

केनरा बैंक Canara Bank 

भारत सरकार का उपक्रम

A Government of India Undertaking



# OFFER DOCUMENT

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FOR

# HIRING OF PREMISES FOR HOLIDAY HOME AT PONDICHERRY

UNDER  
TWO-BID SYSTEM

**Issued By:**

CANARA BANK

GENERAL ADMINISTRATION SECTION CIRCLE

OFFICE

564,SIXTH FLOOR, ANNA SALAI, TEYNAMPET

CHENNAI – 600 018

Tel: 044-24335722 / 24326011

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**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING  
OF PREMISES FOR THE BANK'S HOLIDAY HOME AT PONDICHERRY**

The Offer document consists of the following:

**TECHNICAL BID:**

- i) Notice Inviting Offers (NIO)
- ii) Instructions to Offerors
- iii) Terms & Conditions
- iv) Technical details of the Premises offered

**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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**NOTICE INVITING OFFERS (NIO) FOR HIRING OF PREMISES**

CANARA BANK intends to take Commercial premises (Preferably Hotel) on lease basis from Individuals/Firms/Hotel/Guest House/Resort Owners for Holiday Home at Pondicherry. Offers are invited under **TWO-BID SYSTEM** as per details given below:-

**1. Requirements:**

Accommodation Required	Location	Remarks
<p>3 Double Bedrooms spacious enough to accommodate 4 people(4 adults)</p>	<p>Pondicherry City</p>	<ul style="list-style-type: none"> <li>- Premises should be located at a prominent place with easy accessibility.</li> <li>- The location of the premises offered should be in a central place of the city or in its vicinity.</li> <li>- Public Transport services Terminals like Bus Stand, Railway station, Taxi Stand etc. should be easily accessible.</li> <li>- Rooms should be properly ventilated with windows for sunshine and fresh air inlet.</li> <li>- 24 hours check-in/check-out facility.</li> </ul> <p><u>Amenities to be necessarily provided by the offerer:</u></p> <ul style="list-style-type: none"> <li>- 24 Hours Electricity supply with Generator backup.</li> <li>- Each Room must have a separate entrance.</li> <li>- Each Room must have an attached Bathroom with fully functional sanitary ware.</li> <li>- 24 Hours water, hot and cold running water in the bathrooms with western type toilets.</li> <li>- It must be accessorized with hand &amp; bath towels (2 nos. per day)&amp; basic toiletries(1 set daily consisting of Shampoo, conditioner, hair oil sachet and soap small size of standard brand).</li> <li>- LCD/LED colour TV in each room with remote controller &amp; DTH / Digital Cable Connection (24 hours) with subscription to all major channels (All popular National/regional Sports, News &amp; Entertainment channels).</li> <li>- In house Catering facility</li> <li>- Purified drinking water</li> <li>- One drinking water bottle per day to be provided to each room</li> <li>- Availability of House Keeping Staff /Room</li> </ul>

		<p>Service Facility</p> <ul style="list-style-type: none"> <li>- Availability of safe and secured adequate parking space for visitors.</li> <li>- Intercom facility in all rooms with connectivity to reception/Room service etc.</li> <li>- Each room must have a double size bed and cot with two bedside, full length wardrobe cabinet with mirror, Table with atleast 2 chairs, curtain for windows, required light fittings, power sockets etc.</li> <li>- All the rooms should be well furnished and located in a single building.</li> <li>- Rooms should be cleaned every day. Bed linen and towels should be changed everyday.</li> <li>- Curtains to be washed at regular interval of 7 days.</li> <li>- Rooms should be airy with sufficient sunlight in the daytime,with proper ventilation.</li> <li>- Room should be Air conditioned with individual temperature control.</li> </ul> <p><u>Preference shall be given to:</u></p> <ul style="list-style-type: none"> <li>- Premises offered by Govt. Units / PSUs with Caretaker / Catering facility</li> <li>- Offers with Room on Ground Floor/Higher Floor with lift.</li> <li>- Premises in vicinity of Tourist attractions of the city.(Temple, Museum,Parks,Art Gallery, Planetarium)</li> <li>- Premises with closed parking facility</li> <li>- Decent arrangement for stay of Driver accompanying the staff.</li> <li>- Offers with Chauffeur facility (a la carte)</li> </ul>
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2. The prospective offerors meeting the above requirement are requested to collect the "Offer Document" from the above mentioned Office OR download from the Bank's Website <https://www.canarabank.com/tenders.aspx>
3. Duly filled in offers placed in a Sealed Envelope Super- scribed as "**OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT PONDICHERRY**" shall be submitted up to **3.00 PM on 02.02.2025** at General Administration Section, Circle Office, Chennai at the above given Address.

