

**CANARA BANK  
HEAD OFFICE, BANGALORE**

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

**28.01.2018**

**Issued By:**

**Premises & Estate Section  
Circle Office  
Lucknow**

**Telephone : 0522-2307611**

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**OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING**

**PREMISES TO THE BANK AT FOLLOWING LOCATION /PLACE:**

SNo.	Centre/Place	District
1	Mundera Bazar	Gorakhpur
2	Gonda	Aligarh
3	Jalapur	Aligarh
4	Jarua Katra	Agra
5	Aliganj	Etah
6	Dhumri	Etah
7	Kosi Kalan	Mathura
8	Dhampur	Bijnor
9	Kiratpur	Bijnor
10	Gajraula	Amroha
11	Dingerpur	Moradabad

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

- i. Notice Inviting Offers
- ii. Instructions to offerers
- iii. Offer Letter
- iv. Carpet Area Definition
- v. Strong Room specifications

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**केनरा बैंक Canara Bank**  
**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

PREMISES & ESTATE SECTION,  
CIRCLE OFFICE,  
VIPIN KHAND, GOMTI NAGAR  
LUCKNOW (PIN - 226010)

Tel : 0522-2307611

E-Mail : pecoluck@canarabank.com

**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

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

1. Requirements:

Area of premises (commercial premises)	Location, District	Remarks
Carpet area SU – 175 sqmt R1 –130 sqmt R2– 110 sqmt (Commercial premises) (Carpet area as detailed in paper advertisement also)	1. Mundera Bazar, Gorakhpur (SU) 2. Gonda, Aligarh (R1) 3. Jalalpur, Aligarh (R1) 4. Jarua Katra, Agra (R1) 5. Aliganj, Etah (SU) 6. Dhumri, Etah (SU) 7. Kosi Kalan, Mathura (SU) 8. Dhampur, Bijnore (SU) 9. Kiratpur. Bijnore (SU) 10. Gajraula, Amroha (SU) 11. Dingerpur, Moradabad (R2)	<b>A)</b> Preference will be given to the premises in Ground floor with entire area in a single floor. <b>B)</b> The strong room measuring about 150 – 170 s ft as per the Banks specification is to be constructed in the premises by the offerer. <b>C)</b> Required Power load is approx. 10 to 20 KW (depending upon the requirement & size of branch).

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address from 28.01.2017 to 08.02.2018 during working hours. The Offer Document can also be downloaded from our website [www.canarabank.com](http://www.canarabank.com).
- Duly filled in offers placed in a Sealed Envelope Superscribed as "OFFER FOR HIRING OF PREMISES AT \_\_\_\_\_, (Location, Place)" shall be submitted up to 5.00 PM on 08.02.2018 at Canara Bank Premises & Estate Section, Circle Office, Vipin Khand, Gomti Nagar, Lucknow.
- The Offer will be opened on the next working day at 3.30 PM at the above office 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.

LUCKNOW  
28-01-2018

Sd/-  
Deputy General Manager

**Instructions to Offerers**

1. The Notice Inviting Offer, Instructions to offerers, Offer Letter along with Carpet Area Definition and Strong room specifications will form part of the offer to be submitted by the offerer. The Offer Letter shall contain the 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 the Notice Inviting Offers on or before the last date and time stipulated for submission. **The Name, address & contact No. 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 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.
5. All columns of the "Offer Letter" 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 incorrect details are liable for rejection.

6. In case the space in the "Offer Letter" is found insufficient, the offerers may attach separate sheets.
7. The "Offer Letter" submitted shall be in compliance to the terms/conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Letter", shall be furnished in a separate sheet marking "list of deviations".
8. Canvassing in any form will disqualify the offerer.
9. Separate offers are to be submitted, if more than one property is offered.
- 10.1) The Offers 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) After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
11. The "Offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer.

PLACE:

DATE:

SIGANTURE OF THE OFFERER/S

**OFFER LETTER FOR PREMISES**

FROM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO

**THE DEPUTY GENERAL MANAGER**

CANARA BANK,  
P & E SECTION  
CIRCLE OFFICE  
VIPIN KHAND, GOMTI NAGAR  
**LUCKNOW.**

Dear Sir,

**SUB::OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH/OFFICE AT \_\_\_\_\_**

I/we offer to you to give you on lease the premises described here below for your \_\_\_\_\_ branch/office.

1. Full Address of the premises offered on lease :
2. Distance from the main road/cross road. :
3. Whether there is direct access to the premises from the main road :
4. Floor wise carpet area : Floor \_\_\_\_\_ carpet area \_\_\_\_\_ sft
5. Year of construction :
6. If the building is new, whether occupancy certificate is obtained :
7. If the building is yet to be constructed :
  - Whether plan of the building is approved (copy enclosed)
  - Cost of construction
  - Time required for completing the construction
8. If the building is old whether repairs or renovation is required :
9. If so cost of repair/renovations :
10. BOUNDARIES

East -  
West -  
North -  
South -

**TERMS AND CONDITIONS**

- a) Rent :: Floor wise rent at the following rates is

<b><u>FLOOR</u></b>	<b><u>CARPET AREA</u></b>	<b><u>RENTAL RATE PER SFT</u></b>
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With effect from \_\_\_\_\_ ie the date of handing over vacant possession after completion of the construction, repairs, renovations, payable within 5th working day of succeeding calendar month.

