

തിരുവനന്തപുരം റീജിയണൽ

तिरुवनन्तपुरम क्षेत्रीय कार्यालय

Thiruvananthapuram Regional Office

RO:BSD:LTR:2025.26:65

30/09/2025

**INVITATION OF BIDS / OFFERS FOR PREMISES ON LEASE**

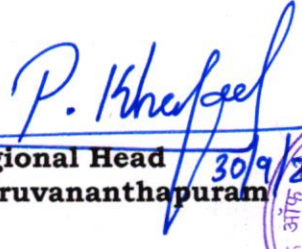
Central Bank of India requires premises in the below mentioned localities which is in ready possession / ready for possession within 3 months preferably on the ground floor with adequate parking space.

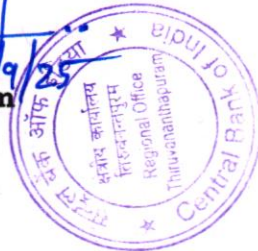
SL NO	BRANCH/OFFICE NAME	LOCALITY	CARPET AREA REQUIRED (SQ FT)
1	REGIONAL OFFICE,TRIVANDRUM	• TRIVANDRUM CITY	3500 SQ FT

No brokers or intermediaries please. Priority will be accorded to Government / Semi Govt. bodies or public sector undertakings. Kindly download the formats / terms and conditions from the website <http://www.centralbankofindia.co.in> or collect the same from Central Bank of India, Regional Office, CSI Building, Pulimoodu, Trivandrum, Ph No.9042832952 during office hours. The last date for submission of offers is 21/10/2025 up to 4.00 p.m.

**Terms and Condition**

1. Technical and Financial Bid forms will be available in Regional Office, Thiruvananthapuram and may be downloaded from the bank's website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in).
2. The Bid should accompany with a DD OF Rs. 5,000/-from any nationalized bank in favor of Central Bank of India, Regional Office, Thiruvananthapuram as Earnest Money Deposit.
3. Bid forms without Earnest Deposit will be rejected.
4. The Technical Bid form and Financial Bid form should be sealed/packed separately in two different covers. Outside the covers it should be mentioned as **"Technical Bid/ Financial Bid for Regional Office, Trivandrum New Premises"** separately.
5. The bank has the right to reject any one or more offer without any reason thereof.

  
Regional Head  
Thiruvananthapuram



सी एस आई बिल्डिंग, दूसरी मंजिल तिरुवनन्तपुरम जिला, केरला - 695001  
CSI BUILDING, SECOND FLOOR, M.G. ROAD, DIST TRIVANDRUM, KERALA, 695001  
rmthirro@centralbank.co.in, 0471-4000046



## Annexure-1A

### BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

#### Annexure A

(Proforma for Technical Bid)

To,  
Regional Head,  
Central Bank of India,  
Regional Office,  
.....

REG: Technical Bid for premises at .....

REF: Your advertisement dated \_\_\_\_\_ published in ..... News Paper and at Bank's website

OWNERSHIP DETAILS			
1	NAMES & ADDRESSES OF THE OWNERS	Telephone/ Mobile No.	email
2	Whether P A holder has powers to grant premises on lease/sub lease : YES / NO		
3	Name & Address of PA holder		
	Telephone / Mobile No.		
	email address		
4	ADDRESS OF THE PREMISES OFFERED		
5	Any outstanding charges (mortgages/lease/easement/gift/any other interest in the property)		
6	Any pending dues on the property (Arrears of taxes/electricity/telephone etc)		
	TYPE OF THE PREMISES		
7	IF THE PREMISE IS UNDER CONSTRUCTION		
	Whether loan required? if so details		
	Class of construction		
	Likely date of possession of premise		
8	IF THE PREMISES IS READY FOR POSSESSION		
	Year of construction		
	Type of building/construction Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please mention)		
	Whether plans are approved by the local authorities (attach copy of sanctioned Bldg.Plan) – Yes/No.		
	Whether NOC from the department obtained – Yes/No.		
	Whether occupation certificate has been received (attach copy) – Yes/No.		

