

**CANARA BANK  
HEAD OFFICE, BANGALORE**

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

**ISSUED BY :**

**PREMISES & ESTATE SECTION,  
CIRCLE OFFICE, PUNE  
Canara Bank Building, Fp 790 (Part),  
Near Mangala Theatre,  
Shivaji Road, Shivaji Nagar,  
Pune-411 005**

**Telephone : 020-25530622**

**020-25571000**

**Extn: 228**

**E-mail : pecopne@canarabank.com**

**ANNEXURE-III**

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES  
TO THE BANK AT PUNE**

The Offer document consists of the following:

**TECHNICAL BID:**

- i) Notice Inviting Offers
- ii) Instructions to Offerer/s
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered
- v) Carpet Area Definition

**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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Annexure-III Contd.

**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

PREMISES & ESTATE SECTION,  
CIRCLE OFFICE, PUNE  
Canara Bank Building,  
Fp 790 (Part),  
Near Mangala Theatre,  
Shivaji Road, Shivaji Nagar,  
Pune-411 005

Tel : 020- 25530622  
020- 25571000  
Extn: 228

E-Mail: pecopne@canabank.com

**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 :

Location, Place	Taluk/ Tehsil	District	Carpet Area (approx)	Remarks
Circle Office at Pune	Pune	Pune	23,000-25,000 sq.ft.	A) Preference will be given to the premises on single/consecutive floors B) Required Electrical Power load is 250 Kw

2. The prospective offerers meeting the above requirements can download offer document from our website [www.canarabank.com](http://www.canarabank.com) under announcement- tender link.
3. Duly filled in offers placed in a Sealed Envelope Superscribed as “OFFER FOR HIRING OF PREMISES FOR CANARA BANK CIRCLE OFFICE AT PUNE” and shall be submitted upto **2.30 PM on 02.07.2022** at Premises & Estate Section, Circle Office at the above given Address.
4. The Technical bid will be opened on the same day at 3.00 p.m. at the above office in the presence of bidders or their authorized representatives who may choose to be present.

Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sd/-

Deputy General Manager

Annexure-III Contd.

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition 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 Premises For Canara Bank Circle Office At Pune”. **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 Premises For Canara Bank Circle Office At Pune”. **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 CIRCLE OFFICE AT PUNE” 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.

Annexure-III Contd.

7. Copies of the following documents are to be submitted with Technical Bid in support of the details furnished there in.
- 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.,
  - A copy of the title of investigation and search report along with copies of title deeds.**
  - Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
- Refer “CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED” for details of documents to be submitted.**
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 by the Bank for arranging site inspection of the offered premises.

Annexure-III Contd.

- 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 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 & weightage 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	25
3	Amenities provided/agreeable by landlord like strong room, AC if it is part of offer, DG Set provisions, additional 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% weight age. 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.

Annexure-III Contd.

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.
19. Any overwriting in offer document will be liable for rejection.

Place :

Date :

Signature of Offerer/s with seal

Annexure-III Contd  
Terms and Conditions

1. There should not be any water logging inside the premises and surrounding area.
2. Offerer to provide adequate parking space for vehicles of the bank staff and customer. The premises should have good frontage and proper access.
3. 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.
4. The entire offered area shall be available in a single floor. In case the offered premises split in Ground floor + First Floor etc., both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank.
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 enclosed.
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 for the each block of 5 years (Up to 15%) with minimum notice period of 3 months for vacation by the Bank.
8. 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 as per annex III.

Annexure-III Contd.

9. 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. In which case such charges will also be included in deciding L1 .
10. Service tax at the applicable rates on rental payment shall be borne by the Bank.
11. 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.
12. 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.
13. 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.
14. Offerers at their cost have to construct separate toilets for Ladies and Gents.
15. 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.
16. 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.

Annexure-III Contd.

17. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
18. The Bank will pay the interest free advance rental deposit, which should be restricted to 03 (Three) month's rent.
19. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
20. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
21. Offerers, at their cost, have to provide:
  - a) Rolling shutters for external entrances with necessary locking arrangements.
  - b) MS Grills for all windows and ventilators and other such other openings.
  - c) The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
  - d) Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel.
  - e) 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.
  - f) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.
  - g) 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).
  - h) Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.

