



Premises & Estate Section, Circle Office, Hubballi  
2<sup>nd</sup> Floor, Centrum Building, Airport Road, HUBBALLI-580030

### PREMISES REQUIRED

Offers are invited under TWO-BID SYSTEM from the owners of commercial space in the Ground floor and ready for immediate occupation with required power load for the following location as under:

Location/Place	DISTRICT	REGIONAL OFFICE	Carpet Area in sqft.
Raichur Currency Chest at Raichur	Raichur	Raichur	3500 sqft

The details are published in the Bank's Website:  
<http://www.canarabank.com/english/announcements/tenders/>.

The necessary application forms may be obtained from the above mentioned Office OR at Regional Office, Raichur OR downloaded from the Bank's Website.

Last date for submission is 15.05.2023 up to 03.00 P.M.

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

Place: Hubballi  
Date : 30.04.2023

Deputy General Manager  
Hubballi Circle

**CANARA BANK  
CIRCLE OFFICE: HUBBALLI**

**ADVT DT 30.04.2023**

**OFFER DOCUMENT  
FOR  
HIRING OF PREMISES FOR OPENING OF CURRENCY CHEST  
AT RAICHUR**

**UNDER  
TWO BID (TWO ENVELOPE) SYSTEM**

**Issued By:**

Premises Section  
Circle Office  
2<sup>ND</sup> Floor, Centrum Building  
Airport Road,  
HUBBALLI-580030

Telephone: 0836-2239424/434

E-mail: pecohub@canarabank.com

**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING  
PREMISES TO THE BANK AT RAICHUR FOR OPENING OF CURRENCY CHEST**

The Offer document consists of the following:

**TECHNICAL BID:**

- i. Notice Inviting Offers
- ii. Instructions to offeror's , Terms & Conditions
- iii. Technical Details of the Premises offered
- iv. Carpet Area Definition
- v. Specifications for vault (**TO BE COLLECTED FROM OUR OFFICES**)
- vi. Lease deed format
- vii. Indicative sizes of functional areas

**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  
 2<sup>ND</sup> Floor, Centrum Building,  
 Airport Road,  
 HUBBALLI-580030.

Tel: 0836-2239424/434

**CANARA BANK** intends to take Commercial premises on lease basis from Individuals/Firms.

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

**1. Requirements:**

Location/ Place	District	Carpet Area in sft.	Remarks
Raichur Currency Chest at Raichur	Raichur	3500 sqft	a. Premises shall be constructed on GROUND FLOOR with clear ceiling height of min. 14 feet & minimum number of pillars. Entire area shall be available on a single floor with independent access to the area. b. Required power load of at least 30 KW . c. The currency 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.

2. The prospective offeror's meeting the above requirements are requested to download the Offer Documents from our website [www.canarabank.com](http://www.canarabank.com).
3. Duly filled in offers placed in a Sealed Envelope super scribed as "**OFFER FOR HIRING OF PREMISES for CURRENCY CHEST AT RAICHUR** " shall be submitted up to **3.00 PM** on **15.05.2023** at Premises and Estate Section, Circle Office, Hubballi at the above given Address.
4. The "Technical Bid" will be opened on the same day at 03.30 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.
5. 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.

## Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, Strong Room specifications 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 Premises for Canara Bank Currency Chest at Raichur”. 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 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 Premises for Canara Bank Currency Chest at Raichur ”. **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 CURRENCY CHEST AT RAICHUR. (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 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.
8. All columns of the “Offer Document ” 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 “Bids (Technical & Financial)”. 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 Document” submitted shall be in compliance to the terms/ conditions specified therein. However, any terms in deviation to the terms/conditions specified in the “Offer Document”, shall be furnished in a separate sheet marking “list of deviations”. Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons.
11. Separate offers are to be submitted, if more than one property is offered.
12. i) The Technical bids will be opened on Date a Time stipulated in the Notice Inviting Offers in the presence of offerers at our above office. All offerers are advised in 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, 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 should remain open for consideration for a minimum period of Three months from the date of opening of Offer.
15. The successful bidder, as decided by the Bank, should execute a lease deed with the Bank **as per the attached format**. No changes, unless otherwise decided by the Bank, shall be permitted to the lease deed format.

