

*Interested parties may send their offer in two separate sealed covers :- (A) Technical bid comprising details of Location, year of construction, approved plan, covered/carpet area & other specifications. (B) Financial Bids quoting expected rent p.m., taxes, etc. Both the envelopes (A&B) be marked Technical Bid & Financial bid separately & put in single cover super scribed PREMISES OFFER FOR " BRANCH through Registered post/Courier to General Manager, Corporate Office, Cent Bank Home Finance Ltd, Central Bank of India,MMO Building, Near Flora Fountain, MG Road. 6<sup>th</sup> Floor, Fort, Mumbai-400023 ,  
,or email - [tender@cbhfl.com](mailto:tender@cbhfl.com) Last date of submission of tender is 12/06/2024 by 5:00 pm.*

A'

**(Performa for Technical Bid)**

To,

General Manager  
Cent Bank Home Finance Ltd  
Corporate Office  
Central Bank of India Building  
MG Road, Fort  
Mumbai – 400001

**REG. :** Technical Bid for premises at .....

**REF. :** Your advertisement dated \_\_\_\_\_ published in ..... News Paper  
and at Company's website [www.cbhfl.com](http://www.cbhfl.com)

**1 OWNERSHIP DETAILS**

1.1 NAMES & ADDRESSES OF THE OWNERS Telephone / Mobile No.

1.1.1

1.1.2

1.1.3

1.1.4

1.2 If Offerer is a P.A holder

1.2.1 Name & Address of PA holder Telephone / Mobile No.

1.2.2 Whether P A holder has powers to grant premises on lease/sub lease :YES/NO

1.3 ADDRESS OF THE PREMISES OFFERED

1.4 Any outstanding charges (mortgages/lease/easement/gift/any other interest in the property)

1.5 Any pending dues on the property (Arrears of taxes/electricity/telephone etc)

**2 TYPE OF THE PREMISE**

2.1 IF THE PREMISE IS UNDER CONSTRUCTION

2.1.1 Scope and extent of work to be done

2.1.2 Class of construction

2.1.3 Likely date of possession of premise

2.2 IF THE PREMISE IS READY FOR POSSESSION

2.2.1 Year of construction

2.2.2 Type of building/construction

- 2.3 Floor offered
- 2.4 Built up area in sq.mtrs. / Sq.Ft
- 2.5 Carpet area in sq.mtrs. / Sq.Ft
- 2.6 Ceiling Height
- 2.7 Details of tenancy of other floors
- 2.8.1 Space to install V-SAT antenna on rooftop
- 2.8.2 Availability of 3-phase Power supply
- 2.8.3 Statutory approvals from local authorities (if applicable)

### **3 AMENITIES AVAILABLE**

- 3.1 Water facility available YES / NO
- 3.2 Parking facility for Company's Staff / Customers available YES, .....sq.mtrs/.ft.
- 3.3 Whether 3 phase(15 kva) power supply available /will be supplied
- 3.4 Separate toilets for ladies and gents
- 3.5 Accessibility throughout the year YES / NO
- 3.6 Proper Ventilation available YES / NO
- 3.7 Details of other utilities available
- 3.8 Frontage (at least 6- 8 mtrs. / 20-25 ft)
- 3.9 Possibility of making ramp from road to branch
- 3.10 Collapsible shutters on outer doors, grills on windows and ventilators on outer walls,
- 3.11 One main entrance with the regular door and an additional / collapsible gate.

### **4 LOCATION**

- 4.1 Details of civil amenities viz., Schools, Colleges, Hospitals available in and around the premises
- 4.2 Details of other financial institutions in and around the premises
- 4.3 Proximity from police station, fire station, post office and transport centre
- 4.4 Located in an area which is not considered crime prone or vulnerable and is not an isolated area.
- 5 Any other relevant information

### **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 Company's standard Performa if you find our premises suitable. I/We further agree to carry out modifications in the proposed premises as per requirement of the Company at our expenses.

**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

***NOTE : Separate closed envelopes to be submitted for each locality of the Centre. On the closed envelop please write "OFFICE PREMISES TENDER"***