



**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES
TO THE BANK AT FOLLOWING LOCATION, PLACE.**

Location, Place	Carpet Area in Sft. (approximately)
RAYACHOTI II (ANNAMAYYA District)	1900 Sft

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
- vi) Strong Room specifications

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 and necessary details to be duly filled in INK. The documents should not be retyped / modified by the offerors and only the format given by the bank shall be used for submission

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 at Rayachoti II (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 Rayachoti II (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 Rayachoti II (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.

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	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 / FF without Lift - 0)	25
3	Amenities provided/agreeable by landlord like strong room, 3 Phase Electricity connection, 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.

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. 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 10 years with enhancement in rent for the second block of 5 years 10% to 15% 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.

20. The Bank will pay the interest free advance rental deposit, which should be restricted to 03 (Three) month's rent.
21. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
22. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
23. Offerers, at their cost, have to provide:
 - a) Collapsible gates of full size for external entrances.
 - b) Rolling shutters for external entrances with necessary centre 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 without any additional rent.
 - f) Good quality vitrified flooring & 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.
 - j) Ramp to be provided at Branch & ATM for easy access to Divyangjan in case of Ground Floor; Lift to be provided in case of Upper Floors.
 - k) Separate toilets should be made available for ladies and gents
 - l) The title of the property should be clear. The property should not be in prohibited list and no court matters/litigations should be pending against the property

Signature of the offerer/s

Place:

Date :

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

25. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.
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- 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 confirm that the property does not come under Prohibited List/Not Government/assigned land and No court cases are pending against the property
- 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 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.

- 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,

Offerer/s
(Signature/s)

Place :

Date :

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SPECIFICATIONS 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 : R C C 1:1.5:3 (M20 grade) 30 cm (12”) thick (excluding plastering)

II. FLOOR & ROOF :

For New Construction :

R C C 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 flood 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 60mmx60mmx60mm angle iron frame work spaced at 900mm c/c in both directions fixed to an allround 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 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.