**16. METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

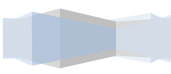
The bids of shortlisted offerers will be evaluated on techno-commercial basis giving weightage as detailed below:

- 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.

	Parameters	Marks allotted (standard)	Offerers *			
			A	B	C	D
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	15	12	7	2	13
2	Floor (Ground -25/ First-0/ Other floors-0)	25	25	0	25	25
3	Amenities provided/agreed by landlord like AC if it is part of offer, DG Set provisions, Parking & if extended lease periods beyond 5+5 yrs such other factors beneficial to the bank.	10	10	5	8	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10	9	8	8	9
	<b>Total Marks</b>	<b>60</b>	<b>56</b>	<b>20</b>	<b>43</b>	<b>57</b>

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 sqft 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	38.00	45.00	40.00	78.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

17. 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. 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 "Strong Room Specifications" detailed in this document.
19. 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 THE 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 premises within two months 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 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 10 years with enhancement in rent for the second block of 5 years with maximum permissible percentage of 10 to 15% after initial period / block with minimum notice period of 3 months 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 nos. of cash vans and for bank staff 1 no. car & 10 nos. of 2- 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 will be paid from the date of taking possession of the premises and will be paid after registration of lease deed in Bank's standard lease deed format. 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 of 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 **required power load in the name of the Bank** with independent meter. Energy Meter is to be provided by the landlords. 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). Bank will be paying 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. Offerers at their 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 tenatable and leak proof / water proof as per the requirement. Painting of the premises is to be done once in 3 years.
  19. 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.
  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.
  22. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
  23. Offerors, 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.
    - 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 tile 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 earthing (conforming to Indian Electricity Act and Local Electricity Board rules and regulations).
    - 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.
    - j) Ramp at the entrance of branch/ ATM for ease of access for physically challenged persons. It may be noted that in terms of recent DFS communication, in order to extend banking facilities to 'Divyangjan', among the facilities to be provided, barrier free access to public places by constructing ramps, lifts & railings has been stressed upon.
  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 in the document.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

**OFFER LETTER**

From :

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

Tel:

.....

Fax:

.....

E-Mail:

To :

THE DEPUTY GENERAL MANAGER  
CANARA BANK, CIRCLE OFFICE

.....

.....

Dear sir,

SUB : OFFER OF PREMISES ON LEASE FOR YOUR CURRENCY CHEST

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

1. Name & Address of the Offerer		
2. Location & Postal address with PIN code of the offered premises		
3. Area offered (Floorwise Carpet area in Sft)		<u>FLOOR</u>
		<u>AREA IN SFT</u>
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) 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 surrounding of the premises is clean and hygienic	YES	NO
9.	Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession		
10.	Please furnish name and contact number of the earlier occupant/s if any.		
11.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
12.	I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
13.	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
14.	Power load available at present and the time required for providing the 30KW power load required by the Bank.		

15. Whether adequate space is available for generator set, VSAT, Solar Panels, Bank's sign board.	YES	NO
16. 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.		
17. I/ We am/ are willing to make alterations to the premises to suit Bank's requirement at my/ our cost.	YES	NO
18. Whether separate independent electricity meter/ water meter is/ will be provided to the premises.	YES	NO
19. Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
20. Who are the other occupants of the premises? Please furnish the floor wise occupation of other tenants.	1. 2. 3.	

23. Whether, separate toilet for Gents and Ladies is provided. If Not, time required to provide the same.	YES	NO
24. 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 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

I/We am/have read and understood Bank's Terms and Conditions for hiring the premises. The Terms and conditions for which I/We am/are not agreeable are furnished in the "List of deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial Bid.

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

Yours faithfully,

SIGNATURE OF THE OFFERER/S WITH SEAL

परसर व संपदा अनुभाग Premises & Estate Section अंचल कार्यालय हुबल्लि Circle Office Hubballi

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 mum ties
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.

