CANARA BANK
HEAD OFFICE, BANGALORE

OFFER DOCUMENT

FOR

HIRING OF PREMISES

UNDER

TWO BID SYSTEM

Issued By:

Premises and Estate Section
Circle Office
Spencer Junction
MG Road, Trivandrum
Pin-695001

Telephone :0471-2331340
Fax No. :0471-2331355
E-mail: pecotvm@canarabank.com

ANNEXURE-III

OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES TO THE BANK AT………………………(LOCATION, PLACE)

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
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
SPENCER JUNCTION
MG ROAD,TRIVANDRUM , PIN-695001

Tel :0471-2331340
Fax : 0471-2331355
E-Mail :pecotvm@canarabank.com

CANARA BANK intends to take ready to move-in Commercial premises on lease basis from Individuals/ Firms. Offers are invited under Two Bid System as per details given below:

1. Requirements :

SL NO	AREA OF PREMISES	BRANCHES	DISTRICT	REMARKS
1	1900 SQFT	1. KALAMASSERY RAH (DP 9301)	ERNAKULAM	**A.**PREFERENCE WILL BE GIVEN TO THE PREMISES IN GROUND FLOOR WITH ENTIRE AREA IN A SINGLE FLOOR **B.**REQUIRED POWER LOAD IS 35 KW

2. The prospective offerors meeting the above requirements are requested to collect the Offer Documents from the Office at the above address or from our following offices from **02.07.2022 to 20.07.2022** during working hours. The Offer Document can also be downloaded from our website www.canarabank.com.

ERNAKULAM
GA Section, Regional Office-2 Ernakulam 3rd Floor, M G Road, Metro Station Build MG Road North End, Ernakulam-682035
RAH Hub Ernakulam, Marine Drive (DP 9301), Chammany Towers, Kaloor- Kadavantara Road, Ernakulam -682031

3. Duly filled in offers placed in a Sealed Envelope superscribed as **"OFFER FOR HIRING OF PREMISES AT.......... (Location, Place)"** shall be submitted up to **2.00 PM on 20.07.2022** to Premises & Estate Section, Circle office at the above given address.

4. The "Technical Bid" will be opened on the same day 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. 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.

Annexure-III Contd.

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 - 5)	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.	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	**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. 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. Offerors are requested to submit photos of the premises. In case of ready to move-in premises, photos of interior and exterior views and photos from opposite side of the building, showing the front view are to be enclosed along with the offer document.

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, 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 only. Any offers for vacant property will be rejected out rightly. 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.
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 20 years with enhancement in rent for every 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 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. Offerers at their cost have to construct separate toilets for Ladies and Gents.
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 3-5 years.
17. 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.

18. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.

19. The Bank will not pay any advance rental deposit.

20. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.

21. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.

22. Offerors, 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.

Signature of the offerer/s

Place :

Date :

Annexure-III Contd.

TECHNICAL DETAILS OF THE PREMISES OFFERED

From :
Sri/Smt/M/s.
…………………………………….….
…………………………….………

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

Telephone No. (O) ………………………..

(R) ……………………….

Mobile No. ……………………….

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 Offerer		
2.	Location & Postal address with PIN code of the offered premises		
3.	Area offered (Floorwise Carpet area in Sft)	**FLOOR**	**AREA IN SFT**
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		

Annexure-III Contd.

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 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	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

Annexure-III Contd.

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, 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		
18. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
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

Annexure-III Contd.

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, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
24. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

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 ……………………………….. Branch/ Office

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In response to your advertisement, I/We have submitted the details of my/our premises in a separate envelope marked "Technical Bid". I/We am/are submitting the "Financial Bid" agreeing to the following:

1. **To offer my/our premises at Rs………….. Psft per month (Rupees……………………………….. ……………………………………) on Carpet area basis for first block of 5 years from the date of handing over possession of the premises, with ………% increase in rent for the second block of 5 years.**
2. **The above rate is quoted for the terms and conditions agreed by us in the Technical Bid.**
3. **This offer is valid for 3 months from the date of opening the "Technical Bid".**

Signature of the offerer/s

Place:

Date :

Annexure-III Contd.

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 mumties
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

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

Signature of the offerer/s

Place:

Date :

Annexure-III Contd.

SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM ("B" CLASS)

The specifications for strong room for branches are detailed hereunder:

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

WALLS : R C C 1:2:4 30 cm (12") thick

FLOOR : R C C 1:2:4 15 cm (6") thick

FLOOR :

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 1:2:4

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 angle iron frame work.

Reserve Bank of India has specified ceilings fortification only in cases where it is not feasible to provide RCC slab of specified thickness.

If it is not possible to provide the strong room with the ceiling of prescribed thickness of 30 cms (12") or provide fabrication with MS grills, RBI would be prepared to consider relaxation of the existing specification on merits of individual cases, provided the floor space directly above the strong room is also in the possession and occupation of the Bank.

II. THE MINIMUM REINFORCEMENTS AS ADVISED BY RBI ARE GIVEN 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 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.

CEILINGS : Same as in the case of walls.

Annexure-III Contd.

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 OR 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	GODREJ	STEELAGE
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 :