

केनरा बैंक Canara Bank 

भारत सरकार का उपक्रम

A Government of India Undertaking



## OFFER DOCUMENT

FOR

**HIRING OF PREMISES FOR SHIFTING OF  
CURRENCY CHEST @ MUZAFFARPUR, BIHAR**

**UNDER**

**TWO BID SYSTEMS**

Issued By:

General Administration Section

Circle Office: Patna

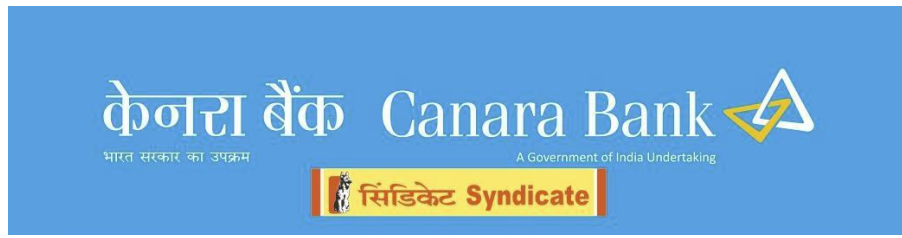
3<sup>RD</sup> Floor, Luv Kush Tower, Exhibition Road, Patna-1

Telephone : 0612 -2500214; +91 8102916784

E-mail: [premisescopat@canarabank.com](mailto:premisescopat@canarabank.com)

**Date of Issue: 15.02.2024**

Total Pages: 23



## Please Note:

01. There shall be **TWO ENVELOPES** i.e. one for Technical BID and the other for Financial BID.
02. Both the Envelopes to be closed and BID particulars to be mentioned on the TOP with name, address and Contact Number of the bidder/offerer.
03. The Applications to be filled in with hand writing without any alteration in the original form.
04. Submission in any other format will be rejected.
05. All the pages to be submitted with signature at places wherever mentioned
06. The offerer must mention the mobile number on envelope.

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES TO THE BANK'S CURRENCY CHEST at MUZAFFARPUR, BIHAR.**  
(Please mention name of the place)

**The Offer document consists of the**

**following: TECHNICAL BID:**

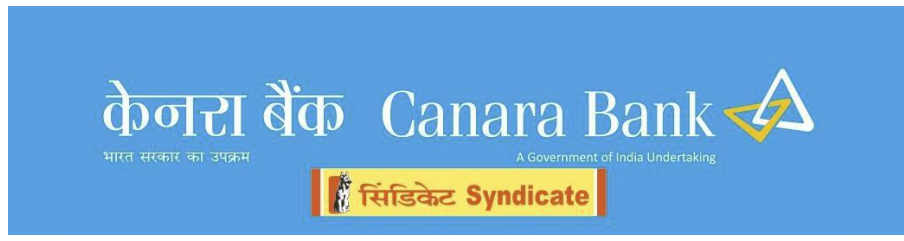
- i) Notice Inviting Offers
- ii) Instructions to offerer
- iii) Terms & Conditions
- iv) Technical Details of the Premises offered
- v) Carpet Area Definition
- vi) Specifications for Vault **(TO BE COLLECTED FROM OUR OFFICES)**
- vii) Indicative Sizes of Functional Areas

**FINANCIAL BID (UPLOADED SEPARATELY):**

- 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

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

Tel : 0612-2500214; 8102916784

CANARA BANK intends to take Commercial premises (vacant land also) having clear title over property on lease basis from Individuals at any good location in urban area of Muzaffarpur with required Power load with dedicated transformer, adequate parking space, and water supply. Offers are invited under Two Bid System as per details given below:

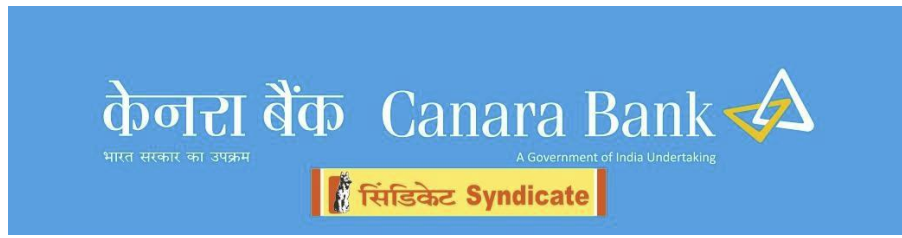
Sl N	Location/Place	Address	CARPET Area	REMARKS
1	CURRENCY CHEST MUZAFFARPUR	MUZAFFARPUR, BIHAR  Category- Urban	4000 SFT Ground Floor.	a) Premises should be open/vacant land. Dimension of plot or area to be offered has minimum width of 50 feet. b) The currency chest VAULT must be constructed as per RBI specifications measuring about 1500 sft carpet area to be constructed by the offerer at his own cost along with Rest Room for Guards and other requirements of the Bank. The area offered must have adequate parking facilities for bank's vehicles, chest vehicles with c) Required power load of at least 25-30 KW.

