

**Tender Document format for acquiring premise on lease basis**

Central Bank of India, Regional office, Jaipur, invites sealed tenders for suitable Premise on long term lease basis from eligible bidders. Area locality with ground floor with proper front entry (minimum 20 feet) to the Premise and with all facilities including 20 KWA power connection and drinking water facility.

The details of locations of proposed bank's premises are as under:

S. No	Branch Name	District	Carpet Area (in Sq. Ft.)	Area Margin (in %)	EMD (in Rs)
1	Jagatpura, Jaipur	Jaipur	1200-1800	+20 %	10,000/-
2	C Scheme, Jaipur	Jaipur	1200-1800	+ 20 %	10,000/-
3	Kardhani, Kalwar Road, Jaipur	Jaipur	1200-1800	+20 %	10,000/-
4	Sirsi Road, Jaipur	Jaipur	1200-1800	+20 %	10,000/-
5	Neem Ka Thana	Sikar	900-1300	+20 %	3,000/-
6	Nawalgarh	Jhunjhunu	900-1300	+20 %	3,000/-
7	Laxmangarh	Sikar	900-1300	+20 %	3,000/-
8	Khetri	Jhunjhunu	900-1300	+20 %	3,000/-
9	Chirawa	Jhunjhunu	900-1300	+20 %	3,000/-
10	Khatushyam Ji	Sikar	900-1300	+20 %	3,000/-
11	Chomu	Jaipur	900-1300	+ 20 %	3,000/-
12	Kekri	Ajmer	900-1300	+ 20 %	3,000/-
13	Hindaun City	Karauli	1000-1500	+ 20 %	5,000/-
14	Fatehpur Shekhawati	Sikar	1000-1500	+ 20 %	5,000/-

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) or [www.centralbankofindia.bank.in](http://www.centralbankofindia.bank.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:

- The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the Premise.
- Earnest Money for Bidding:  
EMD should be in the form of Demand Draft from any nationalized bank in favor of **Central Bank of India, Regional Office, Jaipur**. 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 and fresh advertisement should be floated. *DD should be placed in Technical Bid Envelop.*
- Bid forms without EMD will be rejected.**
- The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.



- e. The building should be constructed as per the sanctioned/approved Plan of the competent development Authority.
- f. The Premise should be situated in good residential/commercial locality on ground floor with proper accessibility and provision for dedicated parking.
- g. The building should be free from special Hazards like fire, water logging, flood, etc.
- h. Supply of adequate potable water round the clock should be available at the premise and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- i. The landlord should clear all the dues and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- j. The occupancy certificate of the premise (in case of Apartments) from the local authorities should be available for leasing the premise.
- k. The landlord should be in a position to give vacant possession of the premise immediately after carrying out necessary changes/alterations as required by the Bank.

**1. 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, along with necessary enclosures. The cover should be closed and sealed and super scribed as “**Technical Bid (as per Annexure A) for B/o \_\_\_\_\_**” and should also contain the name and address of the bidder 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 pages. This cover should be closed and sealed and super scribed as “**Financial Bid (as per Annexure B) for B/o \_\_\_\_\_**” 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 B/o \_\_\_\_\_, District \_\_\_\_\_**” and to be addressed to **Central Bank of India, BSD Dept., Regional Office, Anand Bhawan, First Floor, Sansar Chand Road, Jaipur -302001 (Rajasthan).**
2. Last date for submission of Tender: **24/10/2025 up to 17.00 hours (05:00 PM)**
  3. Place for submission: **Central Bank of India, BSD Dept., Regional Office, Anand Bhawan, First Floor, Sansar Chand Road, Jaipur -302001 (Rajasthan).**
  4. Tenders will be opened at Regional Office, Jaipur on 28/10/2025 at 11:00 AM or at any date and time 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 Premise offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up DG set etc) and other essential requirements spelt out in Technical Bid.





9. The **Financial Bid would 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. Banks 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 premise will be taken based on floor area.
13. **Execution of the lease Documents:** 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,

Chief Manager - BSD  
Regional Office - Jaipur

