



Canara Bank Centenary Rural Development Trust

CanaraBankBuilding,HeadOfficeAnnexe,2ndCross,Gandhinagar,Bengaluru560009
Tel:080-22879210E-mail:hords@canarabank.com

OFFER DOCUMENT

FOR

HIRING OF PREMISES

FOR CANARA BANK RURAL SELF EMPLOYMENT

TRAINING INSTITUTE'S (CBRSETI)

AT BAJALI

ASSAM STATE

LAST DATE FOR SUBMISSION:16-07-2025

Issued By:

CBCRD TRUST SECRETIAT

Telephone:6002473402/7099077945

CANARA BANK CENTENARY RURAL DEVELOPMENTTRUST

RURALDEVELOPMENTSECTION, LEAD BANK VERTICAL, FI WING HEAD

OFFICE

EMail:ficoguw@canarabank.com

SIGNATUREOF THE APPLICANT



Canara Bank Centenary Rural Development Trust

Canara Bank Building, Head Office Annexe, 2nd Cross, Gandhinagar, Bengaluru 560009
Tel: 080-22879210 E-mail: hords@canarabank.com

OFFER DOCUMENT INVITING OFFERS FOR HIRING PREMISES
FOR THE CANARA BANK RURAL SELF EMPLOYMENT TRAINING
INSTITUTES (CBRSETI) COMING UNDER THE ADMINISTRATIVE CONTROL OF
CBCRDTRUST, BENGALURU, AT THE FOLLOWING PLACES:

1. PATHSALA TOWN & SURROUNDING AREAS, BAJALI DISTRICT, ASSAM STATE.

The Offer document consists of the following:

- i) Notice Inviting Offers
- ii) Instructions to applicants
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered**
- v) Carpet Area Definition
- vi) Rate/rental details of the premises offered.

All the above mentioned documents in hard Copy form only are to be submitted to the respective address as indicated in the offer document duly signed by the applicant in all pages.

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NOTICE INVITING OFFERS FOR HIRING OF PREMISES

Email: ficoguw@canarabank.com

CBCRDTRUST intend to take premises (permitted for Institutional purpose) on lease basis from building owners. Offers are invited as per the details given below:

SI No	LOCATION	AREA OF PREMISES	DISTRICT /CITY	SPECIAL REQUIREMENTS
1.	PATHSALA TOWN BAJALI DISTRICT ASSAM STATE	Around 6000 sft FOR INSTITUTE	In and around The Pathsala Town within a Radius of 15 KMS from district head quarter of Bajali)	Required Power load is 25 KW MINIMUM, DESIRABLE 25-30 KW.

1. Preference will be given to the premises in Ground floor, Entire premises area in a single floor, Premises ready for occupation.
2. Preference will be given to the premises which are near to the central business areas of the district headquarters.
3. The prospective Applicants meeting the above requirements are requested to collect the Offer Documents from the following Offices from **25.06.2025 to 16.07.2025** during working hours. The Offer Document can also be downloaded from our Canara bank website www.canarabank.com.

- a) **Canara Bank, Circle Office,**
FI Section,
1st Floor, Dee Bee Grande,
Six Mile, Panjabari, Guwahati - 781022
Emailid: ficoguw@canarabank.com

Contact persons:

1. **Sri Kunal Gautam, Divisional Manager – Mob. No. 6002473402**
2. **Ms. Neha Gupta, Manager – FI Section, CO, Guwahati – Mob. No. 7099077945**

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Duly filled in offers placed in a Sealed Envelope superscribed as "OFFER FOR HIRING OF PREMISES AT (Location, Place)" shall be submitted on or before 3.00 PM on 16.07.2024 at the below given address and obtain acknowledgement if submitted in person. Applications sent by post/couriers should also reach the concerned office within the above stipulated date & time.