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**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

	Whether direct access is available from the main road – Yes/No	
	Whether lift facility is available – Yes/No.	
	Title Deed (attach copy of title deed)	
	Whether all statutory obligations are cleared (Please enclose IT Return. Municipality Tax Receipt – Current and other supporting documents) – Yes/No.	
9	Location	
	Type of Building Residential/ Institutional/Industrial	
	Details of civil amenities viz., Schools, Colleges, Hospitals available in and around the premises	
	Details of other financial institutions in and around the premises	
	Proximity from police station, fire station, post office and transport centre	
	Located in an area which is not considered crime prone or vulnerable and is not an isolated area.	
	Whether the locality of the premises is free from Special Hazards like fire, flood, water logging etc. – Yes/No.	
10	Floor and area	
	Built up area in sq.mtrs. / Sq.Ft	
	Carpet area in sq.mtrs. / Sq.Ft	
	Ground Floor	
	First floor	
	Other, if any	
	Total Carpet area in sq.mtrs./ Sq.Ft	
	Ceiling Height	
	Details of tenancy of other floors	
	Agreeable to construct RCC strong room as per RBI specifications with security arrangements	YES
	For installing ATM	
	Space to install V-SAT antenna on roof-top (applicable for Rural / Semi-Urban)	
	Availability of 3-phase Power supply for installation of ATM Machine.	
	Statutory approvals from local authorities (if applicable)	
11	AMENITIES AVAILABLE	
	Water facility available	YES / NO
	Parking facility for Bank's Staff / Customers available	YES, .....sq.mtrs / sq.ft.

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**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

Whether 3 phase( __ kva) power supply available / will be supplied	
Separate toilets for ladies and gents	
Accessibility throughout the year	YES / NO
Proper Ventilation available	YES / NO
Details of other utilities available	
Frontage (at least 6- 8 mtrs. / 20-25 ft)	
Possibility of making ramp from road to branch	
Collapsible shutters on outer doors, grills on windows and ventilators on outer walls,	
One main entrance with the regular door and an additional / collapsible gate.	
Whether proper sanitary/sewage system is available.	
Whether Power/Electric Supply - Yes/No (Adequate power supply) is available – Yes/No.	
Whether anti-lightening device is provided – Yes/No	
Whether captive power supply (generator) is available – Yes/No.	
Whether adequate water supply is available – Yes/No.	
The tender (both Technical and financial bids) has been signed on all pages only by the authorized signatory.	
Rent quoted shall be net inclusive of all taxes, cesses, parking charges etc. related to the premises, till the tenure of lease, including extended tenure, if any, as per financial bid format only by filling up all three columns (under Rate, Carpet Area, Total Rent Payable) and signed only by premises Owner / Power of Attorney Holder only.	
I / We further agree to construct the strong room as per your Bank's specifications and ready to carry out modifications as required by the Bank including constructions of ATM civil structure in the proposed premises at our expenses.	
The offer submitted by me valid for Four months from the date of opening of Price Bid.	
Agree to execute the Lease Deed agreement in Bank's standard format (Standard format enclosed).	



**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

	Enhancement in rent expected after the end of the original lease period of _____ years. NOTE: Quote in percentage only	For _____ years with 5 years certain with 2 options of 5 years each with increase @ _____ % hike in rent during each option period. (only percentage and amount should not be filled up)
	Any other terms and conditions (Please specify).	
	(a) Additional financial bearing:	
	(b) Non- Financial bearing:	
	Any other relevant information	

**NOTE:**

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

Sanitary accommodation, except mentioned otherwise in a specific case , Verandahs, except where fully enclosed and used as internal passages and corridors, Corridors and Passages, except where used as internal passages and corridors exclusive to the unit, Entrance halls and porches, vertical sun brakes box louvers, Staircase, Shafts and machine rooms for lifts, Barsaties\*, lofts ,Garages,

Air-conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 sq. mtrs. in area.

*Rates should not be mentioned here or anywhere in Technical Bid.*

**DECLARATION:**

I / We confirm that the above particulars are correct to the best of our knowledge. I / We will give the consent as per your Banks standard Performa if you find our premises suitable.

PLACE:

SIGNATURE:

DATE :

NAME

Encl:

1. Documents for proof of owner ship (Tax receipt/Electricity Bill)
2. Location map and building map.
3. Sketch plan drawn to scale
4. Photographs showing exterior as well as interior
5. Completion certificate
6. Permission to construct
7. Building use permission
8. Certificates from competent authorities

(This is a proforma, Regional Office can make changes within the policy, as per the specific requirement in the location)

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## Financial Bid

To, Regional Head,  
Central Bank of India,  
Regional Office,  
.....

REG: Financial Bid for premises at .....

REF: Your advertisement dated \_\_\_\_\_ published in ..... News Paper  
and at Bank's website

Dear Sir,

In continuation with the Technical Bid submitted by me / us in respect of premises  
situated at .....,

I / We hereby offer the premises on lease / rental basis as under :

SL NO	Floor	Rent per Sq.m of Carpet Area	Total Rent (Payamble Per month in Rs.)

The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc.,  
per sq. ft. of carpet floor area calculated as per point \_\_\_\_ of Technical bid.

Yours faithfully,

( Name ..... )

Place : .....

Date : .....