



CANARA BANK
HEAD OFFICE, BANGALORE

OFFER DOCUMENT
FOR
HIRING OF HOLIDAY HOME
UNDER
TWO BID SYSTEM

Issued By:

Premises Sect
Circle Office
1-Orbit Mall,E-mail
Civil Line,
Ajmer Road, Jaipur-302006

Telephone : 0141-2222909
website : www.canarabank.com
Email : premisescojpr@canarabank.com

ANNEXURE-III

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING
HOTEL ROOMS TO THE BANK AT JAIPUR**

The Offer document consists of the following:

TECHNICAL BID:

- i) Notice Inviting Offers
- ii) Instructions to offerers
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered

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.

Separate offer letter is to be submitted for each location if applied for multiple location.

NOTICE INVITING OFFERS FOR HIRING OF HOLIDAY HOMES

PREMISES & ESTATE SECTION,

CIRCLE OFFICE

Tel: 0141-2222909

Address - 1- Orbit Mall, Civil Line

Ajmer Road, Jaipur- 302006

CANARA BANK intends to take Rooms in Hotels (3 / 4 star)/service apartments on lease basis from Individuals/ Firms. Offers are invited under Two Bid System as per details given below:

1. Requirements :

Description of Requirements	Location	No of Rooms	Remarks
Rooms in reputed hotels/serviced apartments for housing Holiday Home of Bank	JAIPUR (Nearby Jaipur Junction, Sindhi Camp Bus stand)	04 (FOUR)	A) Preference will be given to the Hotels located near to tourist attractions/transit points. B) Bank shall be at liberty to increase/decrease actual requirement at the time of final fixing

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address OR from our Nearest Branch from **29.05.2023 to 12.06.2023** during working hours. Alternately, offer document may be downloaded from website www.canarabank.com/tenders during the above period.
- Duly filled in offers placed in a Sealed Envelope superscribed as **"OFFER FOR HIRING OF HOTEL ROOMS TO THE BANK AT JAIPUR"** (as the case may be) shall be submitted up to **End of office Hours** on or before **12.06.2023** to Premises & Estate Section, Circle office at the 1-Orbit Mall, Civil Line, Ajmer Road, Jaipur-302006, Rajasthan.

4. The “Technical Bid” will be opened on pre notified date at the above office in the presence of bidders or their authorized representatives who may choose to be present.
5. The offers are to be submitted in two sealed covered in Two Bid System i.e.,
 - Envelope - 1 Technical Bid and
 - Envelope - 2 Financial bid.

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, 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 property, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, 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 HOTEL ROOMS TO THE BANK AT JAIPUR”** (as the case may be)”. 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. lumpsum 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 HOTEL ROOMS TO THE BANK AT JAIPUR”** (as the case may be)”. 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 super scribed as **“OFFER FOR HIRING OF HOTEL ROOMS FOR HOSUING HOLIDAY HOME TO THE BANK AT JAIPUR”** (as the case may be) 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. Copies of all mandatory permissions/documents required for functioning Hotel business/Service Apartment for housing holiday home for the Bank in the locality.
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. 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 (Near to Tourist attractions/Transit points, within municipal/town, visibility, distance from bus stand, Railway station, taxi stand, tourist spot, availability of market area in surrounding etc.)	20
2	Hygiene & Ambience	20
3	Amenities provided (check details at page)	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, 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	91.00 - Highest 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

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.
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

Date :

with seal

Terms and Conditions

1. Property should be situated in good congenial surroundings and proximity to tourist attractions, transit hubs and public amenities like Bus stop, Railway Station, Airport, Banks, Markets, Hospitals, 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 guests. 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 modification works, if any as required by the Bank.
5. The total number of rooms earmarked for the Bank must be made available to Bank for all days of the year and guests must be exempted from blackout dates/mandatory gala event charges on special days. All rooms must be of similar categories. Under no circumstances the rooms earmarked for Bank to be given to other guests even if same are unoccupied. In case room(s) are not available for maintenance/malfunctioning of equipment, alternate room of similar category is to be arranged. Failure to do same shall attract penalty to the tune of Rs. 1,500/- for a day/part thereof.
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. Period of lease will be 3 years and no enhancement in rent shall be permitted within that duration with minimum notice period of 3 months for vacation by the Bank.
9. Payment of rent will be on LUMPSUM basis only (quoted for all rooms and other offered facilities).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.

