

ADVERTISEMENT – TWO-BID (TWO ENVELOPE) SYSTEM



GENERAL ADMINISTRATION SECTION  
St Mary's Campus, East Veli Street, Madurai - 625001  
Ph: 0452- 2337060, 2337040

E- Mail ID: [pecomdu@canarabank.com](mailto:pecomdu@canarabank.com)

**PREMISES REQUIRED**

Offers are invited under **TWO-BID SYSTEM** from the owners of commercial space and ready for occupation with required Power load, for Shifting Branch/Office at the following locations:

Name of the Office/ Branch	Location	District	Carpet Area in sft.
CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM BRANCH-MADURAI	MADURAI CITY	MADURAI	Up to 15000 sft (Excluding amenities)

The details are published in the Bank's Website: <http://www.canarabank.com>  
The necessary application form may be obtained from our **Circle Office, Madurai** or downloaded from our Bank's Website.

The Technical Bid along with the building plan should be sent in a separate sealed cover and Financial Bid in a separate sealed cover with superscription "**APPLICATION FOR RENTAL BUILDING FOR CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM BRANCH-MADURAI**" to the following address:

**THE ASSISTANT GENERAL MANAGER  
GENERAL ADMINISTRATION SECTION  
CANARA BANK, CIRCLE OFFICE  
ST. MARYS CAMPUS, EAST VELI STREET  
MADURAI – 625 001.**

Last date for submission is **15.11.2024 upto 03.30 P.M.**

The Bank reserves the right to accept/reject any application without assigning any reason for the same. Further, communications, corrigendum, amendments, if any, will be hosted in Bank's website only.

Place: MADURAI  
Date : 25.10.2024

Sd/-  
**Assistant General Manager  
Madurai Circle**

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**CANARA BANK  
CIRCLE OFFICE, MADURAI**

Ref No: MDR-544/GA-202/COMDU/2024

Date: 25/10/2024

OFFER DOCUMENT

FOR

**HIRING OF PREMISES FOR CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM  
BRANCH-MADURAI**

UNDER

TWO BID SYSTEM

Issued By:

General Administration Section  
Circle Office  
St Mary's Campus  
East Veli Street  
Madurai-625001.

Telephone: 0452-2337060, 2337040  
Mobile: 94890 46441  
E-mail: [pecomdu@canarabank.com](mailto:pecomdu@canarabank.com)

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**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING  
PREMISES FOR CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM BRANCH-  
MADURAI**

**The Offer document consists of the following:**

**I. TECHNICAL BID:**

1. Notice Inviting Offers
2. Instructions to offerers
3. Terms & Conditions
4. Technical Details of the Premises offered
5. Carpet Area Definition

**II. FINANCIAL BID:**

1. Financial Bids of the offerers.

**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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## I. TECHNICAL BID

### 1. NOTICE INVITING OFFERS FOR HIRING OF PREMISES

The Assistant General Manager  
General Administration Section  
Canara Bank, Circle Office  
St. Marys Campus, East veli street  
Madurai -625 001

Tel : 0452 – 2337060/2337040  
E-Mail: pecomdu@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 :**

<b>Name of the Office / Branch</b>	<b>Location</b>	<b>Remarks</b>
CIRCLE OFFICE- MADURAI AND SPECIALIZED ARM BRANCH- MADURAI	1. Madurai City	1. Preference will be given to the premises in Ground floor / upper floors with minimum of 2 nos of Lifts (min 15 passenger Lift each) & entire area in a single floor. 2. ATM area of 80-100sft on Road facing in GF to be provided. 3. Preference will be given to Ready built premises with adequate parking & frontage 4. Covered Parking facility to be provided for 20 Cars and 100 Two wheelers 5. Required Power load of approx. 150 kW to 200 kW be provided by landlord at their own cost

