

**INVITATION OF BIDS / OFFERS FOR PREMISES ON LEASE AT VARIOUS LOCATIONS IN HYDERABAD**  
**REGION**

Central Bank of India requires premise area in ready possession/ ready for possession within 3 months at following locations:

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 at Bank Street, Koti, Hyderabad during office hours. The last date for submission of offers is **08.12.2025 upto 15:00 Hrs.**

- 
1. Chandanagar , Hyderabad (Ranga reddy district) preferably on Chandanagar main road (Pin code: 500050 ) preferably on the Ground floor of the Building with adequate parking space on lease basis for a minimum period of 10-15 years having space around **1000 - 1500 sq ft.** carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space for **Chandanagar branch/ Office.**
  2. Wanaparthi (Wanaparthi district) preferably on Wanaparthi main road (Pin code: 509103) on the preferably on the Ground floor of the Building with adequate parking space on lease basis for a minimum period of 10-15 years having space around **900-1300 sq ft.** carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space for **Wanaparthi branch/ Office.**
  3. Medchal (Medchal- Malkajgiri district) preferably on Mechal main road (Pin code: 501401) on the preferably on the Ground floor of the Building with adequate parking space on lease basis for a minimum period of 10-15 years having space around **900-1300 sq ft.** carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space for **Medchal branch/ Office.**

Proposals are invited using a **two envelope system** containing the technical and commercial proposals in separate sealed envelopes placed together in a sealed common outer envelope. The offers are invited under two bid system (**Technical Bid & Financial Bid**). Interested parties (except brokers) may obtain the prescribed format of technical bid (Annex-A) and financial bid (Annex-B) from Bank's website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in). The duly filled in offer completed in all respects are to be in separate sealed covers marked "Technical Bid" & "Financial Bid" on top and name, address & contact number of the bidder at the bottom left corner, and is to be addressed to:

**"The Regional Head**

**Regional Office, Central Bank of India, Hyderabad**

**Bank Street, Koti, Hyderabad, Telangana-500095**

**Landline No.040-23468924"**

1. The last date of submission of completed application form in a sealed cover, holding two separate sealed covers (Technical & financial Bid) is 08.12.2025 up to 15:00 Hrs. The offer shall be handed over at Business Support Department, Regional Office, Hyderabad for branch new premises tenders on or before 08.12.2025 up to 15:00 Hrs. The technical bid or offer shall be opened on 08.12.2025 at 03:00 p.m. at Regional Office, Hyderabad and date of opening of financial bid will be intimated to short listed bidders subsequently.

2. The bank reserves right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

3. **Earnest Money Deposit of Rs. 10000/-** (Rupees Ten Thousands only) by demand draft/banker's cheque in favour of Central Bank of India, payable at Hyderabad to be remitted along with the Tender Documents by bidder.

**(DK Baranwal)**

**Regional Head**

(Proforma for Technical Bid)

(Annexure –A)

To

Regional Head

Central Bank of India, Regional Office, Hyderabad

Bank Street, Koti, Telangana -500095

REG: Technical Bid for Branch premises at: Chandanagar/ /Wanaparthi /Medchal.

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

<b>OWNERSHIP DETAILS</b>			
1	Names & Addresses Of The Owners	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)		
<b>TYPE OF THE PREMISES</b>			
7	<b>IF THE PREMISE IS UNDER CONSTRUCTION</b>		
	Whether loan required? if so details		
	Class of construction		
	Likely date of possession of premise		
8	<b>IF THE PREMISES IS READY FOR POSSESSION</b>		
	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.		
	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	<b>Location</b>		
	<b>Type of Building Residential/ Institutional/Industrial</b>		

	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	<b>Floor and area</b>	
	Built up area in <b>sq.mtrs.</b> / Sq.Ft	
	Carpet area in <b>sq.mtrs.</b> / Sq.Ft	
	<i>Ground Floor</i>	
	First floor	
	Other, if any	
	<b>Total Carpet area in sq.mtrs./ Sq.Ft</b>	
	Ceiling Height	
	Details of tenancy of other floors	
	Agreeable to construct RCC strong room as per RBI specifications with security arrangements	YES /NO
	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	<b>AMENITIES AVAILABLE</b>	
	Water facility available	YES / NO
	Parking facility for Bank's Staff / Customers available	YES / NO ,      sq.mtrs /sq.ft.
	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).	
	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 Bank's standard Performa if you find our premises suitable.

PLACE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

**Encl:**

Documents for proof of owner ship (Tax receipt/Electricity Bill)  
Location map and building map  
Sketch plan drawn to scale  
Photographs showing exterior as well as interior  
Completion certificate  
Permission to construct  
Building use permission  
Plan approval  
Certificates from competent authorities

## (Proforma for Financial Bid)

ANNEXURE-B

To,

**Regional Head**

**Central Bank of India, Regional Office, Koti, Hyderabad - 500095**

REG: Financial Bid for Branch premises at **Chandanagar/ /Wanaparthi/Medchal/ Hyderabad**

**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:

<i>Sl. No.</i>	<i>Floor</i>	<i>Rent per sq. mtr. of Carpet Area</i>	<i>Total Rent (Payable per month in Rupees)</i>
<b>Total</b>			

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

Yours faithfully,

**Name :**

**Place : .....**

**Date : .....**