



क्षेत्रीय कार्यालय, दिल्ली (साउथ)

Regional Office, Delhi (South)

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

Central Bank of India requires premises admeasuring 83.61 to 120.77 sq. m 900-1300 Sq. Ft. (**±20%**) carpet area in ready possession / ready for possession within 03 months at Bawana preferably on the ground floor with adequate parking space for Bawana Branch within 1 to 1<sup>1/2</sup> km radius of existing branch premises. 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.bank.in> or collect the same from Central Bank of India, Bawana Branch /Regional Office at 4/54, Sorabji Bhawan , Third Floor, D.B.Gupta road, Karol bagh, New Delhi-110005 during office hours. Format of Technical & Financial Bids must be complete in all respect & seal packed in separate envelopes. These must be enclosed with draft in another envelope & post to **Central bank of India, Branch Office Bawana, Delhi-110039**.

The last date for submission of offers is **15.06.2026 up to 05.00 p.m.**

**Note: BANK RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OFFER WHATSOEVER WITHOUT ASSIGNING ANY REASON.**

**Regional Head**  
**Regional Office, Delhi (South)**

पता: क्षेत्रीय कार्यालय दिल्ली साउथ-4/54, तृतीय तल, देश बंधु गुप्ता रोड, करोल बाग, दिल्ली-110005



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क्षेत्रीय कार्यालय दिल्ली-दक्षिण के अंतर्गत शाखा बवाना हेतु नए परिसर की आवश्यकता

सेन्ट्रल बैंक ऑफ इंडिया, क्षेत्रीय कार्यालय- दिल्ली-दक्षिण, निम्नलिखित स्थल पर वर्तमान कार्यालय के लिए कब्जे हेतु तैयार भवन/परिसर हेतु निविदाएं आमंत्रित करता है।

क्र. सं.	स्थान का नाम	कारपेट एरिया (वर्ग फुट)
1	बवाना -39	900-1300 वर्ग फुट / 83.61 -120.77 वर्ग मी. (±20%)

मुख्य शर्तें निम्नवत हैं (1.) परिसर वर्तमान शाखा के निकट 1 से 1 1/2 किलोमीटर के दायरे में होना आवश्यक है। (2.) 03 महीने के भीतर कब्जे हेतु तैयार, भूतल एवं पर्याप्त पार्किंग सुविधा युक्त परिसर को ही प्राथमिकता दी जाएगी। (3.) कृपया ब्रोकर या दलाल आवेदन न करें।

(4.) सरकारी /अर्द्ध सरकारी संस्थान या सार्वजनिक क्षेत्र के उपक्रमों या विभागों को प्राथमिकता दी जाएगी।

कृपया तकनीकी एवं मूल्य प्रस्ताव का प्रारूप हमारे बैंक की वेबसाइट [www.centralbankofindia.bank.in](http://www.centralbankofindia.bank.in) से डाउनलोड कर सकते हैं। निविदा हेतु तकनीकी एवं मूल्य प्रस्ताव के प्रारूप किसी भी कार्य दिवस में कार्यालय समय के दौरान शाखा बवाना /क्षेत्रीय कार्यालय, 4/54, सोराबजी भवन, तृतीय तल, देश बंधु गुप्ता रोड, करोल बाग, दिल्ली-110005 से भी प्राप्त किए जा सकते हैं। कृपया तकनीकी प्रस्ताव एवं मूल्य प्रस्ताव को पूर्ण रूप से भरकर दो अलग-अलग सीलबन्द लिफाफों (एक 'तकनीकी प्रस्ताव' के लिए तथा दूसरा 'मूल्य प्रस्ताव' के लिए) को एक अन्य तीसरे लिफाफे में ड्राफ्ट के साथ रखकर शाखा प्रमुख, सेन्ट्रल बैंक ऑफ इंडिया शाखा बवाना, दिल्ली-110039 पर भिजवाए।

