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# HIRING OF PREMISES FOR HOLIDAY HOME AT DARJEELING

UNDER TWO-BID SYSTEM

**Issued By:**

Premises Section  
Circle Office  
5th Floor, Bells House,  
21, Camac Street,  
Kolkata-700016

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**OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING  
PREMISES FOR THE BANK'S HOLIDAY HOME AT DARJEELING**

The Offer document consists of the following:

**TECHNICAL BID:**

- i. Notice Inviting Offers (NIO)
- ii. Instructions to offeror's
- iii. Terms & Conditions
- iv. Technical Details of the Premises offered

**FINANCIAL BID:**

- i) Rate/rental details of the premises offered.

All the above mentioned documents are to be submitted to the bank duly signed by the offerer/s on all pages.

\* \* \* \* \*

**SIGNATURE OF THE OFFERER/ LANDLORD**

**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

Premises & Estate Section,  
Circle office  
5TH Floor, Bells House,  
21, Camac Street,  
KOLKATA-700016.

Tel: 033-22831501  
Email: pecokol@canarabank.com

**CANARA BANK** intends to take Commercial premises (preferably Hotel) on lease basis from Individuals/Firms/ Hotel/ Guest House/ Resort Owners for Holiday Home at Darjeeling. Offers are invited under Two Bid System as per details given below:

**1. Requirements:**

Accommodation Required	Location	Remarks
4 Double bedrooms, each spacious enough to accommodate a group of 3-5 people on providing additional beds	Darjeeling (District-Darjeeling)	<ul style="list-style-type: none"> <li>- Premises should be situated at a prominent place with easy accessibility</li> <li>- The location of the premises offered should be in a central place of the city or in its vicinity.</li> <li>- Public Transport services terminals like bus stand, taxi stand etc. should be easily accessible.</li> <li>- Premises should be situated near a prominent market place.</li> <li>- Rooms should be properly ventilated with windows for sunshine and fresh air inlet.</li> <li>- Provision of providing breakfast and lunch or dinner.</li> </ul> <p><b><u>Amenities to be necessarily provided by the offerer:</u></b></p> <ul style="list-style-type: none"> <li>- Power backup</li> <li>- Each room must have a separate entrance.</li> <li>- Each room must have an attached bathroom with fully functional sanitary ware. It must have 24 hour hot &amp; cold water facility. It must be accessorized with hand and bath towels and basic toiletries.</li> <li>- LCD/ LED TV in each room with remote controller &amp; DTH/ Digital cable connection with subscription to all major channels.</li> <li>- In house catering facility.</li> <li>- Purified drinking water.</li> <li>- Round the clock availability of room service/ house keeping staff.</li> <li>- Parking facility</li> <li>- Premises (4 rooms) with air conditioning facility will be preferred.</li> <li>- Heater facility to be provided for each room.</li> <li>- Each room must have a double bed, full length wardrobe cabinet, table with at least 2 chairs.</li> </ul> <p><b><u>Preference shall be given to:</u></b></p> <ul style="list-style-type: none"> <li>- Premises offered by Govt. units/ PSUs with Caretaker/ Catering facility.</li> <li>- Offers with Elevator facility (in case the offered rooms are on the first floor or higher).</li> <li>- Providing Breakfast, lunch &amp; dinner to the occupants of the 4 nos. of rooms.</li> <li>- Premises in vicinity of Tourist attractions of the city.</li> <li>- Premises with closed parking facility.</li> </ul>

		- Decent arrangement for stay of Driver accompanying the staff. - Offers with Chauffeur facility (a la carte)
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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) OR, to collect the "Offer Document" from the above mentioned Office OR Regional Office Siliguri OR, Canara Bank, Darjeeling Main Branch.
3. Duly filled in offers placed in a Sealed Envelope super scribed as "OFFER FOR HIRING OF PREMISES FOR HOLIDAY HOME AT DARJEELING " shall be submitted up to 3.00 PM (time) on 10.07.2022 (date) at Premises and Estate Section, Circle Office, Kolkata at the above given Address.
4. The "Technical Bid" will be opened on the same day at 03.30 PM at the above office (Circle Office Kolkata) 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.
6. Further communications, corrigendum, amendments, if any, will be hosted in Bank's website only.

Place: Kolkata

Date: 18.06.2022

Deputy General Manager

Circle Office Kolkata

SIGNATURE OF THE OFFEROR/ LANDLORD

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, and Financial Bid will form part of the offer to be submitted by the offerer.
2. **The offers are to be submitted in Two Bid System i.e., Technical Bid and Financial bid.**
3. The Technical Bid consists of all the required information called for in a questionnaire and shall contain, inter alia, the details regarding the property viz., Name & Address of offerer, location, area of the plot, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (**Marked Envelope-1**) superscribed as **“Technical Bid for Hiring of Premises for Bank’s Holiday Home at Darjeeling”**. 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 Bank’s Holiday Home at Darjeeling”**. **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 HOLIDAY HOME AT DARJEELING” and submitted at the address given in the Notice Inviting Offers (Premises & Estate Section, Circle Office, Kolkata) 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 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 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 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 & 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.