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).

1. Premises & Estate Section, Canara Bank, Circle Office Hubballi, 2<sup>nd</sup> Floor, CENTRUM Building, Beside Big Bazar, Gokul Road, Hubballi- 580030 (0836-2239424, 2239433, 2239440).
2. General Administration Section, Canara Bank, Regional Office Raichur, 1<sup>st</sup> Floor, Sri Tirumala Honda Showroom, Gowshala Road, Raichur- 584101. (9480698830, 9480698831, 9492716546).

Only the strong room door, air ventilator/s & Exhaust fan will be provided by the Bank.

Signature of the offerer/s

Place:

Date :

**LEASE DEED FORMAT**

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 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 owners / s of the building bearing No. \_\_\_\_\_ situated at \_\_\_\_\_ the \_\_\_\_\_ floor of the building having a carpet area of \_\_\_\_\_ sq.ft. 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 -

- 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 to be adjusted towards the rent for the last \_\_\_\_\_ month / s of the tenancy.

SIGNATURE OF THE OFFERER/S WITH SEAL

- 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."



/

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

In clause No.5 & 6, in the interest column, please fill in the appropriate rate of interest as applicable to clean advance.(Prevailing Clean Rate Of Interest ).

SIGNATURE OF THE OFFERER/S WITH SEAL

**Indicative/ Illustrative size of functional areas in a Currency Chest with a Vault of 1500 sft area (for the guidance of owners).**

- a) STRONG ROOM/ VAULT (CARPET AREA- MIN SFT) - 1500 SFT**  
 The carpet area of the vault may be calculated keeping the following factors in mind-
- (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.
  - (ii) Dedicated coin storage compartment having concrete shelves of approximately 150 sft area.
  - (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.
- b) REST ROOM FOR ARMED POLICE GUARDS (2 HEAD CONSTABLES & 8 CONSTABLES) THE AREA MAY BE DISTRIBUTED AS UNDER**
- (i) Area required for 4x Double Deck wooden bunks with mattresses for 8 constables
  - (ii) Area required for 2 x Double deck wooden bunks for SI/ Head constables  
 Approx. 14' x 12' = 168 sft
  - (iii) Built in cupboards (2 for constables, 1 for SI/ HCs) - 8' x 5' = 40 sft.
  - (iv) Pantry/ kitchen with drinking water facility - 10' x 5' = 50 sft.
  - (v) Min. area required for computer table for CCTV monitor- 5' x 6' = 30 sft
  - (vi) Min. area required for weapon & Arm Storage cabinets - 2' x 6' = 12 sft.
  - (vii) Toilet (WC + Shower + Wash basin) - 10' x 6' = 60 sft.
- SUB TOTAL = 360 SFT.**
- c) MIN AREA REQUIRED FOR FRISKING AREA AT ENTRY/ EXIT**
- (i) Frisking area - 5' x 6' = 30 sft.
  - (ii) Lockers area - 5' x 4' = 20 sft.
- SUB TOTAL = 50 sft.**
- d) OTHER AREAS**
- (i) Remittance party waiting area = 200 sft.
  - (ii) Cash verification & sorting area = 250 sft.
  - (iii) Managers cabin + FBR safe (CCTV Monitor, computer) = 200 sft.
  - (iv) Toilet (Ladies + Gents) = 50 sft.
  - (v) Min area required for storage room for remittance boxes= 100 sft
  - (vi) Patrolling corridor 1150 mm width for front and back of vault & 750 mm for sides of vault = 500 sft.
- SUB TOTAL = 1300 SFT.**

**GRAND TOTAL (a+b+c+d) = 3210 sft.**

**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.....  
.....  
.....

Tel (O) :  
(R) :  
Mobile :

To

The Deputy General Manager  
CANARA BANK  
Circle Office Hubballi

Dear Sir,

SUB: Offer of premises on lease for your Currency Chest at .....  
\*\*\*\*\*

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.....Psft per month (Rupees.....) on Carpet area basis 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 :