2. The prospective offerers meeting the above requirements are requested to collect the Offer Documents during working hours from 25.10.2024 to 15.11.2024 from Circle Office, Madurai or download from our Bank's Website [www.canarabank.com](http://www.canarabank.com). Duly filled in offers placed in a Sealed Envelope superscribed as **"OFFER FOR HIRING OF PREMISES FOR CIRCLE OFFICE- MADURAI AND SPECIALIZED ARM BRANCH- MADURAI "**
3. Offers shall be submitted up to 15.11.2024, 3.30 PM to the address, **"THE ASSISTANT GENERAL MANAGER, CANARA BANK, GENERAL ADMINISTRATION SECTION, CIRCLE OFFICE, MADURAI, St. MARYS CAMPUS, EAST VELI STREET, MADURAI – 625 001"**
4. The "Technical Bid" will be opened on 15.11.2024, 4.00 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present.
5. Premises should have clear title, approved plan and no encumbrances.
6. 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

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## 2. 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 CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM BRANCH-MADURAI”**. **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 CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM BRANCH-MADURAI”**. **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 CIRCLE OFFICE-MADURAI AND SPECIALIZED ARM BRANCH-MADURAI”** 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

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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 Circle 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.

<b>S. No</b>	<b>Parameters (TECHNICAL EVALUATION)</b>	<b>Marks Allotted</b>
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	5
2	Ready built Building / Building Nearing completion - 15, Vacant site - 5	15
3	Floor [Single Floor with Lift facility (min 2 nos) - 20 / Multiple Floors with Lift facility (min 2 nos) - 15 / FF & above without Lift facility - 0]	20
4	Amenities provided/agreeable by landlord like AC if it is part of offer, DG Set provisions, Parking & if extended lease periods beyond 5+5+5 yrs such other	10

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	factors beneficial to the bank.	
5	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10
	<b>TOTAL MARKS</b>	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
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5 = (2+4)</b>
<b>A</b>	55.00	50.00	36.00	<b>91.00 - Highest score - L1</b>
<b>B</b>	33.00	45.00	40.00	73.00 L3
<b>C</b>	37.00	55.00	32.73	69.73 L4
<b>D</b>	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” 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 :

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### **3. 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 **covered parking** space for vehicles of Bank staff and customers (**minimum parking for Cars - 20 Nos. & Two Wheelers – 100 Nos.**) without any additional cost to the Bank. The premises should have good frontage and proper access.
4. Preference will be given to **premises ready for occupation/nearing completion**. 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 preferably in a single floor and preferably in Ground Floor / **upper floors with minimum of 2 nos of lift (“min 15 passenger Lift each”)**. **Space of 80 to 100 sft shall be provided in Ground floor on road facing for housing ATM.**
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 15 years** with enhancement in rent for subsequent **blocks of 5 years (0% to 15% max)** with minimum notice period of 1 month 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.  
**The rent shall be inclusive of basic rent plus all taxes / cess present and future – House tax, property tax, Municipal taxes and Maintenance charges / service charges like society charges, Lift AMC, Security guard charges, common area cleaning charges, Electrical maintenance, Plumbing maintenance etc.** The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly

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lease rent. **If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.**

10. Goods & Service tax at the applicable rates on rental payment shall be borne by the Bank.
11. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, office 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.
12. The offerers at their own cost secure and provide the **required power load (150 kW to 200 kW with three phase connection)** with independent meter. Dedicated Energy Meter is to be provided by the landlords. 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 as per requirement of the bank as under:

S. No	Description	Quantity	Size of Each toilet
a.	EWC Toilet for GM cabin with Wash basin	1	6' x 5'
b.	EWC Toilet for DGM cabins with Wash basin	3	6' x 5'
c.	Executive EWC Toilet with Wash basin	2	6' x 5'
d.	EWC Common toilet – Gents without Wash basin	4	4' x 5'
e.	Common toilet – Gents Urinals	8	Standard size
f.	Gents Toilet block - Wash basin	4	Standard size
g.	EWC Common toilet – Ladies without Wash basin	5	4' x 5'
h.	Ladies Toilet block - Wash basin	4	Standard size
I	Kitchen SS sink for Pantry area	2	Standard size

