



জোনাল অফিস গুৱাহাটী

आंचलिक कार्यालय - गुवाहाटी

ZONAL OFFICE - GUWAHATI

**व्यवसाय सहयोग विभाग / BSD Department**

पत्र संख्या / Letter No. : 1422	दिनांक / Date : 18.02.2025
फाइल संख्या / File No. : 1	विभाग चल संख्या/ Dept. Running Number : 117

**Regional Head,  
Guwahati**

**Reg: Permission for surrender of existing branch premises & shifting to new/alternate premises of Maligaon Branch (Medium / Urban), after expiry of lease, under your region.**


**Ref: 1. ROPC Recommendation dated 12.02.2024**

**2. Your recommendation dated 03.12.2024**

We have for reference your above letter regarding permission for surrender of existing branch premises & shifting to new/alternate premises of Maligaon Branch (Medium / Urban) after expiry of lease, under your region.

We are glad to inform you that the proposal was placed in ZOPC committee and the same has been permitted by the committee. Process of shifting can be initiated from your end following below terms and conditions.

1. CVC and Bank's latest premises policy guidelines & laid down norms should be followed for searching of alternate premises.
2. Identification of alternate premises should be done taking into consideration the drawbacks / shortfalls of the present premises, and, most preferably on the ground floor. In case the suitable premises are found on other than ground floor, then availability of lift facility for the customers must be ensured.
3. Ensure complete process should be followed in time bound manner as specified in tender norms/policy guidelines/SOPs to mitigate undue delay.
4. Existing premises must be vacated as per policy guidelines. In no case double rent should be paid.
5. Zonal Office and Central Office must be apprised upon the timely completion of the entire shifting process.
6. Proposal for the approval of Capital Expenditure must be done as per delegated NLP specified in bank's latest expenditure policy of FY 2024-25.

  
**Shailendra Kumar**  
(Chief Manager)

- CC: 1. BSD, Guwahati Region  
2. Business Support Department, Central Office, Mumbai  
3. Civil Engineer, ZO, Kolkata  
4. Security Officer, ZO Guwahati

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आंचलिक कार्यालय: सेन्ट्रल बैंक बिल्डिंग, दूसरा तल, जीएस रोड, भांगागढ़, गुवाहाटी - 781005

Zonal Office: Central Bank Building, 2nd Floor, GS Road, Bhangagarh, Guwahati - 781005

ई-मेल E-mail: gadguwazo@centralbank.co.in , zmguwazo@centralbank.co.in



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## REGIONAL OFFICE- GUWAHATI

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Date: 30.04.2025

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

Central Bank of India, Regional Office Guwahati invites sealed tenders for suitable premises on long term lease basis for carpet floor area of **92.90 to 139.35 sq.m (1000-1500 sqft).** ( $\pm 15\%$ ) for its **MALIGAON Branch Office** from Interested Owners / Power of Attorney holders of premises in and around Central locality preferably in the ground floor with proper front entry to the premises and with all facilities including 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 and can be collected during office hours.

The minimum criteria for prequalification will be as under:

- The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the premises;
- The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.
- 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.
- The Premises should be situated in good residential/commercial locality on ground floor/1st floor with proper accessibility and provision for dedicated parking.
- The building should be free from special Hazards like fire, water logging, flood, etc.
- 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.
- The landlord should clear all the dues and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- The occupancy certificate of the premises (in case of Apartments) from the local authorities should be available for leasing the premises.
- 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.

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 **MALIGAON Branch Office** should also contain the name and address of the bidder on the cover.

*[Handwritten signatures]*





### REGIONAL OFFICE- GUWAHATI

□ **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) for **MALIGAON BRANCH 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 for **MALIGAON BRANCH** and to be addressed to Central Bank of India, GAD Dept., Regional Office, Guwahati, Central Bank Building, 3rd Floor, Shaktigarh Path, Bhangagarh, Guwahati-781005

2. Last date for submission of Tender: **20.05.2025 at 17.00** hours

3. Place for submission: Central Bank of India, BSD Dept, Regional Office, Guwahati, Central Bank Building, 3rd Floor, Shaktigarh Path, Bhangagarh, Guwahati-781005  
& MALIGAON BRANCH

4. **Tenders will be opened at Regional Office, Guwahati on 21.05.2025 at 11:00 hours**

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 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. 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.

*(Handwritten signatures)*



### REGIONAL OFFICE- GUWAHATI

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.

For CENTRAL BANK OF INDIA,

REGIONAL HEAD  
GUWAHATI REGION