- b) LEASE PERIOD

- i. \_\_\_\_\_ years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions etc., with a further period of \_\_\_\_\_ years at your OPTION with \_\_\_\_\_% enhancement in rent for the option period.
- ii. In case I/we fail to discharge the entire loan (granted by the bank for construction/repairs/ renovation/addition of the premises) along with interest within the agreed period of lease, I/we agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such out standings by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- iii. You are however at liberty to vacate the premises at any time fully or partly during the pendency of lease by giving \_\_\_\_\_ months notice in writing, without paying any compensation for earlier termination.

- c) TAXES/RATES

The payment of all existing taxes, (excluding GST on rent), rates, cess and other levy including penalties, if any, charged thereon in respect of the 'said premises', such as Corporation/Municipal/Panchayat Tax, Urban Land Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements and new introductions shall be to the account of the Lessor.

- d) MAINTENANCE/REPAIRS:

- i. Bank shall bear actual charges for consumption of electricity and water, I/we undertake to provide separate electricity/water meters for this purpose.
- ii. All repairs including annual/periodical distempering & painting will be got done by me/us at my/our own cost. In case the repairs and/or distempering & painting is/are not being done by me/us as agreed now, you will be at liberty to carry out such repairs distempering & painting etc., at your cost and deduct all such expenses payable to us.

e) RENTAL DEPOSIT

You have to give us a sum of Rs\_\_\_\_\_ being the advance rent deposit for \_\_\_\_\_ months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last rent payable to me/us before you vacate the premises (applicable only where no loan component is involved).

f) LOAN

I/we may be granted a loan of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) that may be sanctioned as per the norms of the Bank, which will be cleared with interest within a period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction/renovation is\_\_\_\_\_.

Further, I/we undertake to offer the land and building as security of the loan granted for the construction of the building.

g) LEASE DEED/REGISTRATION CHARGES

I/we undertake to execute an agreement to lease regular lease deed, in your favour containing the mutually accepted/sanctioned terms of lease at an early date. I/we undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me/us

**DECLARATION**

- 1 I/we am/are aware that, the rent shall be calculated as per the carpet area which will be measured in presence of landlord/us and Bank Officials after completion of the building in all respects as per the specification/requirement of the Bank.
- 2 The concept of carpet area was explained and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, balcony, passage, walls and other uncovered area would be excluded for arriving the carpet area on which the rent is payable.
- 3 The following amenities are available in the premises I am/we are agreeable to provide the following amenities
  - i. The strong room will be constructed strictly as per the Banks specifications and size. The strong room door, grill gate and ventilators are to be supplied by the Bank.
  - ii. A partition wall will be provided inside strong room segregating the locker room and cashroom.
  - iii. A lunchroom for staff and stock room will be provided as per the requirement/specification of the Bank. A washbasin will also be provided in the lunchroom.
  - iv. Separate toilet for gents and ladies will be provide with all required amenities.
  - v. A collapsible gate, rolling shutter will be provided at the entrance and at any other point, which gives direct access to outside.
  - vi. Entire flooring will be of vitrified tiles and walls distempered.
  - vii. All windows will be strengthened by grills with glass and mesh doors.
  - viii. Required power load (in the name of bank) for the normal functioning of the bank and the requisite wiring and electrical wiring/point will be provided.



- ix. Continuous water supply will be ensured by providing Overhead Tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.
  - x. Space for fixing Banks signboard will be provided.
  - xi. Space for installation of **V-SAT antenna** without any charges (free of cost).
  - xii. Required number of pucca morcha for security purpose will be provided as per Banks specifications.
- 4 I/we have no objection for the Bank installing generator in the premises and hereby agree to provide necessary space without any charges (free of cost).
  - 5 The First Party has no objection to the Second Party installing ATM in the said premises at any time without additional rent to the First Party, the ATM room will be constructed by the First Party at his cost and that the First Party will provide the required additional power to the second party.
  - 6 I/we declare that I am/we are the absolute owner of the plot/building offered to you and having marketable title over the above.
  - 7 The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne me/us.
  - 8 You are at liberty to remove at the time of vacating the premises all electrical fittings and fixtures, counter, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
  - 9 If my/our offer is acceptable I/we will give you possession of the above premises on \_\_\_\_\_.
  - 10 I/we further confirm that offer is irrevocable and shall be open for \_\_\_\_\_ days from date thereof, for acceptance by you.

Yours faithfully

Date ::  
Place ::

(Owner/s)

**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 here under :

**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 mat 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.

<b>IV. AIR VENTILATORS</b>	<b>GODREJ</b>	<b>STEELAGE</b>
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 :