

Premises & Estate Section, Circle Office, Kolkata  
5th Floor, 21, Camac Street, Kolkata- 700016  
Tel: 033-22831501/ 1524, Email: pecokol@canarabank.com

**PREMISES REQUIRED**

Offers are invited under TWO-BID SYSTEM from the owners of commercial space at prominent commercial locations on Main Road preferably in the Ground floor having minimum pillars, independent access, ATM space, good frontage, parking and willing to construct strong room as per RBI specifications and ready for occupation with required power load of 15 to 20 KVA for the branch/ office at the following locations:

SI No	Place & Location	District/ State	Carpet Area (maximum)
1	Siliguri (for MSME Sulabh)	Darjeeling	Up to 2200 sft
2	Durgapur Bidhannagar	Paschim Bardhaman	Up to 2200 sft

The details are published in the Bank's Website: <http://www.canarabank.com/tenders/>.

The necessary application forms may be obtained from the above mentioned Office OR at Regional Offices - RO Durgapur & RO Siliguri OR downloaded from the Bank's Website.

Last date for submission is **10.02.2025** up to 03.00 P.M. The Bank reserves the right to accept or reject any or all of the offers without assigning any reasons thereof. No brokers please.

Further, communications, corrigendum, amendments, if any, will be hosted in Bank's website only. Incomplete applications shall not be accepted.

Place: Kolkata  
Date : **22.01.2025**

Sd/-  
Assistant General Manager  
Circle Office, Kolkata

**CANARA BANK  
CIRCLE OFFICE: KOLKATA**

**ADVT DT 23.01.2025**

**OFFER DOCUMENT  
FOR  
HIRING OF PREMISES**

**UNDER  
TWO BID SYSTEM**

**Issued By:**  
Premises Section  
Circle Office  
5th Floor,  
21, Camac Street,  
Kolkata- 700016

Telephone: 033-22831501  
E-mail: pecokol@canarabank.com

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR RENTING  
PREMISES TO THE BANK AT SILIGURI & DURGAPUR BIDHANNAGAR**

The Offer document consists of the following:

**TECHNICAL BID:**

- i. Notice Inviting Offers
- ii. Instructions to offeror's , Terms & Conditions
- iii. Technical Details of the Premises offered
- iv. Carpet Area Definition
- v. Strong Room specifications
- vi. Lease deed format

**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 FOR HIRING OF PREMISES**

Premises & Estate Section,  
Circle office  
5TH Floor  
21, Camac Street,  
Kolkata- 700016.

Tel: 033-22831501

**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:**

Location/ Place	District	Category	Carpet Area in sft.	Remarks
Siliguri	Darjeeling	Urban	Up to 2200 sft	a. The strong room with carpet area of <b>250 sft</b> as per banks' specifications is to be constructed in the premises by the offerer. b. Required power load is <b>20 KVA</b>
Durgapur Bidhannagar	Paschim Bardhaman	Urban	Up to 2200 sft	a. The strong room with carpet area of <b>250 sft</b> as per banks' specifications is to be constructed in the premises by the offerer. b. Required power load is <b>20 KVA</b>

- The prospective offeror's meeting the above requirements are requested to download the Offer Documents from our website [www.canarabank.com](http://www.canarabank.com).
- Duly filled in offers placed in a Sealed Envelope super scribed as "**OFFER FOR HIRING OF PREMISES AT .....**" shall be submitted up to 3.00 PM (time) on **10.02.2025** (date) at Premises and Estate Section, Circle Office, Kolkata at the above given Address.
- The "Technical Bid" will be opened on the same day at 03.30 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.
- No brokers / intermediaries shall be entertained.



Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, Strong Room specifications 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 Premises for Canara Bank Branch/Office at.....”. 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 Premises for Canara Bank at .....”. **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 along with the "Offer" 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 for Non-agricultural purpose from the competent authority.
8. All columns of the "Offer Document " must be duly filled in and no column should be left blank. All the pages of the "Offer Letter" 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 & Financial)". Any over writing or use of white ink is to be duly authenticated by the offerer. Incomplete offers / Offers with incorrect 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 Document" submitted shall be in compliance to the terms/ conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Document", shall be furnished in a separate sheet marking "list of deviations". Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons.
11. Separate offers are to be submitted, if more than one property is offered.
12. i) The Technical bids will be opened on Date a Time stipulated in the Notice Inviting Offers in the presence of offerers at our above office. All offerers are advised in 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 should remain open for consideration for a minimum period of Three months from the date of opening of Offer.
15. The successful bidder, as decided by the Bank, should execute a lease deed with the Bank **as per the attached format**. No changes, unless otherwise decided by the Bank, shall be permitted to the lease deed format.
16. **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.

