

**CANARA BANK
HEAD OFFICE, BANGALORE**

OFFER DOCUMENT

FOR

HIRING OF PREMISES

UNDER

TWO BID SYSTEM

Issued By:

**General Administration Section
Circle Office
Spencer Towers
86 MG Road, Bengaluru
Pin - 560001**

**Telephone :080-25310038
080-25310039**

TO THE BANK AT.....(LOCATION, PLACE)

The Offer document consists of the following:

TECHNICAL BID:

- i) Notice Inviting Offers
- ii) Instructions to applicants
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered
- v) Carpet Area Definition
- vi) Strong Room specifications, Door details, Live load

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 applicant on all pages.

Signature of the Applicant

NOTICE INVITING OFFERS FOR HIRING OF PREMISES

GENERAL ADMINISTRATION SECTION,
CIRCLE OFFICE
SPENCER TOWER

86, MG ROAD, BENGALURU, PIN-560001

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:

SI No	AREA OF PREMISES	LOCATION	DISTRICT /CITY	SPECIAL REQUIREMENTS
1.	1900 sft	Nanjanagud Town	Mysuru Rural 2	A. The strong room measuring about 250 sft as per the Banks specification is to be constructed in the premises by the Applicant. B. Required Power load is 30 KW

1. Preference will be given to the premises in Ground floor, Entire premises area in a single floor, Premises ready for occupation except strong room.
2. Preference will be given to the premises which are near to the existing premises.
3. Owners of vacant plots who are ready to construct as per bank requirements or Owners whose premises is under construction and ready to modify as per banks requirements can also apply.
4. The prospective Applicants meeting the above requirements are requested to collect the Offer Documents from the Office at the above address from 28.06.2023 to 19.07.2023 during working hours. The Offer Document can also be downloaded from our website www.canarabank.com.
5. Duly filled in offers placed in a Sealed Envelope superscribed as “**OFFER FOR HIRING OF PREMISES AT**(Location, Place)” shall be submitted up to **3.00 PM** on 19.07.2023 to General Administration Section, Circle office at the above given address and obtain acknowledgement if submitted in person. Applications sent by post / courier should also reach the above office within the above stipulated date & time.
6. The “Technical Bid” will be opened on the same day (**19.07.2023**) at **3.30 PM** at the above office in the presence of bidders or their authorized representatives who may choose to be present.
7. Applicant/s OR their representatives is/are advised in his/her/their own interest to be present on that date of opening of the Technical bids at the specified time & date.

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

Signature of the Applicant

Instructions to Applicants

1. The Notice Inviting Offer, Instructions to applicants, 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 applicant.
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 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, 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 applicant to be mentioned on the cover without fail.**
4. The Financial Bid shall contain **only** financial details i.e., 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 applicant 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.

Signature of the Applicant

6. 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.
7. Applications without Technical and Financial Bids will be treated as incomplete and the same are liable to be rejected.
8. 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.
 - iv. Sanction plan, completion/ occupation certificate based on the status of construction.
9. 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 bids (Technical and Financial Bids). 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.**
10. In case the space in the offer document is found insufficient, the applicants may attach separate sheets.
11. 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.
12. Separate offers are to be submitted, if more than one property is offered.
13. The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of applicant/s at our above office.
14. The premises offered by the applicants will be visited by a committee of officials from the Bank with prior intimation to the Applicant subject to

Signature of the Applicant

compliance of the requirement of the Bank 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.

15. 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, readiness for occupations etc., and suitable offers shall be shortlisted for opening Financial Bid.
16. **Financial Bids of the Applicants shortlisted in the Technical Bid shall be opened with prior Intimation to the shortlisted Applicants only.**
17. Shortlisted Applicant/s OR their representatives is/are advised in his/her/their own interest to be present on that date of opening of the Financial bids at the specified time & date.
18. The Technical and Financial bids shall be opened at Circle Office, M G Road, Bengaluru only.
19. Canvassing in any form will disqualify the applicant.
20. The offer submitted shall remain valid for consideration for a minimum period of “Six months” from the date of opening of Technical Bids.
21. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection.
22. The offer should be submitted in prescribed method only. Offer submitted in other than method will be liable for rejection. Offers submitted by email will be rejected.
23. The applicants are requested to quote the rental rate after going through carefully the “Carpet Area Definition” and the “Strong Room Specifications” detailed in this document.
24. 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.

25 . METHOD OF EVALUATION OF SHORTLISTED OFFERS:

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

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

Signature of the Applicant

The Technical Bids of shortlisted premises shall be evaluated 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
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 bank.	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

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.

Applicant	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	91.00 - Highest

Signature of the Applicant

				score - L1
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

26. Applicants 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.

Place:

Signature of Applicant/s with seal

Date:

Signature of the Applicant

Terms and Conditions

1. Landlord: The Successful applicant whose offer is accepted.
2. Property should be situated in good commercial with congenial surroundings and proximity to public amenities like Bus stop, Banks, Markets, Hospitals, Schools etc.
3. There should not be any water logging inside the premises and surrounding area.
4. Landlord to provide adequate parking space for vehicles of Bank staff and customers. The premises should have good frontage and proper access.
5. Preference will be given to premises **ready for occupation except strong room**. The owners of such premises will have to hand over the possession of premises within **Three months** of the acceptance of their offer by the Bank duly completing the strong room and other Civil / Electrical / modifications works as required by the Bank.
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 Bank and shall be in the possession of the Bank.
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.
10. Bank reserves the right to vacate the Premises with minimum notice period of 3 months.

