



Premises & Estate Section, Circle Office,  
Hyderabad, Telangana.

**PREMISES REQUIRED**

Offers are invited under **SINGLE-BID SYSTEM** from the owners of commercial space (Having permission for construction as commercial property), preferably in the Ground floor, on main road and ready for occupation with required Power load, for our Branch at the following location:

Location, Place	Carpet Area in sft.
ATMAKUR (Warangal Rural District)	Upto 1400 Sqft

The necessary application forms may be obtained from the above mentioned Office or from the Branch.

The Application along with the building map and specifying other conditions like 1) Rent 2) Lease period should be sent in a sealed cover with superscription **“APPLICATION FOR RENTAL BUILDING - ATMAKUR (WARANGAL RURAL DIST)”** to the following address:

**THE DEPUTY GENERAL MANAGER, CANARA BANK,  
PREMISES AND ESTATE SECTION, CIRCLE OFFICE,  
MCH No 10-3-163, 10-3-163/A, Plot No 85,  
Beside Rail Nilayam, SD Road, Secunderabad - 500026.  
Phone Number : 040-27725221/23/24/25/26**

Last date for submission is on 08.04.2020 upto 3.00 P.M.

The Bank reserves the right to accept/reject any application without assigning any reason for the same. Brokers excuse.

Place: HYDERABAD Date : 17.03.2020	Sd/- Deputy General Manager Circle office, Hyderabad
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**CANARA BANK  
CIRCLE OFFICE, HYDERABAD**

OFFER DOCUMENT

FOR

HIRING OF PREMISES

AT ATMAKUR

UNDER

SINGLE BID SYSTEM

ISSUED BY

**PREMISES AND ESTATE SECTION, CIRCLE OFFICE,  
MCH No 10-3-163, 10-3-163/A, Plot No 85,  
Beside Rail Nilayam, SD Road, Secunderabad - 500026.**

**Ph: 040 - 27725221/23/24/25/26  
Email: pecohyd@canarabank.com**

**OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING  
PREMISES TO THE BANK AT ATMAKUR (WARANGAL RURAL DIST)**

**The Offer document consists of the following:**

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

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The Deputy General Manager,  
Canara Bank, Circle Office  
MCH No 10-3-163, 10-3-163/A,  
Plot No 85, SD Road,  
Secunderabad-500026.

Ph : 040-27725221

E-Mail : pecohyd@canarabank.com

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

**CANARA BANK** intends to take Commercial premises on lease from Individuals/ Firms. Offers are invited under Single Bid System as per details given below:

**1. Requirements:**

Location	Area required	Remarks
<b>ATMAKUR</b> <b>Pin code - 508202</b>	<b>Upto 1400 sqft</b>	<p>1. Preference will be given to the premises in Ground floor with entire area in single floor.</p> <p>2. The Strong room measuring about 200-240 Sft as per the Bank's specification is to be constructed in the premises by the offeror.</p> <p>3. Required power load is 10KW approx.</p>

2. The prospective offerers meeting the above requirements are requested to the Offer Documents from Atmakur (Warangal Rural Dt.) Branch or Circle Office, Hyderabad from 18.03.2020 to 08.04.2020 during working hours.

3. Duly filled in offers placed in a Sealed Envelope superscribed as **“OFFER FOR HIRING OF PREMISES AT ATMAKUR (NALGONDA DT.)”** shall be submitted up to 08.04.2020, 3PM to the following address,

“PREMISES AND ESTATE SECTION,  
CANARA BANK, CIRCLE OFFICE,  
MCH No 10-3-163, 10-3-163/A, Plot No 85,  
Beside Rail Nilayam, SD Road, Secunderabad - 500026”.

4. The Offer will be opened on the same day at **3.30 PM** at the above office in the presence of bidders or their authorized representatives who may choose to be present.

