



## **OFFER DOCUMENT**

**FOR**

**HIRING OF PREMISES FOR OPENING OF HOLIDAY HOME  
AT  
SHILLONG**

**UNDER  
TWO BID SYSTEMS**

**Issued By:**

Premises & Estate Section  
Canara Bank,  
Circle Office, Guwahati  
Telephone:0361-2334020,  
9572919282  
E-mail:  
[pecoguw@canarabank.com](mailto:pecoguw@canarabank.com)  
Date: 13.02.2024

**HIRING OF PREMISES FOR HOLIDAY HOME AT SHILLONG**

**TENDER DETAILS**

Sl No	Description	Details
1.	RFP No and Date	GCO/P&E/PKA/804S/2023-24 DT 13/02/2024
2.	Name of the Office	Premises & Estate Section, Circle Office, Guwahati
3.	Brief Description of the RFP	Commercial Premises (Preferably Hotel) on lease basis from Individuals/Firms/Hotels/Guest House/Resort Owners for Canara Bank Holiday Home at <b>SHILLONG</b>
4.	Bank's Address for communication	The Assistant General Manager Premises & Estate Section, Circle Office, 1 <sup>st</sup> Floor, Dee Bee Grande, Panjabari Road, Six Mile, Guwahati - 781 022
5.	Contact Details	Senior Manager Premises & Estate Section, Circle Office, 1 <sup>st</sup> Floor, Dee Bee Grande, Panjabari Road, Six Mile, Guwahati - 781 022 0361 2334020 & 9572919282
6.	Date of issue of RFP	<b>13.02.2024</b>
7.	Earnest Money Deposit (Refundable)	<b>Rs.1,00,000/-</b> [Rupees One Lakh only] favouring Canara Bank Circle Office Guwahati, By way of DD payable at Guwahati. To be submitted along with the Technical Bid.
8.	Last date and time for submission	<b>04.03.2024 up to 4:00 PM</b> <b>Address:</b> Premises & Estate Section, Circle Office, 1 <sup>st</sup> Floor, Dee Bee Grande, Panjabari Road, Six Mile, Guwahati - 781 022
9.	Date and time for opening of Technical Bids	<b>04.03.2024 at 04:30 PM</b> <b>Venue:</b> Premises & Estate Section, Circle Office, 1 <sup>st</sup> Floor, Dee Bee Grande, Panjabari Road, Six Mile, Guwahati - 781 022
10.	Mandatory documents to be carried <b>in person</b> on the day of opening Technical Bids	<ol style="list-style-type: none"> <li>1. Authorization letter to attend the bid.</li> <li>2. ID Proof.</li> <li>3. Copy of Power Attorney or Authorization letter from the competent authority to sign the bid document.</li> </ol>



**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING OF PREMISES**  
**FOR THE BANK'S HOLIDAY HOME AT SHILLONG**

The Offer document consists of the following:

**TECHNICAL BID:**

- i) Notice Inviting Offers (NIO)
- 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.

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**NOTICE INVITING OFFERS (NIO) FOR HIRING OF PREMISES**

CANARA BANK intends to take Commercial premises (Preferably Hotel) on lease basis from Individuals/Firms/Hotel/Guest House/Resort Owners for Holiday Home at SHILLONG. Offers are invited under **TWO-BID SYSTEM** as per details given below:

