

**CANARA BANK**

**HEAD OFFICE, BANGALORE**

**OFFER DOCUMENT**

**FOR**

**HIRING OF PREMISES**

**UNDER**

**TWO BID SYSTEM**

Issued By:

General Administration Section  
Circle Office  
Karnal

Telephone : 0184 - 4034892, 8572800777

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**OFFER DOCUMENT INVITING OFFERS UNDER TWO-BID SYSTEM FOR ALTERNATE NEW PREMISES FOR VARIOUS BRANCHES MENTIONED BELOW,:**

SN	LOCATION	DISTRICT	POP CAT	Carpet Area
1	GURUGRAM SECTOR 46	GURGAON	URBAN	UP TO 2000 SQFT
2	FARIDABAD AIRFORCE ROAD	FARIDABAD	METRO	UP TO 2500 SQFT

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

**TECHNICAL BID:**

- i) Notice Inviting Offers
- ii) Instructions to offerers
- iii) Terms & Conditions
- iv) Carpet Area Definition
- v) Mandatory Provision in the Premises
- vi) Strong Room specifications

**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**

CANARA BANK  
General Administration Section,  
CIRCLE OFFICE  
BAY SITE 17-18  
SECTOR 12, KARNAL 132001

Tel: **0184** - 4034892, 8572800777  
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**CANARA BANK** intends to take Commercial premises on lease basis from Individuals/ Firms. Offers are invited under Two Bid System for as per details given below:

**Requirements :**

Name of premises	Catagory	Required Area (Carpet Basis)	Remarks
GURUGRAM SECTOR 46	URBAN	UPTO 2000 SQFT	<p>A) Premises on ground floor will be preferably considered. Premises offered on multiple floor summarily reject.</p> <p>B) Premises should have adequate parking.</p> <p>C) Min. Required Power load is approx. 20-25 KW (as the case may be).</p> <p>D)The strong room measuring about min. 200 sqft as per the RBI specification is to be constructed in the premises by the offerer.</p>
FARIDABAD AIRFORCE ROAD	METRO	UPTO 2500 SQFT	<p>A) Premises on ground floor will be preferably considered. Premises offered on multiple floor summarily reject.</p> <p>B) Premises should have adequate parking.</p> <p>C) Min. Required Power load is approx. 20-25 KW (as the case may be).</p> <p>D)The strong room measuring about min. 300 sqft as per the RBI specification is to be constructed in the premises by the offerer.</p>

1. The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office/Branch at the above address OR Offer Document can also be downloaded from our website [www.canarabank.com](http://www.canarabank.com).

2. Duly filled in offers placed in a Sealed Envelope superscribed as “OFFER FOR HIRING OF PREMISES AT..... (Location, Place, please mention the place for which offer is given)” shall be submitted up to **3.30 PM on 05.08.2025** to GA Section, Circle office KARNAL at the above given address. **(Please submit separate application for separate locations, if the offerer is submitting applications for more than one location).**

3. The “Technical Bid” will be opened on 05.08.2025 at 3.30 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.**

Sd/-

Authorized official of the Bank

### Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, 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 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 shall be submitted in sealed cover (**Marked Envelope-1**) superscribed as **“Technical Bid for Hiring of Office Premises for Canara Bank Branch/Office at.....(Location, Place)”**. **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 (**Marked Envelope -2**) and superscribed as **“Financial Bid for Hiring of Office Premises for Canara Bank at..... (Location, Place)”**. **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 superscribed as **“OFFER FOR HIRING OF PREMISES FOR CANARA BANK AT..... (Location, Place)”** 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 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 use 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 complex etc., and suitable offers shall be finalized /shortlisted for opening Financial Bid.
13. **NOC obtained from Huda/Municipal committee/ Municipal corporation / District town planning should be enclosed. IF ANY BIDDER NOT ENCLOSE COPY OF CLU/APPROVED MAP/COMMERCIAL PERMISSIONS, THE SAME WILL BE REJECTED WITHOUT GIVING ANY REASON.**  
Canvassing in any form will disqualify the offerer.
14. The offer submitted shall remain open for consideration for a minimum period of “Three months” from the date of opening of Technical Bids.

#### 15. METHOD OF EVALUATION OF SHORTLISTED OFFERS:

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.

Sl. No.	Parameters	Marks allotted (standard)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	15
2	Floor (Ground - 25 / FF & above Floors with Lift Facility- 15/FF & above without Lift Facility -5)	25
3	Amenities provided/agreeable by landlord like Strong room Lift, 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 bank.	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10
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	<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 :

### 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, and Schools etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer 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 preferably in Ground Floor. In case the offered premises split in multiple floors the offer shall be summarily rejected.
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 10 years with enhancement in rent for the second block of 5 years (Rural/Semi Urban - 10% to 15%, Urban - 15% to 20% and Metro - 20% to 25%) with minimum 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 by bank's empanelled architect 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. 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 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. Property should be commercial and certificate for the same should be enclosed with the tender document.

