

केनरा बैंक Canara Bank 

भारत सरकार का उपक्रम

A Government of India Undertaking



OFFER DOCUMENT

FOR

HIRING OF PREMISES FOR

ATM

AT GAYA, SWARAJPURI ROAD, BIHAR

UNDER

SINGLE BID SYSTEMS

Issued By:

General Administration Section

Circle Office Patna

3rd Floor, Luv Kush Tower, Exhibition Road, Patna-800001

Ph: 0612 25000214; +91 8102916784

Email: premisescopat@canarabank.com

Date: 25.08.2023

OFFER DOCUMENT INVITING OFFERS FOR HIRING PREMISES FOR OPENING OF NEW ATM
AT GAYA, SWARAJPURI ROAD, BIHAR

The Offer document consists of the following:

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

NOTICE INVITING OFFERS FOR HIRING OF PREMISES

GENERAL ADMINISTRATION SECTION,
CIRCLE OFFICE
Luv Kush Tower, Exhibition Road
Patna - 800001, Bihar
E-Mail: premisescopat@canarabank.com

Tel : 0612-2500214

CANARA BANK intends to take Commercial premises on lease basis from Individuals at any good location in GAYA, SWARAJPURI ROAD ready for occupation with required 5 KW 3-Phase Power load for opening of new ATM.

Offers are invited under Single Bid System as per details given below:

1. Requirements :

Location	Area of premises	Remarks
GAYA, SWARAJPURI ROAD DISTT- GAYA BIHAR Nearby Our GAYA SWARAJPURI ROAD Branch.	70-80 SFT APPRX. (COMMERCIAL PREMISES)	A)) premises should be in Ground floor with connected to Main Road. B) ATM room to be constructed or modified as per the Banks specification by the offerer. C) Required Power load is 5 KW with dedicated transformer if applicable by offerers.

2. The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address from 28.08.2023 to 18.09.2023 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 ATM AT GAYA," shall be submitted up to 05:00 PM on 18.09.2023 to General Administration Section, Circle office at the above given address.
4. The "Single Bid" will be opened on at 19.09.2023 12:00 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.

Sd/-

Authorized official of the Bank

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Offer Letter along with Carpet Area Definition and ATM 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 ATM Premises to Canara Bank at GAYA, SWARAJPURI ROAD (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 and mobile number 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 in-correct 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. The “Offer” submitted should remain open for consideration for a minimum Period of Three months from the date of opening of Offer.
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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. Property should have commercial permission for uses. Offered premises shall be located nearby GAYA Branch.
2. There should not be any water logging inside the premises and surrounding area.
3. 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 acceptance of their offer by the Bank duly completing the strong room and other Civil/Electrical works as required by the Bank.
4. The entire offered area shall be available in a ground floor only.
5. 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.
6. Lease agreement for the premises finalized will be entered into with the Landlord/s.
& Minimum period of lease will be 10 years with enhancement in rent for the second block of 5 years 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. Offerers may quote rent on lumpsum basis also.**
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. 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. 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. 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.
15. **Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.**
16. **The Bank will not pay any advance (interest free) rental deposit.**
17. **Landlord has to offer rent free period for interior work upto 30 days after completion of landlord's scope of work as per Bank's requirement. Landlord's scope of work should be completed within 30 days from date of sanction of premises.**
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. 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.
- f) Good quality ceramic tile flooring in Rural and Semi Urban areas and vitrified flooring in Urban and Metropolitan Areas.
- g) 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 :

OFFER LETTER

From:

Sri./Smt./M/s.....
.....
.....

Tel:

MOBILE :

E-Mail :

To :

THE ASSISTANT GENERAL MANAGER
CANARA BANK, CIRCLE OFFICE
PATNA

Dear sir,

SUB: OFFER OF PREMISES ON LEASE TO THE BANK FOR OPENING OF NEW ATM AT GAYA.

I/We offer the following premises on lease to the Bank at.....(Location, Place) on the terms described here below .

