

Document Ref. No.: AGCO/P&E/2023-24/MRT/MCC/001

Date: 27.09.2023

## CANARA BANK CIRCLE OFFICE: AGRA

ADVT DT .....

# OFFER DOCUMENT FOR HIRING OF PREMISES FOR OPENING OF MEGA CURRENCY CHEST AT MEERUT UNDER TWO BID (TWO ENVELOPE) SYSTEM

Issued By:  
CANARA BANK  
PREMISES & ESTATE SECTION,  
AGRA CIRCLE OFFICE,  
RAJENDERA CENTRE, SECTOR-12A/CC-1,  
AWAS VIKAS, SIKANDRA, AGRA - 282007.

E-mail: [gacoagra@canarabank.com](mailto:gacoagra@canarabank.com)  
PH. NO.: 0562-3500622

**Please note :**

1. There shall be TWO ENVELOPEs i.e. one for Technical BID and the other for Financial BID
2. Both the Envelopes to be closed and BID particulars to be mentioned on the TOP with name, address and Contact Number of the bidder/offerer.
3. The Applications to be filled in with hand writing without any alteration in the original form.

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4. Submission in any other format will be rejected.
5. All the pages to be submitted with signature at places wherever mentioned.

The Offer document consists of the following:

**TECHNICAL BID:**

- a. Notice Inviting Offer
- b. Instructions to offer/(s)
- c. Terms & Conditions
- d. Technical Details of the Premises offered
- e. Carpet Area Definition
- f. Specifications for Vault (TO BE COLLECTED FROM OUR OFFICES)- Annexure I

**FINANCIAL BID**

- a. 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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**I. NOTICE INVITING OFFER**

**PREMISES REQUIRED FOR MEGA CURRENCY CHEST:**

Canara Bank invites bids from the owners of premises (to be built by bidder as per bank’s / RBI specifications) on lease rental basis for Commercial / Office use having carpet area of approx. 512-558 Sq. Mtr. (5500-6000 Sq. Ft.) including one Currency chest of 1500 Sq. Ft. carpet area as per RBI Specifications (refer annexure-I which can be obtained from our Office during the Office hours till the closure of bid opening date). The premises should be located on a wide road, accessible for cash van / truck situated in decongested area within 1-2 KM of periphery of Meerut city area. The entire space should be on one single floor on Ground floor premises in the commercial establishments with all facilities including adequate power, place for Gen Set and water supply (not in the area notified for land acquisition). The premises should be commercially approved from the Competent Authority and having sufficient parking area and frontage. Interested landlords agreeable for construction/addition and alterations as per Bank’s requirement should submit their offer in the office of the undersigned on Bank’s prescribed format of “TECHNICAL BID” AND “FINANCIAL BID” in two separate sealed envelopes super scribing “Technical bid”/”Financial bid” with “Name of the Office” for which they are applying, on or before ..... up to 03:00pm . The proposal along with site plan, proof of ownership, terms and conditions and Annexure I be kept in Technical Bid Envelope. Preference will be given to the premises belonging to the Public sector unit/Govt. Department, if they are willing to do the construction of strong room and other requirements at their own cost. The Bank reserves the right to accept or reject any/ all offers without assigning any reason thereof.

Name of the office	Location/Place	DISTRICT	REGIONAL OFFICE	Carpet Area in Sq. Ft.
Mega Currency Chest -Meerut	Meerut	Meerut	Meerut	5500-6000 Sq. Ft.

The details are published in the Bank’s Website:  
<http://www.canarabank.com/english/announcements/tenders/>.

The necessary application forms can also be obtained from the above mentioned Office or at Regional Office, Agra or downloaded from the Bank’s Website. Last date for submission is 18.10.2023 up to 03:00P.M.Further communications, corrigendum, amendments, if any, will be hosted in Bank’s website only. Interested bidders shall refer Bank’s website for Corrigendum/Addendum before submission of final bid document.

Signature of the offerer

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## II. INSTRUCTION TO OFFEROR(S)

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Financial Bid. Duly signed and completed separate Technical and Financial Bids are to be submitted for each proposal (using Xerox copies in case of multiple offers). The Technical Bid and financial Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single sealed envelope super scribing “Tender for leasing of Branch premises for Mega currency Chest, Canara Bank, Meerut” and submitted to ..... on or before ..... up to 5:00 PM.

