

**CANARA BANK  
HEAD OFFICE, BENGALURU**

**OFFER DOCUMENT  
FOR  
HIRING OF PREMISES  
UNDER  
SINGLE BID SYSTEM**

**Issued By:**

**Premises & Estate Section  
Circle Office Kolkata  
21 Camac Street,  
Bells House, Kolkata-700016  
Phone -033-22831500  
Email- [pecokol@canarabank.com](mailto:pecokol@canarabank.com)  
Web: [www.canarabank.com](http://www.canarabank.com)**

**OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING  
PREMISES FOR ATM**

The Offer document consists of the following:

**TECHNICAL CUM FINANCIAL BID (Offer Letter):**

- i) Notice Inviting Offers
- ii) Instructions to offerers
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered
- v) Carpet Area Definition
- vi) 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 FOR HIRING OF PREMISES**

**Premises & Estate Section,  
Circle Office Kolkata  
21 Camac Street,  
Bells House, Kolkata-700016  
Phone -033-22831500  
Email- [pecokol@canarabank.com](mailto:pecokol@canarabank.com)**

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

**1. Requirements :**

Name of ATM with Location	Carpet Area of Premises	Required
Krishnanagar Dist-Nadia	Upto 70 sqft	Preference will be given to Ground Floor. Minimum Power Connection of 3 Phase, 8KW

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address from **26-03-2025 till 16-04-2025** during working hours. The Offer Document can also be downloaded from our website [www.canarabank.com](http://www.canarabank.com).
- Duly filled in offers placed in a Sealed Envelope superscribed as “OFFER FOR HIRING OF PREMISES AT .....”(Please mention the name of branch whichever is applicable shall be **submitted up to 3.00PM (on 16-04-2025)** to Premises & Estate Section, Circle Office at the above given address.
- The “Offer Letter” will be opened on the same day at 3.30PM 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.

Sd/-  
Assistant General Manager  
Place: Kolkata

Date: 26-03-2025

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition and Rate/Rental details of the premises offered will form part of the offer to be submitted by the offerer.
2. The offers are to be submitted in Single Bid System i.e., Technical cum Financial bid “Offer Letter”.
3. The Technical cum Financial Bid (Offer Letter) 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. Financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications.

The Technical cum Financial Bid (Offer Letter) shall be submitted in a single sealed cover superscribed as “OFFER FOR HIRING OF PREMISES FOR CANARA BANK ..... (Location, Place)” and submitted at the address given in the Notice Inviting Offers on or before the last date and time for submission.

**(The Name & address of the offerer to be mentioned on the cover without fail.**

4. 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.
5. 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.
6. 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.
  7. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
  8. 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.
  9. Separate offers are to be submitted, if more than one property is offered.

#### **10. EVALUATION OF OFFERS:**

- i) The Technical cum Financial bids (Offer Letter) 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 offers received 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., Security aspects etc

Some of the indicative aspects are:

- a. **Location** : (viz., main road, side road, commercial, residential & frontage, visibility, elevation, nearby surroundings, proneness to water logging / flood, exclusivity, quality & type of construction, **security**

- aspects as per Bank's standard requirement, thickness of external walls, width of frontage for signage, advertisement value etc).
- b. **Floor** : Ground or First floor, independent access, type of stair case, fire exit system etc
- c. **Amenities provided**/agreeable by landlord DG Set provisions, Parking & Longer period of lease for 15 years and more and such other factors beneficial to the bank.
- d. **Building layout**, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring - Mosaic/tiles/marble etc).
- iii.) The Bank will undertake site inspection/visit the site for all the Offers received and most suitable and competitive Offer will be selected.
11. Canvassing in any form will disqualify the offerer.
12. The offer submitted shall remain open for consideration for a minimum period of "Three months" from the date of opening of the Offer letter.
13. 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.
14. 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" detailed in this document.
15. 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 :

