

**CANARA BANK**  
HEAD OFFICE, BANGALORE

**OFFER DOCUMENT**  
FOR  
**HIRING OF PREMISES**  
UNDER  
**SINGLE BID SYSTEM**

Issued By:

General Admn. Section  
Circle office  
D.No. 54-15-4B, 1<sup>st</sup>Floor,  
Lakshmi Avenue,  
Srinivasanagar Bank Colony,  
Ring Road, Vijayawada- 520008

Tel : 0866- 2428877

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

**ANNEXURE-V**

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

Location, Place	Carpet Area in sft.
JAMI (VIZIANAGARAM DISTRICT, AP - 535250)	1700 Sft (approximately)

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

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

**All the above mentioned documents are to be submitted to the bank duly signed by the offerer/s on all pages and necessary details to be duly filled in INK. The documents should not be retyped / modified by the offerors and only the format given by the bank shall be used for submission**

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**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

**GENERAL ADMINISTRATION SECTION**

Circle office  
D.No. 54-15-4B, 1<sup>st</sup>Floor  
Lakshmi Avenue  
Srinivasanagar Bank Colony,  
Ring Road, Vijayawada- 520008

Tel: 0866- 2428877  
Mobile : 9440905184

Email: pecovij@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
1700 Sft (approximately)  Commercial premises	<b>JAMI</b>  (Vizianagaram 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>250-300 Sft</b> as per the Banks specification is to be constructed in the premises by the offerer.  c. Required Power load is 25 KW.

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above. 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 Superscripted as “**OFFER FOR HIRING OF PREMISES AT JAMI (Location, Place)**” shall be submitted up to **3:00 PM** on **16.04.2025** at General Administration Section, Circle Office at the above given Address.
- The Offer will be opened on the same day at 4:00 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 :

Date :

Sd/-

Authorized official of the Bank

## Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Offer Letter along with Carpet Area Definition and Strong room specifications will form part of the offer to be submitted by the offerer. 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 superscribed as **“Offer for Hiring of Branch/Office Premises to Canara Bank at JAMI (Location, Place)** 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”.
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.....

Tel: :

.....

Fax :

.....

E-Mail :

To :

THE ASSISTANT GENERAL MANAGER

CANARA BANK, CIRCLE OFFICE

VIJAYAWADA.

.....

Dear sir,

**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/ Renovation is required :
- i] If so cost of repairs/renovation :

Signature of the offerer/s

(j) BOUNDARIES :

East

West

North

South

**TERMS & CONDITIONS::**

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..... % increase in rent after 5 years (Rural/Semi Urban -10% to 15%)

ii] You are however at liberty to vacate the premises at any time Fully / Partly during the pendency of lease by giving --- 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. Service Tax payable on rent payment will be borne by the Bank.

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.

Signature of the offerer/s

**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. A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - ii] **Ramp to be provided at the entrance of Branch and ATM for easy access to Divyangjan in case of Ground Floor; Lift to be provided in case of Upper Floors**
  - iii] Separate toilets for gents & ladies will be provided. All sanitary fittings shall be of standard quality.
  - iv] A collapsible gate, rolling shutters with center 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 25 KW (3 Phase Connection) 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.

Signature of the offerer/s

- 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.
  - xii] Well-designed external ramps and handrails will be provided at the entrance of Branch and ATM for barrier free access to persons with limited mobility or other challenges, as per Bank requirement
  - xiii] Tactile Guidance Paths will be provided for enabling independent movement of persons with disabilities/special needs from the branch entrance leading towards a designated location (Information/Service Counter).
  - xiv] Grab bars, in the form of fixed or moving rails will be provided for support in wash rooms, around doors etc as per bank requirement
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. I/We declare that the property is not in **prohibited list** and **No court cases/litigations are pending** against the property
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 :

Signature of the offerer/s

**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 R C C STRONG ROOM**

The strong room is a complete reinforced cement concrete structure. The specifications for strong room for Branch shall be as per IS 15369:2017 (reaffirmed 2022) and the same is reproduced as below :

**I. WALLS :** RCC 1:1.5:3 (M20 Grade) 30 cm (12”) thick (excluding plastering)

**II. FLOOR & ROOF :**

**For New Construction :**

R C C 1:1.5:3 (M20 grade) 30 cm (12”) thick.

The slab in such case will have to be designed to allow for the dead and super imposed loads

**For Existing Building :**

15 cm (6” thick) reinforced floor over the existing RCC flooring/slab (the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load)

**CEILING :** MS Grill below the existing RCC slab, if existing slab is retained

Grills made of mild steel/tor steel / TMT bars of 20 mm thickness, spaced 75 mm c/c in both directions in 60mm x 60mm x 6mm angle iron frame work spaced at 900mm c/c in both directions fixed to an all round framework using the same L angles.

**III. THE MINIMUM REINFORCEMENTS ::**

**WALLS :** 12 mm dia mild Steel / tor Steel / TMT steel rebars @ 6” c/c both ways and on both faces of the wall (a formation of reinforcement matt of about 6”x6”) on either face of the wall to be obtained

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

**ROOF :** Same as in the case of walls if new slab is being constructed

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 be less than what are specified above

Signature of the offerer/s

**IV. COLUMN SIZES :**

Two columns of 10"x10" size with 6 nos of 12 mm dia steel main rods and 6 mm dia binder rods are to be done only after fixed the door and ascertaining the plumbline.

**V. AIR VENTILATORS:** To be supplied by the Bank and to be fixed by the landlord, with assistance of supplier

Overall opening	24"x24"
Clear opening	18"x18"

Height from floor level : 2100 mm minimum

**VI. STRONG ROOM DOOR (WITH GRILL GATE)** - will be supplied by the Bank (1.2 Tonnes on a base area of 1.2m x 0.3m) and fixed by the landlord. The opening size shall be as per manufacturer.

**VII. ELECTRIC WIRING:**

It must be noted that the electric wiring should be arranged separately for the strong room and it is connected to a plug outside. In effect when the plug is removed there should not be live electric wires in the walls, roof or floor of the strong room. Plug points at four top corners & four bottom corners are to be provided inside the strong room apart from regular lights

Electric switch boards etc., inside the vault should not be concealed or embedded in the walls, as it will reduce the effective thickness of the walls. All fittings must be exposed/ provided on the face of the wall

**VIII. CONSTRUCTION SUPERVISION :** Under the supervision of Bank Engineer/ Bank's panel engineer

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 :