### Important points of Parameters:

Sl. No.	Criteria	Bank's Requirement
1	Floor area	<p>Approximately 512-558 Sq. Mtr. (5500-6000 Sq. Ft.) in <b>ground floor</b> only with RCC Currency Chest vault of Min.1500 Sq. Ft. carpet area as per RBI guidelines (Guidelines to be collected separately from our Office at.....) and the <b>cost of construction of the currency chest also is to be borne by the premises owner except the Doors</b>. Entire area shall be available on a single floor, i.e., ground floor with independent access to the area. No Basement shall be provided below the currency chest vault.</p> <p>Premises already constructed / under construction will be considered only if the vault construction is feasible as per RBI specification. The clear height below the beam (if any) inside the vault shall be a minimum of 3000 mm from the finished floor level.</p> <p>In case an upper floor is constructed above the portion offered to the Bank, the other floors shall have separate entrance and Bank's entrance shall be exclusive. Also, in case the upper floors are being constructed, there shall be a minimum gap of 750 mm above the vault roof and the main slab above the vault to facilitate construction with tang bars/to cater as inspection gap.</p>
2	Covered parking space	<p>Covered parking area to accommodate the truck of approx.20 feet size carrier (min. height 13'6” from finished floor level) to be made available at the main entrance of the currency chest. The parking shall also be available for minimum three Cash Vans,</p>

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		two/four numbers of four wheelers and six / eight Two wheelers for staff. The parking for truck/cash van shall be enclosed from all the sides to avoid visibility to the public.
3	Amenities	24 hours water supply and 35 KW (as per advertisement) electrical power supply with three phase connection. Minimum light and fan points to be provided by the premises owner
4	Building type	<p>Premises under construction will be considered provided there is scope for Construction of currency chest as per RBI specifications. Vacant plot under development stage also will be considered subject to that the proposed plan will have provision to meet all RBI / Bank guidelines. The height of the plinth of the building should be minimum 450 to 600 mm above the maximum flood level of the locality.</p> <p>The premises should have permission for commercial use. The water proofing of the slab above the offered premises should be with a guarantee of entire lease period, or if it is for lesser period, it will have to be renewed from time to time up to lease period at the cost of bidder.</p> <p>The flooring should be of contemporary flooring as per Bank's requirement.</p> <p>A currency chest as per RBI Specifications (as per annexure-I) at Ground floor and other structures will also have to be constructed by bidder at their own cost.</p> <p>Any other requirement deemed suitable for the Bank shall be provided as and when required.</p> <p>Any other suggestions by Bank regarding construction of premises will be binding on the bidder.</p> <p>Bidder has to appoint an architect/Structural Engineer for design and construction of the premises from Bank's panel of Architects for drawing &amp; supervision of the construction of currency chest as per RBI Specifications at their own cost. All the necessary testing (cube test, structural stability test, material test etc.), maintenance of records, as required by the RBI</p>

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		<p>for inspection and certification of the Currency Chest shall be managed by the bidder through Architect/ Structural Engineer.</p> <p>Bank shall supply the strong room door/emergency door for the Currency chest. The tang bars required for the chest shall be provided by the land lord as per RBI Specifications.</p> <p>Rolling shutters/collapsible gates shall be provided as per Bank's requirements.</p>
5	Desired location	In Ground floor, within Municipal limits of Meerut.
6	Validity of offer	6 (six) months from the date of submission of the bids.
7	Other requirements of Bank within the proposed Area	<p>Guard Rest Room - Approx.300 Sq. Ft.</p> <p>Toilets with WC, Wash basin - 2 Nos. (Min. size 6'x4')</p> <p>Toilet with WC, Urinal and washbasin - 1 Nos. (Min. size 6'x4').</p> <p>Toilet with WC, Shower, wash basin etc - 1 Nos. (Min. size 4'x8' - for guards)</p> <p>Pantry - Approx.100 Sq. Ft.</p> <p>Sorting Area, Frisking Area, Other areas for keeping safe, gun cabinet etc., Records room, Manager cabin, Staff Area, UPS area</p> <p>Any other unit that Bank may incorporate as per the later requirement.</p>