उक्त प्रस्ताव दिनांक 15.06.2026 शाम 5:00 बजे तक प्राप्त हो जाने चाहिए। इस मद के लिए प्रस्तावों को बिना किसी कारण बताए स्वीकार करने या निरस्त करने का अधिकार बैंक के पास सुरक्षित है।

क्षेत्रीय प्रमुख,

क्षेत्रीय कार्यालय, दिल्ली (दक्षिण)

पता: क्षेत्रीय कार्यालय दिल्ली साउथ-4/54, तृतीय तल, देश बंधु गुप्ता रोड, करोल बाग, दिल्ली-110005



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Regional Office, Delhi (South)

क्षे. का .दिल्ली (साउथ ) /व्यव .सहा.विभाग / 2026-27 / 94

दिनांक : 25.05.2026

**Tender Document format for acquiring premises on lease basis – Bawana Branch**

Central Bank of India, Regional office, Delhi (South), invites sealed tenders for suitable premises on long term lease basis for **carpet floor** area of **900-1300 Sq. Ft. (±20%)** including ATM premises for Bawana branch premises from interested owners / Power of Attorney holders of premises within 1 to 1<sup>1/2</sup>-Km. radius of existing branch premises and around on the main road of locality preferably in the ground floor with proper front entry to the premises and with all facilities including 25-30 KVA power connection and parking.

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in). The formats are also available at Bawana branch & our Regional Office, 4/54 Sorabji Bhawan ,Third Floor, D.B.Gupta road, Karol bagh, New Delhi-110005 and can be collected during office hours.

The minimum criteria for prequalification will be as under:

- The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the premises ;
- The Applicant(s) should be an Income Tax assessee (s) with PAN No. and its Tax returns must be up-to-date.
- 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.
- The Premises should be situated in good residential/commercial locality on **ground floor only** with proper accessibility and provision for dedicated parking.
- The building should be free from special Hazards like fire, water logging, flood, etc.
- 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.
- The landlord should clear all the dues and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- The occupancy certificate of the premises (in case of Apartments) from the local authorities should be available for leasing the premises.
- The landlord should be in a position to give vacant possession of the

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

- j. Strong room and ATM room should be constructed by landlord as per banks specification.
- k. Separate Toilet blocks for ladies & gents should be constructed by the landlord and should also provide 3 Phase 25-30 KVA electric connection.

**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 Bawana branch”** and should also contain the name and address with Mobile No. 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 Bawana branch”** and should also contain the name and address of the bidder/s with Mobile No. on the cover.
2. **Third cover** – Both the first and second cover should be placed in the third cover and should be super scribed as **“SEALED TENDER FOR BAWANA BRANCH** and to be addressed to **Central Bank of India, BAWANA BRANCH.**
  3. **Last date for submission of Tender: 15.06.2026 at 17.00 hours.**

**Place for submission: CENTRAL BANK OF INDIA- BAWANA BRANCH**

4. Tenders will be opened at Regional office, Regional Office, **on 15.06.2026** or any date as decided by the bank.
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 of 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 who 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

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- 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 requirements spelt out in Technical Bid.
  9. 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.
  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 area.
  13. **Execution of the lease Documents:** 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.
  14. Rates quoted in Financial Bid should be inclusive of all taxes. Municipal Tax and all types of other taxes to be borne by Landlord. If government/local authorities impose any additional tax in future that also to be borne by landlord. Bank will pay rent and GST on rent only.
  15. The tenderer has to submit a draft for Security deposit (Earnest Money) of **Rs.3000/- (Three thousand only)** in favor of **Central Bank of India, Regional office, Delhi-South** in seal-packed envelope with application. Security Deposit will be refundable to all tenderers except successful bidders it will be refundable only after execution of Lease deed.
    - Earnest money of unsuccessful bidders will be returned within 1 month of after completion of process.

