



सेंट्रल बैंक ऑफ इंडिया  
Central Bank of India

CENTRAL TO YOU SINCE 1911

REGIONAL OFFICE, MUZAFFARPUR

PAWAPURI VIHAR BUILDING, BHAGWANPUR, MUZAFFARPUR-842001

Mail id: gadmuza@centralbank.co.in

लीज पर परिसर हेतु निविदा का आमंत्रण

सेंट्रल बैंक ऑफ इंडिया अपने मुजफ्फरपुर क्षेत्र अन्तर्गत सीतामढ़ी जिले की मुख्य शाखा सीतामढ़ी हेतु पर्याप्त स्थानयुक्त 900 से 1300 वर्गफीट व साथ में 100 वर्गफीट एटीएम परिसर संबंधित एवं छत के अधिकार सहित पार्किंग, जेनेरेटर हेतु स्थान सहित विशेषतः भूतल/प्रथम तल पर स्थित ऐसे परिसर की आवश्यकता है जो कब्जे हेतु तैयार हो अथवा जिसका 3 माह के दौरान कब्जा मिल सके। सरकारी/अर्ध सरकारी निकायो अथवा सार्वजनिक क्षेत्र के उपक्रमों से प्राप्त प्रस्तावों को वरीयता दी जाएगी। इस संबंध में फार्मेट/नियमों एवम शर्तों को हमारी वेबसाइट <http://centralbankofindia.co.in> से डाउनलोड किया जा सकता है अथवा सेंट्रल बैंक ऑफ इंडिया की शाखा सीतामढ़ी अथवा क्षेत्रीय कार्यालय मुजफ्फरपुर, पावापुरी विहार, ऐन ऐच-28, भगवानपुर, मुजफ्फरपुर से कार्यालय समय के दौरान प्राप्त किया जा सकता है। प्रस्तावों को सीतामढ़ी शाखा में प्रस्तुत करने की अंतिम तिथि 20.08.2022 की सायं 5.00 बजे तक है।

क्षेत्रीय प्रबंधक  
कृते सेंट्रल बैंक ऑफ इंडिया  
क्षेत्रीय कार्यालय, मुजफ्फरपुर

आशुतोष कुमार सिंह  
आशुतोष कुमार सिंह  
मुख्य प्रबन्धक

CONSENT LETTER

FROM :

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TO :

CENTRAL BANK OF INDIA,

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Dear Sir,

Reg : Offer to give on lease \_\_\_\_\_ floor of my/our premises for your branch / office.

I / We offer to give you on lease the premises described under point No.14 on the following terms and conditions :-

1. Rent per month :
2. Rent w.e.f. : Date of handing over possession of premises complete in all respects as per Bank's requirement.
3. Lease : Five years certain wef the date of handing over possession of premises with Two option of Five years on same terms and conditions / with % increase in rent during option period.

You are however at liberty to vacate the premises at any time during the currency of lease by giving one month's notice in writing.

4. Taxes : To be borne by us.
5. All the required periodical repairs / whitewashing / painting once in 3 years will be got done at my / our cost. In case the same is not done as agreed, you will be at liberty to carry out such repairs / whitewashing / painting and deduct all such expenses from rent payable to me / us.





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6. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.

7. If my / our offer is accepted, I / shall be giving you necessary possession of the premises within \_\_\_\_\_ months from the date of communicating the sanction/acceptance of my/our offer.

8. I/We agree to provide you suitable and appropriate place at your choice within the offered premises to install

- a) Strong Room as per specifications of the Bank / RBI.
- b) Power generator to be utilized exclusively for your purposes.
- c) ATM with independent / un-interrupted access.

I/We further agree to provide you suitable space on the terrace (Roof top of the building) or at any other suitable place in the building at your choice/convenience to install V-set Antenna /Disc along with their cabling accessories and such other devices, apparatus which are required to be installed /affixed for the purpose of rendering proper Banking services to the public and for providing such spaces no extra rent will be charged or demanded.

9. All the necessary permission from various authorities as required will be taken by me / us.

10. I /We agree to make alterations / renovation of the premises and construct Strong Room / ATM Room at my / our own costs. However, I / We may be granted a loan of ₹\_\_\_\_\_ for the purpose, as per your norms, which shall be adjusted along with interest directly from the monthly rent in the first five years.

11. I/We undertake to execute the required Agreement to lease / lease deed and the stamp duty / registration charges will be borne by me / us.

13. That for all the practical purposes the terms and conditions mentioned in this letter of consent shall be treated to be a part of the lease deed/Agreement to be formally executed by me/us with the Bank.

14. Description of the premises is furnished hereunder :

- a) Full Address.
- b) Class of construction
- c) Year of construction.
- d) Details of floor-wise carpet area / Built- up area as under :-
- e) Boundaries :-

Yours faithfully,

( OWNERS )

PLACE :

DATE :



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REGIONAL OFFICE, MUZAFFARPUR

अनुलग्नक -ख / Annexure B

वित्तीय बोली हेतु प्रोफार्मा/ Performa for Financial Bid

सेवा में/ To

क्षेत्रीय प्रमुख/ Regional Head

सेंट्रल बैंक ऑफ इंडिया/ Central Bank of India

क्षेत्रीय कार्यालय मुजफ्फरपुर / Regional Office Muzaffarpur

विषय: ..... स्थित परिसर हेतु बोली

Reg: Financial Bid for premises at .....

