



## **OFFER DOCUMENT**

**FOR**

**HIRING OF PREMISES FOR  
HOLIDAY HOME AT  
UJJAIN , DISTT- UJJAIN ( MP)**

**UNDER  
TWO BID SYSTEM**

**Issued By:**

General Administration Section,  
Canara Bank, Circle Office Bhopal  
Plot no 4, PSP Area Bagsewania, Saket Nagar  
Near AIIMS, Bhopal - 462026

Phone- 0755-2671035/8989989199

Email: [premcobpl@canarabank.com](mailto:premcobpl@canarabank.com)

**HIRING OF PREMISES FOR HOLIDAY HOME AT UJJAIN**

**TENDER DETAILS**

Sl No	Description	Details
1.	RFP No and Date	RFP/COBPL/P&E/Holiday Home/2025 dated 15.02.2025
2.	Name of the Office	General Administration Section, Circle Office, Bhopal
3.	Brief Description of the RFP	Commercial premises (Preferably Hotel) on lease basis from Individuals/ Firms/Hotels /Guest House/ Resort Owners for Canara Bank Holiday Home at UJJAIN
4.	Bank's Address for communication	The Assistant General Manager General Administration Section, Canara Bank,Circle Office Plot no 4, PSP Area Bagsewania, Saket Nagar Near AIIMS, Bhopal - 462026
5.	Contact Details	Senior Manager General Administration Section Canara Bank,Circle Office, Bhopal PhoneNumber:0755-2671035/ 8989989199 Email:premcobpl@canarabank.com
6.	Date of issue of RFP	<b>15.02.2025</b>
7.	Earnest Money Deposit (Refundable)	50,000/- (Rupees Fifty thousand only) by way of Demand Draft of a Scheduled commercial Bank issued in favour of <b><u>Canara Bank, Circle Office Bhopal payable at Bhopal</u></b>
8.	Last date and time for submission	<b>07.03.2025 upto 3:00 PM</b> <b>Address:</b> General Administration Section, Canara Bank,Circle Office Plot no 4, PSP Area Bagsewania, Saket Nagar Near AIIMS, Bhopal - 462026
9.	Date and time for opening of Technical Bids	<b>07.03.2025 at 04.00 PM</b> <b>Venue:</b> General Administration Section, Canara Bank,Circle Office Plot no 4, PSP Area Bagsewania, Saket Nagar Near AIIMS, Bhopal - 462026
10.	Mandatory documents to be carried in person on the day	<b>1. Authorization letter to attend the bid.</b> <b>2. ID Proof.</b>

Internal

**SIGNATURE OF OFFERER/LANDLORD** Page 2 of 17

RFP/COBPL/P&E/HOLIDAY HOME/2025 DATED 15.02.2025- OFFERS FOR HOLIDAY HOME AT UJJAIN

SI No	Description	Details
	of opening Technical Bids	3. Copy of Power Attorney or Authorization letter from the competent authority to sign the bid document.

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

The Offer document consists of the following:

**TECHNICAL BID:**

- i) Notice Inviting Offers (NIO)
- ii) Instructions to offerers
- 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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General Administration Section,  
Canara Bank, Circle Office  
Plot no 4, PSP Area Bagsewania, Saket Nagar  
Near AIIMS, Bhopal - 462026  
Phone- 0755-2671035/8989989199  
Email: premcobpl@canarabank.com