4. **EARNEST MONEY DEPOSIT:** The tender should submit the Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand only) by way of Demand Draft of a Scheduled commercial Bank issued in favour of **Canara Bank, General Administration Section, Circle Office, Chennai payable at Chennai.** The same should be submitted along with the offer. Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.
5. No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, Bidders / agencies should submit registration certificate issued from the relevant authorities.
6. The “Technical Bid” will be opened on the same day at 3.30 PM (time) at the above Office (Circle Office Chennai) in the presence of bidders or their authorized representatives who may choose to be present.
7. A **Pre-bid meeting will be held on December 24<sup>th</sup>, 2024 at 3:30PM at Circle Office, Chennai.** All bidders are invited to attend the same to discuss with the premises committee and seek clarification if any.

**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.**

Further communications, corrigendum, and amendments, if any, will be hosted in Bank's website only.

Sd/-

Place : Chennai

Assistant General Manager

Date: 12.12.2024

Circle Office, Chennai

### Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms & Conditions, Technical details of the premises offered 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 offeror, 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) super scribed as “Technical Bid for Hiring of Premises for Bank’s Holiday Home at Chennai.” The Name & address of the offeror to be mentioned on the cover without fail.
4. The Financial Bid shall contain **ONLY** financial details i.e., monthly rent on Lumpsum basis and other financial implications. The Financial Bids will be placed in a sealed envelope (Marked Envelope -2) and super scribed as “Financial Bid for Hiring of Premises for Bank’s Holiday Home at Chennai”. 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 super scribed as **“OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT CHENNAI”** and submitted at the address given in the Notice Inviting Offers (Premises & Estate Section, Circle Office Chennai) 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. Room size with dimensions, Photograph of rooms and Room Numbers offered.

- ii. A set of floor plans, sections, elevations and Site plan of the premises showing the main approach road, road on either side if any, width of the road/s and landmarks around the building.
  - iii. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory Licenses / permits along with the offer. The successful bidder will be required to produce the originals of these Licenses / permits for verification if required before finalizing the contract.
  - iv. A copy of the title of investigation and search report along with copies of title deeds.
  - v. 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 offeror/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 overwriting or use of white ink is to be duly authenticated by the offeror. Incomplete Offers / Offers with in-correct details are liable for rejection.
9. In case the space in the offer document is found insufficient, the offerors 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 (Premises & Estate Section, Circle Office Chennai) in the presence of offeror/s at our above office. Offeror/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 offerors will be informed by the Bank for arranging site inspection of the offered premises.
  - iii) After the 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 result in disqualification of the offer.
14. The offer submitted shall remain open for consideration for a minimum period of “90 days” from the date of opening of Technical Bids.

**15. METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

The bids of short listed offerors will be evaluated on techno-commercial basis giving weightage as detailed below:

- a. Technical Evaluation - 60%
- b. Financial Evaluation - 40%

The Technical Bids of short listed premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

Sl No	Parameters	Actual Situation	Marks (standard)
1	Floor Details	1. Ground Floor or other higher floors with lift: 05 2. Above 1 <sup>st</sup> Floor without Lift : 0	05
2	Age of construction of building/	1. Less than 5 years :05 2. Between 5 to 10 years :03 3. Between 10 to 20 years :02 4. More than 20 years :00	05
3	PROXIMITY from Main Road	1. Main Road : 10 2. Bye Lane from Main road : 05 3. Other Interior roads : 0	10
4	Quality of Fittings, Furnishings & Fixtures etc.	1. Excellent : 10 2. Good: 05 3. Poor / Average : 00	10
5	Ambience, Convenience, Parking facility, other facilities, Geographical location and suitability of rooms or premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	30
			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 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

Marks will be allotted for Financial evaluation by calculating the cumulative amount for 10 years based on the offered rate. An illustrative example is furnished below:

Offeror A : “Rs.10,000/- pm for 1<sup>st</sup> block of 5 years with 30% increase for 2<sup>nd</sup> block of 5 years”

Total rent for 10 years will be Rs.13,80,000/-

Offeror B : “Rs. 11,000/- pm for 1<sup>st</sup> block of 5 years with 5% increase for 2<sup>nd</sup> block of 5 years”

Total rent for 10 years will be Rs.13,53,000/-

Based on the total rental outgo for 10 years, Offeror B will be allotted 100% marks

16. Offerors 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.
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 Offeror/s with seal