**SIGNATURE OF THE OFFEROR/ LANDLORD**

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 result in disqualification of the offer.
14. The "Offer" submitted should remain open for consideration for a minimum period of 90 days from the date of opening of Technical Bids.
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)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, distance from bus stand, taxi stand, tourist spot, availability of market area in surrounding etc)	20
2	Floor on which rooms offered	10
3	Amenities as mentioned in NIO provided/ agreed by applicant along with extended lease beyond 5 + 5 years and other such factors beneficial to the Bank shall carry weightage. (The right to accept any amenity as "beneficial to the Bank" is reserved with the Bank and its decision shall be binding).	15
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	15
	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.

**SIGNATURE OF THE OFFEROR/ LANDLORD**

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.
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. Property should be situated in good commercial with congenial surroundings and preferably located at near proximity to public amenities like Bus stand, Taxi stand, Banks, Markets, Hospitals 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 staff availing the holiday home facility. 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 premises within two months of the acceptance of their offer by the Bank.
5. Offers with rooms available on main location and near to bus stand will be given preference over others. In case the offered rooms are on two different floors or on Upper floor/s, lift facility would be preferred.
6. 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.
7. Lease agreement for the premises finalized will be entered into with the landlord/s.
8. **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 1 month for vacation by the Bank.**
9. Payment of rent will be on LUMPSUM basis only (quoted for all 4 rooms and other offered facilities). The rent shall be inclusive of basic rent including all usage charges, consumption charges, maintenance charges 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 rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
10. GST at the applicable rates on rental payment shall be borne by the Bank.
11. 24 Hours room service, hot water supply, 24 hours power backup etc should be available.
12. 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.
13. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
14. The Bank will not pay any advance rental deposit.
15. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
16. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
17. Offerors, at their cost, have to provide adequate space for Bank's sign board.
18. Offerors at their own cost must provide and maintain during the entire currency of lease all the amenities to be necessarily provided, as mentioned in the NIO.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

**TECHNICAL DETAILS OF THE PREMISES  
OFFERED**

From :

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

.....

.....

To :

THE DEPUTY GENERAL MANAGER  
CANARA BANK, CIRCLE OFFICE  
KOLKATA

Tel:

Fax:

E-Mail:

Dear sir,

**SUB : OFFER OF PREMISES ON LEASE FOR BANK'S HOLIDAY HOME AT DARJEELING**

In response to your paper advertisement in \_\_\_\_\_ published on \_\_\_\_\_  
As well as hosted on 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 offered (Floorwise Carpet area in Sft)		<b><u>FLOOR</u></b>
		<b><u>AREA IN SFT</u></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	

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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	_____ feet	
7	Whether premises is situated on the main road (please indicate the road width)	YES	NO
8	whether the premises situated in proximity to bus stand/ taxi stand/ main market/ tourist spot	YES	NO
9	Whether the surrounding of the premises is clean and hygenic.	YES	NO
10	Whether the premises is ready for occupation, if not, indicate present status and the time required for handing over possession		
11	Please furnish name and contact number of the earlier occupant/s if any		
12	Whether the premises offered to the bank is free from encumbrances	YES	NO
13	Whether adequate parking space is available. If "YES" details to be furnished.		
14	If any or all rooms offered are above ground floor, whether lift facility is available. If so, number and capacity of the lift provided		
15	I/ We am/ are willing to make alternation to the premises to suit Bank's requirement at my/ our cost.	YES	NO
16	Whether Municipal water supply is available. If "NOT" what alternate arrangement is made.	YES	NO
17	Any other information such as additional facilities offered etc. which the offerer would like to highlight		

**SIGNATURE OF THE OFFEROR/ LANDLORD**

- 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,

SIGNATURE OF THE OFFERER/S WITH SEAL

Place:

Date:





FINANCIAL DETAILS OF THE OFFER  
(To be submitted in a separate sealed envelope marked as Financial Bid)

From:

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

Tel (O) :  
(R) :  
Mobile :  
Email:

To

The Deputy General Manager  
CANARA BANK  
Circle Office Kolkata

Dear Sir,

SUB: Offer of premises on lease for your Holiday Home at Darjeeling

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In response to your advertisement in \_\_\_\_\_ published on \_\_\_\_\_ as well as hosted on your Bank's website, 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 for 4 rooms for first block of 5 years from the date of handing over possession of the premises as below:  
Rs..... per month (Rupees.....),  
with .....% increase in rent for the second block of 5 years.

Please also quote below:

If rooms provided with Breakfast and either lunch or Dinner: Rs. \_\_\_\_\_ per month (Rupees \_\_\_\_\_) 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".

Place:  
Date :

Signature of the offerer/s