Interested parties may send their offer in <u>two separate sealed covers</u> :- (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, Mumbai Main Office Building,6th Floor, M.G. Road, Fort, Flora Fountain, Hutatma Chowk, Mumbai-400023 Last date of submission of tender is 16/11/2026 by 5:00 pm.

CONSENT LETTER

From :

To :

GENERAL MANAGER
Cent Bank Home Finance Ltd
Corporate Office
Central Bank of India
Mumbai Main Office Building
6th Floor, M.G. Road, Fort, Flora Fountain, Hutatma Chowk,
Mumbai - 400023

Dear Sir,

Reg. :<u>Offer to give on lease floor of my/our premises for your Branch at .</u>

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 Company'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. You are however at liberty to vacate the premises at any time during the currency of lease by giving one month's notice in writing.
4. Taxes / Service Tax : 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, cabinets, 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 latest by 1 month time.

8. I/We agree to provide you suitable and appropriate place at your choice within the offered premises to install
   a) Power generator to be utilized exclusively for your purposes.

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 alongwith 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 as per your requirement at my/our own cost.
11. Electric Meter will be installed by landlord.
12. 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 :-

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)

Place :

Date :

'A'

(Performa for Technical Bid)

To,

GENERAL MANAGER
Cent Bank Home Finance Ltd
Corporate Office
Central Bank of India
Mumbai Main Office Building
6th Floor, M.G. Road, Fort, Flora Fountain, Hutatma Chowk,
Mumbai – 400023

REG. : Technical Bid for premises at …….

REF. : Your advertisement dated_____published in …….. News Paper and at Company's website 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 onwindows 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 aroundthe premises
4.3 Proximity from police station, fire station, postoffice 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"

'B'

(Performa for Financial Bid)

To,
GENERAL MANAGER
Cent Bank Home Finance Ltd
Corporate Office
Central Bank of India
Mumbai Main Office Building
6th Floor, M.G. Road, Fort, Flora Fountain, Hutatma Chowk,
Mumbai – 400023

REG. : Financial Bid for premises at …….

REF. : Your advertisement dated_____published in …….. News Paper and at Company's website www.cbhfl.com

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 :

1. Rent per month : Rs. ……. (lump-sum) inclusive of all Taxes/ ServiceTax

OR

2. Rent @ Rs. ……..….. per sq. Meter / per sq. Feet per month for ……..…… sq.mtr./sq. ft. carpet area (subject to actual measurement) inclusive of all Taxes / Service Tax. Lease Term 5 years certain with 2 options of 5 years each.

Proposed rent is negotiable / not negotiable.

Yours faithfully,

(Signature)

(Name ……)

Place : ……

Date : ……

NOTE : Separate closed envelopes to be submitted for each locality of the Centre.

On the closed envelop please write "OFFICE PREMISES TENDER"

LIST OF LOCALITY

CENTER	LOCALITY
1.	