No Brokers / Intermediaries shall be entertained. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Authorized official of the  
Bank

**II. Instructions to Offerers**

1. The Notice Inviting Offer, Instructions to offerers, Offer Letter along with Carpet Area Definition will form part of the offer to be submitted by the offerer. The Offer Letter shall contain the terms and conditions of the offer to lease out the premises
2. The Offer Letter along with other documents as detailed above shall be placed in a sealed envelope and superscribed as “Offer for Hiring of Branch/Office Premises to Canara Bank at **ATMAKUR (WARANGAL RURAL DIST.)**” and to be submitted at the address given in the Notice Inviting Offers on or before the last date and time stipulated for submission. **The Name & address of the offerer to be mentioned on the cover without fail.**
3. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as ‘LATE’ and shall not be considered.
4. Copies of the following documents are to be submitted along with the “Offer” in support of the details furnished there in.
  - i. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.,
  - ii. A copy of the title of investigation and search report along with copies of title deeds.
  - iii. Documents related to conversion of land use for Non-agricultural purpose from the competent authority.
5. All columns of the “Offer Letter” must be duly filled in and no column should be left blank. All the pages of the “Offer Letter” are to be signed by the offerer /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the “Offer Letter”. Any over writing or use of white ink is to be duly authenticated by the offerer. Incomplete offers / Offers with incorrect details are liable for rejection.
6. In case the space in the “Offer Letter” is found insufficient, the offerers may attach separate sheet.

~~The Offerers are advised that the information displayed on the above website is for information only and does not constitute an offer. The Offerers are advised to read the terms and conditions of the offer carefully and to comply with the same.~~  
7. Canvassing in any form will disqualify the offerer.

8. Separate offers are to be submitted, if more than one property is offered.
9. i) The Offers will be opened on 08.04.2020 at 3.30 pm in the presence of offerers at our above office. All offerers are advised in their own interest to be present on 08.04.2020 before 3.15 pm.  
ii) After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
10. No rental deposit shall be paid by the bank.

III. OFFER LETTER

Sri./Smt./M/s \_\_\_\_\_

Telephone :

\_\_\_\_\_

Cell :

\_\_\_\_\_

Fax :

E-Mail :

To :

THE MANAGER  
CANARA BANK,

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

**SUB : OFFER TO LEASE THE PREMISES FOR YOUR BRANCHES/OFFICE**

I/We offer to you to give you on lease the premises described here below for your

..... Branch/Office.

Full address of premises offered on

a] lease :

Distance from the main road/cross

b] road :

c] Whether there is direct access to the  
premises from the main road :

d] Floor wise area : Floor: \_\_\_\_\_ Carpet area  
: \_\_\_\_\_ (Sft)

e] Year of construction :

If the building is new, whether

f] occupancy :  
certificate is obtained

g] If the building is yet to be constructed :

i>. Whether plan of the building is :  
approved (copy enclosed)

ii>. Cost of construction :

iii>. Time required for completing the :  
construction

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

i] If so cost of repairs/renovation :

(j) BOUNDARIES :

East  
West  
North  
South

**A] TERMS & CONDITIONS::**

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

<u>Floor</u>	<u>Carpet area</u>	<u>Rental rate per sft</u>
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With effect from \_\_\_\_\_ i.e., the date of handing over vacant possession after \_\_\_\_\_ the construction, repairs, renovation, additions, payable within completion of 5th working day of succeeding calendar month.

**B] LEASE PERIOD::**

- \_\_\_\_\_ from the date of handing over vacant possession after
- i] \_\_\_\_\_ Years completion of construction, repairs/renovations, additions etc., with \_\_\_\_\_% increase in rent after the initial period of \_\_\_\_\_ years.  
You are however at liberty to vacate the premises at any time Fully / Partly
- ii] during the pendency of lease by giving \_\_\_\_\_ month's notice in writing, without paying any compensation for earlier termination.

**C]. TAXES/RATES::**

All existing and enhanced Municipal/Corporation taxes, Goods & Service Tax if applicable, rates and cesses will be paid by me/us.

**D]. MAINTENANCE/REPAIRS::**

- i] Bank shall bear actual charges for consumption of electricity and water, I/We undertake to provide separate electricity/water meters for this purpose.
- ii] All repairs including annual/periodical painting and distempering will be got done by me / us at my/our own cost. In case, the repairs and /or painting/distempering is/are not done by me/us as agreed now, you will be at liberty to carryout such repairs, painting/distempering etc., at our cost and deduct all such expenses from the rent payable to me/us.



**E] RENTAL DEPOSIT::**

No rental deposit shall be paid by the bank.

