

**INTER OFFICE MEMORANDUM**

<b>प्रेषक/From:</b>	<b>सेवा में/To:</b>
परिसर एवं सम्पदा अनुभाग <b>Premises &amp; Estate Section</b> अंचल कार्यालय/Circle Office, नई दिल्ली/New Delhi	सामान्य प्रशासन / <b>General Administration Section</b> गाज़ियाबाद क्षेत्रीय कार्यालय / <b>Ghaziabad Regional Office</b>
सं.सं./Ref: DCO/P&E/DPD-DDNII/257/2022/AS	Date: 29.08.2022

**SUB: TO CALL OFFERS THROUGH ADVERTISEMENT FOR ALTERNATE PREMISES-MALIWARA BRANCH**

This has reference to the subject matter.

Our Ghaziabad Navyug Market Branch is functional from premises at 38-39, Additional Sahani Gate, 1st Floor, Malivar Chowk, Ghaziabad, UP - 201001. Lease of the branch premises is valid till 30.11.2026. The branch was operating from First Floor and having property dispute. RAH-I(5040) is also functioning at same premises of Navyug Market Branch (1149) and our Maliwara Branch (18777) is functional from premises at 371, Maliwara Chowk, Ghaziabad, UP-201001.

Meanwhile S P & D Wing HO vide letter ref no SPDW/DS/BEP-MERGER/KB/193-2021 Dated 23.02.2021 permitted the merger of Ghaziabad Navyug Market(1149) and Maliwara (18777). Maliwara Branch is having less space for merging of branch and Navyug Market (1149) has legal dispute. Hence, RO vide letter dated 24.12.2021 recommend for shifting the both branches to alternate premises

Accordingly advertisement is published in newspaper seeking space for new premises and we got 29 bids for the same. Subsequently Premises committee visited all proposed premises on dated 24.08.2022 and submitted the valuation report. Out of all 29, no premises were found out suitable for opening Branch as per Premises committee and advised to release the advertisement again.

In view of the above, RO is advised to publish an advertisement in Saturday's Newspaper (Dated 03.09.2022) English + Hindi News paper having wide circulation in the region for calling offers of alternate premises for the subject Branch. GA Section RO is advised to comply with following points in the subject matter:-

- Competitive quotations are to be called for releasing advertisement.
- Draft of the advertisement is to be sent for approval.
- All the required document pertains to advertisements are to be uploaded at [www.canarabank.com](http://www.canarabank.com) website.
- Technical Bid Opening committee headed by AGM (RO) includes DM (RO), In charge & one officer of GA Section to open the technical Bid on the prescribed date and time at RO.
- Only Technical BIDs are to be opened on 19.09.2022. Financial BIDs of the short listed offers will be opened at Circle Office after site visit by the Premises Committee at CO.

// PERMITTED BY DGM VIDE O/N DCO/P&E/ADVT/106/2022/AS DATED 25.08.2022 //

**समीर तिवारी /SAMEER TIWARI**  
**प्रबंधक /MANAGER**