

ADVERTISEMENT - TWO-BID (TWO ENVELOPE) SYSTEM



Premises & Estate Section, Circle Office,
Hyderabad, Telangana.

PREMISES REQUIRED

Offers are invited under **TWO-BID SYSTEM** from the owners of commercial space (Having permission for construction as commercial property), preferably in the Ground floor, on main road and ready for occupation with required Power load, for our Branch at the following location:

Location, Place	Carpet Area in sft.
WARANGAL CURRENCY CHEST	Upto 3500 Sqft

The necessary application forms may be obtained from the above mentioned Office or from the Branch.

The Application along with the building map and specifying other conditions like 1) Rent 2) Lease period should be sent in a sealed cover with superscription "**APPLICATION FOR RENTAL BUILDING - WARANGAL CURRENCY CHEST, WARANGAL URBAN DISTRICT**") to the following address:

**THE DEPUTY GENERAL MANAGER, CANARA BANK,
PREMISES AND ESTATE SECTION, CIRCLE OFFICE,
MCH No 10-3-163, 10-3-163/A, Plot No 85,
Beside Rail Nilayam, SD Road, Secunderabad - 500026.
Phone Number : 040-27725221/23/24/25/26**

Last date for submission is on 06.09.2020 upto 3.00 P.M.

The Bank reserves the right to accept/reject any application without assigning any reason for the same. Brokers excuse.

Place: HYDERABAD
Date : 16.08.2020

Sd/-
Deputy General Manager
Circle office, Hyderabad

**CANARA BANK
CIRCLE OFFICE, HYDERABAD**

OFFER DOCUMENT

FOR

HIRING OF PREMISES

AT WARANGAL

UNDER

TWO BID SYSTEM

ISSUED BY

**PREMISES AND ESTATE SECTION, CIRCLE OFFICE,
MCH No 10-3-163, 10-3-163/A, Plot No 85,
Beside Rail Nilayam, SD Road, Secunderabad - 500026.**

**Ph: 040 - 27725221/23/24/25/26
Email: pecohyd@canarabank.com**

OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING
PREMISES TO THE BANK AT- WARANGAL CURRENCY CHEST (WARANGAL
URBAN DISTRICT)

The Offer document consists of the following:

- i. Notice Inviting Offers
- ii. Instructions to offerers
- iii. Offer Letter
- iv. Carpet Area Definition
- v. Strong Room specifications

The Deputy General Manager,
 Canara Bank, Circle Office
 MCH No 10-3-163, 10-3-163/A,
 Plot No 85, SD Road,
 Secunderabad-500026.

Ph : 040-27725221

E-Mail : pecohyd@canarabank.com

I. 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:

Location	Area required	Remarks
WARANGAL CURRENCY CHEST BRANCH	Upto 3500 sqft	1. Preference will be given to the premises in Ground floor with entire area in single floor. 2. The Strong room measuring about Min 3500 Sft as per the Bank's specification is to be constructed in the premises by the offeror. 3. Required power load is 32 KW approx.

2. The prospective offerers meeting the above requirements are requested to the Offer Documents from Warangal Regional Office or Circle Office, Hyderabad from 07.08.2020 to 05.09.2020 during working hours.

3. Duly filled in offers placed in a Sealed Envelope superscribed as **“OFFER FOR HIRING OF PREMISES AT- WARANGAL CURRENCY CHEST ”** shall be submitted up to 06.09.2020, 3 pm to the following address,

**“PREMISES AND ESTATE SECTION,
 CANARA BANK, CIRCLE OFFICE,
 MCH No 10-3-163, 10-3-163/A, Plot No 85,
 Beside Rail Nilayam, SD Road, Secunderabad - 500026”.**

4. The Offer will be opened on the same day at 03.30pm 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.

Authorized official of the Bank

II. Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Offer Letter along with Carpet Area Definition will form part of the offer to be submitted by the offerer. 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 superscribed as “Offer for Hiring of Branch/Office Premises to Canara Bank at **WARANGAL CURRENCY CHEST BRANCH (WARANGAL URBAN 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 & address of the offerer 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 offers 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 Non-agricultural 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 offerer /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 offerer. Incomplete offers / Offers with incorrect details are liable for rejection.
6. In case the space in the “Offer Letter” is found insufficient, the offerers may attach separate sheet.

~~The Offerer's Offer submitted, shall be in compliance to the terms/conditions~~
7. Canvassing in any form will disqualify the offerer.

8. Separate offers are to be submitted, if more than one property is offered.
9. i) The Offers will be opened on 06.09.2020 at 3.30 pm in the presence of offerers at our above office. All offerers are advised in their own interest to be present on 06.09.2020 before 3.15pm.
- ii) After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.

