

**BUSINESS SUPPORT DEPARTMENT, REGIONAL OFFICE, GAYA**

(Proforma for Technical Bid)

Annexure A

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



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Central Bank of India

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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	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.	
	Statutory approvals from local authorities (if applicable)	

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11	AMENITIES AVAILABLE	
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**BUSINESS SUPPORT DEPARTMENT, REGIONAL OFFICE, GAYA**

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).	
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**BUSINESS SUPPORT DEPARTMENT, REGIONAL OFFICE, GAYA**

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 sunbrakes 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 Bank's 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
9. Earnest Money Deposit (Cheque/DD)



**BUSINESS SUPPORT DEPARTMENT, REGIONAL OFFICE, GAYA**

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)
Total			

**Or**

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

**(Please Note:-Fill any one of the above table)**

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 : .....



### **TENDER DOCUMENT FORMAT FOR ACQUIRING PREMISES ON LEASE BASIS.**

Central Bank of India, Regional Office, Gaya invites sealed tenders for suitable premises on long terms lease basis for carpet floor area of about 2500sq.ft.(232.25 sq.m)( $\pm 15\%$ ) for its Regional Office from interested owners/power of attorney holders of premises in Gaya town locality preferably on the ground floor with proper front entry to the premises and with all facilities including ample demarcated parking space including 15 KVA power connection.

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:

- 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 assessee(s) with PAN No. and its tax returns must be up-to-date.
- c. The building should be constructed as per the sanctioned/approval 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/first floor with proper accessibility and provision for dedicated parking.
- e. The building should be free from special hazards like fire, water logging, flood etc. The clear height of the ceiling should not be less than 2.74m (9 feet.)
- 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 position to give vacant possession of the premises immediately after carrying out necessary changes / alterations as required by the bank like construction of male/female/executive toilets, provision for record/stationery rooms etc.

j. Earnest Money Deposit (EMD):-

**Rs.5,000/- by Cheque/DD in favour of Central bank of India.**

(Please Note:- Earnest money of unsuccessful bidders should be returned within 1 month of after completion of process. In case, after completion of process, successful bidder backs out, earnest deposit should be forfeited)

1. Method of submitting tenders: Tenders should be submitted only in sealed covers. Tenders covers will have three parts.

a. **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 REGIONAL OFFICE GAYA PREMISES”** and should also contain the name and address of the bidder on the cover.

b. **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 REGIONAL OFFICE GAYA PREMISES”** and should also contain the name and address of the bidder/s on the cover.

c. **Third cover:** Both the first and second cover with consent letter (Annexure-C) should be placed in the third cover and should be super-scribed as **“SEALED TENDER FOR REGIONAL OFFICE PREMISES”** and to be address to Central Bank of India, Business Support Deptt., Regional Office, Gaya.



2. Last date for submission of tender is **02/03/2025 at 1600 hours.**

3. Place of submission: **Central Bank of India, Regional Office, Gaya**

4. Tenders will be opened at Central Bank of India, Regional Office, Gaya on any date decided by the bank in due course.

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 requirement spelt out in technical bid.
9. The financial bid should 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. Bank's 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 areas. No additional rent will be paid for any additional services to be provided to Bank like Lift, installation of DG/AC at appropriate place, access to terrace, placing of VSAT/DG at terrace, maintenance etc.
13. **Execution of the lease document:** 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 OFFICE**  
**GAYA.** 





श्रीरक्षक शिवाय श्रीरक्षक  
Central Bank of India

1911 ई. आरम्भ से "श्रीरक्षक" "CENTRAL" TO YOU SINCE 1911

## INVITATION OF BIDS/OFFERS FOR PREMISES ON LEASE

Central Bank of India requires premises for Regional Office Gaya admeasuring 2500sq.ft.(232.25 sq.m) of carpet area having facility of parking, approachable from main road and in ready condition/ready for possession within 3 month. No Broker or intermediaries please. Priority will be accorded to Government/Semi-Govt. bodies or public sector undertakings.

Format can be collected from our Regional Office, White House Compound, A. P. Colony, Gaya or download from our website <http://www.centralbankofindia.co.in> Last date for submission of offers is 02/03/2025 upto 4:00PM. Bank reserve the right to accept or reject any/all bid without assigning any reason. Note: Earlier advertisement for Regional Office premises dated 20/05/2024 held cancelled.

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Date: 08.02.2025

  
  
Regional Head, Gaya





सेंट्रल बैंक ऑफ इंडिया  
Central Bank of India

1811 से आगे के लिए "हिंदुस्तान" "CENTRAL" TO YOU SINCE 1811

## भवन/परिसर लीज पर लेने हेतु आवेदन

सेंट्रल बैंक ऑफ इंडिया को अपने क्षेत्रीय कार्यालय गया हेतु लगभग 2500 Sq.ft. ( 232.25 Sq.m. ) कार्पेट एरिया के परिसर की आवश्यकता है। परिसर पार्किंग सुविधा सहित तुरंत कब्जा अथवा 3 माह के अंदर पजेशन/कब्जा/तैयार हो सके। दलाल तथा मध्यस्थ इससे दूर रहे। सरकारी व अर्द्धसरकारी संस्थाओं अथवा सार्वजनिक उपक्रमों के भवनों को प्राथमिकता। निर्धारित प्रारूप हमारे क्षेत्रीय कार्यालय, बाइट हाउस कंपाउंड, ए. पी. कॉलोनी, गया से किसी भी कार्यालय अवधि के दौरान प्राप्त कर सकते हैं अथवा हमारी वेबसाइट [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) से डाउनलोड किया जा सकता है। प्रस्ताव भेजने के अंतिम तिथि 02/03/2025 सायं 4 बजे तक है। बैंक किसी भी निविदा अथवा सभी निविदा को बिना कोई कारण बताये स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है। नोट: क्षेत्रीय कार्यालय के भवन परिसर हेतु 20/05/2024 को प्रकाशित विज्ञापन को निरस्त किया जाता है।

दिनांक 08.02.2025

Published on 08/02/2025 in "Hindustan"

क्षेत्रीय प्रमुख, गया