

## **INVITATION OF BIDS / OFFERS FOR PREMISES ON LEASE AT VARIOUS LOCATIONS IN HYDERABAD**

Central Bank of India requires premise admeasuring 140 to 170 sq.m (1200-1800sqft.) carpet area in ready possession at following locations-

- 1) Nampally, Hyderabad preferably at Nampally, Bazarghat and nearby areas on Main Road in the ground floor of the building with adequate parking space for their Nampally Branch/Office
- 2) Mallapur, Hyderabad preferably at Mallapur-Nacharam Main Road and in nearby areas on the ground floor of the building with adequate parking space for their Mallapur Branch/Office.
- 3) Medchal, Hyderabad preferably in Medchal Main Road and in nearby areas on the ground floor of the building with adequate parking space for their Medchal Branch/Office.
- 4) Medipally, Hyderabad preferably in Medipally and in nearby areas on the ground floor of the building with adequate parking space for their Medipally Branch/Office.

No brokers or intermediaries please. Priority will be accorded to Government / Semi Govt. bodies or public sector undertakings. Kindly download the formats / terms and conditions from the website <http://www.centralbankofindia.co.in> or collect the same from Central Bank of India, Regional Office at Bank Street, Koti, Hyderabad during office hours. **The last date for submission of offers for Nampally, Mallapur, Medipally and Medchal is 03.12.2024 upto 15:00 Hrs.**

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### 1. Bank desires to acquire a new premises for-

- A. Bank desires to acquire a new premises for Mallapur Branch in Medchal Malkajgiri District, Hyderabad (PIN Code: 500081) preferably on the Ground floor of the Building on lease basis for a minimum period of 15 years having around 1200 - 1800 sq. ft. carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space.
- B. Bank desires to acquire a new premises for Medchal Branch in Medchal-Malkajgiri District, Hyderabad (PIN Code: 501401) preferably on the Ground floor of the Building on lease basis for a minimum period of 15 years having around 1200 - 1800 sq. ft. carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space.
- C. Bank desires to acquire a new premises for Medipally Branch in Medchal-Malkajgiri District, Hyderabad (PIN Code: 500098) preferably on the Ground floor of the Building on lease basis for a minimum period of 15 years having around 1200 - 1800 sq. ft. carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space.
- D. Bank desires to acquire a premises for Nampally in Hyderabad District, Hyderabad (PIN Code: 500001) preferably on the Ground floor of the Building on lease basis for a minimum period of 15 years having around 1200 - 1800 sq. ft. carpet area including strong room area of 200 sft, (to be constructed by landlord, as per RBI specifications, if not readily available) and 100sft for ATM space.

2. Proposals are invited using a two envelope system containing the technical and commercial proposals in separate sealed envelopes placed together in a sealed common outer envelope. 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 superscribing "**Offer for Premises for Nampally/Mallapur/Medchal/Medipally Branch, Central Bank of India**" on top and name, address & contact number of the bidder at the bottom left corner, and is to be addressed to:

**The Regional Head**

**Regional Office, Central Bank of India, Hyderabad**

**Bank Street, Koti, Hyderabad, Telangana-500001**

**Landline No.040-23468924**

3. The last date of submission of completed application form in a sealed cover, holding two separate sealed covers (Technical & financial Bid) is 03.12.2024 upto 15:00 Hrs

4. The technical bid or offer shall be opened on 03.12.2024 at 03:30 p.m at Regional Office, Hyderabad or any other suitable date fixed by Regional Office. Date of opening of financial bid will be intimated to short listed bidders subsequently.

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

6. **Earnest Money Deposit of Rs. 10000/-** (Rupees Ten Thousands only) by demand draft/banker's cheque in favour of Central Bank of India, payable at Hyderabad to be remitted along with the Tender Documents by bidder.

**(G. Ramakrishnan)**

**Regional Head**

## (Proforma for Technical Bid)

To  
Regional Head  
Central Bank of India,  
Regional Office,  
Hyderabad  
Bank Street, Koti, Hyderabad  
Telangana-500095

REG: Technical Bid for Branch premises at: Nampally, Mallapur, Medchal and Medipally,  
Hyderabad

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)		
	<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 (attachcopy) – 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, Hospitalsavailable in and around the premises	
	Details of other financial institutions in and around thepremises	
	Proximity from police station, fire station, post office andtransport 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, floor, 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 forRural / Semi-Urban)	
	Availability of 3-phase Power supply for installation of ATMMachine.	
	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 besupplied	
	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 andventilators 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, maintenance Charges, 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 yourBank'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 thedate 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:	
	Any other relevant information	

**NOTE:**

The stamp duty charges relating to the lease deed registration shall be borne by the landlord and bank on 50:50 basis

The white wash/colouring of the premises after taking on lease is to be done by landlord/s on his/her/their expenses once in 3 years.

Any repairs of the building after taking on lease (except minor in nature) is to be done by landlord/s on his/her/their expenses whenever occur due to ageing of the building.

Landlord has to provide exclusive earth pit for branch and 25 KVA 3 Phase Power Supply.

Lift/Ramp is to be provided as per RBI guidelines for physically challenged customers.

Strong Room and Separate Toilets for Gents and Ladies to be provided by landlord. The area of Sanitary accommodation (Toilets) not accounted for rental purpose.

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 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 wellas interior
5. Completion certificate
6. Permission to construct
7. Building use permission
8. Plan approval
9. Certificates from competent authorities

**(Proforma for Financial Bid)**

ANNEXURE-B

To,

Regional Head  
Central Bank of India,  
Regional Office, Koti,  
Hyderabad - 500095

REG: Financial Bid for Branch premises at: Nampally/Mallapur/Medchal/Medipally,  
Hyderabad

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. mtr. 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, maintenance charges, service charges, parking charges etc., per sq. mtr of carpet floor area calculated as per point of Technical bid.

Yours faithfully,

Name : .....

Place : .....

Date : .....