**1. Requirements:**

Accommodation Required	Location	Remarks
<p><b>1 Executive Air Conditioned Rooms (3 Star and Above) &amp; 2 Deluxe Air Conditioned Rooms with Double beds suitable to accommodate a family or group up to 4 persons by providing additional beds (if necessary) with attached bathroom</b></p>	<p><b>SHILLONG</b></p>	<ul style="list-style-type: none"> <li>• Premises should be situated at a prominent place with easy accessibility</li> <li>• The location of the premises offered should be in a Central place of the City.</li> <li>• Public Transport Service Terminals like Bus Stand, Taxi Stand, Railway Station etc., should be easily accessible</li> <li>• Premises should be situated near a prominent market place</li> <li>• Rooms should be properly ventilated with windows for sunshine and fresh air inlet</li> </ul> <p><b><u>Amenities to be necessarily provided by the offerer:</u></b></p> <ul style="list-style-type: none"> <li>• 24 Hours Electricity supply with Generator backup</li> <li>• Each Room must have a separate entrance</li> <li>• Each Room must have an attached Bathroom with fully functional sanitary ware. It must have 24 hour Hot &amp; Cold water facility. It must be accessorized with hand &amp; bath towels &amp; basic toiletries</li> <li>• 24 hr Check-in &amp; Check-out facility</li> <li>• LCD/LED TV in each room with remote controller &amp; DTH / Digital Cable Connection with subscription to all major channels</li> <li>• In house Catering facility</li> <li>• Purified Bottled drinking water availability in the room with no additional cost</li> <li>• Round the clock availability of Room Service / House Keeping Staff</li> <li>• Parking facility for minimum 3 Four Wheelers without any additional cost</li> <li>• Intercom facility in all rooms with connectivity to reception/Room service etc</li> </ul>

		<ul style="list-style-type: none"> <li>• Wi-Fi facility in all rooms with connectivity to reception/Room service etc</li> <li>• Heater facility to be provided for each room</li> <li>• Each room must have a double size bed and cot, full length wardrobe cabinet with mirror, Table with at least 2 chairs, curtain for windows, required light fittings, power sockets and provision for extra bed without any additional cost</li> <li>• All the rooms should be well furnished</li> <li>• Lift facility (in case the offered rooms are on the first floor or higher)</li> <li>• All Rooms should be earmarked with Room numbers, preferably in single floor</li> <li>• Rooms should be cleaned every day. Bed linen and towels should be changed every day</li> <li>• Curtains to be washed at regular interval of 7 days</li> <li>• Rooms should be airy with sufficient sunlight in the day time, with proper ventilation</li> <li>• Rooms should be Air conditioned with individual temperature control</li> </ul> <p><u>Preference shall be given to :</u></p> <ul style="list-style-type: none"> <li>• Premises offered by Govt. Units/PSUs with Caretaker/Catering facility</li> <li>• Premises in vicinity of Tourist attractions of the City.</li> <li>• Premises with closed parking facility</li> <li>• Decent arrangement for stay of Driver accompanying the staff</li> <li>• Offers with Chauffeur facility (a la carte)</li> </ul>
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2. The prospective offerers meeting the above requirement are requested to collect the “Offer Document” from the above mentioned Office OR download from the Bank’s Website <https://www.canarabank.com/tenders.aspx>.

3 **EARNEST MONEY DEPOSIT:** The tenderer should submit the Earnest Money Deposit of ₹ 1,00,000/- (Rupees One Lakh only) by way of Demand Draft of a Scheduled commercial Bank issued in favour of **Canara Bank, Circle Office Guwahati payable at Guwahati.** The same should be submitted along with the offer. Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.

4 No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as per



MSME Act 2012. For getting the benefits in case of MSE firms, Bidders / agencies should submit registration certificate issued from the relevant authorities

- 5** Duly filled in offers placed in a Sealed Envelope Super- scribed as **“OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT SHILLONG - 1 EXECUTIVE ROOMS /2 DELUXE ROOMS”**(whichever category is offered) shall be submitted up to **4.00 PM on 04.03.2024** at Premises & Estate Section, Circle Office, Guwahati at the above given Address.
- 6** The “Technical Bid” will be opened on the same day at **04:30 PM** (time) 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**

Further communications, corrigendum, and amendments, if any, will be hosted in Bank’s website only.