BAJALI RSETI OFFER TO BE SUBMITTED AT

Canara Bank, Circle Office,
Financial Inclusion Section,
1st Floor, Dee Bee Grande,
Six Mile, Panjabari, Guwahati - 781022
Emailid: ficoguw@canarabank.com

4. The received Bids will be opened on the same day (16.07.2025) at 3.30 PM at the respective offices in the presence of bidders or their authorized representatives who may choose to be present.
5. Applicant/s OR their representatives is/are advised in his/her/their own interest to be present on that date of opening of the bids at the specified time & date.

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

Sd/-
Authorized official of the CBCRD TRUST

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INSTRUCTIONSTOAPPLICANTS

1. The Notice Inviting Offer, Instructions to applicants, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, rate per sft quoted will form part of the offer to be submitted by the applicant.
2. The offers are to be submitted in Two Bid System (Technical Bid & Financial Bid).
3. The Bid consists of all the required information called for in a questionnaire and shall contain, inter alia, the details along with copies of supporting regarding the property viz., Name & Address of applicant, location, area of the plot, **copy of sanctioned plan, completion / occupation certificate**, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, uses 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) and Rent per sq.ft. The Bid shall be submitted in sealed covers superscribed as "Bid offer for Hiring of Office Premises for CBRSET IOFFICE at (Location, Place)" & submitted at the address given in The Notice Inviting Offer on or before the last date and time for submission. **The Name & address of the applicant to be mentioned on the cover without fail.**
4. Offers received with delay for any reasons whatsoever, including postal / courier delay after the time and date fixed for submission of offers shall be termed as "LATE" and shall not be considered.
5. Applications without land & building records will be treated as incomplete and the same are liable to be rejected.
6. Copies of the following documents are to be submitted with the Bid in support of the details furnished there in.
 - i. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.,
 - ii. A copy of the title of investigation and search report along with copies of title deeds.

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- iii. Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
 - iv. Sanction plan, completion/ occupation certificate based on the status of construction.
 - v. Necessary permission to run the Training Institute in the offered premises from competent Govt authority shall be submitted. If the same is not readily available, an undertaking letter shall be submitted by the applicant stating that the necessary permission will be obtained from the appropriate authority for running the training institute in the offered premises within one-month time from the date of issuing the letter of acceptance of the offer. Till such permission is obtained, the building owner shall take the responsibility/ financial burden if any in case any concerned authorities object for the usage of the building.
7. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents are to be signed by the applicant/authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the bid document. Any over-writing or use of white ink is to be duly authenticated by the applicant. **Incomplete Offers / Offers with in-correct details are liable for rejection.**
 8. In case the space in the offer document is found insufficient, the applicants may attach separate sheets.
 9. The offer submitted shall be in compliance to the terms/conditions specified in the offer document. However, any terms in deviation to the terms/conditions specified therein, shall be furnished in a separate sheet marking "list of deviations". CBCRD Trust reserves the right to accept or reject all or any of the deviations without assigning any reason.
 10. Separate offers are to be submitted, if more than one property is offered.
 11. The bids will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of applicant/s at offices mentioned above.
 12. The premises offered by the applicants will be visited by a committee of officials from the Bank/ CBCRD TRUST with prior intimation to the Applicant subject to compliance of the requirement of the CBCRD TRUST and preferences specified in this document. During the site visit the applicant or his authorized representative shall be present to explain the details of his offer wherever required.

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13. After the site visit, the 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, readiness for occupation etc., and suitable offers shall be shortlisted for final consideration.
14. Canvassing in any form will disqualify the applicant.
15. The offers submitted shall remain valid for consideration for a minimum period of "Six months" from the date of opening of Bids.
16. The offers should be submitted in prescribed format only. Offers submitted in other than prescribed format will be liable for rejection.
17. The offers should be submitted in prescribed method only. Offers submitted in Other than the prescribed method will be liable for rejection. Offers submitted by email will be rejected.
18. The applicants are requested to quote the rental rate after going through carefully the "Carpet Area Definition" detailed in this document.
19. CBCRD TRUST reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning reason thereof and does not bind to accept the lowest tender.

