

**CANARA BANK  
HEAD OFFICE, BANGALORE**

**OFFER DOCUMENT**

**HIRING OF PREMISES**

**FOR**

**REGIONAL OFFICE**

**AT**

**GUNTUR**

**UNDER**

**TWO BID SYSTEM**

**TECHNICAL BID**

**Issued By:**

**Premises & Estate Section Telephone : 0866-2428877**

**Circle Office**

**E-mail**

**: [pecovij@canarabank.com](mailto:pecovij@canarabank.com)**

**Vijayawada**

**INVITATION TO OFFER OFFICE PREMISES UNDER TWO-BID SYSTEM FOR HIRING  
OFFICE PREMISES FOR BANK IN GUNTUR**

The Invitation to Offer consists of the following:

**TECHNICAL BID:**

- I. Notice Inviting Offers
- II. Instructions to Offerers
- III. Terms & Conditions
- IV. Technical Details of the Premises offered
- V. Carpet Area Definition

**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.**

**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

**P & E Section**  
**Circle office**  
**D.No. 54-15-5, Second Floor,**  
**Dhoom Complex,**  
**Srinivasanagar Bank Colony,**  
**Ring Road, Vijayawada- 520008**

**Tel: 0866-2428877**

**Email: pecovij@canarabank.com**

CANARA BANK intends to take Commercial space on lease basis from Individuals/ Firms for our Regional Office, Guntur. Offers are invited under Two Bid System as per details given below:

**1. Requirements:**

Area of premises	Location	Remark
5,000 - 6,000 sft office space	Guntur City, Guntur District  (Preference shall be given to offers with Ground / First Floor premises situated within a 5 Km radius of Guntur Market)	Preference will be given to: A) Premises available in single building on ground / first floors and ready for occupation. B) Availability of dedicated lift facility if space offered is in upper floors. C) Availability of adequate and dedicated parking space for approx. 25-30 two wheelers & 5-10 four wheelers. D) Contracted load - approx. <b>60.00 kW</b> OR as Required. E) Availability of DG Set.

2. The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address during working hours. The Offer Document can also be downloaded from our website <https://canarabank.com/tenders.aspx>.
3. Duly filled in offers placed in a Sealed Envelope superscribed as **“OFFER FOR HIRING OF PREMISES FOR CANARA BANK, REGIONAL OFFICE GUNTUR”** shall be submitted up to **3:00 P.M.** on **16.07.2020** to Premises & Estate Section, Circle Office at the above given address.
4. The sealed ‘Technical Bid’ and the ‘Financial Bid’ must be submitted separately in two different envelopes and together placed in a bigger sealed envelope.
5. The ‘Technical Bid’ will be opened on the same day at **3:30 P.M.** 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.

Place :  
Date :

Sd/-  
 Authorized official of the Bank

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to Offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, 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 OFFER FOR HIRING OF PREMISES FOR CANARA BANK, CIRCLE OFFICE GUNTUR**”. The Name & address along with contact number 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 super scribed as “**FINANCIAL BID FOR OFFER FOR HIRING OF PREMISES FOR CANARA BANK, REGIONAL OFFICE GUNTUR**”. The Name & address along with contact number of the offerer to be mentioned on the cover without fail.
5. Both the sealed envelopes shall be placed in a bigger sealed envelope super-scribed as “**OFFER FOR HIRING OF PREMISES FOR CANARA BANK, REGIONAL OFFICE GUNTUR**” 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 with Technical Bid 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, if any.
  - iii. Documents related to conversion of land use to Non-agricultural purpose from the competent authority, if any.
8. 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 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.
9. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.

10. 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.
11. Separate offers are to be submitted, if more than one property is offered.
12. i) The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers 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 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 shall remain open for consideration for a minimum period of “Three months” from the date of opening of Technical Bids.

**15. 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.

Sl. No.	Parameters	Maximum Marks allotted for the parameter												
1	<p><b>Location:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">On Main road at Bank’s preferred Location</td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 15%; text-align: center;">25</td> </tr> <tr> <td>In an Interior area at Bank’s preferred Location</td> <td style="text-align: center;">-</td> <td style="text-align: center;">20</td> </tr> <tr> <td>On Main road outside Bank’s preferred Location</td> <td style="text-align: center;">-</td> <td style="text-align: center;">15</td> </tr> <tr> <td>In an Interior area outside Bank’s preferred Location</td> <td style="text-align: center;">-</td> <td style="text-align: center;">10</td> </tr> </table> <p>Allotted Marks shall also depend on, apart from aforementioned parameters, availability and condition of other features of the offered premises like nearby locality, availability of good frontage, visibility, elevation, width of frontage for signage, advertisement value, ease of availability of public transport, nearness to market, etc.)</p>	On Main road at Bank’s preferred Location	-	25	In an Interior area at Bank’s preferred Location	-	20	On Main road outside Bank’s preferred Location	-	15	In an Interior area outside Bank’s preferred Location	-	10	25
On Main road at Bank’s preferred Location	-	25												
In an Interior area at Bank’s preferred Location	-	20												
On Main road outside Bank’s preferred Location	-	15												
In an Interior area outside Bank’s preferred Location	-	10												