1. The prospective bidders meeting the above requirements are requested to collect the Offer Documents from the Office at the above address. The Offer Document can also be downloaded from our website [www.canarabank.com](http://www.canarabank.com).
2. Duly filled in offers placed in a Sealed Envelope super scribed as "OFFER FOR HIRING OF PREMISES for CURRENCY CHEST at MUZAFFARPUR shall be submitted up to 05:00 PM on or before 11.03.2024 to General Administration Section, Circle Office, Patna at the above given address.
3. The Offer will be opened on 12.03.2024 at 12:00 PM (time) at the above Office (Circle Office Patna) in the presence of bidders or their authorized representatives who may choose to be present. Please note that the date of opening of technical bid is mentioned already and bank will not send any prior intimation regarding the same unless there is any change in the dates.

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  
Circle Office, Patna

(Signature of Offerer)



### **Instructions to Offerer**

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**) super scribed as **"Technical Bid for Hiring of Office Premises for Canara Bank Currency Chest at MUZAFFARPUR . The Name & address & mobile number of the offerer to be mentioned on the cover without fail.**
4. The Financial Bid shall contain **only** the 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 superscribed as **"Financial Bid for Hiring of Office Premises for Canara Bank Currency Chest at MUZAFFARPUR. The Name & address & mobile 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 CURRENCY CHEST AT MUZAFFARPUR** and submitted at the address given in the Notice Inviting Offers on or before the stipulated time on 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 incorrect 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 preliminarily 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. 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 weightages as detailed below:

- a. Technical Evaluation - 60%
- b. Financial Evaluation - 40%

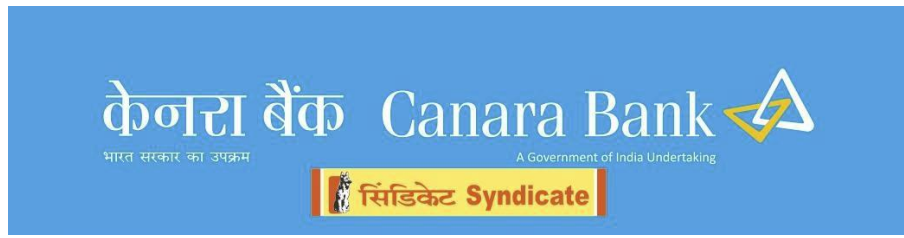
The Technical Bids of shortlisted premises shall be evaluated with the following parameters & weightages and the rating will be awarded:

Sl. No.	Parameters	Marks allotted (standard)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	15
2	Floor (Ground - 25 / First Floor - 5)	25
3	Amenities provided/agreeable by landlord like, AC if it is part of offer, DG Set provisions, Parking & if extended lease periods beyond 20 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
<b>Total Marks</b>		<b>60</b>

Financial bids in respect of short listed premises will only be opened and evaluated for 40% weight age. 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

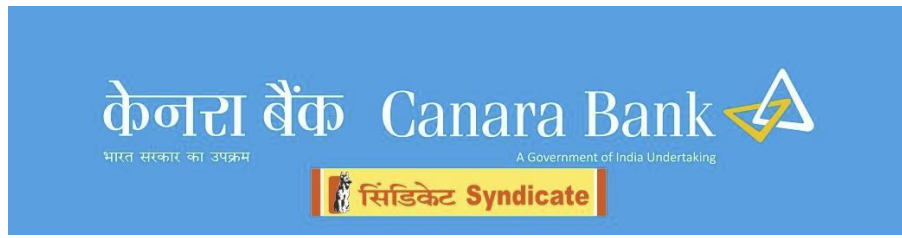


16. Offerers are requested to submit their lowest possible quotes in the Financial Bid as negotiations / discussions will be held only with the L1 arrived as detailed above.
17. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection. The offerers are requested to quote the rental rate after going through carefully the "Carpet Area Definition" and the "currency vault Specifications" 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)**



