RO/Delhi-North/GAD/2026-27/131 Dated : 25.09.2026

Annexure 6

Central Bank of lndia, Regional office Delhi-North, invites sealed tenders for suitable premises on long term lease basis for carpet floor area of 1200-1800 sq ft (+/-15%) for **Akshardham (Near Laxmi Nagar Metro Station) Branche** from Interested Owners / Power of Attorney holders of premises in and around respective locality preferably on the ground floor with proper front entry to the premises and with all facilities including 15 to 25 KVA power connection and parking.

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website www.centralbankofindia.bank.in. The formats are also available at our Regional Office and can be collected during office hours.

The minimum criteria for prequalification will be as under :

a. The Applicant(s) should be bonafide owner(s) or Power of Attorney Holder(s) of the premises;

b. The Applicant(s) should be an lncome 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 preferably on ground 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 procession 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 AKSHARDHAM branch/office 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 ll 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) AKSHARDHAM Branch/Office 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 AKSHARDHAM BRANCH/ OFFICE PREMISES"** and to be addressed to **Central Bank of lndia, BSD/GAD Deptt., Regional Office (DELHI-North), 1398, 1" floor, Chandni Chowk, Delhi 110006.**

2. **Last date for submission of Tender: 20.10.2026 upto 16:00 hours**

3. **Place for submission: CENTRAL BANK OF lNDIA, REGIONAL OFFICE (Delhi-North), BSD / GAD Deptt., 1398, 1" floor, Chandni Chowk, Delhi 110006,**

4. Tenders will be opened at Regional office (North), 1398, 1" floor, Chandni Chowk, Delhi 110006 on 20.10.2026 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 lndia 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 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. Bank's decision on selection of the prospective offer is final

11. ln 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 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. Landlord will be responsible for construction of strong room as per the requirement of the bank at his cost for which specifications will be provided at the time of finalization of premises.

15. **Earnest Money for Bidding is Rs. 10,000/- (Rupees Ten thousand only).**

TENDER REFERENCE	RO/Delhi-North/GAD/2026-27/131 dated 25.09.2026
LAST DATE	20.10.2026
EMD AMOUNT	Rs. 10,000/-
ADDRESS FOR COMMUNICATION	Central Bank of India Regional Office Delhi-North 1398, First Floor, Chandni Chowk Delhi-110006
CONTACT TELEPHONE NO.	8360479072 / 9990953926 / 9910452549

- Earnest money of unsuccessful bidders may be returned within 1 month after completion of the process
- In case, after completion of process, successful bidder backs out, earnest money deposit will be forfeited and fresh advertisement will be floated.

For Central Bank of lndia,

Regional Head

Annexure A

(Proforma for Technical Bid)

To,
Regional Head,
Central Bank of India,
Regional Office,
Delhi-North
Chandni Chowk, Delhi

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	
	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 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, floor, water logging etc. - Yes/No.	
10	Floor and area	
	Built up area in sq.mtrs. / Sq.Ft	
	Carpet area in sq.mtrs. / Sq.Ft	
	Ground Floor	
	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)	
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. I 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, 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.	
	Agreed 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)

Annexure B

(Proforma for Financial Bid)

To,
Regional Head,
Central Bank of lndia,
Regional Office
Delhi-North
Chandni Chowk, Delhi

REG: Financial Bid for Premises at ……..

REF: Your advertisement dated …….. published in ……News Paper and at Bank's website

Dear Sir,
ln 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 :

S. No	Floor	Rent per sq mtr / sq ft of Carpet area	Total Rent (payable per month in Rs.)
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: ……..

LEASE DEED - STANDARD FORM

THIS INDENTURE made at_____this_____day of _____BETWEEN_____
Of_____Inhabitant (hereinafter called the `LESSOR', which expression shall wherever the context so admits include his successors, representatives, trustees, heirs, executors, administrators and assigns) of the ONE PART and CENTRAL BANK OF INDIA, having its Head Office/ Registered Office at Chandermukhi, Nariman Point, Mumbai, and a Branch interalia at _____(hereinafter called the `LESSEE' which expression shall wherever the context so admits include its successors and assigns) of the OTHER PART

WHEREAS the Lessor is absolutely seized and possessed of and otherwise well and sufficiently entitled to the hereditaments and premises described in the Schedule and,

WHEREAS The Lessee needs a suitable premises for its banking business at its branch at _____ , the business include besides systems and procedures of traditional banking, the modern electronic banking or commerce covering the adoption of updated Information Technology for its diversified delivery channels and business components and devices such as ATM's , Internet Banking, Phone banking, Computerization fully or partially and Centralized Banking Solutions, or any other technological upgraded in coming in vogue hereinafter and,

WHEREAS the lessor has the required premises in his lawful possession with a right to demise and has a clear and un-encumbered legal title over the premises offered within the land or property as mentioned in the Schedule and is willing to provide all necessary and secure premises, placements and spaces to accommodate the actual requirements of the lessee for its banking requirements as aforesaid.