**Place: GUWAHATI  
Date: 13.02.2024**

**Sd/-  
Assistant General Manager  
Circle Office Guwahati**

### **Instructions to Offerers**

1. The Notice Inviting Offer, Instructions to offerers, Terms & 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 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) super scribed as “Technical Bid for Hiring of Premises for Bank’s Holiday Home at Shillong ” 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., monthly rent on Lumpsum basis and other financial implications. The Financial Bids will be placed in a sealed envelope (Marked Envelope -2) and super scribed as “Financial Bid for Hiring of Premises for Bank’s Holiday Home at Shillong (as the case may be) The Name & address of the offerer to be mentioned on the cover without fail.
5. **The financial bids are to be clearly mentioned on the envelope for how many rooms the bid is offered i.e, 1 executive rooms & 2 deluxe rooms.**
6. All the sealed envelopes (technical bid and financial bids) shall be placed in a bigger sealed envelope super scribed as **“OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT SHILLONG ”** and submitted at the address given in the Notice Inviting Offers (Premises & Estate Section, Circle Office, Guwahati) on or before the last date and time for submission.
7. 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.
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 landmarks around the building
  - ii. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory Licenses / permits along with the offer. The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract
  - iii. A copy of the title of investigation and search report along with copies of title deeds.

- iv. Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
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 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 overwriting or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
10. In case the space in the offer document is found insufficient, the offerers 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.
  - i. The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers (Premises & Estate Section, Circle Office, Guwahati) 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 by the Bank for arranging site inspection of the offered premises.
  - iii. After the 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.
  - iv. During the visit all the earmarked rooms floor wise must be made available for inspection by the Bank officials.
13. Canvassing in any form will result in disqualification of the offer.
14. The offer submitted shall remain open for consideration for a minimum period of “90 days” from the date of opening of Technical Bids.
15. Further communication, corrigendum, and amendments, if any, will be hosted in Banks website only.



**16. METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

The bids of short listed 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 short listed premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

Sl No	Parameters	Actual Situation	Marks (standard)
1	Floor Details	1. Ground Floor or other higher floors with lift: 05 2. Above 1 <sup>st</sup> Floor without Lift : 0	05
2	Age of construction of building/	1. Less than 5 years :05 2. Between 5 to 10 years :03 3. Between 10 to 20 years :02 4. More than 20 years :00	05
3	PROXIMITY from Main Road	1. Main Road : 10 2. Bye Lane from Main road : 05 3. Other Interior roads : 0	10
4	Quality of Fittings, Furnishings & Fixtures etc.	1. Excellent : 10 2. Good: 05 3. Poor / Average : 00	10
5	Ambience, <b>Convenience</b> , Parking facility, other facilities, Geographical location, approachability and suitability of rooms or premises and amenities as mentioned in NIO / agreed by applicant along with Extended lease beyond 3+3 yrs & other such factors beneficial to the bank shall carry weightage as assessed by Premises Selection Committee  (The right to accept any amenity as “beneficial to the Bank” is reserved with the Bank and its decision shall be binding)	As assessed by Premises Selection Committee	30
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 room 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	1200	33.32	<b>88.32</b>	<b>Highest score L1</b>
B	33.00	1000	40.00	73.00	L3
C	37.00	1500	26.64	63.64	L4
D	56.00	1400	28.56	84.56	L2

17. 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.
18. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection.
19. 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 with seal

Date :

**Terms and Conditions**

1. Property should be situated in good commercial with congenial surroundings and preferably located at near proximity to public amenities like Bus Stand, Taxi Stand, Banks, Market, 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 staff availing the holiday home facility. 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.
5. Offers with rooms available on main location and near to bus stand will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility is mandatory.
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 for 10 years (5 years of First Block and 5 years of Second Block) with enhancement in rent for the second block of 5 years @ 10% to 15% with minimum notice period of 1 month for vacation by the Bank. Further the lease may be extendable for another 10 years as per the discretion of 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 including all usage charges, consumption charges, maintenance charges plus all taxes / cess present and future - House tax, property tax, Municipal taxes, Maintenance charges and services charges like society charges etc but exclusive of food cost. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly 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 shall be borne by the Bank if applicable.
11. The rooms are to be exclusively reserved for the Bank's use even when they are not occupied by our employees as we pay the rent for the entire month.
12. 24 Hours room service, Hot water supply, 24 Hours Power Backup etc should be available.