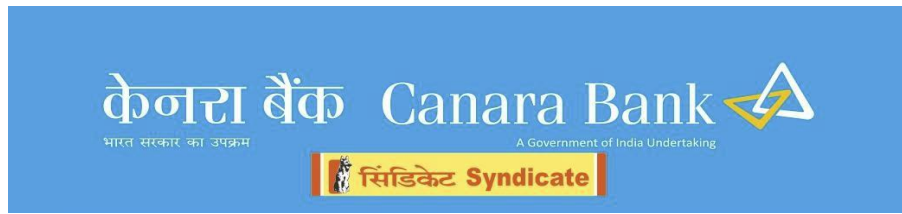
### Terms and Conditions

1. There should not be any water logging inside the premises and surrounding area.
2. The premises should have proper access from the road and shall be big enough to Accommodate the vehicles of Reserve Bank of India (RBI). The approach road to the plot should be sufficiently wide (about 30 ft) to accommodate movement & turning of a big truck.
3. Preference will be given to premises/properties located near our existing branches. The owners of such premises will have to hand over the possession of the premises within reasonable time of the acceptance of their offer by the Bank duly completing the construction of vault room and other Civil / Electrical works as required by the Bank.
4. The entire offered area shall be available in a **single floor and in Ground Floor only**, having floor to ceiling clear height of minimum **14 ft**. It is preferred that the area offered does not have any basement specially the area under/below the vault should not have any basement.
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.
7. **Minimum period of lease will be 20 years with 15 % of enhancement in rent (on base rent) for the subsequent block of 5 years with minimum notice period of 3 month for vacation by the Bank.**
8. The Offerer/s is/are to provide adequate parking space for vehicles of currency chest i.e. Secured parking facility within the plot for 4 no of cash vans and for bank staff preferably 2 nos car & 10 nos two wheelers.
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 is payable from the date of **taking possession of the**



**premises** and paid after registration of “**Deed of Lease**” (in Bank’s standard Deed of Lease format with mutually agreed terms and conditions) 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. Premises will have to be constructed on vacant plot, with minimum **10 inch thick OUTER** wall and a High Boundary Wall, as per Bank’s requirement, along with construction the currency & small coins storage **vault** as per specifications of the RBI / Bank with corresponding load bearing capacity. The details regarding the same are to be collected from our offices. Size of currency vault shall be a minimum of 1500 sft based on the Bank’s requirement. There shall be a separate room for police personnel (for round the clock stay), safe room, kitchenette, UPS room and frisking area also in the premises.
13. The Fitness Certificate for the vault room has to be obtained through a competent/ Bank’s appointed Architect / Engineer.
14. Only the vault room Door, Air Ventilator & Exhaust Fan for the Vault shall be supplied by the Bank.
15. The offerers at their own cost shall secure and provide the required power load in the name of the Bank with independent meter. Energy Meter is to be provided by the Offerer / landlord(s). Bank will bear the Security Deposit Component of the cost incurred for procurement of the Electricity Connection ONLY. All other costs shall be borne by the Offerer / landlord(s). The Bank shall bear the electricity consumption charges on monthly basis only thereafter.
16. 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.
17. Offerer(s) at their own cost have to construct separate toilets for Ladies and Gents along with separate bath cum toilet for police guards.
18. 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 every 3 to 5 years from the date of execution of lease deed.

19. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises or fit any extra grills etc. at Bank's cost, the Offerer shall permit the same on the existing lease terms and conditions.
20. Registration & Stamp duty charges will be shared between the Landlord and the Bank in **the ratio 50:50**.
21. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
22. Landlord has to offer rent free period for interior work upto 45-60 days after completion of landlord's scope of work as per Bank's requirement. Landlord's scope of work should be completed within 30-45 days from date of sanction of premises.
23. **Offerer, at their cost, have to provide:**
  - a) Collapsible gates of full size for external & internal entrances for premises.
  - b) Rolling shutters for external entrances with necessary locking arrangements for premises.
  - c) MS Grills for all windows and ventilators and other such openings as per the specifications of the bank.
  - 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 if any.
  - f) Good quality vitrified flooring for the working area. 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) Electrical distribution system including light points, power points, distribution boards and good quality earthling (conforming to Indian Electricity Act and Local Electricity Board rules and regulations).