Place :

Date :

Signature of the offerer/s

Annexure-III Contd.

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

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

To:  
 The Dy. General Manager  
 Circle Office.....

Dear Sir,

Sub : Offer of premises on lease for your Canara Bank Circle Office At Pune.

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:

<p>1. Name &amp; Address of the Offerer</p> <p style="text-align: center;">Are you the owner of property If not,</p> <p>a) Do you have proper authority to submit this bid document (enclose self attested copy)</p> <p>b) Name &amp; Address of the owner/s And contact number</p>									
<p>2. Location &amp; Postal address with PIN code of the offered premises</p>									
<p>3. Area offered (Floorwise Carpet area in Sft)</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>FLOOR</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>AREA IN SFT</u></th> </tr> </thead> <tbody> <tr> <td>Ground Floor -</td> <td></td> </tr> <tr> <td>First /Mezza. -</td> <td></td> </tr> <tr> <td>Floor</td> <td></td> </tr> </tbody> </table>	<u>FLOOR</u>	<u>AREA IN SFT</u>	Ground Floor -		First /Mezza. -		Floor	
<u>FLOOR</u>	<u>AREA IN SFT</u>								
Ground Floor -									
First /Mezza. -									
Floor									

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	

5.	STATUTORY PERMISSIONS:		
	A) Whether plans are approved by Local Authorities		
	B) Whether Occupation certificate is available		
	C) Whether NOC from local authorities is obtained for Commercial usage of the		
6.	Available frontage of the premises (Width of the Premises for display of Bank's sign board)	..... Feet	
7.	Whether premises is situated on the Main Road (Please indicate the road width )	YES	NO
8.	Whether floor of the building offered is strong enough to bear the load of strong room walls, door/s, Safes, Safe Deposit Lockers etc.,	YES	NO
9.	Whether the surrounding of the premises is clean and hygienic	YES	NO
10.	Whether the premises is ready for		

occupation, If not, indicate present status and expected date of handing over possession		
11. Please furnish name and contact number of the earlier occupant/s if any.		
12. Whether the premises offered to the Bank is free from encumbrances.	YES	NO
13. I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
14. I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
15. Power load available at present and the time required for providing the power load required by the Bank.		
16. Whether adequate space is available for Generator Set, VSAT, RF antenna, Solar Panels, Bank's sign Board.	YES	NO.
17. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished	Reserved Car : ..... (Nos.) Parking Customer Car : ..... (Nos.) Parking Two wheeler : ..... (Nos.) Parking	
18. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.	YES	NO
19. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO

20. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
21. Whether Municipal water supply is available. If “NOT” what alternate arrangement is made.	YES	NO
22. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
23. Whether area is prone to water logging/flood/other hazards	YES	NO
24. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
25. Whether ramp /lift is available If not, whether willing to provide at own cost	YES	NO
26. Additional Facility a) Additional Parking  b) Generator (mention Capacity) c) Lift - (mention no. of Lifts) d) Centralized AC -	Car : ..... (Nos.) Parking Two Wheeler : ..... (Nos.) Parking ..... ..... .....	
27. Any other information which the offerer would like to highlight	1. 2. 3.	

Annexure-III Contd.

- I) 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.
- II) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial Bid.

OR

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.

- III) 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,

Offerer/s  
(Signature/s)

Place :

Date :

Annexure-III Contd.

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 Deputy General Manager

CANARA BANK

Circle Office.....

Dear Sir,

SUB: Offer of premises on lease for your Canara Bank Circle Office At Pune.

\*\*\*\*\*

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 for the each block of 5 years. It is 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.
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"

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.

Place:

Date :

Signature of the offerer/s

Annexure-III Contd.