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 (CAR-3 and Two Wheeler - 20) of Bank staff and customers without any cost to Bank.
4. The premises should have good frontage and proper access.
5. Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of premises within one months of the acceptance of their offer by the Bank duly completing the Civil / Electrical works as required by the Bank.
6. The entire offered area shall be available in a single floor and preferably in Ground Floor.
7. 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.
8. Lease agreement for the premises finalized will be entered into with the landlord/s.
9. Minimum period of lease will be 10 years with enhancement of maximum 10-15% in rent for the second block of 5 years with minimum notice period of 3 months for vacation by the Bank.
10. 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.
11. 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.
12. GST at the applicable rates on rental payment shall be borne by the Bank.
  13. The offerers at their own cost secure and provide the required power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.
  14. 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.
  15. 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.
  16. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50. The Deed of Lease will be executed in Bank's Standard Format.
  17. Payment of rent shall be commencing from date of possession of premises and only after the registration of lease deed.
  18. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
  19. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.

**DECLARATION ::**

1. I/We am/are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respects as per the specifications/requirement 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) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - ii) Entire flooring will be of Vitrified / Granite / Marble and walls distempered.
  - iii) All windows will be strengthened by grills with glass and mesh doors. MS Grills for all windows and ventilators and other such other openings.
  - iv) Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided. 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).
  - v) Space for fixing Bank's sign board will be provided
  - vi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
  - vii) Ramp facility will be provided to the entrance of the premises.
  - viii) The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
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. I/We further confirm that offer is irrevocable and shall be open for 180 days from the date of opening of offer letter.

Signature of the offerer/s

Place :

Date :

**A. OFFER LETTER - TECHNICAL DETAILS OF THE PREMISES OFFERED**

From : Sri/Smt/M/s.  
 .....  
 .....  
 Telephone No. (O) .....  
 (R ) .....  
 Mobile No. ....

To:  
 The Dy. General Manager  
 Circle Office.....

Dear Sir,

Sub: Offer of premises on lease for installation of ATM at **Krishnanagar, Dist-Nadia**

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)	<u>FLOOR</u>	<u>AREA IN SFT</u>
4. BUILDING DETAILS:		
A) Year of Construction		
B) Value of the property		
C) Number of floors		
D) Permitted usage (Residential / Commercial / Institutional)		

	/Industrial)	
	E) Type of building structure (Load bearing OR Framed structure)	
	F) Clear ceiling height of the floor offered	
	G) 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 ATM machines and accessories,	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	YES NO

free from encumbrances.		
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.	YES	NO
15. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO
16. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
17. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO.
18. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
19. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
20. Any other information such as additional facilities offered etc., which the offerer would like to highlight	YES	NO
21.		

- 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 Offer Letter containing the Financial details.

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 Offer Letter. Accordingly, we have quoted our rate in the Offer Letter containing the Financial details.

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 :

**PLEASE SUBMIT XEROX COPY OF ALL THE REQUIRED DOCUMENTS & PUT YOUR  
SIGNATURES ON EACH PAGES**

**B. OFFER LETTER - FINANCIAL DETAILS OF THE OFFER**

From:

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

Tel (O) :

.....

(R) :

.....

Mobile :

To

The Deputy General Manager  
Canara Bank  
Circle Office Kolkata

Dear Sir,

SUB: Offer of premises on lease for your ATM at Krishnanagar, Dist- Nadia

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In response to your advertisement, I/We am/are submitting and 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 ( Maximum enhancement is 10-15%).
2. The Bank has to give me/us a sum of Rs.\_\_\_\_\_ (In word \_\_\_\_\_) being the advance rent deposit free of interest for \_\_\_\_\_ months (Maximum 3 Months) which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last rent payable to me/us by the Bank before the Bank vacates the premises.
3. The above rate is quoted for the terms and conditions agreed by us in the Technical details as mentioned in the Offer Letter.
4. This offer is valid for 6 months (180 Days) from the date of opening the "Offer Letter".

Signature of the offerer/s

Place:

Date :

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 :