**(Signature Of Offerer)**



- i) Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.
- j) There should not be any other occupant in the specific area of the premises offered to the Bank.
24. The Construction of the Currency Chest along with Vault Room shall be done as per Design of Structural consultant in conformity with the technical specifications as advised by the Reserve Bank of India (RBI) and IBA.
25. The intending Offerer/s is/are requested to fully understand the details on technical specifications, various types of materials to be used before submitting the offer. The specifications can be obtained from our offices mentioned later in the document.
26. The Strong Room Door and Air ventilator/s shall be provided by the Bank.

Place:

Date :

Signature of the offerer/s

**(Signature Of Offerer)**



**TECHNICAL DETAILS OF THE PREMISES OFFERED for CURRENCY CHEST**

Name		
S/O, W/O, C/O		
Address 1		
Address 2/ POST		
Land Mark		
P.S.		
District		Mobile No:
PIN Code		E-Mail ID:

To  
**General Administration Section,**  
 Circle office Patna  
 3rd Floor, LUV KUSH Tower  
 Exhibition Road, Patna 800001

Dear Sir,

Sub: Offer of premises on lease for your **Currency Chest** at \_\_\_\_\_  
 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	Lane/Street No		
with PIN code of the offered premises	Land Mark		
	Post Office		
	PS		
	Dist		
	PIN Code		
3. Area offered (Floor wise Carpet area in Sft) Please mention floor wise approximate carpet area.	<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			
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.	Whether premises is situated on the Main Road (Please indicate the road width )	YES	NO
7.	Whether the surrounding of the premises is clean and hygienic	YES	NO
8.	Please furnish name and contact number of the earlier occupant/s if any.		
9.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
10.	I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
11.	I/We am/are prepared to provide currency vault of about 1500 sft or any required size as per Bank's specification for the premises at my/our cost.	YES	NO
12.	Power load available at present and the time required for providing the 25-30 KW power load		
13.	Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
14.	Whether adequate parking space is available in front of the premises for staff parking and also for parking for chest vehicles. If "YES" details to be furnished		
15.	I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
16.	Whether separate independent electricity meter/water meter is/will be provided to the premises.	YES	NO
17.	Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
18.	Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1.	
		2.	
		3.	

19. Whether, separate toilet for Gents and Ladies is provided. If not, time required to provide the same.	YES	NO
20. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

1) 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.

2) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and have also understood the detailed specifications for the construction of Currency Chest Vault as per RBI Guidelines and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial Bid.

**OR**

3) 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.

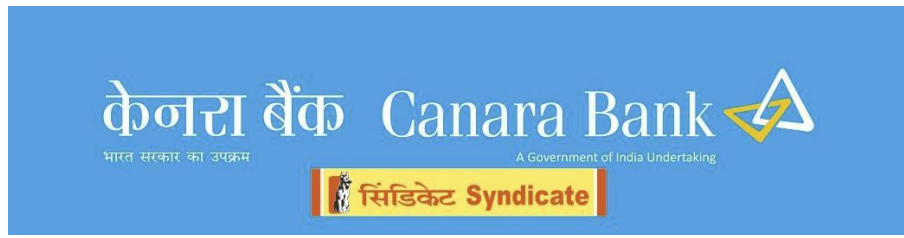
I/We agree that until a regular lease agreement (in Bank's format) is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

Signature of Offerer/s  
(with seal if required)

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 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/Pillars
13. Any other area which is common to all tenants.
14. Space occupied by Generator/Generator Room

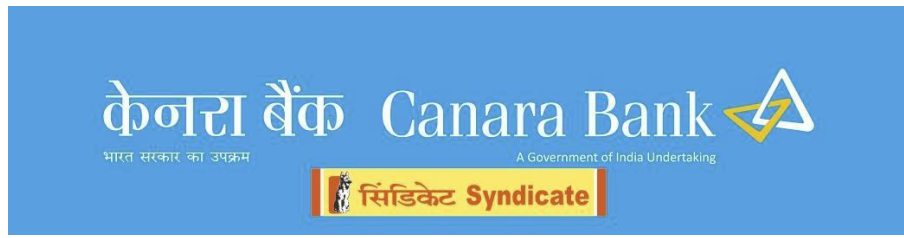
I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date :





## **SPECIFICATION FOR CONSTRUCTING STRONG ROOM/ VAULT ROOM FOR CURRENCY CHEST**

The Construction of the Currency Chest along with Vault Room shall be done as per Design of Structural consultant in conformity with the latest technical specifications as advised by the Reserve Bank of India (RBI) and IBA.

