



## REGIONAL OFFICE – WARANGAL

2-6-1045/1/B, KLN Reddy Colony, Hanumakonda- 506001 [operwararo@centralbank.co.in](mailto:operwararo@centralbank.co.in)

1. Bank desires to acquire new premises for Narsampet Branch on lease basis for a minimum period of 15 years having around 900-1300 Sq Ft. carpet area on Ground Floor, in Narsampet.

2. The offers are invited under two bid system (Technical Bid & Financial Bid). Interested parties (Except brokers) may obtain the prescribed format of technical bid (Annex-A) and financial Bid (Annex-B) from Bank`s website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in). The duly filled in offer completed in all respects are to be in separate sealed covers marked `Technical Bid` & `Financial Bid` and super scribing `Offer for Premises for Narsampet Branch` on top and name, address & contact number of offerers at bottom left corner should be addressed to:

**The Regional Head  
Central Bank Of India  
# 2-6-1045/1/B, KLN Reddy Colony  
Hanumakonda-506 001**

3. Demand Draft in favor of **Central Bank Of India RO Warangal** payable at Warangal for an amount of Rs.3000/- is to be enclosed as EMD. Earnest money of unsuccessful bidder will be returned within one month after completion of process.in case after completion of process, successful bidder backs out earnest deposit will be forfeited

4. The last date of submission of completed application form in separate sealed covers in two parts (Technical and Financial Bid) is 17.06.2025 up to 4:00 PM. The offer shall be hand over at our Narsampet **Branch** on or before 17.06.2025 up to 4:00 PM. The technical Bid or offer bid shall be opened on 18.06.2025 at 4:00 PM and date of opening of financial bid will be intimated to short listed offerers subsequently.

5. The bank reserves right to cancel any of all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

**sd/-**  
(V Krishna Mohan)  
**Regional Head**

(Proforma for Technical Bid)

To  
**Regional Manager**  
**Central Bank Of India,**  
**# 2-6-1045/1/B,**  
**KLN Reddy Colony**  
**Hanamakonda-506 001**  
**Telangana**

**REG: Technical Bid for Branch premises at: Narsampet**

**REF: Your advertisement dated \_\_\_\_\_ published in \_\_\_\_\_ News Paper and  
in 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	<b>ADDRESS OF THE PREMISES OFFERED</b>		
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)		
<b>TYPE OF THE PREMISES</b>			
7	<b>IF THE PREMISE IS UNDER CONSTRUCTION</b>		
	Whether loan required? if so details		
	Class of construction		
	Likely date of possession of premise		
8	<b>IF THE PREMISES IS READY FOR POSSESSION</b>		
	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 received (attach copy) – Yes/No.	
	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	<b>Location</b>	
	<b>Type of Building Residential/ Institutional/Industrial</b>	
	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	<b>Floor and area</b>	
	Built up area in <b>sq.mtrs.</b> / Sq.Ft	
	Carpet area in <b>sq.mtrs.</b> / Sq.Ft	
	<i>Ground Floor</i>	
	First floor	
	Other, if any	
	<b>Total Carpet area in sq.mtrs./ Sq.Ft</b>	
	Ceiling Height	
	Details of tenancy of other floors	
	Agreeable to construct RCC strong room as per RBI specifications with security arrangements	YES /NO
	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)	
11	<b>AMENITIES AVAILABLE</b>	
	Water facility available	YES / NO
	Parking facility for Bank's Staff / Customers available	YES / NO , ..... 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.	
	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:	

**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.
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

**(Proforma for Financial Bid)**

To,  
**Regional Head**  
**Central Bank Of India,**  
**# 2-6-1045/1/B,**  
**KLN Reddy Colony**  
**Hanamakonda-506 001**  
**Telangana**

**REG: Financial Bid for Branch premises at: Narsampet**

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:

<i>Sl. No.</i>	<i>Floor</i>	<i>Rent per sq. ft of Carpet Area</i>	<i>Total Rent (Payable per month in Rupees)</i>
<b>Total</b>			

The rate quoted is **inclusive of all taxes, cess, service charges, parking charges** etc., per sq. mtr. of carpet floor area calculated as per point \_\_\_\_\_ of Technical bid.

Yours faithfully,

Sign:

(Name: .....)

Place: .....

Date: .....