WHEREAS the lessor represents and warrants that there is no bar or restriction for demising the required premises under any Law, Rule or Regulation of Local Rent Acts or Municipal Authority or any Body or Authority created by any Act of State/Central Govt.

WHEREAS the Lessee has applied to the lessor for a Lease of _____ _____ being a part of the premises described in the Schedule hereto (which part is hereinafter unless otherwise distinguished for brevity's sake called ` the demised premises') for a term of _____ years certain from the_____ day_____ of_____with one / two options of ____ years to the Lessee to renew the Lease with ____%increase in rent during each option period as hereinafter mentioned AND WHEREAS the Lessor has agreed to grant to the Lessee the Lease of the demised premises as mentioned hereinafter .

NOW THIS INDENTURE WITNESSETH that in consideration of the rent and the Lessee's covenants hereinafter contained the Lessor doth hereby demise upto the Lessee the demised premises along with the secured place for fixing the V-sat or other Antennas/Disc at the roof top or at any other appropriate place in the premises and installing ATM at its desired and suitable place along with their cablings and accessories or for Automation of the branch and fixing related devices, with the use of the conveniences and appurtenants enjoyed in connection therewith and the right of ingress and egress for the Lessee and its employees, customers and all others, for its advantage to and from the staircase, passages and

corridors of the premises described in the Schedule hereto hold the same unto the Lessee for a term of_____years certain from the _____day of_____with option to the Lessee to renew the period as hereinafter mentioned;

The Lessor shall have to provide necessary consent/permission from society, Association, Company, Co-owner, Co-possessor, Builder or any other person what so ever, as the case may be, at their cost to install the Generator, Antenna/Disc along with their cabling and accessories or fixed related devices etc. on the terrace or any other suitable and appropriate place in the building for Generator, V-SAT or ATM or Automation and core banking solutions of the branch and the cost of installation of Generator, Antenna /Disc cabling, accessories or fixed related devices, V-SAT, ATM or automation of branch in present or in future shall be borne by the lessee.

1. THE LESSEE(S) DOTH HEREBY AGREE AND COVENANTS WITH THE LESSOR(S) AS FOLLOWS :

a. To pay to the Lessor rent for the demised premises at the rate of ₹_____ per month from the day of_____ regularly every month.

b. To keep the Lessor informed from time to time of all repairs that the demised premises may require so that the Lessor may be able to do the same and for this purpose to permit the Lessor his Agents with or without workmen or others at all reasonable time but after previous notice in writing to the Lessee to enter upon the demised premises and to view the condition thereof and to execute all necessary repairs and if such repairs are not carried out by the Lessor within a period of fifteen days after receipt of notice from the Lessee in this behalf then the Lessee shall be entitled to have the same done and in that event the Lessee shall be entitled to recover the costs thereof from the Lessor in any manner including by deducting the same from the rent payable under these presents.

c. To permit the Lessor, his Agents, workmen and servants at all reasonable times but after previous notice in writing to enter the demised premises to examine the condition thereof.

d. To remove at the time of vacating or earlier if the Lessee so desires the strong room door and all other fittings and fixtures as might be belonging to the Lessee.

e. The Lessee shall be at liberty at its own costs and expenses to have such fixtures and devices for automation, ATM, V-sat or other Antennas/ Disc with all accessories as it may desire for the convenient use of demised premises and shall be at liberty to remove the said fixtures and devices at the end or sooner determination of the term hereby granted or sooner than that if the lessee so desires.

f. The Lessee shall be at liberty to affix, place or display name-boards, signboards, advertisement boards and any advertisements and signs of any nature whatever in relation to its business, at any part inside or outside of the demised premises. For this purpose, the frontage of the first floor or floor facing the main road shall be exclusively made available for the shall be exclusively made available for the Lessee’s name board in addition to the entrance on the main/side road.

g. That if the lessee shall be desirous of leaving the premises during the currency of lease period, lessee shall do so by giving at least three month notice in writing to the lessor of its such intention of termination of tenancy without paying any compensation.

2. THE LESSOR(S) DOTH HEREBY COVENANT WITH THE LESSEEE(S) AS FOLLOWS :

a. To bear, pay and discharge all existing and future rates, taxes, assessments, dues, duties, impositions and outgoings, whatsoever imposed or charged upon the demised premises and whether payable by the owner or occupier hereof and keep the lessee(s) indemnified against all claims, demands, action, suits and proceedings in respect of the same.

b. To paint the walls with distemper and doors and windows of the demised premises with varnish every three year during the period hereby granted.

c. To permit the Lessee to install the Generator within the premises at any suitable and appropriate place.

d. In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the bank's cost and expenses.

e. For any reason, if the construction loan sanctioned to lesser is not liquidated with up to date interest during the certain period of lease, it (certain period) will get automatically extended till such time the loan with up to date interest is adjusted fully. No increase in rent will be allowed during the extended period.

f. That the Lessee paying the rent hereby reserved and performing the several covenants and stipulations on its part herein contained shall peaceably hold and enjoy the demised premises during the terms hereby granted without any interruption by the Lessor or any person claiming from under or in trust for him, them or any of them.