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

**Internal**

leak proof / water proof as per the requirement. Painting of the premises is to be done once in 3 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 upto 3 months** shall be paid by Bank.
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 cost, have to provide the following amenities:
  - a) Rolling shutters for external entrances with necessary locking arrangements.
  - b) Ramp is provided at the entrance of Office and ATM for easy accessibility by the physically challenged persons. Ramp to be provided with SS Handrails.
  - c) MS Grills for all windows and ventilators and other such other openings. Windows spaces /openings shall be provided with noise cancellation windows and premises shall be free from external noises.
  - 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, AC outdoor units.
    - a. Sign board space shall be provided on elevation side of the occupied floor, Terrace area and Ground floor with proper visibility from Main road.
    - b. Space for DG set with minimum capacity of 200 kVA
    - c. Sufficient space for AC outdoor units in Terrace area.
  - f) Good quality vitrified tile flooring. Non-Skid vitrified tile flooring in toilets with about 8' ht. tile dado.
    - a. Vitrified Tile Specifications (Min) : Double charged high glossy vitrified tiles of approved quality, colour and design of size 900 x 900 x 10 mm or as directed by Bank.

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- b. Toilet flooring: Antiskid vitrified tiles of approved quality, colour and design of size 600 mm x 600 mm x 10 mm or as directed by Bank.
- c. Toilet wall dado: Glossy / matt finish vitrified tiles of size 1200 mm x 600mm or as directed by Bank.
- g) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., shall be of executive standards and shall be of Jaquar or Hindware make.
  - a. Wash basins shall be counter top / under counter type with granite top or as directed by Bank.
  - b. EWCs shall be of executive standard and as directed by Bank.
- 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) 15' Flag post in Terrace for hoisting National flag.

Signature of the offerer/s

Place :

Date :

**4. TECHNICAL DETAILS OF THE PREMISES OFFERED**

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

To:  
The Assistant General Manager  
Circle Office, Madurai.

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 (Floor wise Carpet area in Sft)		<b><u>FLOOR</u></b>	<b><u>AREA IN SFT</u></b>
4. ATM area offered		<b>GF Only</b>	
5. Whether ATM area is provided in GF on road facing?		Yes	No
6.	BUILDING DETAILS:		
	A) Year of Construction		
	B) Number of floors		
C) Permitted usage (Residential / Commercial / Institutional			

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	D) Type of building structure (Load bearing)	
	E) Clear ceiling height of the floor offered	
	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	YES NO

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the Bank.		
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
15.I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
16.Power load available at present and the time required for providing the power load required by the Bank.		
17.Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board, AC out door units etc.,.	YES	NO.
18.Whether adequate dedicated parking space is available in the premises. If "YES" details to be furnished	No. of covered Car parking	
	No. of covered two wheeler parking	
19.If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.	No. of Lifts	
	Capacity of each lift	
	Size of each lift	
20.I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
21.Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO

22. Whether Municipal water supply is available.  If "NOT" what alternate arrangement is made.	YES	NO
23. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
24. Whether, required toilets as mentioned in the Tender are provided. If Not, time required to provide the same.	YES	NO
	Time Required	
25. 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,

Place :

Date :

Offerer/s  
(Signature/s)

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## **6. CARPET AREA DEFINITION**

The carpet area of any floor shall be the floor area **worked out excluding the following portions of the building:**

1. Toilet block including wash basin areas
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.
14. Dedicated parking area provided to bank.
15. Generator area, AC out door unit area, VSAT area etc.,
16. Area occupied by walls and columns.

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 :

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Signature of the offerer

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**II. 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 Assistant General Manager**

**CANARA BANK**

**Circle Office**

**Madurai.**

**Dear Sir,**

**SUB:** Offer of premises on lease for your .....

..... Branch/ Office

\* \* \* \* \*

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 subsequent 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".

Place:

Signature of the offerer/s

Date :

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Signature of the offerer

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