20. METHOD OF EVALUATION OF SHORTLISTED OFFERS:

The bids of shortlisted applicants will be evaluated on techno-commercial basis by giving weightage as detailed below:

- a. Technical Evaluation - 60%
- b. Financial Evaluation - 40%

The Technical evaluation will be with the following parameters & weightages and the rating will be awarded.

Sl. No.	Parameters	Maximum Marks
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value, proximity to existing branch etc)	10
2	Floor (Ground - Marks 25 / FF and above with lift facility - Marks 05)	25

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3	Amenities provided/agreeable by landlord like strong room, AC if it is part of offer, DG Set provisions, Parking & if extended lease periods beyond 5+5 yrs such other factors beneficial to the Trust.	05
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	05
5	Entire premises in single floor	10
6	Ready to move premises	05
Total Marks		60

The rate per sft (Financial aspect) will be given 40% weightage. The Lowest quote (Rate per sft) 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.

Applicant	Marks for Technical Evaluation (60 marks)	Rate per sft quoted	Marks for Financial Evaluation (40 Marks)	Total Marks and position
1	2	3	4	5=(2+4)
A	55.00	10.00	32.00	87.00-Highest score- L1
B	33.00	12.00	26.67	59.67 L4
C	37.00	08.00	40.00	77.00 L3
D	56.00	15.00	21.33	77.33 L2

21. Applicants are requested to submit their lowest possible quotes as negotiations / discussions will be held only with the L1 arrived as detailed above.

Place: Guwahati

Signature of Applicant / with seal

Date: 24.06.2025

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TERMS AND CONDITIONS

1. Landlord: The Successful applicant whose offer is accepted.
2. Property should be situated in good locality with congenial surroundings and proximity to public amenities like Bus stop, railway station, Markets, Hospitals, Schools etc. There should not be any water logging inside the premises and surrounding area.
3. **SPACE REQUIREMENT: The offered premises shall be having suitable space for 2 class rooms each measuring approximately 25 ft x 30 ft size, one computer lab measuring around 20 ft x 30 ft, one work shed of 25 ft x 30 ft, Director's cabin having 10 ft x 15 ft with attached bathroom and office area of 300 to 400 sft, Dining space of 600 sft, dormitory with attached bathroom separate for gents and ladies preferably 2 each, filing/record room of 1000 sft & adequate space for two wheeler/four wheeler parking in the front. The minimum area requirement is 6000 sft and higher office space is desirable. Necessary wooden / aluminium partitions shall be got done by the landlord to meet the above requirements at their cost.**
4. Landlord to provide adequate parking space for vehicles of RSETI staff and customers. The premises should have good frontage and proper access.
5. Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of premises within 10 working days of the acceptance of their offer by the Trust duly completing the necessary partition works and other Civil / Electrical / modifications works as required by the CBCRD Trust.
6. The entire offered area shall be preferably in a single floor and on Ground Floor. In case the offered premises is split in Ground floor + First Floor etc., Preference will be given to the premises with at least 70% of the area in GF and both the floors should be preferably interconnected by an internal staircase and the said staircase shall be available for exclusive use of RSETI/CBCRD Trust and shall be in the possession of the RSETI/CBCRD Trust.

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7. 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.
8. Lease agreement for the premises finalized will be entered into with the landlord/s.
9. **Minimum period of lease will be 10 years with two blocks of 5 years each and maximum 15 % enhancement in rent for the second block of 5 years. It may please be noted that the RSETI's will be allotted with 1.0 a celand by ASSAM State Govt in due course. After construction of own building RSETI will be shifted to its own campus, probably in next 2 to 3 year's period. Till such time RSETI will function in rented premises.**
10. CBCRD Trust reserves the right to vacate the Premises with minimum notice period of 3 (three) months.
11. Payment of rent will be on Carpet area basis or on lump sum basis only as finalized by the CBCRD Trust. Carpet area shall be arrived after joint measurement as per the CBCRD Trust's Carpet area Definition provided herein.
12. The rent shall be inclusive of basic rent plus all taxes (except GST) / cess present and future - House tax, property tax, and Municipal taxes 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 applicants are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
13. **Goods and Service tax (GST) at the applicable rates on rental payments shall be borne by the CBCRD TRUST / RSETI.**
14. The rent with GST which will be paid to the landlords on production of Invoice.
15. The applicants at their own cost secure and provide the required Electrical power load of minimum 25KW with independent meter. Energy Meter is to be provided by the landlords. CBCRD TRUST will be paying consumption charges