g. The Lessor(s) shall keep the demised premises insured at all time during the term hereby created or any extension(s) thereof from loss or damage by fire, earthquake, riots and against such other risks as may be required by the Lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

h. In case the demised or any part thereof shall at any time during the term hereby granted be destroyed or damaged by fire or in any other manner so as to be unfit for the Lessee's use then the rent hereby reserved or at the Lessee's option a fair and just proportion thereof according to the nature of the damage sustained shall until the demised premises have been rebuilt or reinstated and rendered fit for the Lessee's use be suspended and cease to be payable.

i. To provide separate sanitary blocks with W.C. and wash basins for ladies & gents with adequate water connection as required by the Lessee for the exclusive use of the Lessee and to maintain an adequate supply of water to all parts of the demised premises where provision has been or shall be made for the same and to maintain in good order and repair all pumping and other machinery required in connection with the water supply.

j. That lessor shall secure and will keep secured all the fixtures, V-sat or other Antennas and ATM along with their cablings and accessories put at roof top or other open places as far as practically possible (as if an owner would do for his own property).

3. IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS :-

a. The Lessor shall not, at any time during the lease period, require the Lessee to vacate the demised premises except on the ground of the Lessor's bona fide requirement for its own use. In such event, the Lessor shall issue to the Lessee a prior written notice of not less than six (6) months. If the circumstances so warrant, the Lessee shall be entitled to a reasonable additional period beyond the said six (6) months' notice for vacating the demised premises.

b. In the event of the Lessor requires the Lessee to vacate the demised premises in terms of Clause 3(a), the Lessor hereby agrees and undertakes to bear all costs and expenses, including applicable GST, incurred by the Lessee towards shifting and relocating the branch. The Lessee shall be entitled to receive such shifting and relocation costs prior to handing over possession of the demised premises to the Lessor. The Lessor further agrees to pay the aforesaid costs to the Lessee without any delay, demur or cavil.

c. Notwithstanding anything contained herein above the lessee shall be entitled to surrender, leave and deliver the unused, un-utilized portion /area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilized and excess are is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilized area / portion, then rent fixed for the lease will be reduced proportionately according to the area surrendered by the Lessee. And if such surrender is going to affect the exclusive entry and use for/of the branch/office, the landlord shall make suitable arrangement so that the exclusive independent entry / use for/of the branch/office is not affected in any manner.

d. In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area will be determined considering the prevailing circumstances for the time being but in and the period of such Lease shall be co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.

e. The Lessee shall be at liberty to assign or sublet the whole or any parts of the demised premises either for the whole or any part of the term hereby granted with the consent in writing of the Lessor, such consent however not to be unreasonably withheld.

f. Sale and/or transfer of said premises: That if the lessor at any time during the initial lease period or any extended period thereof sell and / or transfer rights in said demise premises as a whole or any part thereof to any one person or more than one person or agency etc. then this will be subject to the terms of this lease deed and in such event the lessee shall pay the rent to such

transferee or transferees on the same terms and condition as are contained herein provided the transferees except all terms and conditions in to an agree to continue the lease. The Lessor shall arrange and ensure that terms and conditions of lease deed are agreeable to the transferee and no inconvenience is caused to lessee on account of such transfer during currency of lease terms or any extension thereof.

g. That if the Lessee shall be desirous of continuing the term hereby granted for a further term of_____years from the day of_____at the expiration of the period hereby granted and shall atleast thirty days before the day _____ or earlier give to the Lessor a notice in writing of such of its desire and shall pay the rent hereby reserved and perform the several stipulations herein contained and on its part to be observed upto the termination of the term hereby granted then the lessor shall demise the demised premises to the Lessee for a further term of _____years from day of_____upon the same terms and conditions as are herein contained including this covenant for renewal.

h. In case the lessee fails to give such notice of intention within the stipulated period, it shall be deemed that the lessee has exercised the option to renew the lease for a further term of _____ years upto the same terms and conditions as herein contained including the covenant for renewal.

The lessor and the lessee do hereby accept, acknowledge and agree with the covenants made with each other here-in-above.

Schedule of property herein below shall be treated as part of this lease deed.

WITNESS WHEREOF the parties to these presents have set their respective hands the day and year first above written.

Lessee	*Lessor*
Signature	Signature
Name	Name
Designation	Owner/Landlord
On behalf of Central Bank of India	

(if required under law)

Witness 1- Name, Address and Signature

Witness 2- Name, Address and Signature

SCHEDULE OF THE PROPERTY DEMISED HEREIN ABOVE

1. Location and address

2. Area in sq.m / sq.ft. and meters.

3. Built up components as rooms, halls, cabins toilets

4. Surrounded by description of the properties surrounding demised

* I / We do hereby accept, acknowledge and agree with the terms and conditions between the lessor and lessee as detailed and signed here-in-above.

Signature :

Name/Body :

Date :

Place :

*(In case concurrence for the aforesaid lease deed or consent/ permission from any other person, co-owner, co-possessor, society, builder or any other body under any local / special act, is required)