**Following are the items to be done by landlord as per civil layout approved by Bank & R.B.I. specifications:**

1. **Water connection** for water filter & for the Toilets. Water should be available for 24x7 if required should provide storage water tank above the toilets with loft slab with proper plumbing arrangement.
2. **Grills:** All windows, ventilators( open , fixed or louvered ) & opening for exhaust to have grills of 12mm MS square bars @ 4” C/C both ways & fixed between civil work either brick work or RCC work with proper anchorage With 2 coats of oil paint.
3. **ATM** - 9” thick. Brick work up to ceiling with neeru plaster on both side as per plan.
4. **Ramp** - Construction of RCC ramp 3’.3” wide , length as per site condition finished with antiskid flooring & hand grilling on both side up to 3’.0”(if ground floor).
5. **The landlord should strengthen the slab if required. In the case of the premises is above basement, parking etc. the landlord should get the proper drawing & calculation of load & structure from R.C.C. consultant & the certificate.**
6. **Permission of installation of AC units AND SIGNAGE BOARD.**  
Providing permission of installation of AC units which are shown in the plan and signage board at location wherever required by the bank.  
**Please confirm the position of A.C. outer units which are shown in the plan through email to the authorities.**
7. **Electrical Meter:** Provision of 3 phase meter (capacity as per terms & conditions) at a position easily accessible for bank authorities.
8. **Construction of toilet- as per plan**  
Construction of toilets with brick work, both side plaster , full height Glazed Tile Dado from internal Side, door frame, door with oilpaint & necessary hardware, urinal , European WC , wash hand basin, taps antiskid ceramic tile flooring , aluminium Louvre window with grille and provision for exhaust fan.
9. **Flooring**  
Providing 2’x2’ vitrified flooring of first quality in banking hall Floor after demolition of internal walls the flooring level should be same and full tile flooring should be provided over the removed wall portion. Same as per existing branch.

**10. Windows.**

Construction of 9” Brick wall with plaster/painting till 900mm (3’0”) with 4’ht. sliding aluminium Powder coated window with 5mm th. Clear glass and M.S. grill as per item No 2 & civil plan .

**11. All external walls-**

9”Thk. Brick work finished with neeru plaster where necessary , To demolish all the wall & taking away all the debries at suitable place & to construct new walls as per civil plan & to make finish with neeru plaster to the wall & open column where necessary.

**12. Rolling Shutter-** separate at least 3 no rolling shutter for bank entrance & ATM & where necessary as per civil plan. All rolling shutter with centre locking facility with proper Greasing & working condition finished with 2 Coates of oil paint with primer.

**13. Wall Paint-** Regular white wash & first coat of Plastic paint wall, ceiling & gypsum board false ceiling before furniture work & final coat of paint after furniture work.

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED:**

Bigger sealed envelope superscribed as “OFFER FOR HIRING OF PREMISES FOR CANARA BANK CIRCLE OFFICE AT PUNE” containing Technical Bid and Financial Bid as under :

- a. The Technical Bid in sealed cover (**Marked Envelope-1**) superscribed as “Technical Bid for Hiring Of Premises For Canara Bank Circle Office At Pune”. **The Name & address of the offerer to be mentioned on the cover without fail.**
- b. The Financial Bids in a sealed envelope (**Marked Envelope -2**) and superscribed as “Financial Bid for Hiring Of Premises For Canara Bank Circle Office At Pune”. **The Name & address of the offerer to be mentioned on the cover without fail.**

**Envelope 1 should contain following document along with tender document:**

1. Copy of Sanctioned plan with completion/occupation certificate
2. Set of floor plans, sections, elevation.
3. Site plan of premises
4. Documents related to conversion of land to use for Non- agricultural purpose.(if applicable)
5. Approval for commercial activity from appropriate authority.
6. Copy of Sale deed/Gift deed/Conveyance deed/partition deed/7/12 extract/ C.T.S extract/ mutation entries.
7. A copy of the title investigation and search report issued by Advocate.
8. Copies of the title deeds of the premises offered.
9. KYC documents for identity proof (like Aadhar Card, passport, Pan card, Driving License, etc).

(The offer without above documents shall be rejected.)

Place:

Date:

Signature of Offerer /s