केनरा बैंक Canara Bank
भारत सरकार का उपक्रम
A Government of India Undertaking
सिंडिकेट Syndicate

CANARA BANK
HEAD OFFICE, BANGALORE

OFFER DOCUMENT FOR HIRING OF PREMISES UNDER TWO BID SYSTEM

Issued By:

Premises & Estate Section
Circle Office, Ranchi
Telephone : 0651-2330601
E-mail: premiseranchico@canarabank.com

ANNEXURE-III

OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES TO THE BANK

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

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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Annexure-III Contd.

NOTICE INVITING OFFERS FOR HIRING OF PREMISES

PREMISES & ESTATE SECTION,
CIRCLE OFFICE, RANCHI
4th FLOOR,KAUSHALYA CHAMBERS
MAIN ROAD, RANCHI
PIN -834 001

Tel: 0651 – 2330601
E-MAIL:premiseranchico@canarabank.com

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 :

S.NO.	PROPOSED BRANCH NAME	DISTRICT	TALUK	STRONG ROOM	POWER LOAD REQUIRED	CARPET AREA REQUIRED	CATEGORY
1	RO Dhanbad + MSME Sulabh Dhanbad + RAH Dhanbad	Dhanbad	Dhanbad	Required for MSME Sulabh and RAH Dhanbad	65 KW	8000 - 10000 Sft	METRO
2	RO Jamshedpur + MSME Sulabh Jamshedpur + RAH Jamshedpur	Purbi Singhbhum	Jamshedpur	Required for MSME Sulabh and RAH Dhanbad	65 KW	8000 - 10000 Sft	URBAN
3	Mahuadanr	Latehar	Mahuadanr	Required	15 KW	1500 Sft	RURAL
4	Tisco Gate	Purbi Singhbhum	Jamshedpur	Required	15 KW	2000 Sft	URBAN

2. The prospective offerers meeting the above requirements are requested to download the offer document from our website **www.canarabank.com->Announcements->Tenders.** The documents can be downloaded from **12.09.2024 10:00 AM** to **26.09.2024 04:00 PM**.
3. Duly filled in offers placed in a Sealed Envelope super scribed as "OFFER FOR HIRING OF PREMISES AT...........(Location, Place)" shall be **submitted up to 4:00 PM (time) on 26-09-2024 to General Administration Section, Circle office at the above given address.**
4. The "Technical Bid" will be opened on or after **26.09.2024** at **06:00 PM** at the above office and the offers will be recorded and thereafter visit by the officials will be done. Advance information over telephone will be given to each and every bidder before visiting their offered premises.

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

Annexure-III Contd.

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition 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/Office at................(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.................. (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........... (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.
7. 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 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 to Non-agricultural purpose from the competent authority.

8. 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 over- writing or use of white ink is to be 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 & weight ages 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)	25
3	Amenities provided/agreeable by landlord like strong room, 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.

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 sft 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	50.00	36.00	**91.00 - Highest score -**	**L1**
B	33.00	45.00	40.00	73.00	L3
C	37.00	55.00	32.73	69.73	L4
D	56.00	52.00	34.61	90.61	L2

16. 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.
17. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection. The offerers are requested to quote the rental

rate after going through carefully the "Carpet Area Definition" and the "Strong Room Specifications" detailed in this document.

18. 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 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 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 @ 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.
11. Service tax at the applicable rates on rental payment shall be borne by the Bank.
12. The offerers at their own cost secure and provide the required power load as mentioned in the table above with independent meter. Energy Meter is to be provided by the landlords in their name. Bank will be paying consumption charges only.
13. Adequate and uninterrupted water supply - preferably municipal water supply - to the premises shall be arranged with required capacity of underground tank/ over head tank and pump. In case, Municipal water supply is not adequate, alternate potable water source shall be made available. Bank will bear the actual consumption charges only.
14. Offerers at their cost have to construct separate toilets for Ladies and Gents.
15. 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 3-5 years.
16. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, the Offerer will permit the same on the existing lease terms and conditions.
17. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
18. Rental Deposit for 3 months can be paid.
19. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
20. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
21. Offerers at their own cost have to provide:
    a) Collapsible gates of full size for external entrances.
    b) Rolling shutters for external entrances with necessary 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.

f) Good quality ceramic tile flooring in Rural and Semi Urban areas and vitrified flooring in Urban and Metropolitan Areas. 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) Electric Meter with required power load as mentioned in the table above should be provided.

i) Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.

j) Strong room will have to be constructed by the landlord on his/her/their own cost. The design and specification of the strong room will be given by the Bank as per RBI guidelines.

k) A separate enclosure within the premises for ATM room of the branch is to be done with brick work at owner's cost.

l) Offer document has to be signed and sealed on all the pages.

m) As mentioned above, after completion of all the civil works and installation of electricity meter, registration of lease deed is to be executed. Rent will start after registration of lease deed.