Signature of the Applicant

11. 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.
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 payment shall be borne by the Bank.
14. The rent with GST which will be paid to the landlords on production of Invoice.
15. 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 landlord at their own cost have to construct ATM Room within the offered area as per the plan/ layout stipulated by the Bank.
16. The landlord at their own cost have to construct the Strong room as per specification of Bank (Please refer "Strong room Specification" for details). The applicants at their cost shall submit Certificate for the strong room as per Bank's specification through a qualified Engineer who has supervised the construction. Strong room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank. The landlord have to comply with Banks specification and latest IS codes for the construction of the strong room including the concrete work, cube casting , cube testing at their cost under the supervision of the designated Bank official / engineer.
17. The applicants at their own cost secure and provide the required Electrical power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only. In case of common energy meter as per the rules of the Electricity 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.

Signature of the Applicant

18. 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 water consumption charges only. In case of multiple occupants it shall be shared proportionately as per the carpet area occupied by the Bank.
19. A separate energy meter / sub-meter shall be installed for pumping the water. The power consumption charges for pumping the water shall be borne by the bank as per the reading of the energy meter if it is exclusive meter of the Bank OR if it is sub-meter it shall be shared proportionately as per the carpet area occupied by the Bank.
20. Applicants at their cost have to construct separate toilets for Ladies and Gents with utility area .
21. 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.
22. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, the Applicant will permit the same on the existing lease terms and conditions.
23. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
24. The Bank will pay the interest free advance rental deposit, which is restricted to 03 (Three) month's rent.
25. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
26. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
27. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved Advocate will be borne by applicant.
28. In case of Multistoried buildings all fire safety requirements as per the

Signature of the Applicant

statutory rules have to be complied.

29. The Landlords at their cost, have to provide the following :
- a) Collapsible gates of full size for external entrances.
 - b) Rolling shutters / Collapsible 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) Proper & adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel shall be provided at no extra cost/ rent .
 - f) Good quality vitrified tile flooring. Non-Skid ceramic tile flooring in toilets with about 5 feet height 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) 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 :

Signature of the Applicant

TECHNICAL DETAILS OF THE PREMISES OFFERED

From :

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

To:

The Dy. General Manager

Circle Office.....

Telephone No. (O)

(R)

Mobile No. email id.....

Dear Sir,

Sub : Offer of premises on lease for your 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 Applicant CONTACT E MAIL 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)		
	E) Clear ceiling height of the floor offered		
	F) Type of flooring provided		

Signature of the Applicant

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 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 the time required for 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

Signature of the Applicant

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 prepared to provide strong room of required size as per Bank's specification for the premises at my/our cost without additional rent .	YES	NO
15. I/We am/are ready to provide ATM room within the offered premises at my/our cost without additional rent.	YES	NO
16. Power load available at present and the time required for providing the power load required by the Bank at my/our cost without additional rent		
17. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board without additional cost/rent.	YES	NO
18. Whether adequate parking space is available in front of the premises without additional cost/rent . If "YES" details to be furnished.		
19. 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.		
20. I/we am /are willing to make alternations at my cost to the premises to suit Bank's requirement at my/our cost without additional rent & cost .	YES	NO

Signature of the Applicant

21. Whether separate independent electricity meter/water meter is/will be provided to the premises without additional cost & rent.	YES	NO
22. Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
23. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2.	
24. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
25. Whether Ramp will be provided at the entrance of the building for easy accessibility to physically challenged people.	YES	NO
26. 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 Bank and copies of relevant documents in this regard are enclosed.
- 2) 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.

- 3) 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.
- 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

Signature of the Applicant

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 Applicant

SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM

The specifications for strong room for branches are detailed hereunder:

I. THE SPECIFICATIONS FOR THE STRONG ROOM ARE AS FOLLOWS:

WALLS : R C C 1: 1.5 : 3 (M 20 GRADE CONCRETE) 30 cm (12") thick

FLOOR : R C C 1: 1.5 : 3 (M 20 GRADE CONCRETE) 15 cm (6") thick

15 cm (6" thick) heavily reinforced over the existing plain cement concrete flooring for vaults in Ground floors and over existing RCC slabs in vaults in upper floor (the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load).

CEILING - R C C 1: 1.5 : 3 (M 20 GRADE) 30 cm (12") thick .

Where it is not feasible to provide a RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm rods spaced 75 mm c/c in one direction fixed in angle iron frame work .

II. THE MINIMUM REINFORCEMENTS SHALL BE AS BELOW:

WALLS :

12 mm dia mild Steel/tor steel @ 6"c/c both ways and on both faces of the wall (a formation of reinforcement matt of about 3"x 3" on either face of the wall to be obtained.

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

CEILINGS : Same as in the case of walls.

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.

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 plumbline.

IV STRONG ROOM DOOR AND AIR VENTILATORS : as per the requirements of the manufacturer. The load intensity for the door is around 4 tons per sq mtr. These Items shall be supplied by the Bank and same will be fixed by the Landlords.

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.

V LIVE LOAD INSIDE THE STRONG ROOM : 1500 kg per sq mtr

VI Landlords shall consider the weight of the strong room doors and live loads while designing their buildings, check the same if already constructed.

FINANCIAL DETAILS OF THE OFFER

(To be submitted in a separate sealed envelope marked as Financial Bid)

From:

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

.....

.....

Tel (O) :

(Res) :

Mobile :

To

The Deputy General Manager

CANARA BANK

Circle Office, Bangalore

Dear Sir,

SUB: Offer of premises on lease for your Branch

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..... 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.
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 Bank against the Invoice as per the prevailing rules of Government of India.

Place:

Date :

Signature of Applicant with seal

Signature of the Applicant