

REF. NO. AGCO/ P&E/ NEWSP/4020/2023/MK
DTD 26.12.2023

CANARA BANK
HEAD OFFICE, BANGALORE

**OFFER DOCUMENT
FOR HIRING OF PREMISES
UNDER TWO BID SYSTEM
FOR CHAMKARI BRANCH**

ISSUED BY:
SECTOR-12A/CC-1, AWAS VIKAS
RAJENDERA CENTRE, SIKANDRA
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Internal

NOTICE INVITING OFFERS FOR HIRING OF PREMISES

PREMISES AND ESTATE SECTION,
CIRCLE OFFICE, AGRA.
SECTOR-12A/CC-1, AWAS VIKAS,
RAJENDERA CENTRE, SIKANDRA.

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

1. REQUIREMENTS :

OFFICE AND LOCATION	CARPET AREA OF PREMISES	REMARKS
CHAMKARI BRANCH, ETAH, UTTAR PRADESH	Up to 1500 Sq. Ft. Approx Commercial Premises	A) Preference will be given to the premises at prominent location on Ground floor with entire area available on a single floor. B) Construction of the Strong Room (Min. 150 SQFT), Record Room, 2 separate Toilets with all fittings and accessories, ATM Room, Storage / Stationary Room and any other Civil works as required by the Bank are to be executed by the offerer in all entireties on his / her own cost. C) Required Power load is approx. 10-15 KW in the Bank's name exclusively for Bank's usage (depending upon the requirement & size of branch). <u>All charges for the procurement and establishment of the power / electricity connection are to be borne by the offerer.</u>

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address from 26.12.2023 to 15.01.2024 during working hours. The Offer Document can also be downloaded from our website <https://canarabank.com/tenders.aspx>.
- Duly filled in offers placed in a Sealed Envelope super scribed as "OFFER FOR HIRING OF PREMISES FOR CANARA BANK AT _____ (LOCATION, PLACE)" shall be submitted up to **03:00 PM (time) on 15.01.2024** to Premises & Estate Section, Circle office at the above given address.
- The "Technical Bid" will be opened on the same day, i.e., **15.01.2024 at 4 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

Internal

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	Max. Marks
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	20
2	Floor (Ground - 20 / FF - 15/SF-05)	20



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, and 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. 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. In case the offered premises split in Ground floor + Mezzanine floor or Ground and First Floor etc., both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank.
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 10 years with enhancement in rent for the second 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.

Internal

- 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 vitrified flooring in all the areas to be laid. Non-Skid ceramic tile flooring in toilets with about 5' ht. Ceramic tile to be laid.
- 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.
- j) Ramp facility will be provided to the entrance of the Branch/Office premises and ATM.

Signature of the offerer/s

Place :

Date :

Internal



	F) Type of flooring provided		
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
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 prepared to provide strong room of required size as per Bank's specification for the premises at my/our cost.	YES	NO

Internal



- 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 :

Internal

SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM

The strong room is a complete reinforced cement concrete structure. The specifications for strong room for Branch shall be as per IS 15369:2017 (reaffirmed 2022) and the same is reproduced as below:

I. WALLS:

RCC 1:1.5:3 (M20 grade) 30 cm (12") thick (excluding plastering)

II. FLOOR & ROOF:

For New Construction:

RCC 1:1.5:3 (M20 grade) 30 cm (12") thick.

The slab in such case will have to be designed to allow for the dead and super imposed loads.

For Existing Building:

15 cm (6"thick) reinforced floor over the existing RCC flooring/slab (the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load).

Ceiling: MS Grill below the existing RCC slab, if existing slab is retained.

Grills made of mil steel/tor steel/ TMT bars of 20 mm thickness, spaced 75 mm c/c in both directions in 60mmx60mmx6mm angle iron frame work spaced at 900mm c/c in both directions fixed to an all round framework using the same L angles.

III. THE MINIMUM REINFORCEMENTS:

WALLS: 12 mm dia mild Steel/tor steel/TMT steel rebars @ 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.

ROOF: Same as in the case of walls if new slab is being constructed.

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.

IV. COLUMN SIZES:



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 General Manager

CANARA BANK

Circle Office Agra.

Dear Sir,

SUB: Offer of premises on lease for your _____.

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 :

Internal