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, Strong Room specifications (Annexure I) 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

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shall be submitted in sealed cover(**MarkedEnvelope-1**) super scribed as Technical Bid for Hiring of Premises for Canara Bank Mega Currency Chest at Meerut". 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., rate/ rent per Sq. Ft. on carpet area basis and other financial implications. The Financial Bids will be placed in a sealed envelope (**MarkedEnvelope-2**) and super scribed as Financial Bid for Hiring of Premises for Canara Bank Mega Currency Chest at Meerut". **The Name & address of the offerer to be mentioned on the cover without fail.**
5. Both the sealed envelopes shall be placed in a bigger sealed envelope super scribed as **"OFFER FOR HIRING OF PREMISES FOR CANARA BANK MEGA CURRENCY CHEST AT MEERUT."** 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 therein.
  - 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.
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 offerer/ authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the "Bids (Technical & Financial)". Any over writing or use of white ink is to be duly authenticated by the offerer. Incomplete offers / Offers with incorrect 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 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

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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 offerers at our above office. All offerers are advised in their own interest to be present on that date, at the specified time.  
  
ii) The preliminary short-listed offerers 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 offerer.
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:**

17. The bids of shortlisted offerers 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.

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	Parameters	Marks allotted (standard)	Offerers *			
			A	B	C	D
1	Location (Exclusive premises, non isolated area, width of road required to manure RBI truck of size min.20 feet long etc)	15	12	7	2	13
2	Floor (Ground -25/ First-0/ Other floors-0)	25	25	0	25	25
3	Amenities provided/agreed by landlord like covered parking for accommodating truck of min feet long, exclusive parking for three cash van, two/four numbers of four wheelers and six/eight Two wheelers for staff, if extended lease periods beyond 5+5 + 5 +5yrs available and such other factors beneficial to the bank.	10	10	5	8	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10	9	8	8	9
<b>Total Marks</b>		<b>60</b>	<b>56</b>	<b>20</b>	<b>43</b>	<b>57</b>

\*Note: There marks given are for illustrative Purpose only.

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 Sq. Ft. quoted in the Financial Bid	Marks for Financial Evaluation (40marks)	Total Marks and Position
1	2	3	4	5 = (2+4)
A	55.00	50.00	36.00	<b>91.00 - Highest Score - L1</b>
B	38.00	45.00	40.00	78.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

18. 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.

19. The offer should be submitted in prescribed format only. Offer submitted in

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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”, the “Strong Room Specifications” and other specifications detailed in this document.

20.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

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### III. Terms and Conditions

1. There should not be any water logging inside the premises and surrounding area.
2. The premises should have proper access from the road and shall be big enough to accommodate the vehicles of Reserve Bank of India (RBI). The approach road to the plot should be sufficiently wide (about 40 ft) to accommodate movement & turning of a big truck (20 feet long truck).
3. **Preference will be given to premises/ properties located near our existing branches.** The owners of such premises will have to hand over the possession of premises within **Ten months** of the acceptance of their offer by the Bank duly completing the construction of vault / strong room and other Civil / Electrical works as required by the Bank.
4. The entire offered area shall be available in a single floor, i.e., Ground Floor only. Strong room ceiling and roof of the floor should have a minimum clear space of 750mm in case the premises owner intends to construct other floors above the ground floor. The area offered, i.e., below the currency chest should not have any basement.
5. 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 closed. If the property offered is long leased, NOC from Original lesser shall be made available. The original lease deed/tripartite agreement shall be made available for verification.
6. Lease agreement for the premises finalized will be entered into with the landlord/s.
7. **Minimum period of lease will be 20 years with enhancement in rent after every block of 5 years with maximum permissible percentage of 10 to 15% after initial period / block of 5 years with minimum notice period of 3 months for vacation by the Bank.**
8. **The Offerer (s) is/ are to provide adequate parking space for vehicles of currency chest as detailed above in the document.**
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 and will be paid after registration of lease deed in Bank's standard lease deed format. 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.