Internal

**SIGNATURE OF OFFERER/LANDLORD** Page 3 of 17



	<ul style="list-style-type: none"> <li>- Intercom facility in all rooms with connectivity to reception/Room service etc</li> <li>- Wi-Fi facility in all rooms with connectivity to reception/Room service etc</li> <li>- Heater facility to be provided for each room</li> <li>- Each room must have a double size bed and cot, full length wardrobe cabinet with mirror, Table with atleast 2 chairs, curtain for windows, required light fittings, power sockets and provision for extra bed without any additional cost</li> <li>- All the rooms should be well furnished</li> <li>- Lift facility (in case the offered rooms are on the first floor or higher)</li> <li>- All Rooms should be earmarked with Room numbers, preferably in single floor.</li> <li>- Rooms should be cleaned every day. Bed linen and towels should be changed every day</li> <li>- Curtains to be washed at regular interval of 7 days</li> <li>- Rooms should be airy with sufficient sunlight in the day time, with proper ventilation</li> <li>- Rooms 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 Ca-retaker/Catering facility</li> <li>- Premises in vicinity of Tourist attractions of the City</li> <li>- Premises with closed parking facility</li> <li>- Decent arrangement for stay of Driver accompanying the staff</li> </ul>
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2. The prospective offerers meeting the above requirement are requested to collect the “Offer Document” from the above mentioned Office OR download from the Bank’s Website [www.canarabank.com](http://www.canarabank.com) → Tenders

3. **EARNEST MONEY DEPOSIT:**The tender should submit the Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousands only) by way of Demand Draft of a Scheduled commercial Bank issued in favour of **Canara Bank, Circle Office Bhopal payable at Bhopal**. The same should be submitted along with the offer. Submission of EMD in the form of fixed

Internal

SIGNATURE OF OFFERER/LANDLORD Page 5 of 17

- deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.
4. 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
  5. Duly filled in offers placed in a Sealed Envelope Super- scribed as **“OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT UJJAIN - 1 EXECUTIVE ROOM AND 3 STANDARD ROOM ”**(whichever category is offered) shall be submitted up to **3.00 PM on 07.03.2025** at General Administration Section, Circle Office, Bhopal at the above given Address.
  6. The “Technical Bid” will be opened on the same day at **04:00 PM** (time) at the above Office (Circle Office Bhopal) 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**

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

Place: BHOPAL  
Date: 15.02.2025

Sd/-  
Assistant General Manager  
Circle Office Bhopal

Internal

**SIGNATURE OF OFFERER/LANDLORD**Page 6 of 17

### 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 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) super scribed as “Technical Bid for Hiring of Premises for Bank’s Holiday Home at UJJAIN” 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., 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 UJJAIN - 1 EXECUTIVE ROOM AND 3 STANDARD ROOMS”. The Name & address of the offerer to be mentioned on the cover without fail.
5. The financial bids are to be clearly mentioned on the envelope for how many rooms the bid is offered i.e, 1 executive rooms and 3 standard rooms.
6. All the sealed envelopes (technical bid and financial bids) shall be placed in a bigger sealed envelope super scribed as “OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT UJJAIN - 1 EXECUTIVE ROOM AND 3 STANDARD ROOMS (ALL AIR CONDITIONED ROOM)” (whichever category is offered) and submitted at the address given in the Notice Inviting Offers (General Administration Section, Circle Office, Bhopal) on or before the last date and time for submission.
7. 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.
8. Copies of the following documents are to be submitted with Technical Bid in support of the details furnished there in.

Internal

**SIGNATURE OF OFFERER/LANDLORD** *Page 7 of 17*

- 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 landmarks around the building
  - ii. The bidder must submit copies of valid Trade License, 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. Building must be equipped and installed with required fire fighting system.
  - iii. A copy of the title of investigation and search report along with copies of title deeds.
  - iv. Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
9. 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 overwriting or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
10. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
11. 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.
12. Separate offers are to be submitted, if more than one property is offered.
- i) The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers (General Administration Section, Circle Office, Bhopal) 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 or on phone call 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.

Internal

**SIGNATURE OF OFFERER/LANDLORD** Page 8 of 17







**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, Taxi Stand, Banks, Market, Hospitals 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 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 bus stand will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility is mandatory.
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 for 10 years (5 years of First Block and 5 years of Second Block) 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. Further the lease may be extendable for another 5 years as per the discretion of the bank.
9. Payment of rent will be on LUMPSUM basis only (quoted for all 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 but exclusive of food cost. 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 offerers are not agreeable to bear any 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 if applicable.
11. The rooms are to be exclusively reserved for the Bank's use even when they are not occupied by our employees as we pay the rent for the entire month.
12. 24 Hours room service, Hot water supply, 24 Hours Power Backup etc should be available.
13. 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 years or before if it is required and regular maintenance to offer a good ambience at all times to the tenant.