**F] LEASE DEED/REGISTRATION CHARGES::**

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

**DECLARATION::**

1. I/We have understood the definition of the “Carpet Area” and agreeable to accept payment of rent on Carpet area basis. The carpet area will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respects as per the specifications/requirements of the Bank.
2. The concept of carpet area was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, balcony, common passage, walls and other uncovered area, would be excluded for arriving at the carpet area on which the rent is payable
3. I /we am/are agreeable to provide the following amenities.
  - i] The strong room will be constructed strictly as per the Bank’s specifications and size. Strong room door, Grill gate and Ventilators are to be supplied by the Bank.
  - ii] A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - iii] A lunch room for staff and stock room will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.
  - iv] Separate toilets for gents & ladies will be provided.
  - v] A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - vi] Entire flooring will be of Vitrified / Granite / Marble and walls distempered.
  - vii] All windows will be strengthened by grills with glass and mesh doors.
  - viii] Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
  - ix] Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided. Separate water meter will be provided. In case municipal water supply is not adequate, alternate potable water source shall be made available. Bank shall bear actual charges for consumption
  - x] Space for fixing Bank’s sign board will be provided

- xi] Required number of pucca morchas for security purpose will be provided as per Bank's specification.
- xii] Ramp facility will be provided to the entrance of the Branch/Office premises and ATM.
4. I/We have no-objection for the Bank installing Generator in the premises and hereby agree to provide necessary space for it.
5. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
6. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
7. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
8. If my/our offer is acceptable, I/We will give you possession of the above premises on \_\_\_\_\_
9. I/We further confirm that offer is irrevocable and shall be open for \_\_\_\_\_ days from date hereof, for acceptance by you.
10. I/We agree for the Bank installing its On-Site ATM within the offered premises without any additional rent for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. Further, I/We agree to construct ATM enclosure within the offered premises as per the plan layout of the Bank's Architect at my/our cost.
11. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
12. I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

**Yours faithfully,**

**(Owner/s)**

Place :

Date :

**IV. CARPET AREA DEFINITION**

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase and munties
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

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

Signature of the  
offerer/s

Place:

Date :

**V. SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM ("B" CLASS)**

The specifications for strong room for branches are detailed hereunder:

**I. THE SPECIFICATIONS FOR THE STRONG ROOM ARE AS FOLLOWS:**

**WALLS & FLOOR :** R C C 1:2:4 30 cm (12") thick

**CEILING - R C C 1:2:4**

30 cm (12" thick). Where it is not feasible to provide a RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm rods spaced 75 mm c/c in angle iron frame work.

Reserve Bank of India has specified ceilings fortification only in cases where it is not feasible to provide RCC slab of specified thickness.

If it is not possible to provide the strong room with the ceiling of prescribed thickness of 30 cms (12") or provide fabrication with MS grills, RBI would be prepared to consider relaxation of the existing specification on merits of individual cases, provided the floor space directly above the strong room is also in the possession and occupation of the Bank.

**II. THE MINIMUM REINFORCEMENTS AS ADVISED BY RBI ARE GIVEN BELOW:**

**WALLS & FLOOR :**

12 mm dia mild Steel/tor steel @ 6"c/c both ways and on both faces of the wall (a formation of reinforcement matt of about 6"x 6") on either face of the wall to be obtained.

**FLOOR :** Same as in the case of walls.

**CEILINGS :** Same as in the case of walls.

Further where reinforcement is proposed on two faces of a RCC member, it shall be staggered in such a manner that any view taken at right angles to the matt formation would show reinforcement at every (3") c/c in elevation ( in respect of walls) and in plan (in respect of ceiling slab). The above reinforcements are only the minimum and depending on the structural requirements, the structural consultants for the work, should design and detail out actual reinforcements required but these shall not be less than what are specified above.

**III. COLUMN SIZES :**

Two columns of 10"x10" size with 6 nos of 12 mm dia TOR Steel main rods and 6 mm dia binder rods are to be done only after fixing the door and ascertaining the plumbline.

**IV. AIR VENTILATORS**

Overall opening	24"x24"
Clear opening	18"x18"

When the strong room is divided into 2 portions for cash and lockers, two ventilators for both the rooms shall be provided. The Air ventilator/s should not be fixed on the exterior / outer walls.

Signature of the  
offerer/s

Place:

Date :