13. 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 years or before if it is required and regular maintenance to offer a good ambience at all times to the tenant.
  14. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
  15. The Bank will not pay any advance rental deposit.
  16. Income-tax and Statutory clearances shall be obtained by the Lessor at their own cost as and when required.
  17. Income tax on rental payment will be deducted at source (TDS) & TDS on GST at prevailing rate.
  18. Offerers, at their cost, have to provide proper adequate space for Bank's Sign Board.
  19. Offerers, at their own cost, must provide and maintain, during the entire currency of lease, all the amenities to be necessarily provided, as mentioned in the NIO.
20. EARNEST MONEY DEPOSIT (EMD)
- a. The tender shall be accompanied by earnest money deposit of Rs.1,00,000/- by way of Demand Draft of a Scheduled commercial Bank issued in favour of Canara Bank Circle office Guwahati, payable at Guwahati.
  - b. EMD shall be submitted with the Technical bid only and should be kept along with cover containing the Technical bids. Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.
  - c. No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected.
  - d. However, MSMEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSME firms, Offerers should submit exemption certificate issued from the relevant authorities.
  - e. The EMD in respect of the Offerers who do not qualify the Technical Part (First Stage) shall be returned to them without any interest.
  - f. If the Offerers fail to enter into contract within 30 days from date of awarding the contract, the EMD shall be forfeited without giving any further notice and the contract will be terminated and Bank shall be at a liberty to award the contract to other Offerers at its sole discretion without assigning any reason whatsoever.

**Signature of the offerer/s**

Place :                      Date :

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

From: The Assistant General  
Manager  
Circle Office Guwaahati

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

Mobile No. ....

Dear Sir,

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

In response to your paper advertisement in..... published on..... as well as hosted on 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 (Floor-wise)	SL NO	ROOM NUMBER	FLOOR
		1		
		2		
		3		



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 contract		
	number of the earlier occupant/s if any		
12.	Whether the premises offered to the Bank is free from encumbrances	YES	NO
13.	Whether adequate parking space is available. If “YES” details to be Furnished		
14.	If any or all rooms offered are above Ground Floor, whether lift facility is available. If so, number and capacity of the lift provided		
15.	I/we am / are willing to make alternation to the premises to suit Bank’s requirement at my/our cost	YES	NO
16.	Whether Municipal water supply is available.	YES	NO
	If “NOT” what alternation arrangement is made		
17.	Any other information such as additional facilities offered etc., which the offerer would like to highlight		

- I) I/We am/ave 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/ave read and understood Bank’s Terms and Conditions for hiring the premises and confirm our acceptance for providing and maintaining, without any additional cost to the Bank during the entire tenure of lease, all the necessary amenities mentioned in the NIO.



III) 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 in the Financial Bid.

OR

I/We am/have read and understood Bank's Terms & Conditions for hiring the premises. The Terms & Conditions for which I/We am/are not agreeable are furnishing in the "List of deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial Bid.

(\* Choose the relevant option)

IV) 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,

Signature of the Offerer/s

Place :

Date :



**FINANCIAL DETAILS OF THE OFFER**

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

From: Tel (O) :  
Sri/Smt/M/s (R) :  
..... Mobile No. :  
..... E-Mail id :  
.....

To

The Assistant General Manager  
CANARA BANK  
Circle Office Guwahati

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at Shillong

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In response to your advertisement in ..... published on ..... as well as hosted on your Bank's website, 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 a Lumpsum amount of Rs..... (Rupees.....) (Inclusive all charges & excluding GST) per month for 3 rooms for first block of 5 years from the date of handing over possession of the premises, with .....% increases (15% Maximum) 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 OFFERER/LANDLORD