



The Minimum Criteria for prequalification will be as under:

- 1) The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the premises.
- 2) 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.**
- 3) The premises should be situated in good residential/commercial locality **on the ground floor** with proper accessibility and provision for dedicated parking.
- 4) The building should be free from special Hazards like fire, water logging, floor etc.
- 5) 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.
- 6) The landlord should clear all the dues and other statutory obligations of Municipality Corporation as well as of revenue authorities.
- 7) The occupancy certificate of the premises (in case of apartment) from the local authorities should be available for leasing the premises.
- 8) The landlord should be in a position to 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. The cover should be closed and sealed and super scribed as- Technical Bid and should also contain the name and address of the bidder/s 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 the pages. This cover should be closed and sealed and super scribed as Financial Bid 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 _____ BRANCH premises and should also contain the name and address of the bidder/s on the cover.

Place for tender submission:

Central Bank of India, Coochbehar Regional Office, BSD Department, Bangchatra Road, Terongi More, Coochbehar, West Bengal- 736101