Date :

### Terms and Conditions

1. Property should be situated in good commercial with congenial surroundings and preferably located at near proximity to public amenities like Bus Stand, Railway Station, Taxi Stand, Banks, Market, Hospitals etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offeror to provide adequate parking space for vehicles of staff availing the holiday home facility. 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.
5. Offers with rooms available on main location and near to Public Transport Stations will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility would be preferred. Any case, all rooms should be located in one building only.
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 1 month for vacation by the Bank.
9. Payment of rent will be on LUMPSUM basis only (quoted for all 10 rooms and other offered facilities). The rent shall be inclusive of basic rent including all usage charges, consumption charges, maintenance charges plus all taxes / cess present and future - House tax, property tax, Municipal taxes, Maintenance charges and services 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 rent. If the offerors are not agreeable to bear nay of the taxes / charges, it should be clearly mentioned in the offer.
10. GST at the applicable rates on rental payment shall be borne by the Bank.
11. 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.
12. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
13. The Bank will not pay any advance rental deposit.

14. Income-tax and Statutory clearances shall be obtained by the Lessor at their own cost as and when required.
15. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
16. Offerors, at their cost, have to provide proper adequate space for Bank's Sign Board.
17. Offerors, at their own cost, must provide and maintain, during the entire currency of lease, all the amenities to be necessarily provided, as mentioned in the NIO.
18. The rooms will be available exclusively for Canara Bank guest at any time. Four people(2 adults and 2 children) should be allowed to stay in the rooms. Also in case of necessity one additional bed should be provided, with extra charge to the visitor.
19. All other requirements mentioned in the NIT to be provided.

Place :

Signature of the offerer/s

Date :

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

From:  
Sri/Smt/M/s  
.....  
.....

To:  
The Assistant General Manager  
Circle Office, Chennai

Telephone No. (O) .....  
(R) .....  
Mobile No. ....  
E-Mail id .....

Dear Sir,

Sub: Offer of premises on lease for your Holiday Home at Pondicherry

In response to your paper advertisement in .....published on.....  
as well as hosted on your Bank's website, I / We am/are submitting the details of our  
premises as under:

1.	Name & Address of the Offeror			
2.	Location & Postal address with PIN code of the offered premises			
3.	Rooms offered (Floor-wise)	SL. NO:	ROOM NUMBER	FLOOR
		1		
		2		
		3		
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			
4.	F) Type of flooring provided			
5.	STATUTORY PERMISSIONS:			

	A) Whether plans are approved by Local Authorities		
	B) Whether Occupancy certificate is available		
	C) Whether NOC from local authorities is obtained for Commercial usage of the building		
	D) License Nos. to run Hotel Business from Government Authorities (Attach copies/ separate sheet)		
6.	Available frontage of premises	..... feet	
7.	Whether premises is situated on the Main Road (Please indicate the road width)	YES	NO
8.	Whether the premises situated in proximity to bus stand / taxi stand / main market / tourist spt	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 contract number of the earlier occupant/s if any		
12.	Whether the premises offered to the Bank is free from encumbrances	YES	NO
13.	Whether adequate parking space is available. If "YES" details to be furnished		
14.	If any or all rooms offered are above Ground Floor, whether lift facility is available. If so, number and capacity of the lift provided		
15.	I/we am / are willing to make alternation to the premises to suit Bank's requirement at my/our cost	YES	NO
16.	Whether Municipal water supply is available.	YES	NO
	If "NOT" what alternation arrangement is made		
17.	Whether documents mentioned in point no. 7 of "Instructions to Offerers" attached.	YES	NO
18.	Any other information such as additional facilities offered etc., which the offerer would like to highlight		

- 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 providing and maintaining, without any additional cost to the Bank during the entire tenure of lease, all the necessary amenities mentioned in the NIO.
- 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 in the Financial Bid.

OR

I/We am/have read and understood Bank's Terms & Conditions for hiring the premises. The Terms & Conditions for which I/We am/are not agreeable are furnishing in the "List of deviations" annexed to the Technical Bid. Accordingly we have quoted our rate in the Financial Bid.

(\* Choose the relevant option)

- 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,

Signature of the Offeror/s

Place :

Date :

**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 No :

E-Mail id :

To

The Assistant General Manager  
CANARA BANK  
Circle Office, Chennai

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at Pondicherry

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In response to your advertisement in ..... published on .....  
as well as hosted on your Bank's website, 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 (for all 3 rooms) at a Lumpsum amount of Rs..... per month (Rupees.....) 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 offeror/s

Place:  
Date :