Signature of the offerer/s

Place :

Date :

Annexure-III Contd.

TECHNICAL DETAILS OF THE PREMISES OFFERED

From : To:

Sri/Smt/M/s. The Dy. General Manager

.... Circle Office....................

....

Telephone No. (O) ....

(R) ....

Mobile No. ....

Dear Sir,

Sub : Offer of premises on lease for your .... Branch/ Office

In response to your paper advertisement in........................... appeared on................... as well as in 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.	Area offered (Floorwise Carpet area in Sft)	**FLOOR**	**AREA IN SFT**
4.	BUILDING DETAILS: A) Year of Construction		
	B) Number of floors		
	C) Permitted usage (Residential / Commercial / Institutional /Industrial)		
	D) Type of building structure (Load bearing OR Framed structure)		
	E) Clear ceiling height of the floor offered		
	F) Type of flooring provided		

Annexure-III Contd.

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 various furniture equipments like almirahs, safes, compactors 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.	Power load available at present and the time required for providing the power load required by the Bank.		
15.	Whether adequate space is available for Generator	YES	NO.

Set, VSAT, Solar Panels, Bank's sign Board.		
16. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
17. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
18. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
19. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
20. Whether Municipal water supply is available.		
If "NOT" what alternate arrangement is made.		
21. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
22. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
23. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

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 :

Annexure-III Contd.

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 Deputy General Manager

CANARA BANK

Circle Office...............................

Dear Sir,

SUB: Offer of premises on lease for your .... Branch/ Office

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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 :

Annexure-III Contd.

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 mumties
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 :

APPENDIX - P/IV

SPECIFICATIONS FOR CONSTRUCTING R C C 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 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 :

Two columns of 10"x10" size with 6 nos of 12 mm dia steel main rods and 6 mm dia binder rods are to be done only after fixing the door and ascertaining the plumbline.

IV AIR VENTILATORS

Overall opening :24"x24"

Clear opening : 18"x18"

Air Ventilator as per given specifications to be provided for each strong room. Height from floor level: 2100 mm minimum and opening size: 450 x 450 mm maximum and confirming to IS 14387 standards of BIS. The air ventilators should not be fixed on the exterior/outer walls.

If the locker area in the strong room is large, considering the area, the required additional Air Ventilator/s may be provided.

V STRONG ROOM DOOR (WITH GRILL GATE)

Strong room door adhering to standard specifications of "B" class Currency chest and meeting the standards of Bureau of Indian Standards-IS 11188 (Part 1):2014 given in the Annexure II D page No 219 of the IBA manual 2016. The vault door must be BIS certified.

The leaflet containing the detailed instructions in respect of erection of the door with a plan and the specification of the door will be provided directly by the Company who have supplied the strong room door.

FIXING OF DOORS

While fixing the door special attention should be paid for fixing it in plumb, as slightest bend (out of plumbline) will cause improper working of the door. Always help of authorized mechanic of the Company who have supplied the door should be made use of.

VI PARTITION FOR SAFE DEPOSIT VAULT INSIDE STRONG ROOM

In case the branch has permission for providing safe deposit lockers, a 4.5" thick wall or grill partition with door is to be provided in the strong room, to separate the safe deposit lockers area and the cash/security items area.

VII ELECTRIC WIRING

It must be noted that the electric wiring should be arranged separately for the strong room and it is connected to a plug outside. In effect when the plug is removed there should not be live electric wires in the walls, roof or floor of the strong room. Plug points at four top corners & four bottom corners are to be provided inside the strong room apart from regular lights.

Electric switch boards etc., inside the vault should not be concealed or embedded in the walls, as it will reduce the effective thickness of the walls. All fittings must be exposed / provided on the face of the wall. All electrical wiring/fittings must

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CANARA BANK C.O. RANCHI

confirm to ISI/BIS standards.

VIII CONSTRUCTION **SUPERVISION** :

A copy of the leaflet and plan may be given to the owner/architect for attending to the construction in advance. The Company providing the strong room door should be asked to send their experienced mechanic at the time of erecting and fixing of the strong room door i.e. the strong room door must be erected under the supervision of mechanic.

Certificate from bank's architect (as per APPENDIX - P/VIII) be obtained duly mentioning that strong room constructed is as per bank's specification and the said certificate in original to be framed and displayed inside strong room prominently.