

**CANARA BANK
HEAD OFFICE, BANGALORE**

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

Issued By:

Premises Section
Circle Office
Karnal

Telephone : 0184 - 2250814
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OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING ALTERNATE PREMISES FOR EXISTING BRANCH AT SAMPLA

The Offer document consists of the following:

- i) Notice Inviting Offers
- ii) Instructions to offerers
- iii) Terms & Conditions
- iv) Carpet Area Definition
- v) Strong Room specifications

NOTICE INVITING OFFERS FOR HIRING OF PREMISES

CANARA BANK
PREMISES & ESTATE SECTION,
CIRCLE OFFICE
BAY SITE 17-18
SECTOR 12, KARNAL 132001

Tel : 0184 -2250814
Fax : 0184 -2205245
E-Mail : pecokar@canarabank.com

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

1. Requirements :

SAMPLA DIST: ROHTAK	SINGLE BID SYSTEM	100 -110 sqmt or (1000-1200 sft)
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- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address OR Offer Document can also be downloaded from our website www.canarabank.com.
- Duly filled in offers placed in a Sealed Envelope superscribed as “OFFER FOR HIRING OF PREMISES AT ----- (Location, Place, please mention the place for which offer is given)” shall be submitted **up to 3.00 PM on 31.10.2017** to Premises & Estate Section, Circle office Karnal at the above given address.
- The offers will be opened on the same day at 3.30 PM (time) at the above office in the presence of bidders or their authorized representatives who may choose to be present. In exceptional circumstances, tender opening may be rescheduled.

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

INSTRUCTIONS TO OFFERERS

1. The Notice Inviting Offer, Instructions to offerers, offer letter along with Carpet Area Definition, Strong Room specifications will form part of the offer to be submitted by the offerer. The offer letter shall contain terms and conditions of the offer to lease out the premises.
2. The offer letter along with other documents as detailed above shall be placed in a sealed envelope and superscribed as “ offer for hiring of Branch / Office premises to Canara Bank at _____ (Location, Place) and to be submitted at the address given in notice inviting offers on or before the last date and time stipulated for submission. **The name & address & phone/mobile/ e-mail id of the offerer to be mentioned on the cover without fail.**
3. 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.
4. Copies of the following documents are to be submitted along with “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 to Non-agricultural purpose from the competent authority.
5. All columns of the offer documents 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 Offer Letter. Any over- writing or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
6. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
7. 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.
8. Separate offers are to be submitted, if more than one property is offered.
9. i) The offer will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of offerer/s at our above office. Offerer/ is/are advised in his/her/their own interest to be present on that date, at the specified time.
 - ii) After the site visit and evaluation of the offers received, most suitable and competitive offer will be selected.

10. Canvassing in any form will disqualify the offerer.
11. The offer submitted shall remain open for consideration for a minimum period of “Three months” from the date of opening of offer.

Signature of the offerer/s

Place:

Date :

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, and 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 (Rural/Semi Urban - 10% to 15%, Urban - 15% to 20% and Metro - 20% to 25%) with minimum notice period of 01/03 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. Service tax 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 have to construct the strong room as per specification of Bank (Please refer "Strong room Specification" for details). Size of Strong Room depend on the Classification of the Branch (i.e., Rural/Semi urban/Urban/Metro). The offerers at their cost shall arrange for Fitness Certificate for the strong room through a competent/ Bank's appointed Architect / Engineer. Strong room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank.
14. The offerers at their own cost secure and provide the required power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.
15. 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.
16. Offerers at their cost have to construct separate toilets for Ladies and Gents.
17. 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.
18. 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.
19. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
20. The Bank will pay the interest free advance rental deposit, which should be restricted to 03 (Three) month's rent.
21. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
22. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
23. Offerers, 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 ceramic tile flooring in Rural and Semi Urban areas and vitrified flooring in Urban and Metropolitan 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.

Signature of the offerer/s

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 munties
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas.
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

I/ We am / are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date:

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 - R C C 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 plumb line.

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 :