

Tender Document format for acquiring premises on lease basis

The minimum criteria for prequalification will be as under:

- a. The Applicant(s) should be the bonafide 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 floor/1st 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 a 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.

Tender covers will have three parts.

- **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 Branch Name branch premises” and should also contain the name and address of the bidder on the cover.**
- **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 Branch Name branch premises” and should also contain the name and address of the bidder/s on the cover.**
- **Third cover – Both the first and second cover should be placed in the third cover and should be super scribed as “SEALED TENDER FOR New Premises at Branch Name branch and to be addressed to Central Bank of India, BSD dept., Kochi Regional Office, 1st floor, Metro Palace, Opp to Ernakulam North Railway Station, Ernakulam – 682018.**

1. Last date for submission of Tender: **07/02/2026 at 17.00 hours**

2. **Place for submission: CENTRAL BANK OF INDIA KOCHI REGIONAL OFFICE, 1st floor, Metro Palace, Opp to Ernakulam North Railway Station, Ernakulam**

Premises Policy modified vide Board Agenda item No . BM/736/2021-22/13/cat-23.15 dated March 30, 2022

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3. Tenders will be opened at Regional Office, Kochi **or at any place decided.**
4. 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 of the Bank.
5. 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 who may not be the lowest as it deemed fit and proper.
6. 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.
7. 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 requirements spelt out in Technical Bid.
8. The Financial Bid would 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.
9. Banks decision on selection of the prospective offer is final.
10. In case of dispute the decision of the Bank will be final and binding on all.
11. 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 area.
12. Execution of the lease Documents: Once the premises 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.

For Central Bank of India,

ASST. GENERAL MANAGER

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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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	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	
	<i>Ground Floor</i>	
	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)	

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11	AMENITIES AVAILABLE	
	Water facility available	YES / NO
	Parking facility for Bank's Staff / Customers available	YES,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, cases, 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.	

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	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 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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Annexure B

(Proforma for 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 (Payable per month in Rupees)
Total			

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 :

2 LEASE

Cl.	Clauses
18.	<p>Lease shall be normally be for 15 years or more i.e certain period of 5 years with 2 options of 5 years each. However, if the landlords insist, lease period may be reduced by minimum period but not less than 10 years. Certain period will be of 5 years.</p> <p>In case of premises for ATM, the minimum certain period of the lease may be 3 years, with 2 options of 3 years each.</p>
18.	In the scenario of computerization, networking and CBS where bank has to invest substantial funds in furnishing and installation of electronic gadgets efforts should be made to negotiate longer lease period say 15 to 25 years with bank 's option to quit the premises anytime during the currency of lease.
18.	The lease deed in Bank's standard format should be executed incorporating the terms of sanction before disbursement of rent to the landlord in case of existing premises and before occupation of the premises in case of new premises. As far as possible the charges for execution and registration of lease deed should be borne by landlord. However if this is not possible, the lease deed execution / registration charges may be borne equally by the Bank and landlord. The Copy of the lease deed should be kept in Regional Office and the original at the branch.
18.	In case of residential premises, the lease may be for atleast 3 years certain with or without option periods. However, lesser lease period may be considered by one level above the delegate as and when such a situation arises. As far as possible, the premises should be for commercial purpose, to avoid any liability of taxes levied by the local bodies.
18.	If lessor is a Government Department where there is no policy for entering into any Lease Agreement then such agreement may be dispensed with.

3 Grievances Redressed and Reporting System

Cl.No.	Clauses
23.1	GRIEVANCE REDRESSAL :
	The Committee of executives at Regional, Zonal and Central Office levels constituting the Premises Committee would screen the grievances of landlords and redress them to the extent possible.

CONSENT LETTER

FROM :

TO :

CENTRAL BANK OF INDIA,

Dear Sir,

Reg : Offer to give on lease _____ floor of my/our premises for your branch / office.

I / We offer to give you on lease the premises described under point No.14 on the following terms and conditions :-

1. Rent per month :
2. Rent w.e.f. : Date of handing over possession of premises complete in all respects as per Bank's requirement.
3. Lease : Five years certain w.e.f. the date of handing over possession of premises with Two option of Five years on same terms and conditions / with_% increase in rent during option period.

You are however at liberty to vacate the premises at any time during the currency of lease by giving one month's notice in writing.

4. Taxes : To be borne by us.
5. All the required periodical repairs / whitewashing / painting once in 3 years will be got done at my / our cost. In case the same is not done as agreed, you will be at liberty to carry out such repairs / whitewashing / painting and deduct all such expenses from rent payable to me / us.
6. 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.
7. If my / our offer is accepted, I / shall be giving you necessary possession of the premises within _____ months from the date of communicating the sanction/acceptance of my/our offer.
8. I/We agree to provide you suitable and appropriate place at your choice within the offered premises to install

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- a) Strong Room as per specifications of the Bank / RBI.
- b) Power generator to be utilized exclusively for your purposes.
- c) ATM with independent / un-interrupted access.

I/We further agree to provide you suitable space on the terrace (Roof top of the building) or at any other suitable place in the building at your choice/convenience to install V-set Antenna /Disc along with their cabling accessories and such other devices, apparatus which are required to be installed /affixed for the purpose of rendering proper Banking services to the public and for providing such spaces no extra rent will be charged or demanded.

9. All the necessary permission from various authorities as required will be taken by me / us.

10. I /We agree to make alterations / renovation of the premises and construct Strong Room / ATM Room at my / our own costs. However, I / We may be granted a loan of ₹_____for the purpose, as per your norms, which shall be adjusted along with interest directly from the monthly rent in the first five years.

11. I/We undertake to execute the required Agreement to lease / lease deed and the stamp duty / registration charges will be borne by me / us.

13. That for all the practical purposes the terms and conditions mentioned in this letter of consent shall be treated to be a part of the lease deed/Agreement to be formally executed by me/us with the Bank.

14. Description of the premises is furnished hereunder :

- a) Full Address.
- b) Class of construction
- c) Year of construction.
- d) Details of floor-wise carpet area / Built- up area as under :-
- e) Boundaries :-

Yours faithfully,

(OWNERS)

PLACE :

DATE :



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