2	<b>Floor:</b>			15
	If entire area required is available on Ground floor	-	15	
	If entire area required is available on a combination of Ground & First Floor	-	13	
	If entire area required is available on a combination of Ground, First & Second Floor with dedicated lift facility and an internal staircase	-	8	
	If entire area required is available on a combination of Ground, First & Second Floor without any of either dedicated lift facility or an internal staircase or both	-	5	
	If entire area required is available on a floors higher than Second Floor with a dedicated lift facility and / or an internal staircase or both	-	4	
	If entire area required is available on a floors higher than second Floor without a dedicated lift facility	-	0	
3	<b>Amenities provided/agreeable by landlord like</b>			10
	DG Set provisions or Space for keeping a large DG Set	-	4	
	Availability of adequate parking space for at least 10 Nos. 4- Wheelers and 30 Nos. 2-Wheelers	-	4	
	Availability of rent free space on rooftop for Bank's equipment	-	2	
4	<b>Building layout, its specifications</b>			10
	Age of building	Less than 15 years	- 10	
		More than 15 years	- 6	
Allotted Marks shall also depend on, apart from aforementioned parameters, other features of the offered premises like ventilation, less number of columns, ceiling height, type of flooring, ease of accessibility of staff, suitability for Admin. Office arrangement etc.)				
<b>Total Marks</b>				<b>60</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 sft 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	91.00 - <b>Highest score</b> - L1
B	33.00	45.00	40.00	73.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

16. 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.
17. 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” detailed in this document.
18. 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 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 toilet blocks for gents, ladies and executive and other Civil / Electrical works as required by the Bank.
5. The entire offered area shall be available in a single floor and preferably up to Second Floor subject to availability of lift. 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 ranging from 20% to 25% 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. Applicable GST on rental payment shall be borne by the Bank.
12. 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.
13. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, Office 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 layout of the Bank's Architect, if required.
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 cost have to construct separate toilets for Ladies, Gents and executives as per bank requirement.
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 3-5 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 entertain 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. 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 vitrified flooring in hall, 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) Additional consumption deposit (ACD)/ development charges/ security deposit to Power Distribution Company/EB (if any) to be paid by landlord during tenure of lease.
  - i) 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).

Signature of the offerer/s

Place:

Date:

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

From:  
Sri/Smt/M/s.

.....

.....

Telephone No. (O) .....

(R) .....

Mob. ....

Dear Sir,

Sub: Offer of premises on lease for your CANARA BANK, REGIONAL OFFICE GUNTUR.

In response to your paper advertisement in..... appeared on..... as well as in 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.	Area offered (Floor wise Carpet area in sft)	<b>FLOOR</b>	<b>AREA IN SFT</b>
4.	<b>BUILDING DETAILS:</b>		
	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				
	STATUTORY PERMISSIONS:	Availability of Permission		Copy Enclosed	
5.	Whether plans are approved by Local Authorities ( <b>enclose copy</b> )	YES	NO	YES	NO
	Whether Occupation certificate is available ( <b>enclose copy</b> )	YES	NO	YES	NO
	Whether NOC from local authorities is obtained for commercial usage of the building ( <b>enclose copy</b> )	YES	NO	YES	NO
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	YES		NO	
	Please indicate the road width	..... Feet			
8.	Whether the surrounding of the premises is clean and hygienic	YES		NO	
9.	Whether the premises is ready for occupation	YES		NO	
	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 ready to provide ATM room within the offered premises without additional rent.	YES		NO	
14.	Power load available at present and the time required for providing additional power load (if required by the Bank).				

15.	Whether adequate space is available for Generator Set, Inverters, Solar Panels, Bank's sign Board.	YES	NO
16.	Whether adequate parking space is available in front of the premises.	YES	NO
	If "YES" details to be furnished.		
17.	If the floor offered is above Ground floor, whether lift facility is available.	YES	NO
	If so, number and capacity of the lift provided.		
18.	I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
19.	Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
20.	Whether Municipal water supply is available.	YES	NO
	If "NOT" what alternate arrangement is made.		
21.	Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1.	
		2.	
		3.	
22.	Whether, separate toilet for Gents, Ladies and executive is provided.	YES	NO
	If Not, time required to provide the same.		
23.	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/W e 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,

Offerer/s  
(Signature/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 Gar ages / 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 strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date :