

Date: 11.12.2025

Annexure -7

TENDER DOCUMENT FORMAT FOR ACQUIRING PREMISES ON LEASE BASIS.

Central Bank of India, Regional Office, Lanka Varanasi invites sealed tenders for suitable premises on long terms lease basis for carpet floor area of **1200-1800 sq. ft.** for its **Nagar Mahapalika**, branch from interested owners/power of attorney holders of premises in **District-Varanasi** locality on the ground floor with proper front entry to the premises and with all facilities including adequate parking space. The technical bid and financial bid formats can be downloaded from bank's website www.centralbankofindia.co.in and <http://govtenders.nic.in>
The minimum criteria for prequalification will be as under:

- a. The applicant(s) should be the bona fide owner(s) or power of Attorney holder(s) of the premises.
- b. The applicant(s) should be an Income tax assessee(s) with PAN No. and its tax returns must be up-to-date.
- c. The building should be constructed as per the sanctioned/approved plan of the competent development authority. The building should be well maintained and not older than 20 years.
- d. The premises should be situated in good residential/commercial locality on ground/first floor with proper accessibility and provision for dedicated parking.
- e. The building should be free from special hazards like fire, water logging, flood etc.
- f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- g. The landlord should clear all the dues and other statutory obligations of municipality, corporation as well as of revenue authorities.
- h. The occupancy certificate of the premises (in case of apartments) from the local authorities should be available for leasing the premises.
- i. The landlord should be in position to give vacant possession of the

premises immediately after carrying out necessary changes/alterations as required by the bank.

1. **Method of submitting tenders:** Tenders should be submitted only in sealed covers. Tenders covers will have three parts.

a. **First cover: Technical bid cover** – This cover should contain Part-I of application duly filled and signed by the bidder/s in all pages, along with necessary enclosures. The cover should be closed and sealed and super-scribed as **“TECHNICAL BID (as per Annexure A) for Nagar Mahapalika, branch premises”** and should also contain the name and address of the bidder on the cover.

b. **Second cover: Financial bid cover** – This cover should contain Part-II of the application duly signed by the bidder/s in all pages. This cover should be closed and sealed and super-scribed as **“FINANCIAL BID (as per Annexure B) for Nagar Mahapalika, branch premises”** and should also contain the name and address of the bidder/s on the cover.

c. **Third cover:** Both the first and second cover should be placed in the third cover and should be super-scribed as **“SEALED TENDER FOR NAGAR MAHAPALIKA, BRANCH PREMISES”** and to be address to Central Bank of India, General Administration Deptt., Regional Office, Lanka Varanasi 221005.

2. Last date for submission of tender is **01.01.2026 till 16:00 hours**.

3. Place of submission: **Central Bank of India, Regional Office, Lanka, VARANASI-221005.**


4. Tenders will be opened at Central Bank of India, Regional Office, Lanka Varanasi on any date decided by the bank in due course.

5. Bidder should ensure that the tender is received by the bank before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion the bank.

6. Central Bank of India reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserve the right to place the order to any technically suitable bidder/s that may not be the lowest as it deemed fit and proper.

7. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desire of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

8. Bank will shortlist the offers based on information provided in technical bid tender in accordance with bank's requirement viz. locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up DG set etc.) and other essential requirement spelt out in technical bid.
9. The financial bid should be opened after short listing of offers based on technical bid. Financial bid would be opened only for those short listed offers on a future date and will be intimated to the short listed bidders at a later date.
10. Banks decision on selection of the prospective offer is final.
11. In case of dispute, the decision of the bank will be final and binding on all.
12. **Rent:** The bank shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to the bank's satisfaction. Joint measurement of the premises will be taken based on floor areas.
13. **Execution of the lease document:** Once the premise is taken on lease by the bank, the lease deed as per the bank's standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord and bank on 50:50 basis.


(Sanjay K. Sinha)
Chief Manager-BSD
11/1/19

परिसर के लिये निविदाओं का आमंत्रण

सेंट्रल बैंक ऑफ इंडिया की शाखा नगर महापालिका (0197) के लिए ऐसे नए परिसर की आवश्यकता है जो तैयार हो या जो 2 माह के भीतर उपयोग में लाया जा सके। नवीन परिसर भूतल पर स्थित हो और परिसर के साथ पर्याप्त पार्किंग सुविधा होना अति आवश्यक है एवं परिसर मेन रोड पर स्थित हो। वांछित परिसर हमारी वर्तमान शाखा से 2 कि.मी. के अंदर होना चाहिए। वांछित परिसर का पता एवं कुल कार्पेट एरिया कुछ इस प्रकार होना चाहिए।

क्र. स.	शाखा का नाम	पता	वांछित परिसर कुल कार्पेट एरिया
1.	नगर महापालिका (0197)	D-59/105-67 चंद्रिका नगर कॉलोनी सिगरा वाराणसी जिला: वाराणसी (ऊ० प्र०) पिनकोड: 221010	कुल कार्पेट एरिया (1200-1800(+/- 20%) वर्ग फुट) का होना चाहिए।

सरकारी, अर्धसरकारी, व सार्वजनिक क्षेत्र के अधीन परिसर को प्राथमिकता दी जाएगी। ब्रोकर और मध्यस्थों के प्रस्तावों पर विचार नहीं किया जाएगा। निबन्धन और शर्तों की अधिक जानकारी, हमारी वेबसाइट www.centralbankofindia.co.in से डाउनलोड करें अथवा किसी भी कार्य दिवस में सेंट्रल बैंक ऑफ इंडिया की उपरोक्त शाखाओं से व क्षेत्रीय कार्यालय: लंका, वाराणसी, पिन कोड: 221005 से प्राप्त कर सकते हैं। सभी प्रस्ताव रुपये 2000.00 के डिमांड ड्राफ्ट (नान रिफंडेबल) एवं रुपये 10000/- ई. एम. डी. (रिफंडेबल) के साथ दिनांक 01.01.2026 को शायं 4.00 बजे तक ही स्वीकार किये जाएंगे। बैंक किसी भी निविदा अथवा सभी निविदा को बिना कोई कारण बताये निरस्त करने का अधिकार सुरक्षित रखता है।

दिनांक: 11.12.2025

क्षेत्रीय प्रमुख

INVITATION OF BIDS / OFFERS FOR PREMISES ON LEASE

Central Bank of India requires a premise which is ready for possession/ready for possession within 2 months within the territory of 2 Km from current branch location of below mentioned branch:

Sr No	Branch	Branch Address	Proposed Premises Carpet Area
1.	Nagar Mahapalika (0197)	D-59/105-67 Chandrika Nagar Colony Sigra Varanasi Dist : Varanasi Uttar Pradesh, PIN :221010	Total Carpet area Between (1200-1800(+20%) sq. ft.)

Premise should be preferably on the ground floor with adequate parking space for Branch/ Office, also location of the proposed premise should be on road. No brokers or intermediaries allowed. 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 above mentioned Central Bank of India branch / Regional Office Varanasi at Lanka 221005 during office hours. The last date for Submission of bids is 01.01.2026 up to 04:00 P.M., which shall be accompanied with a DD of Rs. 2000/- (Non-Refundable) and EMD of Rs. 10000/- (Refundable). Bank reserves the right to reject any or all bids without assigning any reason thereof.

DATE: 11.12.2025

REGIONAL HEAD