

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

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

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.		

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

	Whether NOC from the department obtained – Yes/No.	
	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	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 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	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.	

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

	Statutory approvals from local authorities (if applicable)	
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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. / 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.	

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

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.

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

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 India,  
Regional Office,  
.....

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

REF: Your advertisement dated \_\_\_\_\_ published in ..... News Paper 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 :

Sl. No.	Floor	Rent per sq. m of Carpet Area	Total Rent (Payable per month in Rupees)

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

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 : .....

Annexure 7

Technical evaluation for tender No \_\_ Dated \_\_\_\_\_ and visit report, for acquiring premises for \_\_\_\_\_ Branch / Office

Sr. No	Particulars	Bidder 1	Bidder 2	Bidder 3	Bidder 4
	OWNERSHIP DETAILS				
	NAMES & ADDRESSES OF THE OWNERS				
	Whether P A holder has powers to grant premises on lease/sub lease : YES / NO				
	Name & Address of PA holder				
	Telephone / Mobile No.				
	email address				
	ADDRESS OF THE PREMISES OFFERED				
	Any outstanding charges (mortgages/lease/easement/gift/any other interest in the property)				
	Any pending dues on the property (Arrears of taxes etc)				

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

TYPE OF THE PREMISES				
IF THE PREMISE IS UNDER CONSTRUCTION				
Whether loan required? if so details				
Class of construction				
Likely date of possession of premises				
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 obtained				
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.				
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 offices etc				
Located in an area which is not considered crime sensitive.				
Whether the locality of the premises is free from Special Hazards like fire,				

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

floor, water logging etc. – Yes/No.				
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 Bank requirement	YES	YES	YES	YES
For installing ATM				
Space to install V-SAT antenna on roof-top				
Availability of 3-phase Power supply for installation of ATM Machine.				
Statutory approvals from local authorities (if applicable)				
AMENITIES AVAILABLE				
Water facility available	YES / NO	YES / NO	YES / NO	YES / NO
Parking facility for Bank's Staff / Customers available	YES, .....sq.mtrs.	YES, .....sq.mtrs.	YES, .....sq.mtrs.	YES, .....sq.mtrs.
Whether 3 phase(____ kva) power supply available / will be supplied				
Separate toilets for ladies and gents				
Accessibility throughout the year	YES / NO	YES / NO	YES / NO	YES / NO
Proper Ventilation available	YES / NO	YES / NO	YES / NO	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				



**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

	available – Yes/No.				
	Whether anti-lightening device is provided – Yes/No				
	Whether captive power supply (generator) 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 is valid for Four months from the date of opening of Price Bid.				
	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 a maximum period of 15 year after end of original lease period. (only percentage and amount should not be filled up)	For _____ years with 5 years certain with 2 options of 5 years each with increase @ _____ % hike in rent during each option period.			
	Any other terms and conditions (Please specify).				
	(a) Additional financial bearing:				
	(b) Non- Financial bearing:				

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

	Any other relevant information				
	Whether technically qualified, If NO, reasons please give details 1.) Area not as per advertisement ie +/- 20% of _____, 2) Ownership document not proper, 3) Location not proper, 4) Amenities no proper, 5) Lease terms not satisfactory as compare to others / bank's requirement.				
	Visit to premises - technically disqualified if any, please state the reasons				
	Date of visit / name of officer visited				
	technically disqualified if any, please state the reasons				
	Qualified for opening of financial Bid				

Signature

Evaluation committee member :      Member      Member      Member

Regional Manager

Note: Preference should be given to ready premises and on ground floor with ATM