**ANNEXURE-II****BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

Annexure A

(Proforma for Technical Bid)

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.		

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Modified By Modified vide Board Agenda Item No .BM/758/2024-25/17/CAT-2/3.02 Dt. 28.05.2024



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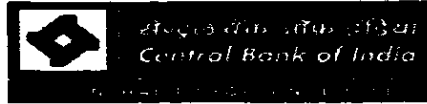
Whether NOC from the department obtained – Yes/No.	
Whether occupation certificate has been received (attach copy) – Yes/No.	

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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.	



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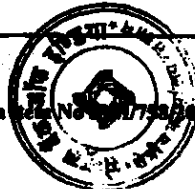
Statutory approvals from local authorities (if applicable)	
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11	AMENITIES AVAILABLE	
	Water facility available	YES / NO
	Parking facility for Bank's Staff / Customers available	YES,sq.mtrs / sq.ft.
	Whether 3 phase(_ kva) power supply available / will 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.	

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BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

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).	
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 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:

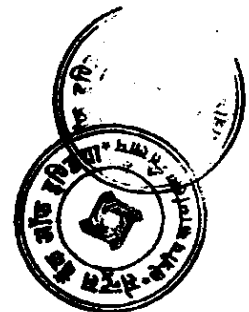
SIGNATURE:

DATE :

NAME

Encl:

1. Documents for proof of owner ship (Tax receipt/Electricity Bill)
2. Location map and building map.





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BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

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

(This is a proforma, Regional Office can make changes within the policy, as per the specific requirement in the location)





BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

ANNEXURE-II

ANNEXURE 2

CONSENT LETTER

FROM :

TO :

CENTRAL BANK OF INDIA,

Dear Sir,

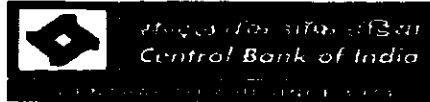
Reg : Offer to give on lease _____ floor of my/our premises for your branch / office.

I / We offer to give you on lease the premises described under point No.14 on the following terms and conditions :-

1. Rent per month :
2. Rent w.e.f. : Date of handing over possession of premises complete in all respects as per Bank's requirement.
3. Lease : Five years certain w.e.f the date of handing over possession of premises with Two option of Five years on same terms and conditions / with ____% increase in rent during option period.

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You are however at liberty to vacate the premises at any time during the currency of lease by giving three month's notice in writing.

4. Taxes : To be borne by us.
5. All the required periodical repairs / whitewashing / painting once in 3 years will be got done at my / our cost. In case the same is not done as agreed, you will be at liberty to carry out such repairs / whitewashing / painting and deduct all such expenses from rent payable to me / us.
6. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
7. If my / our offer is accepted, I / shall be giving you necessary possession of the premises within _____ months from the date of communicating the sanction/acceptance of my/our offer.
8. I/We agree to provide you suitable and appropriate place at your choice within the offered premises to install

- a) Strong Room as per specifications of the Bank / RBI.
- b) Power generator to be utilized exclusively for your purposes.
- c) ATM with independent / un-interrupted access.

I/We further agree to provide you suitable space on the terrace (Roof top of the building) or at any other suitable place in the building at your choice/convenience to install V-set Antenna /Disc along with their cabling accessories and such other devices, apparatus which are required to be installed /affixed for the purpose of rendering proper Banking services to the public and for providing such spaces no extra rent will be charged or demanded.

9. All the necessary permission from various authorities as required will be taken by me / us.
10. I /We agree to make alterations / renovation of the premises and construct Strong Room / ATM Room at my / our own costs. However, I / We may be granted a loan of ₹ _____ for the purpose, as per your norms, which shall be adjusted along with interest directly from the monthly rent in the first five years.
11. I/We undertake to execute the required Agreement to lease / lease deed and the stamp duty / registration charges will be borne by me / us.
13. That for all the practical purposes the terms and conditions mentioned in this letter of consent shall be treated to be a part of the lease deed/Agreement to be formally executed by me/us with the Bank.

14. Description of the premises is furnished hereunder :

- a) Full Address.
- b) Class of construction
- c) Year of construction.
- d) Details of floor-wise carpet area / Built- up area as under :-
- e) Boundaries :-



Yours faithfully,

(OWNERS)