

Mumbai Metropolitan Zonal Office
346, Standard Building, Dr.D.N.Road, Fort, Mumbai-400023

MMZO/BSO/2026-27/S01

Date: 10.09.2026

TENDER NOTICE FOR HOTEL ACCOMMODATION TIE-UP (SINGLE BID SYSTEM)

Central Bank of India Mumbai Metropolitan Zonal Office (MMZO) invites quotation from Hotel Accommodation Tie-Up for Trainees at Fort ,Mumbai -400001

Central Bank of India, Metropolitan Zonal Office (MMZO), Mumbai invites sealed offers under a **Single Bid System** from reputed, eligible hotels located in proximity to Centre for Learning & Development (CLD), Mumbai, Fort, Mumbai-400001 for entering into a Rate Contract / Annual Tie-Up for providing room accommodation to its trainees/officers.

1. TENDER SCHEDULE & KEY DETAILS

- **Issuing Authority:** Central Bank of India, BSD-MMZO, Mumbai
- **Beneficiary Unit:** Centre for Learning & Development (CLD), Mumbai
- **Contract Period:** 1 Year (Extendable by mutual consent)
- **Bidding System:** Single Bid System (Technical & Financial Bids in a single envelope)
- **Document Issue Date:** 11th Sept 2026
- **Pre Bid meeting: 17th Sept 2026 At 11.00 AM at the following address:**
Central bank of India (MMZO)
1st floor, Standard Building,
346, Dr. D. N. Road,
Fort, Mumbai, 400001
- **Last Date for Submission:** 02nd Oct 2026 up to 03:00 PM
- **Bid Opening Date & Time:** 02nd Oct 2026 at 03:30 PM
- **Venue for Bid submission & opening:** Same as that of pre bid meeting
- **Contact Details:** Piyush Bhardwaj, Senior Manager, 9919997746
Ramlalit Singh, Faculty Leader-CLD, 9881068913

2. ELIGIBILITY & GENERAL TERMS

- **Location:** Hotel must be located within a reasonable travel distance from Central Bank Building, Hutatma Chowk, MG Road, Mumbai – 400 001.
- **Facilities Required:** Clean, hygienic air-conditioned rooms, Wi-Fi connectivity, proper security, hot water supply, and basic amenities suitable for bank officials/trainees.
- **Scope:** Accommodation will be availed as and when training batches are scheduled by CLD throughout the year, subject to availability.
- **No of Rooms:** Rooms requirements may vary from 05 rooms to 25 rooms as per the training schedule.
- **No. of Days:** No. of days will vary from 05 days to 21 days as per the training schedule.

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3. CEILING RATES (MAXIMUM PERMISSIBLE RATES)

The bank has considered “**Reserved Price**” for the following categories:

- **Single Occupancy (Per Room / Per Night)**
- **Double Occupancy (Per Room / Per Night)**
- **Double Occupancy (Alternative Category) (Per Room / Per Night)**

Note:

- The reserved price will be declared at the time of opening of the bid.
- The reserved price will be excluding of applicable GST.
- Bids quoting higher than the Reserved Price for any room category will be rejected.
- Bank will not entertain any further enquiry on the subject.

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FINANCIAL BID FORMAT (To be submitted on Hotel Letterhead)

Tender Reference: MMZO/BSD/CLD/HOTEL/2026-27/01

To,
The Asstt. General Manager, BSD-MMZO
Central Bank of India, Mumbai

We hereby quote our lowest competitive rates for accommodation for CLD trainees as follows:

Sr. No.	Room Category	Quoted Rate Per Night (Excl. Taxes)	Applicable Taxes (GST %)
1	Single Sharing / Occupancy	₹ _____	_____%
2	Double Sharing / Occupancy (Cat A)	₹ _____	_____%
3	Double Sharing / Occupancy (Cat B)	₹ _____	_____%

Inclusions of mandatory facility/ amenities: Breakfast, Dinner, Wi-Fi , Complimentary Water or any additional facility/ amenities.

PAN no.

GST no.

Address:

Mobile No.

Mumbai Metropolitan Zonal Office
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Confirmation of Acceptance of Tender terms and conditions

Asst. General Manager-BSD
Central Bank of India,
Mumbai Metropolitan Zonal Office
Dr. D. N. Road, Fort,
Mumbai- 400001.
Tel. No. 022-40345817/40345818

We have studied the terms and conditions of Tender Enquiry including General and Special terms and conditions, Commercial terms and conditions.

We are accepting all terms and conditions of the Tender without any deviation.

We also understand that the Offer with any deviations from the Tender Enquiry are likely to be rejected and no correspondence on the same will be entertained by Bank.

We also understand that the order / s will be placed in the name of principals only and not in the name of their dealer/s. Our quotation is based on the above.

Date: _____

Signature of Tenderer

With Rubber Stamp

BID SUBMISSION & EVALUATION METHODOLOGY

1. **Submission:** Bidders must submit the signed and stamped tender document along with the rate quote in a sealed envelope marked "**Tender for Hotel Accommodation Tie-up - CLD Mumbai**" at the BSD Department, 1th Floor, 346, Standard Building Dr. D. N. Road, Fort, Mumbai – 400 001 on or before the submission deadline.
2. **Evaluation:** Financial quotes will be opened on the scheduled date. The contract/tie-up will be awarded to eligible bidders based on the lowest evaluated rates (L1) fulfilling all standard banking norms and requirements.
3. **Payment Terms:** Settlement of bills will be processed directly by the Bank/CLD after completion of training batches upon receipt of proper tax invoices.

TERMS & CONDITIONS:

1. **Price Validity:** Rates quoted must remain fixed for the entire duration of the contract period. No request for price escalation will be entertained.
2. **Booking & Allocation:** Rooms will be requested via official communication (email/letter) by CLD Mumbai prior to each training batch. Allocation is subject to availability under the agreed contract.
3. **Cancellation Policy:** No cancellation charge shall apply if cancellation is communicated at least 24 hours prior to the scheduled check-in date.
4. **Payment Terms:** Bills shall be submitted after completion of each training program along with official booking proof. Payment will be processed directly to the bank account via NEFT/RTGS within 15–30 working days.
5. **Right to Accept/Reject:** Central Bank of India reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
6. In case any discrepancy between amounts stated in words and figures, the higher of the two will be considered. TENDER NOTICE FOR HOTEL ACCOMMODATION TIE-UP (SINGLE BID SYSTEM)
7. No request for any further extension of the quotations date shall be entertained. Delayed/ incomplete quotations received will not be entertained.
8. Unsigned bids, incomplete quotations, corrections, alterations or overwritten figures and words on the bids shall be liable to rejected.
9. No complaint regarding quality/ Quantity etc. will be entertained.
10. The bank reserves the right to modify the amended the terms and conditions. These may be announced at the time before the auction concludes.