

# CANARA BANK

HEAD OFFICE- BENGALURU

OFFER DOCUMENT  
FOR  
HIRING OF PREMISES  
UNDER  
SINGLE BID SYSTEM

**Issued By:**

CANARABANK  
CIRCLE OFFICE  
Premises and Estate Section  
First Floor, Circle Office  
HO: Annex Building  
Manipal- 576104  
Udupi Dist

Email: [gacompl@canarabank.com](mailto:gacompl@canarabank.com)



### Annexure-V

Offer Document inviting offers in single bid system for hiring premises to the Bank at Neralakkatte, Karkunje Village & Post, Kundapura Taluk, Udupi District (Location, Place)

The Offer document consists of the following:

1. Notice Inviting the Offerors
2. Instructions to the Offerors
3. Offer Letter
4. Carpet Area Definition
5. Strong Room Specifications

Annexure-V Contd.

Premises and Estate Section Circle Office HO: Annex Building Manipal 576104	Email: gacompl@canarabank.com
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NOTICE INVITING OFFERS FOR HIRING OF PREMISES

CANARA BANK intends to take Commercial Premises on lease from Individuals/ Firms. Offers are invited under Single Bid System as per details given below:

**1. Requirements**

Area of Premises	Location	Remarks
1500 sqft Commercial Premises	Neralakatte, Karkunje Village & Post Kundapura Taluk Udupi District, Karnataka - 576283	<ul style="list-style-type: none"> <li>a. Premises should be only in ground floor and with minimum number of columns.</li> <li>b. The strong room measuring minimum of 150-200 sqft and maximum as requirement of the branch as per banks specification is to be constructed in the premises by the offers.</li> <li>c. Required power load is 20KW .</li> <li>d. ATM room to be construction the premises by the offeror.</li> <li>e. RAMP facility should be provided by the offeror.</li> </ul>

- The prospective offerors meeting the above requirements are requested to collect the offer documents from our Neralakatte Branch/ RO-UDUPI II/Circle Office Manipal. The offer Document can also be downloaded from our website. [www.canarabank.com](http://www.canarabank.com)
- Duly filled in offers placed in a Sealed Envelope Superscribed as **“Offer for Hiring of premises at Neralakatte, Udupi District”** shall be submitted upto 3:00 pm, on **16.01.2023** at Canara Bank, Premises & Estate Section, Circle Office, Manipal, UdupiDist. PIN-576104.
- The Tender will be opened on the same day (i.e **16.01.2023**) at 4.00p.m 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 Offerors

1. The Notice Inviting Offer, Instructions to offerors, Offer Letter along with Carpet Definition and Strong room specifications will form part of the offer to be submitted offeror. The Offer Letter shall contain the terms and conditions of the offer to lease out the premises
2. The Offer Letter along with other documents as detailed above shall be placed in a sealed envelope and super scribed as "**Offer for Hiring of premises at Neralakatte, UDUPI District**" and to be submitted at the address given in the Notice Inviting offers on or before the last date and time stipulated for submission. The Name and address of the offeror to be mentioned on the cover without fail.
3. Offers received with delay for any reasons whatsoever, Including postal delay after the time and date fixed for submission of offer shall be termed as LATE and shall not be considered.
4. Copies of the following documents are to be submitted along with the "Offer" 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 for Nonagricultural purpose from the competent authority.
5. All columns of the "Offer Letter" must be duly filled in and no column should be left blank. All the pages of the "Offer Letter" are to be signed by the offeror/ authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the "Offer Letter". Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers / Offers with incorrect details are liable for rejection
6. In case the space in the "Offer Letter" is found insufficient, the offerors may attach separate sheets.
7. The "offer Letter submitted shall be in compliance to the terms conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Letter", shall be furnished in a separate sheet marking list of deviations"
8. Canvassing in any form will disqualify the offeror.
9. Separate offers are to be submitted, if more than one property is offered.
10. The Offers will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerors at our above office.
  - i. All offerors are advised in their own interest to be present on that date, at the specified time.
  - ii. After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
11. The "offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer.



## OFFER LETTER

From:

Name		
S/O,W/O,C/O		
Address 1		
Address2/POST		
Land Mark		
PS		
District		Mobile No:
PIN Code		E-Mail ID:

To  
**The Senior Manager,**  
**Canara Bank,**  
**Premises and Estate Section,**  
**Circle Office, Manipal**

Dear Sir,

### **SUB:OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH/OFFICE**

I/we offer to you to give you on lease the premises described here below for your **Neralakatte Branch:**

A	Full address of the Premises	
B	Distance from the main road/cross road	
C	Whether there is direct access: to the premises from the main road	
D	<b>Floor Area</b>	
	1) Ground Floor	<b>Sqft Carpet Area</b>
	2) First Floor	<b>Sqft Carpet Area</b>
E	Year of Construction	
F	Whether constructed with approved plan?	
	Whether Occupancy certificate obtained?	
	Whether converted to commercial?	
G	If yet to be constructed, whether the plan is approved? (enclose copy)	
	Cost of Construction	<b>Rs</b>
	Time required for completing	
H	If the Building is old, then does it require	
	i) Repair & renovation?	
	ii) Cost of Repair & renovation	<b>Rs</b>
I	<b>Approximate value of Property</b>	<b>Rs.</b>
J	<b>BOUNDARIES</b>	
	East:	<b>North:</b>
	West:	<b>South:</b>

**Signature of the offeror**

**TERMS & CONDITIONS :**

a) **Rent** : Floor wise rent at the following rates, i.e. :

Floor	Carpet Area:	Rental rate per Sqft. Rs	_____
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With effect from \_\_\_\_\_ i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, Electric Power Supply payable within 5<sup>th</sup> working day of succeeding calendar month.

b) **LEASE PERIOD:**

i) \_\_\_\_\_ years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, etc. with a further period of \_\_\_\_\_ years with \_\_\_\_\_ % enhancement in rent for the option period.

ii) You are however at liberty to vacate the premises at any time fully/partly during the pendency of lease by giving (three) month's notice in writing, without paying any compensation for earlier termination.

c) **TAXES/RATES:**

All existing and enhanced **Municipal/Corporation/Panchayat taxes, rates and cess, surcharges will be paid by me/us**. Further if Service Tax is levied at later date the same shall be borne by me/us. All dues to the State Government, Central Government or other Local Civic Authorities including enhancements and new introductions shall **be borne by me/us**.

d) **MAINTENANCE/REPAIRS:**

- i) Bank shall bear actual charges for consumption of electricity and water, I/we undertake to provide separate electricity/water meters for this purpose with required load.
- ii) All repairs including **annual/periodical white washing and annual/periodical painting** will be got done by me/us at my/our own cost. In case, the repairs and/or white/colour washing is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs white/colour washing etc. at our cost and deduct all such expenses from the rent payable to us.
- iii) Bank is at liberty to install generator either hired or owned at the premises under occupation **without any additional charge/cost**. The landlord has to provide additional space for installation of the generator without any additional cost/rent/charges.

**Signature of the offeror**