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only. In case of common energy meter as per the rules of the Electricity

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authorities (HT connection) for all the occupants in the building, a sub-meter shall be provided by the Landlord at his cost. The consumption charges shall be paid as per the reading of the sub-meter at the tariff fixed by the electricity authorities.

16. Adequate and uninterrupted water supply - preferably municipal water supply - to the premises shall be arranged with required capacity of underground tank/ overhead tank and pump. In case, Municipal water supply is not adequate, alternate potable water sources shall be made available. CBCRD TRUST/RSETI will bear the actual water consumption charges only. In case of multiple occupants, it shall be shared proportionately as per the carpet area occupied by the RSETI/ CBCRD TRUST.
17. A separate energy meter/sub-meters shall be installed for pumping the water. The power consumption charges for pumping the water shall be borne by the RSETI/ CBCRD TRUST as per the reading of the energy meter if it is exclusive meter of the RSETI/ CBCRD TRUST OR if it is sub-meter it shall be shared proportionately as per the carpet area occupied by the RSETI/ CBCRD TRUST.
18. Applicants at their cost have to construct separate toilets for Ladies and Gents with utility area.
19. The landlords during the currency of the lease shall carry out repairs and maintenance works for the premises and to make the building tenantable and leakproof/waterproof as per the requirement. Painting of the premises is to be done once in 3-5 years.
20. During the period of tenancy, if the RSETI/ CBCRD TRUST desires to carry out alterations if any within the premises at RSETI/ CBCRD TRUST's cost, the Applicant will permit the same on the existing lease terms and conditions.
21. Registration & Stamp duty charges will be shared between the Landlord and the RSETI/ CBCRD TRUST in the ratio 50:50.
22. The RSETI/ CBCRD TRUST will pay the interest free advance rental deposit, which is restricted to 03 (Three) month's rent.
23. Income-tax and Statutory clearances shall be obtained by the lessor at their

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Owncost and when required. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.

24. The charges/fees towards scrutinizing the title deeds of the property by the RSETI/CBCRD TRUST 's approved Advocate will be borne by applicant.
25. In case of Multi storied buildings all fire safety requirements as per the statutory rules have to be complied.
26. The Landlords at their cost, have to provide the following:
 - a) Collapsible gates/ROLLING SHUTTER/MS STEEL DOOR of full size for external entrances. MS Grills for all windows and ventilators and other such other openings.
 - b) The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
 - c) Proper & adequate space for CBRSETI's Sign Board, DG Set/Inverter/Solar Panel shall be provided at no extra cost/ rent.
 - d) Good quality vitrified tile flooring. Non-Skid ceramic tile flooring in toilets with about 5 feet height Ceramic tile dado.
 - e) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.
 - f) 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).
 - g) Entrance Ramp for easy accessibility to Physically challenged persons shall be provided by the landlords at the entrance to the premises as per the statutory requirements.

Signature of the applicant/s

Place:

Date :

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TECHNICAL DETAILS OF THE PREMISES OFFERED

From: Sri/Smt/M/s.
.....
.....
Telephone No. (O)
(R)

To: The Managing Trustee
CBCRD TRUST,
CANARA BANK, HO, RD SECTION,
LB&FI WING, 2ND CROSS,
GANDHINAGAR, BENGALURU

Mobile No. email
id.....

