

**CANARA BANK
HEAD OFFICE, BANGALORE**

OFFER DOCUMENT

FOR

**HIRING OF PREMISES FOR BANK
HOLIDAY HOME AT LONAVALA**

UNDER

TWO BID SYSTEM

Issued By:

**Premises Section
Circle Office
Pune.**

Telephone : 020-25530622

Fax No. :

E-mail : pecopne@canarabank.com

ANNEXURE-III

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES
FOR BANK HOLIDAY HOME AT LONAVALA**

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.

NOTICE INVITING OFFERS FOR HIRING OF PREMISES

PREMISES & ESTATE SECTION,
CIRCLE OFFICE
Address: FP 790 (PART) Shivaji Road,
Near Mangala Talkies,
Shivaji Nagar,
Pune 411005.

Tel: 020-25530622.
Fax :

E-Mail:pecopne@canarabank.com

CANARA BANK intends to take Commercial premises (4 FURNISHED ROOMS) in Ground / First Floor and ready for occupation with required power load, generator back up, adequate parking and availability of Lift etc in case of upper floor on lease basis from Individuals/ Firms / hotel or resort owners for **HOLIDAY HOME AT LONAVALA**. Offers are invited under Two Bid System as per details given below:

1. Requirements :

Area of premises	Location	Remarks
4 Air conditioned Double Bed Rooms suitable to accommodate a family or group of 3-4 persons by providing additional beds with attached bathrooms.	Lonavala, (District Pune)	Preference will be given to the premises: A) Premises in Ground or First floor with LIFT facility in case of upper floors. B) Premises should be located at a centre place and should be at a walkable distance from Main Bus Stand./ Railway Station C) Amenities: Rooms should be spacious and equipped with a double bed, cable TV (LED/LCD TV), Air Conditioner, attached washrooms with 24 hrs hot and cold water, power backup facility D) Each room should have separate entrance. E) In house Catering facility should be available. F) Caretaker and Catering facility should be available.

2. The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address OR from our Lonavala branch (Dr. Parmar's Building, Plot No. 8, G Ward, Lonavala 410401 - 02114-273011/271898) Branch from 07/04/2018 to 16/04/2018) during working hours. The Offer Document can also be downloaded from our website www.canarabank.com.

3. Duly filled in offers placed in a Sealed Envelope superscribed as “**OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT LONAVALA** ” shall be submitted up to 3.00.... PM (time) on...17/04/2018 to Premises & Estate Section, Circle office at the above given address.
4. The “Technical Bid” will be opened on the same day at 5.00 PM or after at the above office in the presence of bidders or their authorized representatives who may choose to be present.
5. Preference should be given to the premises with facility for caretaker and catering facility and premises offered by Govt / PSUs.

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 : Pune
Date : 06.04.2018

Sd/-
Divisional Manager
Circle Office, Pune

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 / 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 Hiring of Office Premises for Canara Bank Holiday Home at Lonavala”**. 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 per sq.ft. on Lump sum basis (for all 4 rooms) and other financial implications. The Financial Bids will be placed in a sealed envelope (**Marked Envelope -2**) and superscribed as **“Financial Bid for Hiring of Office Premises for Canara Bank Holiday Home at Lonavala”**. 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 superscribed as **“OFFER FOR HIRING OF PREMISES FOR CANARA BANK HOLIDAY HOME AT LONAVALA”** 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.
 - 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 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 in writing by the Bank for arranging site inspection of the offered premises.

Annexure-III Contd.

iii) After the site visit, the Technical Bid will be evaluated on various parameters like location, amenities provided, 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	Marks allotted (standard)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, distance from bus stand, railway station, tourist spot, availability of market area in surrounding etc.)	20
2	Floor (Ground - 15 / FF – 10/SF-5)	15
3	Amenities provided/agreeable by landlord like LED / LCD TV, Airconditioners, power back up, extended lease periods beyond 5+5 yrs such other factors beneficial to the bank.	15
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10
Total Marks		60

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.

Annexure-III Contd.

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 - Highest score - 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.
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 proximity to public amenities like Bus stop, railway station, Markets, proximity to tourist spot, Banks, etc.
2. There should not be any water logging inside the premises and surrounding area.
3. The offerer should provide caretaker without any additional rent/ cost.
4. The offerer should have in house catering facility.
5. Offerer to provide adequate parking space for vehicles of Bank staff. The premises should have good frontage and proper access. The premises should also have space for advertisement board for our holiday home.
6. Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of premises within one month of the acceptance of their offer by the Bank duly completing all Civil / Electrical works and amenities offered as required by the Bank.
7. 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.
8. Lease agreement for the premises finalized will be entered into with the landlord/s.
9. **Minimum period of lease will be 10 years with enhancement in rent for the second block of 5 years @ 10% to 15%** with minimum notice period of one month for vacation by the Bank only.
10. Payment of rent will be on Lump sum basis only (to be quoted for 4 rooms).

Annexure-III Contd.

11. 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.
12. GST (earlier Service tax) at the applicable rates on rental payment shall be borne by the Bank.
13. 24 Hours room service, hot water supply, adequate generator back up should be available. The rent quoted should include electricity consumption charges. Bank will not pay any electricity charges additionally.
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.
15. 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.
16. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
17. The Bank will pay the interest free advance rental deposit, which should be restricted to 01 (One) month's rent.
18. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
19. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.

20. Offerors, at their cost, have to provide following amenities :
- LCD / LED TV in each Room with Cable / DTH connections
 - Split Airconditioners in each rooms
 - Soap, Towels, shampoos - to be replaced daily basis
 - Power back up through generator / inverter in case of power failure.
 - Provision of proper adequate space for Bank's Sign Board
 - Each rooms should have attached toilet facility with wash basin. All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.

Signature of the offerer/s

Place :

Date :

TECHNICAL DETAILS OF THE PREMISES OFFERED

From :

Sri/Smt/M/s.

.....

.....

Telephone No. (O)

(R)

Mobile No.

Email I.D. :

To:

The Divisional Manager

Circle Office, Pune.

Dear Sir,

Sub : Offer of premises on lease for your Holiday Home in Lonavala

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 (Floorwise)		<u>FLOOR</u>
		<u>NO. OF ROOMS</u>
4.	BUILDING DETAILS:	
	A) Year of Construction	
	B) Number of floors	
	C) Permitted usage (Residential / Commercial / Institutional)	
	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 Occupation 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 premises is situated in proximity to bus stand / railway station/airport / tourist spot	YES	NO
9.	Whether the surrounding of the premises is clean and hygienic	YES	NO
10.	Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession		
11.	Please furnish name and contact number of the earlier occupant/s if any.		
12.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO

13. Power load available at present and the time required for providing the power load required by the Bank.	Separate 3 phase commercial meter.	
14. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
15. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
16. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
17. Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
18. Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
19. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
20. Whether attached toilets with wash basin to each room is available. If Not, time required to provide the same.	YES	NO
21. Additional Ammenties provided :		
22. 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 Lump sum 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/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,

Offerer/s
(Signature/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 Divisional Manager

CANARA BANK

Circle Office, Pune

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at Lonavala (Dist - Pune)

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..... Lump sum 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 :