**STRONG ROOM TO BE CONSTRUCTED BY LANDLORD AS PER SPECIFICATION WITH TANG BARS OF APPROVED MAKE, PROPOSED VIDE RBI REF. NO. : DCM (CC) NO. 1152/03.39.01/2019-20 DT. 04.12.2019 FOR AAA CLASS CURRENCY CHEST.**

**Landlord will also comply the observation during final approval from RBI for the construction done for strong room. Please note that possession of currency chest premises shall be taken by Bank only after approval from RBI as per specification.**

The intending Offerer/s is/are requested to understand the details on technical specifications, various types of materials to be used by obtaining the details and specifications from the following Offices on working days during Office Hours (10:00 AM to 05:00 PM):

⇒ General Administration Section, Canara Bank, Circle Office Patna, 3<sup>rd</sup> Floor, Luv 800001-Kush Tower, Exhibition Road, Patna

**Only the Strong Room Door, Air ventilator/s & Exhaust Fan will be provided by the Bank.**

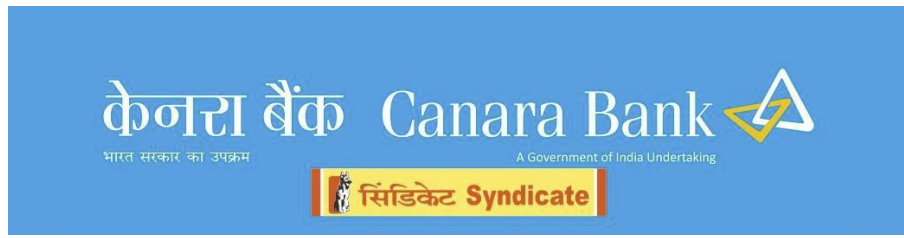
Signature of the offerer/s

Place:

Date :

**Indicative/ Illustrative size of functional areas in a Currency Chest with a Vault of 1500 Sq. ft. area (for the Guidance of Owners).**

<b>(a)</b>	<b>STRONG ROOM/ VAULT (CARPET AREA - MIN. SQ. FT.)</b>			<b>1500 sq. ft.</b>
	<p>The Carpet area of the vault required may be calculated keeping the following factors in mind:-</p> <ul style="list-style-type: none"> <li>(i) Number of Bins required keeping in mind the cash holding limit at the time of proposal and the projected expansion of branches and likely cash holding limit in future.</li> <li>(ii) Dedicated coin storage compartment having concrete shelves of Approximately 150 Sq. ft. Area.</li> <li>(iii) Area required for packing of the diversions of Soiled Currency in remittance boxes and for its storage/ safe custody till it is Eventually diverted.</li> </ul>			
<b>(b)</b>	<b>REST ROOM FOR ARMED POLICE GUARDS (2 HEAD CONSTABLES &amp; 8 CONSTABLES) THE AREA MAY BE DISTRIBUTED AS UNDER</b>			
(i)	Area required for 4x Double Deck wooden bunks with mattresses for 8 Constables	Approx. 14' x 12'	168 sq. ft.	
(ii)	Area required for 2x Double Deck wooden bunks for SI / Head Constables			
(iii)	Built in Cup boards (2 for Constables, 1 for SI/ HCs)	8' x 5'	40 sq. ft.	
(iv)	Pantry/ Kitchen with drinking water facility	10' x 5'	50 sq. ft.	
(v)	Min. area required for Computer Table for CCTV Monitor	5' x 6'	30 sq. ft.	
(vi)	Min. area required for Weapon & Amn Storage Cabinets	2' x 6'	12 sq. ft.	
(vii)	Toilet (WC + Shower + Wash Basin)	10' x 10'	100 sq. ft.	
<b>(b)</b>	<b>SUB</b>			<b>400 Sq Ft</b>
<b>(c)</b>	<b>MIN AREA REQUIRED FOR FRISKING AREA AT ENTRY/ EXIT</b>			
(i)	Frisking Area	20' x 10'	200 sq. ft.	
(ii)	Lockers Area	10' x 10'	100 sq. ft.	
<b>(c)</b>	<b>SUB TOTAL</b>			<b>300 sq. ft.</b>
<b>(d)</b>	<b>OTHER AREAS</b>			
(i)	Remittance Party Waiting Area			300 sq. ft.
(ii)	Cash verification & Sorting Area			500 sq. ft.