III. OFFER LETTER

Sri./Smt./M/s_____

Telephone :

Cell :

Fax :

E-Mail :

To :

THE MANAGER
CANARA BANK,

Dear Sir,

SUB : OFFER TO LEASE THE PREMISES FOR YOUR BRANCHES/OFFICE

I/We offer to you to give you on lease the premises described here below for your

..... Branch/Office.

Full address of premises offered on

a] lease :

Distance from the main road/cross

b] road :

c] Whether there is direct access to the
premises from the main road :

d] Floor wise area : Floor:_____ Carpet area
:_____ (Sft)

e] Year of construction :

If the building is new, whether

f] occupancy :
certificate is obtained

g] If the building is yet to be constructed :

i>. Whether plan of the building is :
approved (copy enclosed)

ii>. Cost of construction :

iii>. Time required for completing the :
construction

h] If the building is old whether repairs/ :
renovation is required

i] If so cost of repairs/renovation :

(j) BOUNDARIES :

East
West
North
South

A] TERMS & CONDITIONS::

Rent :
floor wise rent at the following rates
i.e.,

<u>Floor</u>	<u>Carpet area</u>	<u>Rental rate per sft</u>
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With effect from _____ i.e., the date of handing over vacant possession after _____ the construction, repairs, renovation, additions, payable within completion of 5th working day of succeeding calendar month.

B] LEASE PERIOD::

- _____ from the date of handing over vacant possession after
- i] _____ Years completion of construction, repairs/renovations, additions etc., with _____% increase in rent after the initial period of _____ years.
You are however at liberty to vacate the premises at any time Fully / Partly
- ii] during the pendency of lease by giving _____ month's notice in writing, without paying any compensation for earlier termination.

C]. TAXES/RATES::

All existing and enhanced Municipal/Corporation taxes, Goods & Service Tax if applicable, rates and cesses will be paid 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.
- ii] All repairs including annual/periodical painting and distempering will be got done by me / us at my/our own cost. In case, the repairs and /or painting/distempering is/are not done by me/us as agreed now, you will be at liberty to carryout such repairs, painting/distempering etc., at our cost and deduct all such expenses from the rent payable to me/us.

E] RENTAL DEPOSIT::

No rental deposit shall be paid by the bank.

F] LEASE DEED/REGISTRATION CHARGES::

I/We undertake to execute an agreement to lease/regular lease deed, in your favour containing the mutually accepted/ sanctioned terms of lease at an early date. I/We undertake to share the cost of stamp duty and registration expenses for registering the lease deed in the ratio of 50:50 between the Bank and me/us.

DECLARATION::

1. I/We have understood the definition of the “Carpet Area” and agreeable to accept payment of rent on Carpet area basis. The carpet area will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respects as per the specifications/requirements of the Bank.
2. The concept of carpet area was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, balcony, common passage, walls and other uncovered area, would be excluded for arriving at the carpet area on which the rent is payable
3. I /we am/are agreeable to provide the following amenities.
 - i] The strong room will be constructed strictly as per the Bank’s specifications and size. Strong room door, Grill gate and Ventilators are to be supplied by the Bank.
 - ii] A partition wall will be provided inside the strong room segregating the locker room and cash room.
 - iii] A lunch room for staff and stock room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.
 - iv] Separate toilets for gents & ladies will be provided.
 - v] A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - vi] Entire flooring will be of Vitrified / Granite / Marble and walls distempered.
 - vii] All windows will be strengthened by grills with glass and mesh doors.
 - viii] Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
 - ix] Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided. Separate water meter will be provided. In case municipal water supply is not adequate, alternate potable water source shall be made available. Bank shall bear actual charges for consumption
 - x] Space for fixing Bank’s sign board will be provided

- xi] Required number of pucca morchas for security purpose will be provided as per Bank's specification.
- xii] Ramp facility will be provided to the entrance of the Branch/Office premises and ATM.
4. I/We have no-objection for the Bank installing Generator in the premises and hereby agree to provide necessary space for it.
5. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
6. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
7. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
8. If my/our offer is acceptable, I/We will give you possession of the above premises on _____
9. I/We further confirm that offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by you.
10. I/We agree for the Bank installing its On-Site ATM within the offered premises without any additional rent for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. Further, I/We agree to construct ATM enclosure within the offered premises as per the plan layout of the Bank's Architect at my/our cost.
11. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
12. 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,

(Owner/s)

Place :

Date :

IV. 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.

Signature of the offerer/s

Place:

Date :

ANNEXURE 1

Indicative/ Illustrative size of functional areas of a Currency Chest having Strong Room area of 1500 sq.ft. for the Guidance of Owners.