- a] Full address of premises offered on lease :

- b] Distance from the main road/cross road :
- c] Whether there is direct access to the premises from the main road :
- d] Floor wise area : Floor:..... Carpet area :.....(Sft)

- e] Year of construction :
- f] If the building is new, whether occupancy certificate is obtained :
- g] If the building is yet to be constructed :
 - i>. Whether plan of the building is approved (copy enclosed) :
 - ii>. Cost of construction :
 - iii>. Time required for completing the construction :

h] If the building is old whether repairs/ renovation is required :

i] If so cost of repairs/renovation :

(j) BOUNDARIES :

East

West

North

South

TERMS & CONDITIONS::

a>. Rent : floor wise rent at the following rates i.e.,

Floor

carpet area

Rental rate per sft

With effect from..... i.e., the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 5th working day of succeeding calendar month.

b>. **LEASE PERIOD::**

i] _____ Years from the date of handing over vacant possession after completion of construction, repairs/renovations, additions etc., with..... % increase in rent after 5 years **(10 to 15%)**.

ii] You are however at liberty to vacate the premises at any time Fully / Partly during the pendency of lease by giving _____ month's notice in writing, without paying any compensation for earlier termination.

c>. **TAXES/RATES::**

All existing and enhanced Municipal/Corporation taxes, rates, cesses, maintenance/service charges like society charges will be paid by me/us. Service Tax payable on rent payment will be borne by the Bank.

d>. **MAINTENANCE/REPAIRS::**

All repairs including annual/periodical painting and distempering will be got done by me / us at my/our cost once in 3-5 years. In case, the repairs and /or painting/distempering is/are not done by me/us as agreed now, you will be at liberty to carryout such repairs, painting/distempering etc., at our cost and deduct all such expenses from the rent payable to me/us.

e] RENTAL DEPOSIT:: NOT PERMITTED

You have to give us a sum of Rs....NIL..... being the advance rent deposit of Three 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.

f] LEASE DEED/REGISTRATION CHARGES::

I/We undertake to execute an agreement to lease and register a regular lease deed, in your favour containing the mutually accepted/ sanctioned terms of lease at an early date. I/We undertake to share the cost of stamp duty and registration expenses for registering the lease deed in the ratio of 50:50 between the Bank and me/us.

DECLARATION::

1. I/We have understood the definition of the "Carpet Area" and agreeable to accept payment of rent on Carpet area basis. The carpet area will be measured in my/our presence and the Bank Officials after completion of the building in all respects as per the specifications/requirements of the Bank.
2. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, I/We agree to permit the same on the existing lease terms and conditions.
3. The following amenities are available in the premises or I /we am/are agreeable to provide the following amenities at my/our cost.
4. A collapsible gate, rolling shutters with locking will be provided at the entrance and at any other point which gives direct access to the premises. Entire flooring will be of Vitrified / Granite / Marble
5. Required power load for the normal functioning of the ATM, requisite electrical light, power points, distribution board, separate electricity meter and good quality earthing will be provided. Security deposit for the same will be paid by the landlord. Bank shall bear actual charges for consumption.
6. Proper and adequate space for fixing Bank's sign board, VSAT, DG-Set, Solar Panel will be provided. No extra charges for the same will be paid by the Bank.
7. Required number of Pucca Morchas for security purpose will be provided as per Bank's specification.
8. Adequate parking space will be provided for vehicles of Bank staff and customers.
9. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title.
10. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
11. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
12. I/We further confirm that offer is valid for a period of THREE Months from the date of this offer.
13. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
14. 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,

(Owner/s)

Place:
Date:

ATM ROOM SPECIFICATIONS

ATM cabin should have at least 10" (Ten inches) thick walls on its three sides and 6" (six inches) RCC roof and floor.

Entrance/Exit should have a Rolling Shutter with embedded Central Locking System.

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 :

DRAFT LEASE DEED

THIS DEED OF LEASE made on this _____ day of _____
20 ____ at _____ between _____
S/o. _____ residing
_____ hereinafter referred to as the 'Lessor' (which
term shall mean and include wherever the context so requires or admits his / their
heirs, successors, administrators, executors, attorneys and assigns) of the One part
and CANARA BANK a body corporate constituted under the Banking Companies
(Acquisition and Transfer of Undertakings) Act, 1970 having its Head Office at 112,
Jayachamarajendra Road, Bangalore and carrying on banking business among other places
at _____ hereinafter referred to as the
'Lessee' (which term shall mean and include wherever the context as admits or
requires its successors, administrators and assigns) of the Other Part represented by
its Manager and holder of Power of Attorney dated _____ Sri _____
_____, S/o. _____ witnesseth as follows -

WHEREAS, the Lessor/s is / are the owners / s of the _____ building bearing
No. _____ situated at _____ which is
declared to be value of Rs. _____ by him / them and

* WHEREAS, the Ground floor / First floor / Second floor measuring about
_____ sq.ft. (Carpet area) in the said building more fully described in the
schedule hereto and hereinafter called the "Said Premises" was / were vacant and
ready for occupation and whereas the Lessee being in need of accommodation for its use
and occupation approached and requested the Lessor / s to grant lease in its favour in
respect of the "Said Premises" and whereas both the parties now desired to reduce
the terms into writing and whereas the Lessor / s agreed to grant lease in favour of
the Lessee in respect of the "Said Premises", it is now hereby agreed as follows -