16. **NOC obtained from Huda/Municipal committee/ Municipal corporation / District town planning should be enclosed. IF ANY BIDDER NOT ENCLOSE COPY OF CLU/APPROVED MAP/COMMERCIAL PERMISSIONS, THE SAME WILL BE REJECTED WITHOUT GIVING ANY REASON.**
17. Offerers at their cost have to construct separate toilets for Ladies and Gents.
18. 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.
19. 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.
20. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
21. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
22. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
23. Offerers, 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 and vitrified flooring in Urban and Metropolitan 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) Separate toilet for ladies and gents.

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 (Ladies and Gents)
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, columns and pillars
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 :

**Mandatory Provision in the Premises**

The new premises shall contain provision of the following facilities by the premises owner:

1. Well -designed external ramps and handrails to provide barrier free access to person with limited mobility or other challenges, adhering to requisite configuration, gradients and other specifications as detailed in notification issued by Department of Financial Services , Ministry of Finance, Govt of India dated 02.02.2024 on 'Accessibility Standards and Guideline for banking Sector'.
2. Tactile Guidance paths to be provided for enabling independent movement of person with disabilities /special needs from the Branch entrance leading towards a designated location (Information/Service Counter) inside the premises inn an unobstructed manner. Landlords shall provide the tactile guidance paths and handrails along the accessible corridor and route connecting the entire building till the information/ service counter.
3. Grab Bars, in the form of Fixed or moving rails shall be provided for support in inbuilt environments like washroom, around doors etc.

Place:

Signature of the offerer/s

Date:

## SPECIFICATIONS FOR CONSTRUCTING RCC 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** : R C C 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 mil steel/tor steel/ TMT bars of 20 mm thickness, spaced 75 mm c/c in both directions in 60mmx60mmx6mm 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"x 6") 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 not be less than what are specified above.

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 fixing the door and ascertaining the plumbline.

### IV AIR VENTILATORS

**Overall opening** :24"x24"

**Clear opening** : 18"x18"

Air Ventilator as per given specifications to be provided for each strong room. Height from floor level: 2100 mm minimum and opening size: 450 x 450 mm maximum and confirming to IS 14387 standards of BIS. The air ventilators should not be fixed on the exterior/outer walls.

If the locker area in the strong room is large, considering the area, the required additional Air Ventilator/s may be provided.

#### **V STRONG ROOM DOOR ( WITH GRILL GATE )**

Strong room door adhering to standard specifications of “B” class Currency chest and meeting the standards of Bureau of Indian Standards IS 11188 (Part 1):2014 given in the Annexure II D page No 219 of the IBA manual 2016. The vault door must be BIS certified.

The leaflet containing the detailed instructions in respect of erection of the door with a plan and the specification of the door will be provided directly by the Company who have supplied the strong room door.

**FIXING OF DOORS** While fixing the door special attention should be paid for fixing it in plumb, as slightest bend (out of plumbline) will cause improper working of the door. Always help of authorized mechanic of the Company who have supplied the door should be made use of.

#### **VI PARTITION FOR SAFE DEPOSIT VAULT INSIDE STRONG ROOM**

In case the branch has permission for providing safe deposit lockers, a 4.5” thick wall or grill partition with door is to be provided in the strong room, to separate the safe deposit lockers area and the cash/security items area.

#### **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. All electrical wiring/fittings must confirm to ISI/BIS standards.

#### **VIII CONSTRUCTION SUPERVISION :**

A copy of the leaflet and plan may be given to the owner/architect for attending to the construction in advance. The Company providing the strong room door should be asked to send their experienced mechanic at the time of erecting and fixing of the strong room door i.e. the strong room door must be erected under the supervision of mechanic. Certificate from bank’s architect (as per APPENDIX - P/VIII ) be obtained duly mentioning that strong room constructed is as per bank’s specification and the said certificate in original to be framed and displayed inside strong room prominently.

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 not be less than what are specified above.

**III COLUMN SIZES :**

Two columns of 10"x10" size with 6 nos of 12 mm dia TOR Steel main rods and 6 mm dia binder rods are to be done only after fixing the door and ascertaining the plumb line.

<b>IV AIR VENTILATORS</b>	<b>GODREJ</b>	<b>STEELAGE</b>
Overall opening	24"x24"	24"x24"
Clear opening	18"x18"	18"x18"

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 :