



**CANARA BANK**  
**[HEAD OFFICE, BANGALORE]**

**OFFER DOCUMENT**

**FOR**

**HIRING OF PREMISES**

**UNDER**

**TWO BID SYSTEM**

**Issued By:**

**Premises & Estate Section**  
**Circle Office**  
**St Mary's Campus**  
**East Veli Street**  
**Madurai-625001.**

**Telephone : 0452-2337060,2337040**  
**Fax No. : 0452- 2334567**  
**E-mail : pecomdu@canarabank.com**

**ANNEXURE-III**

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING OF  
PREMISES FOR THE BANK'S HOLIDAY HOME AT PALANI**

The Offer document consists of the following:

**TECHNICAL BID:**

- i) Notice Inviting Offers
- ii) Instructions to offerers
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered

**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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Annexure-III Contd.

**PREMISES & ESTATE SECTION, CIRCLE OFFICE, MADURAI**  
**St. Mary's Campus, East Veli Street, Madurai - 625001**

**TEL : 0452 – 2337060, 2337040**

**Email: pecomdu@canarabank.com**

**TENDER FOR PREMISES**

Offers are invited under **TWO-BID SYSTEM** from the owners of commercial premises [preferably Hotel] in Ground / First Floors and ready for occupation with required Power load, generator back up, adequate parking, and availability of lift etc in case of upper floors for housing our Bank's Holiday Home at Palani, as per details given below.

**1. Requirements:**

<b>Accommodation required</b>	<b>Location, Place</b>	<b>District</b>
4 Air-conditioned Double Bedrooms suitable to accommodate a family or group of 3-5 persons by providing additional beds, with attached bathroom.	Palani	Dindigul
In case of Commercial Premises, Preference shall be given to the premises with facility for caretaker and catering facility and premises offered by Govt / PSUs.		

- The prospective offerers meeting the above requirements are requested to collect the Offer Documents from our above mentioned office at Madurai or our Palani Branch (51, Dindigul Road, Palani -624601) during working hours from 09/08/2017 to 23/08/2017 OR download from the Bank's website **www.canarabank.com**.
- Duly filled in offers placed in a sealed envelope superscribed as "**OFFER FOR HIRING OF PREMISES FOR BANK'S HOLIDAY HOME AT PALANI**" shall be submitted up to **3.00 PM on 23/08/2017** to Premises & Estate section, Circle office, Madurai at the above given address.
- The "Technical Bid" will be opened **on the same day at 3.30 PM** at the above office [Premises & Estate Section, Circle Office, Madurai] 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.

Further, communications, corrigendum, amendments, if any, will be hosted in Bank's website only

**Place: MADURAI**  
**Date : 09.08.2017**

**Sd/-**  
**ASSISTANT GENERAL MANAGER**  
**CIRCLE OFFICE, MADURAI**

Annexure-III Contd.

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered 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 / occupancy certificate, floor area of portion to be leased, specification of internal finishes, amenities, usages of the property, title reports to confirm ownership and clear marketability, Photos 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**) super scribed as **“TECHNICAL BID FOR HIRING OF PREMISES FOR BANK’S HOLIDAY HOME AT PALANI”**. **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 on lumpsum basis and other financial implications. The Financial Bid will be placed in a sealed envelope (**Marked Envelope -2**) and super scribed as **“FINANCIAL BID FOR HIRING OF PREMISES FOR BANK’S HOLIDAY HOME AT PALANI”**. **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 super scribed as **“OFFER FOR HIRING OF PREMISES FOR BANK’S HOLIDAY HOME AT PALANI”** 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.

Annexure-III Contd.

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**.
  - iii. Documents related to conversion of land use to Non-agricultural purpose from the competent authority.
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 overwriting 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.

**Annexure-III Contd**

- 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 clogging / 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 /short listed 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 short listed 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 short listed premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

Sl. No.	Parameters	Marks allotted (standard)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	15
2	Floor	25
3	Amenities provided/agreeable by landlord, DG Set provisions for AC & other electrical fittings, Parking, Extended lease period beyond 5+5 yrs, such other factors beneficial to the bank.	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10
Total Marks		60

**Annexure-III Contd.**

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	<b>91.00 - Highest score - L1</b>
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.
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 :

Signature of Offerer/s with seal

Date :

Annexure-III Contd.

Terms and Conditions

1. Property should be situated in good location with congenial surroundings and preferably located at near proximity to public amenities like Railway Station, Bus station, Banks, Markets, Hospitals, etc.
2. There should not be any water clogging inside the premises and surrounding area.
3. Offerer to provide adequate parking space for vehicles of staff availing the holiday home facility. 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.
5. The entire offered area shall be available in a single floor. In case the offered premises is on Upper floor/s, lift facility should be available.
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 @ 10% to 15% and with minimum notice period of 1 month for vacation by the Bank.
9. Payment of rent will be on LUMPSUM basis only.



Annexure-III Contd.

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. 24 Hours room service, Hot water supply, adequate generator backup etc., should be available.
13. 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.
14. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50 basis.
15. The Bank will pay the interest free advance rental deposit, which should be restricted to 01 (One) month's rent.
16. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
17. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
18. Offerers, at their cost, have to provide proper adequate space for Bank's Sign Board.

Signature of the offerer/s

Place :

Date :

Annexure-III Contd.

**TECHNICAL DETAILS OF THE PREMISES OFFERED**

From : Sri/Smt/M/s.  
 .....  
 .....  
 Telephone No. (O) .....  
 (R) .....  
 Mobile No. ....  
 Email Id .....

To:  
 The Assistant General Manager  
 Circle Office, Madurai

Dear Sir,

Sub : Offer of premises on lease for your Holiday Home at Palani

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. Rooms offered (Floor-wise)		<b><u>FLOOR</u></b>
		<b><u>NO. OF ROOMS</u></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)	
	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 Occupancy 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.	Power load available at present and the time required for providing the power load required by the Bank		
13.	Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
14.	If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided		

15. I/we am /are willing to make alterations to the premises to suit Bank's requirement at my/our cost	YES	NO
16. Whether Municipal water supply is available.  If "NOT" what alternate arrangement is made	YES	NO
17. 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 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

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 Assistant General Manager

CANARA BANK

Circle Office, Madurai

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at Palani

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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..... lumpsum per month (Rupees.....) 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 :