** WHEREAS, the Lessee is already a tenant under the Lessor / s in respect of the
above building fully described in the schedule hereto and hereinafter
called the "Said Premises" paying a monthly rental of Rs. _____ and
whereas the Lessor approached and requested the Lessee to pay an enhanced rental
of Rs. _____ and whereas the Lessee consented to pay the
enhanced rental of Rs. _____ and whereas both the parties now
desired to reduce the terms into writing, it is now hereby agreed as follows -

1. This lease for purposes of payment of rent and period of lease shall be deemed to
have commenced from _____
2. This lease shall be in force for a period of _____ years certain from
_____. The Lessee shall, however, have the option to continue the lease

thereafter for a further period upto _____ years. The Lessee shall be at liberty to vacate the "Said Premises or part thereof" at any time during the period of lease on giving _____month/s notice.

3. The Lessee shall pay to the Lessor/s in respect of the `said premises' a monthly rental of _____ Rs. _____ (Rupees _____ only) for the certain period of lease and a monthly rental of Rs. _____ for the option period of lease payable within the fifth working day of each succeeding calendar month.
4. The Lessee has paid to the Lessor / s a sum of Rs. _____ only being _____ month / s rent in respect of the 'said premises' as deposit of rent which shall be refunded to the Lessee at the time of vacating the premises or shall be adjusted towards the rent for the last _____ month / s of the tenancy at the option of Lessee.
5. The payment of all taxes, 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. The Lessee shall be at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of default or delay by the Lessor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the `said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @ _____ % per annum from the date of such payments until realisation by the Lessee.
6. The Lessor shall, at his / their own cost, carry out all repairs including periodical painting of the `said premises'. The periodicity of such painting will be once in 3 - 5 years. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., with interest _____ % per annum towards the rent payable to the Lessor or the Lessee shall have the right to recover the same from the Lessor.
7. The Lessee shall be at liberty to under-lease / sub-lease the `said premises' or part thereof to any of its subsidiaries or to any other party.
8. The Lessee shall have the right to utilise the leased premises or part thereof for any of their various needs.
9. The Lessor shall grant all rights of way, water, air, light and privy and other

easements appertaining to the `said premises'.

10. The Lessor has no objection to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire by a Third Party for the exclusive use of the Lessee. Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set.
11. The Lessee shall have exclusive right on the parking space for parking of the vehicles of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.

12. The Lessee shall have the absolute & exclusive right to use the entire space in 'said premises' both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards / advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to take legal recourse to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover the cost / expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor."
13. The Lessor has no objection to the Lessee installing ATM in the said premises at any time without any additional rent to the Lessor, the ATM room will be constructed by the Lessor at his cost and that the Lessor will provide the required additional power to the Lessee.
14. The Lessee shall have the right to remove at the time of vacating the `said premises', all electrical fittings and fixtures, counters, safes, strong room door, safe deposit lockers, partitions and all other furniture put up by it.
15. The Lessee shall be liable to pay all charges for electricity and water actually consumed by the Lessee during the occupation and calculated as per the readings recorded by the respective metres installed in the `said premises'.

16. The Lessee shall not make any structural alterations to the building without the information and permission of the Lessor. However, the Lessee is at liberty and no permission of Lessor is required for fixing wooden partitions, cabins, counters, false ceiling and fix other Office furniture, fixtures, electrical fittings, air-conditioners, exhaust fans and other fittings and Office gensets, etc., as per the needs and requirement of the Lessee and or make such other additions and alterations on the premises which will not affect the permanent structure.
17. The Lessor may at their own cost and expenses construct any additional structure / additional floor in the building and in which case and if the Lessor decides to lease out the said additional floors / area, then the first option and offer will be given to the Lessee and the Lessee shall have the right to take the same on lease on mutually acceptable terms. And in case of refusal by the Lessee, then the Lessor will be at liberty to lease out the same to any other party.
18. The Lessee shall hand over possession of the `said premises' to the Lessor on the expiry of the period of lease fixed herein or on the expiry of the period of option should the Lessee avail itself of the same and on refund of deposit made by the Lessee, if any, in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.

SCHEDULE OF THE
PROPERTY

(Here enter the boundaries and other details of premises leased out).

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.

WITNESSESS

LESSOR/S

1)

2)

LESSEE

END OF TENDER DOCUMENT