemed to have commenced from _____
- 2) This lease shall be in force for a period of _____ years certain from _____ The Lessee shall, however, have the option to continue the lease thereafter for a further period upto _____ years. The Lessee shall be at liberty to vacate the "Said Premises or part thereof" at any time during the period of lease on giving _____ month/s notice.
- 3) The Lessee shall pay to the Lessor/s in respect of the 'said premises' a monthly rental of Rs. _____ (Rupees _____ only) for the certain period of lease and a monthly rental of Rs. _____ for the option period of lease payable within the fifth working day of each succeeding calendar month.
- 4) The Lessee has paid to the Lessor / s a sum of Rs. _____ only being _____ month / s rent in respect of the 'said premises' as deposit of rent to be adjusted towards the rent for the last _____ month / s of the tenancy.

SIGNATURE OF THE OFFERER/S WITH SEAL

- 5) The payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the 'said premises', such as Corporation / Municipal / Panchayat Tax, Urban Land Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements and new introductions shall be to the account of the Lessor. The Lessee shall be at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of default or delay by the Lessor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the 'said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @ _____ % per annum from the date of such payments until realisation by the Lessee.
- 6) The Lessor shall, at his / their own cost, carry out all repairs including periodical painting of the 'said premises'. The periodicity of such painting will be once in 3 - 5 years. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., with interest _____ % per annum towards the rent payable to the Lessor or the Lessee shall have the right to recover the same from the Lessor.
- 7) The Lessee shall be at liberty to under-lease / sub-lease the 'said premises' or part thereof to any of its subsidiaries or to any other party.
- 8) The Lessee shall have the right to utilise the leased premises or part thereof for any of their various needs.
- 9) The Lessor shall grant all rights of way, water, air, light and privy and other easements appertaining to the 'said premises'.
- 10) The Lessor has no objection to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire by a Third Party for the exclusive use of the Lessee. Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set.
- 11) The Lessee shall have exclusive right on the parking space for parking of the vehicles of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.
- 12) The Lessee shall have the absolute & exclusive right to use the entire space in 'said premises' both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards / advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to take legal recourse to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover the cost / expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor."

SCHEDULE OF THE PROPERTY

(Here enter the boundaries and other details of premises leased out).

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.

WITNESSESS

LESSOR / S

(1).

(2).

LESSEE

In clause No.5 & 6, in the interest column, please fill in the appropriate rate of interest as applicable to clean advance.(Prevailing Clean Rate Of Interest).

SIGNATURE OF THE OFFERER/S WITH SEAL

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 Deputy General Manager
CANARA BANK
Circle Office Hubballi

Dear Sir,

SUB: Offer of premises on lease for your Branch at

In response to your advertisement, 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 Rs.....psft per month (Rupees.....) on Carpet area basis (including maintenance) for first block of 5 years from the date of handing over possession of the premises, with 15 % increase in rent for the second block of 5 years (Minimum lease period will be 20 years).
2. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid.
3. This offer is valid for 6 months from the date of opening the "Technical Bid".

Signature of the offerer/s

Place:
Date: