क्षेत्रीय कार्यालय, नागपुर **REGIONAL OFFICE, NAGPUR**

RO/NAGPUR/BSD/2024-25/..... **Date: - 04/04/2024**

Tender Document format for acquiring premises on lease basis

Central Bank of India Regional Office, Nagpur invites sealed tenders for suitable premises on long term lease basis for carpet floor area of 111.48 sqmts, to 167.23 sqmts (1200 to 1800 sqft) (±20%) for its new proposed branch at VIP ROAD, Nagpur City, district NAGPUR (MH). premises from Interested Owners / Power of Attorney holders of premises in and around on main road locality preferably in the ground floor with proper front entry to the premises and with all facilities within vicinity form VIP ROAD area including 20-25KVA, 3 fase power connection and parking.

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website www.centralbankofindia.co.in. The formats are also available at Regional Office, second floor oriental building, station road Nagpur MH. 440001 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 assesse(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/1st floor with lift and 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.

j. EARNEST MONEY DEPOSIT of **Rs 10000/** ten thousand rupees in favour of **Central Bank Of India, Payble at Nagpur by Demand Draft only**. EMD will be return to Unsuccessful bidders within 1 month.

क्षेत्रीय कार्यालय, नागपुर REGIONAL OFFICE, NAGPUR

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 VIP ROAD branch premises"** and should also contain the **name, address and mobile number** of the bidder on the cover.

□ **Second cover – Financial 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 **"Financial bid (as per Annexure B) for VIP ROAD branch premises"** and should also contain the **name, address and mobile number** of the bidder 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 VIP ROAD BRANCH PREMISES** and to **be addressed to Regional Manager Central Bank of India,** Regional Office, second floor oriental building, station road Nagpur MH. 440001 and should also contain the **name, address and mobile number** of the bidder on the cover.

2. **Last date and time of submission of proposal – 26/04/2024 up to 5.00PM**
Date and Time of opening of proposal - Will be informed over phone

3. Place for submission: CENTRAL BANK OF INDIA Regional Office, second floor oriental building, station road Nagpur MH. 440001

4. Tenders will be opened at CENTRAL BANK OF INDIA Regional Office, second floor oriental building, station road Nagpur MH. 440001

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.

9. 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.

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 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 premise 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.

For Central Bank of India,

REGIONAL HEAD
NAGPUR