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12. Bank may install any other unit within the offered premises. No additional rent will be paid for establishing any other unit by Bank.
  13. Premises should have minimum 10 inch thick OUTER wall and a 7 feet High solid Boundary Wall with 450 mm high rolled shark razor barbed wire fencing above the boundary wall , as per Bank's requirement, There shall be a separate room for police personnel (for round the clock stay), kitchenette, UPS room and frisking area also in the premises. The complete construction cost is to be borne by the Landlord only, including purchase of tangbars and strong room wall RCC construction.
  14. The Fitness Certificate for the vault room / strong room has to be obtained through a competent/ Bank's appointed Architect/ Engineer.
  15. Only the vault / strong room door, air ventilator & exhaust fan for the vault / strong room shall be supplied by the Bank.
  16. The offerers at their own cost shall secure and provide the required power load in their name (Landlord/s) with independent meter. Energy Meter also is to be provided by the Offerer / landlord(s). All related costs shall be borne by the Offerer / landlord(s). The Bank shall bear the electricity consumption charges on monthly basis only thereafter.
  17. 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.
  18. Offerers at their cost have to construct separate toilets (approximately 80 Sq. Ft.) for Ladies and Gents along with separate bath cum toilet for police guards (approximately 80 Sq. Ft.).
  19. 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 3years.
  20. During the period of tenancy, if the Bank desires to carryout civil /furnishing alterations if any within the premises at Bank's cost, the Offerer will permit the same on the existing lease terms and conditions.
  21. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio50:50.
  22. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
  23. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
  24. Offerors, at their cost, have to provide:
    - a) Collapsible gates of full size for external & internal entrances for premises.
    - b) Rolling shutters for external entrances with necessary locking arrangements.

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- c) MS Grills for all windows and ventilators and other such openings as per the specifications of the bank.
  - 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, if any.
  - f) Good quality **vitrified tile flooring** for the working area. Non-Skid ceramic tile flooring in toilets with about 7' 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) There should not be any other occupant in the specific area of the premises offered to the Bank.
  - k) Ramp at the entrance for physically challenged persons. It may be noted that in terms of recent DFS communication, in order to extend banking facilities to 'Divyangjan', among the facilities to be provided, barrier free access to public places by constructing ramps, lifts & railings has been stressed upon.
  - l) The Strong room flooring to be provided with suitable epoxy industrial flooring or any other suitable flooring as suggested by bank.
  - m) Sufficient dedicated space to be given for parking 20 feet long carrier vehicle/ truck in loading area (Min. height 13'6" from finished floor level) and the entire loading area to be covered by means of min 6" brick wall and the entry area shall be provided with fully covered MS gates.
25. The construction of the Currency Chest along with vault / strong room shall be done as per Design of Structural consultant in conformity with the technical specifications as advised by the Reserve Bank of India (RBI) and IBA.
26. The intending offerer/s is/are requested to fully understand the details on technical specifications, various types of materials to be used before submitting the offer. The specifications can be obtained from our offices mentioned in the document.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

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## IV. Technical Details of the Premises offered

### OFFER LETTER

From :

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

Tel:

Address of the offeror:.....

Fax:

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E-Mail:

To:

THE DEPUTY GENERAL MANAGER,  
 CANARA BANK, CIRCLE OFFICE  
 AGRA

Dear Sir,

Sub: Offer of premises on lease for your **Mega Currency Chest** at \_\_\_\_\_, in response to your paper advertisement in \_\_\_\_\_ appeared on \_\_\_\_\_ as well as in 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	Lane/Street No		
	Land Mark		
	Post Office		
	Dist		
	PIN Code		
3. Area offered in Ground floor, i.e., Carpet area in Sq. Ft.	<b>FLOOR</b>	<b>AREA IN SQ. FT.</b>	
	<b>GROUND FLOOR</b>		
4. <b>BUILDING DETAILS:</b> A) Year of Construction			
	B) Number of floors		
	C) Permitted usage (Commercial / Institutional / Industrial)		

