

**Tender Document format for acquiring premises on lease basis**

**Central Bank of India, Regional office, Delhi-South** invites sealed tenders for suitable premises on long term lease basis for carpet floor area of 1200 to 1800 sq ft (+/- 15%) **(As per our Advertisement in Financial Express (English) and Jansatta (Hindi) on 13.03.2022, Delhi and NCR Edition as per detail given therein)** for its branch/Office **Panchsheel Park** from Interested Owners / Power of Attorney holders of premises in and around locality preferably on the ground floor with proper front entry to the premises and with all facilities including 25 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 our Regional Office, Delhi-South, DB Gupta Road, Karol Bagh Delhi-110005 and can be collected during office hours.

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 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.

**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 superscribed as “Technical bid (as per Annexure A) (As per our Advertisement in Financial Express (English) and Jansatta (Hindi) dated 13.03.2022, Delhi and NCR Edition as per detail given therein) for **PANCHSHEEL PARK** 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 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) (As per our Advertisement in Financial Express and Jansatta (Hindi) dated 13.03.2022, Delhi-NCR Edition as per detail given therein) for **PANCHSHEEL PARK** 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 PANCHSHEEL PARK BRANCH/OFFICE PREMISES** (As per our Advertisement dt. 13.03.2022 in Financial Express (English) and Jansatta (Hindi), Delhi-NCR Edition as per detail given therein) and to be addressed to Central Bank of India, GAD deptt., Regional Office Delhi-South, Plot No. 4, Block 54, 3<sup>rd</sup> Floor, Desh Bandhu Gupta Road, Karol Bagh, Delhi - 110005. Telephone No. 011-42820320.
- **Last date for submission of Tender: 30.03.2022 at 5.00 p.m hours**
- **Place for submission: CENTRAL BANK OF INDIA, GAD Deptt., Regional Office Delhi-South, Plot No. 4, Block 54, 3<sup>rd</sup> Floor, Desh Bandhu Gupta Road, Karol Bagh, Delhi – 110005.**
- Tenders will be opened at Regional Office Delhi-South after 30.03.2022 at any date decided by the Bank in due course.
- 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.

- 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.
- **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.**
- 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.
- The Financial Bid would be opened after short listing of offers based on Technical Bid. Financial bid would be opened only for those shortlisted offers, on a future date and will be intimated to the shortlisted bidders at a later date.
- Banks decision on selection of the prospective offer is final.
- In case of dispute the decision of the Bank will be final and binding on all.
- **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.
- **Execution of the lease Documents:** Once the premises are 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**

**SENIOR REGIONAL MANAGER**

Annexure A  
(Proforma for Technical Bid)

To,  
**Senior Regional Manager ,**  
**Central Bank of India,**  
**Regional Office, Delhi-South**  
**Karol Bagh**  
**Delhi: - 110005**

**REG: Technical Bid for premises at .....**

**REF:** Your advertisement dated 13.03.2022 published in Financial Express and Jansatta and uploaded 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.)		
<b>TYPE OF THE PREMISES</b>			
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 PREMISES IS READY FOR POSSESSION</b>	
	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	<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 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	
	<i>Ground Floor</i>	
	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	<b>YES</b>
	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	<b>AMENITIES AVAILABLE</b>	
	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.	
	<b>The tender (both Technical and financial bids) has been signed on all pages only by the authorized signatory.</b>	
	<b>Rent quoted shall be net inclusive of all taxes, cess, 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.</b>	

	<p>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.</p> <p>(only for branch premises)</p>	
	The offer submitted by me valid for Four months from the date of opening of Price Bid.	
	<b>Agree to execute the Lease Deed agreement in Bank's standard format (Standard format enclosed).</b>	
	<p>Enhancement in rent expected after the end of the original lease period of _____ years.</p> <p>NOTE: Quote in percentage only</p>	<p>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)</p>
	<p>Any other terms and conditions (Please specify).</p> <p>(a) Additional financial bearing:</p> <p>(b) Non- Financial bearing:</p>	
	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:**

**DATE :**

**SIGNATURE:**

**NAME**

Encl:

Documents for proof of owner ship (Tax receipt/Electricity Bill)

Location map and building map.

Sketch plan drawn to scale

Photographs showing exterior as well as interior

Completion certificate

Permission to construct

Building use permission

Certificates from competent authorities

## Annexure B

### (Proforma for Financial Bid)

To,

Senior Regional Manager  
Central Bank of India,  
Regional Office, Delhi-South  
Karol Bagh  
Delhi: - 110005

**REG: Financial Bid for premises at .....**

REF: Your advertisement in Financial Express and Jansatta on 13.03.2022 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:

<b>Sl. No.</b>	<b>Floor</b>	<b>Rent per sq. ft. of carpet area</b>	<b>Total rent (payable per month in rupees)</b>
<b>Total</b>			

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: .....

**ANNEXURE - 4.**

**LEASE DEED - STANDARD FORM**

THIS INDENTURE made at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN \_\_\_\_\_

Of \_\_\_\_\_ Inhabitant (hereinafter called the 'LESSOR', which expression shall wherever `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 and,

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.

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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 alongwith 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 alongwith 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 alongwith 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 doth hereby agree and covenants with the Lessor as follows:

- a) To pay to the Lessor rent for the demised premises at the rate of Rs. \_\_\_\_\_ 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.

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- 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.
  - g) That if the lessee shall be desirous of leaving the premises during the currency of lease period, lessee shall do so by giving atleast thirty days notice in writing to the lessor of its such intention of termination of tenancy without paying any compensation.
2. 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.
3. The Lessor doth hereby covenant with the Lessee 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.
  - 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) For any reason, if the construction loan sanctioned to lesser is not liquidated with upto date interest during the certain period of lease, it (certain period) will get automatically extended till such time the loan with uptodate interest is adjusted fully. No increase in rent will be allowed during the extended period.
- e) 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.
- f) 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.

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- 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.

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 terms of \_\_\_\_\_ years upto the same terms and conditions as herein contained including the covenant for renewal.

- h) That lessor shall secure and will keep secured all the fixtures, V-sat or other Antennas and ATM alongwith 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).

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



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SCHEDULE OF THE PROPERTY DEMISED HEREIN ABOVE

1. Location and address
2. Area in 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).