



**CANARA BANK**  
**HEAD OFFICE, BANGALORE**

**OFFER DOCUMENT FOR HIRING OF 4  
NOS. ROOMS FOR HOLIDAY HOME  
UNDER TWO BID SYSTEM**

**Issued By:**

**Premises & Estate Section**

**Circle Office, Ranchi**

**Telephone : 0651-2330601**

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

### **ANNEXURE-III**

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING OF 4 NOS.  
ROOMS AT GUEST HOUSE WITH ATTACHED TOILET & BATHROOM**

**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 Rooms offered

**FINANCIAL BID:**

- i) Rate/rental details of the rooms on offer.

**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.**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

PREMISES & ESTATE SECTION,  
CIRCLE OFFICE, RANCHI  
4<sup>th</sup> FLOOR, KAUSHALYA CHAMBERS  
MAIN ROAD, RANCHI  
PIN -834 001

Tel: 0651 – 2330601

E-MAIL:premieranchico@canarabank.com

**CANARA BANK** requires 4 rooms of carpet area not less than 150 Sft each (excluding toilet & bathroom) along with attached toilet & bathroom on rental basis for opening its Holiday Home. The premises should be preferably guest house with all amenities.

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

**1. Requirements :**

S.NO.	PROPOSED BRANCH NAME	DISTRICT	TALUK	CARPET AREA REQUIRED	CATEGORY
1	HOLIDAY HOME	DEOGHAR	DEOGHAR	4 rooms of area approx. 150 Sft per room (excluding toilet & bathroom) with attached toilet & bathroom	URBAN

- The prospective offerers meeting the above requirements are requested to download the offer document from our website [www.canarabank.com](http://www.canarabank.com) -> **Announcements->Tenders**. The documents can be downloaded from **13.12.2023 10:00 AM** to **24.12.2023 02:00 PM**.
- Duly filled in offers placed in a Sealed Envelope super scribed as "OFFER FOR HIRING OF PREMISES AT.....(Location, Place)" shall be **submitted up to 4:00 PM (time) on 24-12-2023 to Premises & Estate Section, Circle office at the above given address**.
- The "Technical Bid" will be opened on or after **24.12.2023 at 06:00 PM** at the above office and the offers will be recorded and thereafter visit by the officials will be done. Advance information over telephone will be given to each and every bidder before visiting their offered premises.

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



Annexure-III Contd.Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the Rooms 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, floor area of the rooms offered, specifications of the amenities to be provided and other terms and conditions relevant to the hiring of rooms (other than the price). The Technical Bid shall be submitted in sealed cover (**Marked Envelope-1**) superscribed as "Technical Bid for Hiring of Rooms for Canara Bank Holiday Home at.....(Location, Place)". **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. rent per room. The Financial Bids will be placed in a sealed envelope (**Marked Envelope -2**) and superscribed as "Financial Bid for Hiring of Rooms for Canara Bank Holiday Home at.....(Location, Place)". **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 ROOMS FOR CANARA BANK HOLIDAY HOME AT .....(Location, Place)" 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. Layout showing 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.
- iii) After the site visit, the Technical Bid will be evaluated on various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood etc, quality of construction, internal design of the rooms and amenities provides such as attached toilet & bathroom 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 & weight ages 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, First with Lift - 25 / Others - 5)	25
3	Amenities provided/agreeable by landlord like AC, Parking and such other factors beneficial to the bank.	10
4	Internal room design and quality of finishing	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.

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.

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.
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 :

### Terms and Conditions

1. Property should be situated in good commercial with congenial surroundings and proximity to public amenities like Bus stop, Banks, Markets, Hospitals, Schools etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer to provide adequate parking space for vehicles of the guests. 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 the rooms within 15 days of finalization of the offer.
5. Lease agreement for the premises finalized will be entered into with the landlord/s.
6. Minimum period of lease will be 1 year/s and renewal of the lease will be done on yearly basis with minimum notice period of 1 month/s for vacation by the Bank.
7. Payment of rent will be on monthly basis.
8. The rent shall be inclusive of basic rent plus all taxes / cess present and future – House tax, property tax, and Municipal taxes. Maintenance charges, Electricity Bills, Water Bills 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 rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
9. GST at the applicable rates on rental payment shall be borne by the Bank.
10. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
11. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
12. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
  - a) Offer document has to be signed and sealed on all the pages.

Signature of the offerer/s

Place :

Date :



**Annexure-III Contd.****TECHNICAL DETAILS OF THE PREMISES OFFERED**

From :

To:

Sri/Smt/M/s.

The Dy. General Manager

Circle Office.....

Telephone No. (O) .....

(R) .....

Mobile No. ....

Dear Sir,

Sub : Offer for 4 nos. rooms with attached toilet & bathroom for our Holiday Home at  
 ..... on lease

In response to your paper advertisement in..... appeared on..... as well as in  
 your Bank's website, I / We am/are submitting the details of our premises as under:

1.	Name & Address of the Offerer	
2.	Location & Postal address with PIN code of the offered premises	
3.	Area per room which is being offered in Sft (Min area 150 sft per room excluding attached toilet & bathroom)	<b><u>AREA IN SFT</u></b>
4.	BUILDING DETAILS:	
	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) Type of flooring provided	

**Annexure-III Contd.**

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 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.	Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
11.	If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.		
12.	Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

- I) I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.
- II) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial Bid.

OR

I/We am/have read and understood Bank's Terms and Conditions for hiring the premises. The Terms and conditions for which I/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 :



Annexure-III Contd.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 Deputy General Manager

CANARA BANK

Circle Office.....

Dear Sir,

SUB: Offer of 4 nos. room with attached toilet & bathroom on lease for your Holiday Home at  
..... on lease

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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 4 nos. rooms with attached toilet & bathroom at Rs..... per room per month (Rupees.....) for a period of 1 year from the date of possession.
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 :