10. GST at the applicable rates on rental payment only shall be borne by the Bank.
11. The offerers at their own cost secure and provide the required power as well as back up. No extra payments shall be made.
12. Adequate and uninterrupted water supply - preferably municipal water supply - to the rooms 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 without any extra cost.
13. All rooms must be air conditioned and have attached bathrooms
14. Adequate security in property for 24 hours.
15. The property shall provide 24h check in/check out facility.
16. 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 2 years.
17. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
18. The Bank will not pay any advance rental deposit.
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) Provision of proper adequate space for Bank's Sign Board.

- b) Good quality flooring in rooms (viz. vitrified tile / wooden flooring, marbal etc).
- c) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.

REQUIREMENTS OF BANK (Amenities):

Reputed Hotels/ Serviced apartments

Mandatory Requirements:

1. Double bed rooms with King Beds, desk with chair, luggage storage, central/individual air conditioning in rooms, cupboards, with minimum 6” mattress and space for additional bed/mattress with no extra charge. The mattress shall be single piece and no joined mattress shall be allowed. However, Hotels might have to entertain requests for twin bedded rooms subject to availability.
2. Minimum Room Size - 180 Sqft.
3. Well ventilated rooms with window offering outside view.
4. 24 Hr bell desk
5. Complimentary Wi-Fi
6. Complimentary Tea / Coffee & Breakfast
7. Travel Desk/cab booking/transfer facility (chargeable)
8. Ample Parking for guest cars with security
9. 24 hours power supply with back up
10. 24 hours hot & cold water supply in toilets
11. 24 hours Bottled/RO drinking water
12. Toilets with separate dry/wet areas with shower, western type WCs, Wash basins and daily toiletries (soap, moisturizer & shampoo)
13. In house multi cuisine vegetarian catering service.
14. Room Service
15. Daily housekeeping
16. Tea/Coffee maker with daily replenishment
17. Laundry Service
18. Doctor on call.

Place :

Date :

Signature of the offerer/s

TECHNICAL DETAILS OF THE PREMISES OFFERED

From :

Sri/Smt/M/s.

.....

.....

Telephone No. (O)

(R)

Mobile No.

To:

The Dy. General Manager

Circle Office Jaipur

Dear Sir,

Sub : Offer of premises on lease for your Holiday Home at JAIPUR

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. Rooms offered (Floorwise)		<u>FLOOR</u>	<u>No of Rooms</u>
4.	BUILDING DETAILS:		
	A) Year of Construction		
	B) Number of floors		
	C) Permitted usage (Residential / Commercial / Institutional		
	D) Type of building structure		
	E) Clear ceiling height of the floor offered		
	F) Type of flooring provided	<u>Rooms:</u>	
		<u>Toilets:</u>	
5.	STATUTORY PERMISSIONS:		

	A) Whether plans are approved by Local Authorities		
	B) Whether Occupation certificate is available		
	C) Whether NOC from authorities is obtained for Commercial usage of the building		
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 (Road width :	NO
8.	Whether the surrounding of the premises is clean and hygienic	YES	NO
9.	Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession		
10.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
11.	Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
12.	If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
13.	I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
14.	Whether Municipal water supply is available.		
	If "NOT" what is alternate arrangement		

15. Any other occupants having holiday home/guest house in the premises?	1. 2. 3.
16. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.

Facilities Offered:

Parameter	Yes	No
1. Double bed rooms with King Beds, desk with chair, luggage storage, central/individual air conditioning in rooms, cupboards, bed with minimum 8" mattress and space for additional bed/mattress with no extra charge. The mattress shall be single piece and no joined mattress shall be allowed. However, Hotels might have to entertain requests for twin bedded rooms subject to availability. 2. Minimum Room Size - 180 Sqft. 3. Well ventilated rooms with window offering outside view 4. 24 Hr bell desk 5. Complimentary Wi-Fi 6. Complimentary Tea/ Coffee / Breakfast 7. Travel Desk/cab booking/transfer facility 8. Ample Parking for guest cars with security 9. 24 hours power supply with back up 10. 24 hours hot & cold water supply in toilets 11. 24 hours Bottled/RO drinking water		

12. Toilets with separate dry/wet areas with shower, western type WCs, Wash basins and daily toiletries (soap, moisturizer & shampoo)		
13. In house multi cuisine vegetarian catering service		
14. Laundry Service		
15. Doctor on call.		
16. Room Service		
17. Daily housekeeping		
18. Tea/Coffee maker		

- 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 :

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 Holiday Home at JAIPUR

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 month (Rupees.....) Lumpsum for all rooms and facilities for 3 years from the date of handing over possession of the premises.
2. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid.

Signature of the offerer/s

Place:

Date :