(a)	Strong room/ Vault (Carpet Area – Min. sq.ft.)			1500 sq.ft.
	<ul style="list-style-type: none"> The Carpet area of the vault required may be calculated keeping the following factors in mind:- <ul style="list-style-type: none"> (i) Number of Bins required keeping in mind the cash holding limit at the time of proposal and the projected expansion of branches and likely cash holding limit in future. (ii) Dedicated coin storage compartment having concrete shelves of approximately 150 sq.ft. area (iii) Area required for packing of the diversions of Soiled Currency in remittance boxes and for its storage/ safe custody till it is eventually diverted. 			
(b)	Rest room for Armed Police Guards (2 Head Constables & 8 Constables) The area may be distributed as under			
(i)	Min. area required for 4x Double Deck wooden bunks with mattresses for 8	Min 12' x 10'	120 sq. ft.	
(ii)	Constables Min. area required for 2x Double Deck wooden bunks for SI/ Head Constables			
(iii)	Built in Cup boards (2 for Constables, 1 for SI/ HCs)		20 sq. ft.	
(iv)	Pantry/ Kitchen with drinking water facility	10' x 5'	50 sq. ft.	
(v)	Min. area required for Computer Table for CCTV Monitor	5' x 6'	20 sq. ft.	
(vi)	Min. area required for Weapon & Amn Storage Cabinets	2' x 6'	10 sq. ft.	
(vii)	Toilet (WC + Shower + Wash Basin)	10' x 6'	60 sq. ft.	
	SUB TOTAL			280 sq. ft.
(c)	Min area required for Frisking Area at Entry/ Exit			
(i)	Frisking Area	5' x 6'	30 sq. ft.	
(ii)	Lockers Area	5' x 4'	20 sq. ft.	
	SUB TOTAL			50 sq. ft.
	Other Areas			
(d)	Remittance Party Waiting Area		200 sq. ft.	
(e)	Cash verification & Sorting Area		250 sq. ft.	
(f)	Managers Cabin + FBR safe (CCTV Monitor, Computer)		200 sq. ft.	
(g)	Toilet (Ladies + Gents)		50 sq. ft.	
(h)	Min area required for Storage Room for Remittance boxes	10' x 10'	100 sq. ft.	
(i)	Patrolling corridor (3' width on 3 sides of Strong Room) (Depends on size of Strong room)		250 sq. ft.	
	SUB TOTAL			1050 sq. ft.
	GRAND TOTAL			2880 sq. ft.

Signature of Offeror

Construction of Currency Chest
(All dimensions in millimeters)

VAULT CLASS			AAA
Application	Wealth level		High
	Risk level		High
Main door with time lock (see IS 11188 (Part 1) for construction details) to be fixed on front side (Door will be provided by Bank)			Class “AAA”
Emergency door (see IS 11188 (Part 1) for construction details) to be provided and fixed on back side as per the layout prepared by the Bank’s Architect/ Structural consultant. (Door will be provided by Bank.)			Class “AAA”
Internal clear usable size without obstructions (HxWxD)			Area:Minimum 1500 sq ft , Height :3000 mm
			Or else larger size as may be required by Bank
Construction shall be done as per the design of the structural consultant subject to minimum requirements given here for achieving burglary resistance against attack by common hand-held/ picking/ impact/ portable electric/ hydraulic/ concrete cutting/ drilling tools, pressure applying devices, power sawa, etc. fire resistance against gas cutting torch, fluxing rods etc. fire hose stream reheat endurance against exposure to major fire and fire-fighting water stream/ jet etc.	Wall thickness		450, Min
	Floor and roof		450, Min
	Concrete mix (see IS 456)		M50, Min
	Steel grid in walls, floor and roof	Bar Dia	20
		Mesh	Mesh made by pacing and tying rebars at 200x200 c/c both ways; one such mesh placed staggered on both the faces of each wall, floor and roof, in such a manner so as to make less than100x100 c/c through openings
	Twisted tangs bars laid with staggered joints and 25mm overlap, Min		2 Row in Walls 2 Layers in Floor 2 Layers in Roof
Surveillance passage/ Patrol corridor			1150, Min for Front & Back, 750, Min for sides
Security Ventilator (see IS 14387)			Height from floor level: 2100, Min. Opening size: 450x450, Max
Heating ventilation and ir conditioning (HVAC) arrangement			Shall be provided through plenum chamber attachment to manhole/

		emergency door.
Other Security and Surveillance systems to be provided and installed inside/ Outside the vault	Police guard rooms	Rooms with all necessary facilities for the guards to take rest shall be provided near the strong room.

Signature of Offeror