पता: क्षेत्रीय कार्यालय दिल्ली साउथ-4/54, तृतीय तल, देश बंधु गुप्ता रोड, करोल बाग, दिल्ली-110005



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- In case, after completion of process, successful (L-1) bidder backs out, earnest deposit will be forfeited and fresh advertisement will be floated

**For Central Bank of India,**

**Regional Head  
Delhi (South)**

**पता: क्षेत्रीय कार्यालय दिल्ली साउथ-4/54, तृतीय तल, देश बंधु गुप्ता रोड, करोल बाग, दिल्ली-110005**



सेन्ट्रल बैंक ऑफ इंडिया  
Central Bank of India

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Customer Satisfaction and  
Value Creation

क्षेत्रीय कार्यालय, मेरठ

Regional Office, Meerut

(Performa for Technical Bid)

Annexure A

To,  
Regional Head,  
Central Bank of India  
4/54, Sorabji Bhawan, Third Floor,  
D.B.Gupta road, Karol bagh,  
New Delhi-110005

REGARDING: Technical Bid for premises at \_\_\_\_\_

REFERANCE: Your advertisement dated \_\_\_\_\_ Published in \_\_\_\_\_ Newspaper and at Bank's website.

OWNERSHIP DETAILS			
1	NAMES & ADDRESSES OF THE OWNERS		
		Telephone/Mobile No.	Email ID
2	Whether Power of Attorney holder has powers to grant premises on lease/sub lease : YES/NO		
3	Name & Address of PA holder :		
	Telephone/Mobile No.		
	Email Address		
4	<b>ADDRESS OF THE PREMISES OFFERED</b>		
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/telephones etc.)		
	TYPE OF THE PREMISES		
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 PREMISE IS READY FOR POSSESSION</b>		
	Year of Construction		
	Type of building/construction Details of Construction of the Building.		

पता: 31, जेल चुंगी विक्टोरिया पार्क रोड, मेरठ -250002  
0121-4333102, 4333101



सेन्ट्रल बैंक ऑफ इंडिया  
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	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 the police station, fire station, post office and transport center.	
	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 sq.mtrs/Sq.Ft	
	Carpet Area in sq.mtrs /Sq.Ft	
	Ground Floor	
	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.	
	For Installing ATM	
	Space to install V-SAT antenna on roof-top (applicable for Rural/Semi-Urban)	

पता: 31, जेल चुंगी विक्टोरिया पार्क रोड, मेरठ -250002  
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	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	
	Whether 3 phase (25-30 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	
-3-		
	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.	

पता: 31, जेल चुंगी विक्टोरिया पार्क रोड, मेरठ -250002  
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	Agree to execute the Lease Deed agreement in Bank's standard format (Standard format enclosed).	
	Enhancements in rent expected after the end of the original lease period of ..... years. NOTE : <b>Quote in percentage only</b>	For ..... Years with 5 years certain with 2 options of 5 years each with increase @.....% hike in rent during each option period. (Mention 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.

1. Sanitary accommodation, except mentioned otherwise in a specific case.
2. Verandahs, except where fully enclosed and used as internal passages and corridors
3. Corridors and Passages, except where used as internal passages and corridors exclusive to the unit
4. Entrance halls and porches, vertical sun brakes box louvers, staircase, shafts and machine rooms for lifts, Barasaties\*,lofts , garages.
5. Air conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 sqmts in area.

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

पता: 31, जेल चुंगी विक्टोरिया पार्क रोड, मेरठ -250002  
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**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:

Enclosed:

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.

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(Performa for Financial Bid)

Annexure B

THIS DOCUMENT/PAGE SHOULD BE PLACED IN SEPARATE ENVELOPE ONLY

To,  
Regional Head,  
Central Bank of India ,4/54,Sorabji Bhawan ,  
Third Floor, D.B.Gupta road,  
Karol bagh, New Delhi-110005

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. foot of Carpet Area	Total Rent with GST (Payable per month in Rupees)
<b>Total</b>			

The rate quoted is inclusive of all taxes, GST, 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: \_\_\_\_\_

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