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	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  In case of proposed construction, time period required for construction including getting all statutory approvals.		
	B) Whether Occupation certificate is available		
	C) Whether NOC from local authorities is obtained for Commercial usage of the building		
6.	Whether premises is situated on the Main Road (Please indicate the road width )	YES	NO
7.	Whether the surrounding of the premises is clean and hygienic	YES	NO
8.	Please furnish name and contact number of the earlier occupant/s if any.		
9.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
10.	I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
11.	I/We am/are prepared to provide currency vault/ strong room of Min. 1500Sq. Ft. or any required size as per Bank's specification for the premises at my/our cost.	YES	NO
12.	Power load available at present and the time required for providing the 35 kW power load required by the Bank.		
13.	Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
14.	Whether adequate parking space is available in front of the premises to accommodate the truck of approx.20 feet size carrier(Min. height 13'6" from finished floor level) , minimum three Cash Van, two/four numbers of four wheelers and six/eight Two wheelers for staff. If "YES" details to be furnished		
15.	I/we am /are willing to make alternations to	YES	NO

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the premises to suit Bank's requirement at my/our cost.		
16. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
17. Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
18. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
19. Whether, separate toilet for Gents and Ladies is provided. If not, time required to provide the same.	YES	NO
20. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

- 1) 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.
- 2) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and have also understood the detailed specifications for the construction of Currency Chest Vault / strong room as per RBI Guidelines and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial Bid.
- 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.

I/We agree that until a regular lease agreement (in Bank's format) 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,

Place:

Date :

Signature of Offerer/s  
(with seal if required)

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**V. 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. Staircase and munties
7. Lift well and shafts
8. Garages / parking area
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls/pillars/columns
13. Space occupied by Generator/ Generator Room.
14. Truck loading area & driveway
15. 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.

Place:

Date :

Signature of the offerer/s

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**SPECIFICATION FOR CONSTRUCTING STRONG ROOM / VAULT/ STRONG ROOM FOR  
MEGA CURRENCYCHEST**

**(Annexure I to be collected separately)**

**(Bid Ref. No.: AGCO/P&E/2023-24/MRT/MCC/001 dtd 27.09.2023)**

The construction of the Currency Chest along with Vault Room shall be done as per Design of Structural consultant in conformity with the latest technical specifications as advised by the Reserve Bank of India (RBI) and IBA.

The intending Offerer/s is/ are requested to understand the details on technical specifications, various types of materials to be used by obtaining the details and specifications from the following offices on working days during office hours (10.00 AM to 05.00 PM) - **Annexure I**. Duly Signed Annexure I shall be enclosed as part of Technical Bid failing which the bid will be rejected.

1. Premises & Estate Section, Canara Bank, Circle Office Agra, First Floor, Sector-12A/CC-1, Awas Vikas, Rajendera Centre, Sikandra, Agra - 282007. (Ph. No.: 0562-3500622).
2. General Administration Section, Canara Bank, Regional Office Meerut, C-6/5 Ratan Tower ,2<sup>nd</sup> floor , Jagriti Vihar , Garh Road Meerut, 250004 (Ph. No.: 7302259961, 8433065900)

Only the strong room door, air ventilator/s & Exhaust fan will be provided by the Bank.

Place:  
Date :

Signature of the offerer/s

Signature of the offerer



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**FINANCIAL DETAILS OF THE OFFER**

(To be submitted in a separate sealed envelope marked as Financial Bid)  
(Bid Ref. No.: AGCO/P&E/2023-24/MRT/MCC/001 dtd 27.09.2023)

From:

Sri/Smt/Ms.....

Tel (O) :

Address.....

(R) :

.....

Mobile :

To

The Deputy General Manager  
CANARA BANK  
Circle Office,  
Agra

Dear Sir,

**SUB:** Offer of premises on lease for your Mega Currency Chest at Meerut.

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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:

To offer my / our premises for a period of 20 Years w.e.f. date of handing over possession at Rs..... Per Sq. Ft. per month

(Rupees .....)

on Carpet area basis for first block of 5 years from the date of handing over possession of the premises, with .....% increase in rent for the after every block of 5 years.

1. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid.

2. This offer is valid for 6 months from the date of opening the "Technical Bid".

Place:

Date :

Signature of the offerer/s