

**CANARA BANK  
HEAD OFFICE, BANGALORE**

**OFFER DOCUMENT**

**FOR**

**HIRING OF PREMISES**

**UNDER**

**TWO BID SYSTEM**

**Issued By:**

General Admn. Section, Canara Bank Circle Office, Tirupati  
3rd Floor, KVC Arcade, 13-C, RC Road, Vani Nagar, Avilala, Tirupati,  
Andhrapradesh - 517507

Mob : 9154166736; Email : [gacotpt@canarabank.com](mailto:gacotpt@canarabank.com)

**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

3rd Floor, KVC Arcade, 13-C, RC Road, Vani Nagar  
Avilala, Tirupati, Andhrapradesh - 517507

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**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 :

Area of premises	Location	Remarks
1500 Sft (approx.)  Commercial premises	<b>BRAHMADEVAM (NELLORE District)</b>	A. Preference will be given to the premises in ground floor B. Preference will be given to ready built premises with adequate parking & frontage C. The strong room measuring about 150-200 Sft as per the Banks specification is to be constructed in the premises by the offeror D. Required Power load is 20 KW.

2. The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address during working hours. 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 Super scribed as “**OFFER FOR HIRING OF PREMISES AT BRAHMADEVAM (NELLORE District)**” shall be submitted up to **3:00 PM** on **28.04.2025** at General Administration Section, Circle Office TIRUPATI at the above given Address.

3. The “Technical Bid” 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 :

Sd/-

Date :

Authorized official of the Bank

7. Copies of the following documents are to be submitted with Technical 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.
  - III. Documents related to conversion of land used to Non-agricultural purpose from the competent authority.
8. 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 offerer /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the bids (Technical and Financial Bids). 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.
9. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
10. 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”. Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.
11. Separate offers are to be submitted, if more than one property is offered.
12. i) The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of offerer/s at our above office. Offerer/s is/are advised in his/her/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

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	<b>91.00 - Highest score - L1</b>
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

16. 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.
17. 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.
18. 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 :

Signature of Offerer/s with seal

Date :

11. GST 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 offerers at their own cost have to construct ATM enclosure within the offered area as per the plan lay out of the Bank's Architect.
13. The offerers at their own cost have to construct the strong room as per specification of Bank (Please refer "Strong room Specification" for details). Size of Strong Room depend on the Classification of the Branch (i.e., Rural/Semi urban/Urban/Metro). The offerers at their cost shall arrange for Fitness Certificate for the strong room through a competent/ Bank's appointed Architect / Engineer. Strong room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank.
14. The offerers at their own cost secure and provide the required power load (**3 Phase connection**) with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.
15. 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 source shall be made available. Bank will bear the actual consumption charges only.
16. Offerers at their cost have to construct separate toilets for Ladies and Gents.
17. 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 years**.
18. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, the Offerer will permit the same on the existing lease terms and conditions.
19. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

From : To:  
 Sri/Smt/M/s. The Asst. General Manager  
 ..... Circle Office  
 ..... TIRUPATI  
 Phone No. (O) .....  
                   (R) .....  
 Mobile No. ....

Dear Sir,

Sub: Offer of premises on lease for your **BRAHMADEVAM** Branch/ Office

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		
3. Area offered (Floor wise Carpet area in Sft)	<b><u>FLOOR</u></b>	<b><u>AREA IN SFT</u></b>
4. BUILDING DETAILS:		
a) Year of Construction		
b) Number of floors		
c) Permitted usage (Residential / Commercial / Institutional)		
d) Type of building structure (Load bearing)		
e) Clear ceiling height of the floor offered		
f) Type of flooring provided		

15. I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
16. Power load available at present and the time required for providing the power load required by the Bank.		
17. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
18. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
19. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
20. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
21. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
22. Whether Municipal water supply is available.	YES	NO
If "NOT" what alternate arrangement is made.		
23. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
24. Whether, separate toilet for Gents and Ladies is provided. If not, time required to provide the same.	YES	NO



**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 Asst. General Manager

CANARA BANK

Circle Office, TIRUPATI.

Dear Sir,

SUB: Offer of premises on lease for your BRAHMADEVAM Branch/ Office

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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:

1. To offer my/our premises at Rs..... Psft 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 (10 - 15%) 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 3 months from the date of opening the "Technical Bid".

Signature of the offerer/s

Place:

Date :

### CARPET AREA DEFINITION

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

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

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

Signature of the offerer/s

Place:

Date :

**IV. COLUMN SIZES :**

Two columns of 10"x10" size with 6 nos of 12 mm dia steel main rods and 6 m 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 the supplier

Over all 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

Signature of the offerer/s

Place:

Date :

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