Internal

**SIGNATURE OF OFFERER/LANDLORD** *Page 11 of 17*

14. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
  15. The Bank will not pay any advance rental deposit.
  16. Income-tax and Statutory clearances shall be obtained by the Lessor at their own cost as and when required.
  17. Income tax on rental payment will be deducted at source (TDS)&TDS on GST at prevailing rate.
  18. Offerers, at their cost, have to provide proper adequate space for Bank's Sign Board.
  19. Offerers, 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.
20. EARNEST MONEY DEPOSIT (EMD)
- a. The tender shall be accompanied by earnest money deposit of Rs.50,000/- by way of Demand Draft of a Scheduled commercial Bank issued in favour of Canara Bank Circle office Bhopal, payable at Bhopal.
  - b. EMD shall be submitted with the Technical bid only and should be kept along with cover containing the Technical bids. 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.
  - c. No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected.
  - d. However, MSMEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSME firms, Offerers should submit exemption certificate issued from the relevant authorities.
  - e. The EMD in respect of the Offerers who do not qualify the Technical Part (First Stage) shall be returned to them without any interest.
  - f. If the Offerers fail to enter into contract within 30 days from date of awarding the contract, the EMD shall be forfeited without giving any further notice and the contract will be terminated and Bank shall be at a liberty to award the contract to other Offerers at its sole discretion without assigning any reason whatsoever.

**Signature of the offerer/s**

Place :

Date :

Internal

**SIGNATURE OF OFFERER/LANDLORD** Page 12 of 17

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

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

To:  
The Deputy General Manager  
Circle Office Bhopal

Telephone No. (O) .....

(R) .....

Mobile No. ....

E-Mail id .....

Dear Sir,

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

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 Offerer			
2.	Location & Postal address with PIN code of the offered premises			
3.	Rooms offered (Floor-wise)	<b>SL NO</b>	<b>ROOM NUMBER</b>	<b>FLOOR</b>
		1		
		2		
		3		
		4		

Internal

**SIGNATURE OF OFFERER/LANDLORD** *Page 13 of 17*

4.	<b>BUILDING DETAILS:</b>		
	A) Year of Construction		
	B) Number of floors		
	C) Permitted usage (Residential/ Commercial / Institutional / In- dustrial)		
	D) Type of building structure (Load bearing) OR Framed structure)		
	E) Clear ceiling height of the floor offered		
	F) Type of flooring provided		
5.	<b>STATUTORY PERMISSIONS:</b>		
	A) Whether plans are approved by Local Authorities		
	B) Whether Occupancy certificate is available		
	C) Whether NOC from local authori- ties is obtained for Commercial usage of the building		
6.	Available frontage of the 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 spot	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		

Internal

**SIGNATURE OF OFFERER/LANDLORD** Page 14 of 17

	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.	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)

Internal

**SIGNATURE OF OFFERER/LANDLORD** *Page 15 of 17*



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 Offerer/s

Place :

Date :

Internal

**SIGNATURE OF OFFERER/LANDLORD** *Page 16 of 17*

*RFP/COBPL/P&E/HOLIDAY HOME/2025 DATED 15.02.2025- OFFERS FOR HOLIDAY HOME AT UJJAIN*



**FINANCIAL DETAILS OF THE OFFER**

(To be submitted in a separate sealed envelope marked as Financial Bid -  
1 EXECUTIVE- AC ROOM AND 3 STANDARD-AC ROOMS)

From: Sri/Smt/M/s  
.....  
.....  
.....  
Tel (O) :  
(R) :  
Mobile No. :  
E-Mail id :

To  
The Assistant General Manager  
CANARA BANK  
Circle Office , Bhopal

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at UJJAIN  
\*\*\*\*\*

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 at a Lumpsum amount of Rs.....  
(Rupees.....) (Inclusive all charges  
&Excluding GST) per month for 4 rooms 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 :

Internal

SIGNATURE OF OFFERER/LANDLORDPage 17 of 17