Dear Sir,

Sub : Offer of premises on lease for your TRAINING INSTITUTE (CBRSETI) AT-----

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

1. Name & Address of the Applicant CONTACT EMAIL ADDRESS / MOBILE NO. / s.			
2. Location & Postal address with PIN code of the offered premises			
3. Area offered (Floorwise Carpet area in Sft) Mention the floor		<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)		
	D) Type of building structure (Load bearing)		

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	E) Clear ceiling height of the floor offered	
	F) Type of flooring provided	

5.	STATUTORY PERMISSIONS:	
	A) Whether plans are approved by Local Authorities if YES enclose a copy of the sanction Plan	
	B) Whether Occupation certificate is available if YES enclose a copy	
	C) Whether NOC from local authorities is obtained for Commercial usage of the building, if YES enclose a copy	
6.	Available frontage of the premises (Width of the Premises for display of Institute'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 CBCRD TRUST is free from encumbrances.	YES NO

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12. I/We have understood the concept of Carpet area on which the premises is to be offered to the CBCRD TRUST.	YES	NO
13. Power load available at present and the time required for providing the power load required by the CBCRD TRUST/CBRSETI at my/our cost without additional rent		
14. Whether adequate space is available for Generator Set, Solar Panels, CBRSETI's sign Board without additional cost/rent.	YES	NO
15. Whether adequate parking space is available in front of the premises without additional cost/rent. If "YES" details to be furnished.		
16. If the floor offered is above Ground floor, whether LIFT facility is available without a at my/our cost without additional rent & cost. If so, number and capacity of the lift provided.		
17. I/we am/are willing to make alternations at my cost to the premises to suit CBCRD TRUST's requirement at my/our cost without additional rent & cost.	YES	NO

18. Whether separate independent electricity meter/water meter is/will be provided to the premises without additional cost & rent.	YES	NO
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19. Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
20. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2.	
21. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
22. Whether Ramp will be provided at the entrance of the building for easy accessibility to physically challenged people.	YES	NO
23. Any other information such as additional facilities offered etc., which the applicant would like to highlight	1. 2.	

Declaration:

- 1) I/We am/have clear legal title in respect of the property offered to the CBCRD TRUST/CBRSETI and copies of relevant documents in this regard are enclosed.
- 2) I/We am/have read and understood CBCRD TRUST's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis.

OR

I/We am/have read and understood CBCRD TRUST'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 Bid. Accordingly, we have quoted our rate in the Bid.

- 3) I/We agree that until a regular lease agreement is entered into, this document with the TRUST's written acceptance thereof shall constitute the binding contract between me/us and the CBCRD TRUST/CBRSETI.
- 4) I/We further confirm that offer is irrevocable and shall be open for **six months** from date of opening of the Technical bid.

Yours faithfully,

Place:

Date:

Applicant's Signature/s & seal

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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.

Place:

Date:

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FINANCIAL DETAILS OF THE OFFER

From:

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

.....

.....

Tel(O):

(Res) :

Mobile :

To

THEMAANGING TRUSTEE, CBCRD TRUST, CANARA

BANK HO ANNEXE BUILDING

RD SECTION, LB & FI WING, 2ND CROSS,

GANDHINAGAR, BENGALURU - 560009

Dear Sir,

SUB: Offer of premises on lease for your CBRSETIAT.....

In response to your advertisement, I/We have submitted the details of my/our premises. I/We am/are submitting the "Financial DETAILS" agreeing to the following:

1. To offer my/our premises at Rs..... Per sft per month (Rupees.....) on Carpet area basis 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.

OR

To offer my/our premises having a total carpet area of ----- sft at a lump sum rent amount of Rs..... Per month (Rupees.....) on Lumpsum basis 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.

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".
4. The above rent is exclusive of GST which shall be paid by the CBCRD TRUST/ CBRSETI against the invoice as per the prevailing rules of Government of India.

Place:

Date:

Signature of Applicant with seal

SIGNATURE OF THE APPLICANT