संदर्भ: समाचार पत्र ..... के अंक दिनांक ..... तथा बैंक की वेबसाइट पर प्रकाशित विज्ञापन

Ref: Your advertisement dated ..... Published in Newspaper and at bank's website

महोदय/Sir,

स्थान..... पर स्थित परिसर के संदर्भ में, मेरे/हमारे द्वारा प्रस्तुत तकनीकी बोली के अनुक्रम में मैं/हम इस परिसर को निम्न आधार पर पट्टे/किराए पर देने हेतु एतद द्वारा प्रस्तावित करते हैं/In continuation with the Technical Bid submitted by me / us in respect of premises situated at.....,//

We hereby offer the premises on lease / rental basis as under:

क्रम/SI	तल/Floor	कार्पेट एरिया के प्रति व.मी./व.फी. हेतु किराया Rent per sq.mtrs. / Sq.Ft of Carpet Area	कुल किराया (रु. प्रतिमाह देय) Total Rent (Payable p. m. in Rs.)
योग/ Total			

उद्धृत दर में समस्त कर, सेस, सेवा प्रभार, पार्किंग शुल्क आदि शामिल है, व.मी./व.फी. कार्पेट फ्लोर एरिया की गणना तकनीकी बोली के बिन्दुओं संख्या ..... के अनुसार की गयी है/ The rate quoted is inclusive of all taxes, cess, service charges, parking charges etc., sq.mtrs. / Sq.Ft of carpet floor area calculated as per point .....of Technical bid.

भवदीय/ Yours faithfully

(नाम/Name.....)

स्थान/Place .....

दिनांक/Date .....

PAWAPUR VIHAR, BHAGWANPUR CHOWK, MUZAFFARPUR – 842001





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**REGIONAL OFFICE, MUZAFFARPUR**

**टिप्पणी नोट :**

किसी भी तलका कार्पेट क्षेत्रफल वह कवर्ड क्षेत्रफल होगा जिसे भवन के निम्नांकित हिस्से को छोड़ कर निकाला जाएगा - सेनेटरी सुविधायें किसी विशिष्ट मामले में अन्यथा उद्धृत हों को छोड़कर बरामदा जहां पूर्णतः साथ में हो और आंतरिक रास्तों व गलियारे की तरह प्रयोग हो रहा हो को छोड़कर गलियारे एवं रास्ते जहां आंतरिक रास्तों की तरह प्रयोग हो रहे हों और गलियारे जो भवन हेतु विशेष रूप से छोड़कर प्रवेश कक्ष तथा द्वार मंडप वर्टिकल, सन ब्रेक्स, बॉक्स लुवेर्स, सीढ़ियाँ, लिफ्ट हेतु शफ्टें तथा मशीन कक्ष बरसातिज, लोफ्ट गैरेज, वातानुकूल शाफ्ट तथा वातानुकूल संयंत्र कक्ष, सेनेटरी पाइपों हेतु शाफ्टें तथा गारबेज डक्ट जिनका क्षेत्रफल 2 वर्गमीटर से अधिक हो

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.

तकनीकी बोली में यहाँ अथवा कहीं भी दरों का उल्लेख नहीं किया जाए

Rates should not be mentioned here or anywhere in Technical Bid.

**घोषणा पत्र/ Declaration**

मैं/हम पुष्टि करते हैं की उपरोक्त विवरण हमारी सर्वोत्तम जानकारी के अनुसार सही है। मैं/हम आपकी बैंक में स्टैंडर्ड फ़ारमेट पर सहमति दूंगा/देंगे यदि आप मेरे/हमारे परिसर को उपयुक्त मानते हैं।

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.

स्थान/Place:

हस्ताक्षर/Signature

तिथि/Date:

संलग्नक /Enclosure

1. स्वामित्व के साक्ष्य के संबंध में दस्तावेज(कर रसीद/बिजली बिल) / Documents for proof of ownership
2. स्थान का नक्शा तथा भवन का नक्शा/Location map/Building map
3. माप के अनुसार स्केच प्लान/Sketch plan drawn to scale
4. बाहरी तथा आंतरिक स्वरूप प्रदर्शन हेतु छायाचित्र/Photographs showing exterior as well as interior
5. पूर्णता प्रमाणपत्र /Completion certificate
6. निर्माण हेतु अनुमति / Permission to construct
7. भवन के प्रयोग हेतु अनुमति/ Building use permission
8. सक्षम प्राधिकारणों द्वारा प्रमाणपत्र /Certificates from competent authorities



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## Premises Policy

(Approved in Board meeting dated 28.09.2015 agenda item No . BM/638/2015-16/08/2.27)

Annexure A

(Proforma for Technical Bid)

To,  
Regional Head,  
Central Bank of India,  
Regional Office,  
.....

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

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

<b>OWNERSHIP DETAILS</b>			
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.		





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Whether occupation certificate has been received (attach copy) – Yes/No.	
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	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 centre	
	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	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)	

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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.	
	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.	



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	Agree 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)