	Parameters	Marks allotted (standard)	Offerers *			
			A	B	C	D
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	15	12	7	2	13
2	Floor of constructed building (Ground /Upper GF- 25 / FF – 5)	25	25	5	25	25
3	Amenities provided/agreed 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	8	6	7	4
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10	9	8	8	9
	<b>Total Marks</b>	<b>60</b>	<b>55</b>	<b>38</b>	<b>37</b>	<b>56</b>

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 sqft 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	<b>91.00 - Highest Score - L1</b>
B	38.00	45.00	40.00	78.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

17. 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.
18. 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.
19. 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:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

**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 strong room and other 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 with maximum permissible percentage of 10 to 15% after initial period / block 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. GST at the applicable rates on rental payment shall be borne by the Bank.
12. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, Branch 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.
13. The offerers at their own cost secure and provide **required power load** with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.
14. 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.
15. Offerers at their own cost have to construct separate toilets for Ladies and Gents.
16. 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.
17. 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.
18. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.



19. The Bank will not pay any advance rental deposit.
20. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
21. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
22. Offerors, at their 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 **vitrified tile flooring** in Rural and Urban 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) 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) Ramp at the entrance of branch/ ATM for ease of access for physically challenged persons. It may be noted that in terms of recent DFS communication, in order to extend banking facilities to 'Divyangjan', among the facilities to be provided, barrier free access to public places by constructing ramps, lifts & railings has been stressed upon.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

**OFFER LETTER**

From :

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

.....

.....

To :

THE DEPUTY GENERAL MANAGER  
CANARA BANK, CIRCLE OFFICE

.....

.....

Dear sir,

SUB : OFFER OF PREMISES ON LEASE TO THE BANK

I/We offer the following premises on lease to the Bank at ..... (Location, Place)  
on the terms described here below .

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) 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		



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 the surrounding of the premises is clean and hygienic	YES	NO
9.	Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession		
10.	Please furnish name and contact number of the earlier occupant/s if any.		
11.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
12.	I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
13.	I/We am/are prepared to provide record room, toilets ,UPS room of required size as per Bank's specification for the premises at my/our cost .	YES	NO



14. I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
15. Power load available at present and the time required for providing the power load required by the Bank.		
16. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
17. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
18. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
19. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
20. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
21. Whether Municipal water supply is available.		
If "NOT" what alternate arrangement is made.		
22. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	



23. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
24. 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.

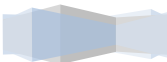
- III. I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

SIGNATURE OF THE OFFERER/S WITH SEAL

Place:

Date:



**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 mum ties
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. Strong room wall/columns/pillars

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 :

**SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM ("B" CLASS)**

The specifications for strong room for branches are detailed hereunder:

**I. THE SPECIFICATIONS FOR THE STRONG ROOM ARE AS FOLLOWS:.**

**WALLS :** R C C 1:2:4 30 cm (12") thick

**FLOOR :** R C C 1:2:4 15 cm (6") thick

**FLOOR :**

15 cm (6" thick) heavily reinforced over the existing plain cement concrete flooring for vaults in Ground floors and over existing RCC slabs in vaults in upper floor ( the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load).

**CEILING RCC 1:2:4**

30 cm (12" thick). Where it is not feasible to provide a RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm rods spaced 75 mm c/c in angle iron frame work.

Reserve Bank of India has specified ceilings fortification only in cases where it is not feasible to provide RCC slab of specified thickness.

If it is not possible to provide the strong room with the ceiling of prescribed thickness of 30 cms (12") or provide fabrication with MS grills, RBI would be prepared to consider relaxation of the existing specification on merits of individual cases, provided the floor space directly, above the strong room is also in the possession and occupation of the Bank.

**II. THE MINIMUM REINFORCEMENTS AS ADVISED BY RBI ARE GIVEN BELOW:**

**WALLS :**

12 mm dia mild Steel/tor steel @ 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.



**CEILINGS** : Same as in the case of walls.

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.

**III. COLUMN SIZES :**

Two columns of 10"x10" size with 6 nos of 12 mm dia TOR 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	GODREJ	STEELAGE
Overall opening	24"x24"	24"x24"
Clear opening	18"x18"	18"x18"

(When the strong room is divided into 2 portions for cash and lockers, two ventilators for both the rooms are to be provided. The Air ventilator/s should not be fixed on the exterior / outer walls).

Signature of the offerer/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 :

To

The Deputy General Manager  
CANARA BANK  
Circle Office Kolkata

Dear Sir,

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

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 :