(iii)	Managers Cabin + FBR safe (CCTV Monitor, Computer)	200 sq. ft.
(iv)	Toilet (Ladies + Gents)	50 sq. ft.
(v)	Min area required for Storage Room for Remittance boxes	100 sq. ft.
(vi)	Patrolling corridor (3' width on 3 sides of Vault)(Actual dimensions shall depend on size of Strong room)	250 sq. ft.
<b>(d)</b>	<b>SUB TOTAL</b>	<b>1400 sq. ft.</b>
	<b>GRAND TOTAL</b>	<b>3600 sq. ft.</b>

**KINDLY NOTE: The aforementioned areas are merely indicative. Actual areas and dimensions shall be as per the requirements of the Bank.**

Signature of Offerer

**FINANCIAL DETAILS OF THE OFFER**

(To be submitted in a separate sealed envelope marked as Financial Bid)

From:  
Sri/Smt. /M/s.....  
.....

Email :  
Mobile :

To

The Assistant General Manager  
P&E SECTION, CANARA BANK, CIRCLE OFFICE PATNA

Dear Sir,  
SUB: OFFER OF PREMISES ON LEASE FOR MUZAFFARPUR CURRENCY CHEST  
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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:

- i. To offer my premises at Rs..... PSFT per month (i.e. final monthly rent = Rs.....) on Carpet area basis for first block of 5 years from the date of handing over possession of the premises, with 15% increase in rent for the each block of 5 years.
- ii. GST on rent as per applicable rate shall be borne by- \_\_\_\_\_  
(Bank/Landlord).
- iii. To offer my premises for a lease period of 20 years.
- iv. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid. Also I will not demand any additional charge except rent from Bank.
- v. This offer is valid for 3 months from the date of opening the “Technical Bid”.
- vi. Execute Lease Deed in Bank’s Standard format. Also bear the 50% cost of execution and registration of Lease Deed as per agreement. Also rent shall be payable after lease deed registration.
- vii. Construction of strong room shall be as per specification proposed by RBI.

Signature of the offerer/s

Place:

Date :

## SAMPLE DRAFT LEASE DEED

THIS DEED OF LEASE made on this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ at \_\_\_\_\_ between \_\_\_\_\_ S/o \_\_\_\_\_ residing at \_\_\_\_\_ hereinafter referred to as the Lessor (which term shall mean and include wherever the context so required or admits his / their heirs, successors, administrator, 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 place at \_\_\_\_\_ hereinafter referred to as the Lessees (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 owner / 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 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 calender month.
4. The payment of all taxes, rates,<sup>2</sup> cess and other levy including penalties, if any, charged thereon in respect of the „said premise“, such as Corporation / Municipal / Panchyat 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 amount, costs, expenses, etc., with interest @

\_\_\_\_\_ % per annum from the date of such payments until realisation by the Lessees.

5. 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 on 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.
6. 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.
7. The Lessee shall have the right to utilise the leased premises or part thereof for any of their various needs.
8. The Lessor shall grant all rights of way, water, air, light and other easements appertaining to the „said premises“.
9. The Lessor has no objection to the Lessee 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.
10. 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.
11. 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.”
12. 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.
13. 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.
14. 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 meters installed in the „said premises“.
15. The Lessor shall make arrangement for providing of additional power load as per Lessee requirement at his own cost. In case the Lessor fails to provide such additional power load, the Lessee shall be at liberty to acquire such additional

power load by applying to State Electricity Board or any other statutory body / Agency and the amount incurred shall be recovered from the rent payable to the Lessor along with interest @for acquiring such additional power load.

16. The Lessor authorise the Lessee to take the new Electricity connection in their name at any time and all the expenses in this connection shall be borne by the Lessor.
17. 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.
18. 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.
19. The Lessee shall handover 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 may 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 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

\* This para is applicable only while acquiring a premises on fresh lease. Please delete the immediately succeeding para pertaining to renewal of lease.

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Internal