

BUSINESS SUPPORT DEPARTMENT

RO/BSD/LTR/2026-27/18

DATE: 30/07/2026

INVITATION OF BIDS/OFFERS FOR PREMISES ON LEASE

Central Bank of India requires premises in the below mentioned localities in Kerala State which is in ready possession/ ready for possession within 3 months preferably on the ground floor with adequate parking space.

Sl No	Branch/Office Name	District	Locality	Carpet Area required in Sq. ft.
1	Alamcode	Thiruvananthapuram	Alamcode	1600
2	Chathanoor	Kollam	Chathanoor	1600
3	Chavara	Kollam	Chavara	1600
4	Kaniyapuram	Thiruvananthapuram	Kaniyapuram	1600
5	Kumarapuram	Thiruvananthapuram	Kumarapuram, Ulloor, Medical College	1900
6	Chengannur	Alappuzha	Chengannur	1600

No brokers or intermediaries please. Priority will be accorded to Government/ Semi Government bodies or public sector undertakings. Kindly download the formats / terms and conditions from the website <http://www.centralbankofindia.bank.in> or collect the same from Central Bank of India, Regional Office, 2nd Floor, CSI Building, Pulimoodu Junction, Thiruvananthapuram 695001. Ph: 9895072639 during office hours. The last date for submission is 19/08/2026, 4 p.m

Terms and Conditions

1. Technical and Financial Bid forms will be available in Regional Office, Thiruvananthapuram and may be downloaded from the bank's website www.centralbankofindia.bank.in
2. The bid should accompanied with a DD of ₹5000 from any Nationalized Bank in favor of Central Bank of India Regional Office Thiruvananthapuram as Earnest Money Deposit.
3. The bid forms without Earnest Deposit will be rejected.
4. The Technical bid forms and Financial Bid forms should be sealed/packed separately in two different envelope and should be mentioned "Technical Bid for premises at _____" and "Financial Bid for premises at _____" respectively.
5. The both the Technical Bid envelope and Financial Bid envelope should be packed in an outer cover and mentioned as "Bid for Premises at _____"
6. DD should be kept inside Technical Bid envelope only.
7. The bank has the right to reject any one or more offer without any reason thereof.


Regional Head
Thiruvananthapuram





Annexure-1A

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

BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

	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)	
11	AMENITIES AVAILABLE	
	Water facility available	YES / NO
	Parking facility for Bank's Staff / Customers available	YES, sq.mtrs / sq.ft

BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

	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 lightning 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).	



Annexure-1A

BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

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.
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)

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Annexure-1A

BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

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			

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 :