

Tender Document for acquiring premises on lease basis

Central Bank of India, Regional office, SHIMLA, invites sealed tenders for suitable premises on long term lease basis for Carpet floor area **1000-1300 sq.ft. on Ground Floor at JASSUR (Dist-KANGRA)** from Interested Owners / Power of Attorney holders of premises with proper front entry to the premises and with all facilities including 30 to 40 KVA power connections and parking for Bank/staff vehicles.

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website **www.centralbank.bank.in**

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 10 years**.
- d. The Premises should be situated in good residential/commercial locality on **Ground Floor only** 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/local authority 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.

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क्षेत्रीय कार्यालय, शिमला

Regional Office, Shimla

1 Method of submitting Tenders: Tenders should be **submitted only in sealed covers** and marked as **Private & Confidential**.

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** enclosed) **JASSUR BRANCH**, 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** enclosed) **for JASSUR BRANCH** 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 — **JASSUR BRANCH to be addressed to CENTRAL BANK OF INDIA, BUSINESS SUPPORT DEPARTMENT, REGIONAL OFFICE, COMBEREMERE COMPLEX, SHIMLA, HP-171001.**

2 Last date for submission of Tender: 30/06/2026 up to 4.00 PM.

3 Place for submission: - Any one of the below addresses

(A)	(B)
CENTRAL BANK OF INDIA REGIONAL OFFICE, BUSINESS SUPPORT DEPARTMENT, COMBEREMERE COMPLEX,SHIMLA, HP-171006.	CENTRAL BANK OF INDIA, KANGRA BRANCH

4. Tenders (Technical Bid) will be opened at REGIONAL OFFICE, SHIMLA on 01/07/2026 at 11:30 Hours or at 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 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 rejection. Any bidder desirous 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.



सेन्ट्रल बैंक ऑफ इंडिया
सेन्ट्रल बैंक ऑफ इंडिया
Central Bank of India

1911 से आपके लिए "सेन्ट्रल" "CENTRAL" TO YOU SINCE 1911

क्षेत्रीय कार्यालय, शिमला

Regional Office, Shimla

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 actual 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 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.

14. **Rates quoted in Financial Bid should be inclusive of 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.**

For Central Bank of India

(ANKIT BERWAL)

Regional Head,
Regional Office,
SHIMLA.

Date: - 09/06/2026