



## **TENDER FOR OFFICE PREMISES**

CENTBANK FINANCIAL SERVICES LTD ('CFSL' or 'The Company'), wholly owned subsidiary of Central Bank of India, a Public Sector Company is engaged in TRUSTEESHIP Business across India. CFSL proposes to acquire Office Space with clear and unambiguous title, at Mumbai on rental basis for setting up its Registered Office and seeks tender from interested owners of the property. The requirement is for around 1,800 sq. ft. to 2,000 sq. ft. net/carpet area in a ready for possession single premise. The building should project a professional and aesthetically pleasing appearance and should be approved for office use. There should be minimum parking space for 1 car and 2-3 Motor Cycles for CFSL.

The offered space / building should be situated in centrally located commercial area in Mumbai nearby Fort, Nariman Point, Lower Parel, Dadar or BKC. Water, Electricity and allied services should be available.

The minimum criteria for prequalification will be as under:

- a. The Applicant(s) should be the bonfide Owner(s) or duly Registered Power of Attorney Holder(s) of the property.
- b. The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.
- c. The building should be constructed as per the sanctioned/approved Plan of the Competent Development Authority. The building should be well maintained and not older than 20 years.
- d. The Premises should be situated in good residential/commercial locality with proper accessibility and provision for dedicated parking.
- e. The building should be free from special Hazards like fire, water logging, flood, etc.
- f. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in hand.
- g. The landlord should clear all the dues and other statutory obligations of Municipality, Corporation as well as of revenue authorities.
- h. The occupancy certificate of the premises from the local authorities should be available for leasing the premises.
- i. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/alterations as required by the Company.
- j. The rent quoted in Financial Bid should be inclusive of Municipal Taxes/Property Taxes or other taxes.
- k. Legal Search Report of the property should be submitted, to ascertain legal and valid title of property, if available.

Interested parties possessing built-up areas as stated above, having clear legal title are invited to send their Tender Application at the following address in the prescribed template enclosed herewith furnishing details like name of the owner, contact details, location of the office space, size, amenities, etc. Further, parties possessing property fulfilling the above conditions and willing to lease out the particular property on long term monthly / yearly rent basis may participate in Tender Process.

Interested parties should fill up and sign the enclosed 'Tender Form' and submit the same along with their applications to the address: The Managing Director, Centbank Financial Services Limited 3rd Floor, Central Bank of India-MMO Building, 55, MG Road, Fort, Mumbai-400001.



**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 CFSL office premises” 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 superscribed as “Financial Bid (as per Annexure B) for CFSL Office premises” 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 superscribed as “SEALED TENDER FOR CFSL OFFICE PREMISES and to be addressed to Centbank Financial Services Limited, 3rd Floor, Central Bank of India- MMO Building, 55, M G Road, Fort, Mumbai, 400 001.

**2. Last date for submission of Tender: 24 Dec 2020 up to 4.00 p.m.**

**3. Place for submission:** Centbank Financial Services Limited, 3rd Floor, Central Bank of India- MMO Building, 55, M G Road, Fort, Mumbai, 400 001.

**4. Tenders will be opened at CFSL Office, on 28 Dec 2020 at 03.00 p.m.** or at any date decided by the CFSL in due course.

**5. The Financial Bid would be opened after short listing of Offers based on Technical Bid.** Financial bid would be opened only for those shortlisted offers, on a future date and will be intimated to the Short listed bidders at a later date. One duly authorized representative of the bidder may remain present at that time.

**6. Bidder should ensure that the tender is received by the Company 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 Company.

**7. CFSL 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.**

**8. Only Unconditional Tenders will be accepted.** Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should submit the tender appropriately and should not put any condition in the tender.

**9. Company will shortlist the offers based on information provided in Technical Bid tender in accordance with Company’s requirement, viz., locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up Diesel Generator set etc.) and other essential requirements spelt out in Technical Bid.**

CIN: U67110MH1929GOI001484

E-mail: dts@cfsi.in

Website: www.cfsi.in



10. Company's decision on selection of the prospective offer is final.

11. In case of dispute the decision of the Company will be final and binding on all.

12. **Rent:** The Company 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 Company's satisfaction. Joint measurement of the premises will be taken based on floor area.

13. **Execution of the lease Documents:** Once the premise is taken on lease by the Company, the Lease Deed 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 The Company on 50:50 basis.

The tender application should be received at the above address on or before **24 Dec 2020 up to 4.00 p.m.** The application should be complete in all respects and signed on all pages. The application should be delivered in a sealed envelope and with "SEALED TENDER FOR CFSI OFFICE PREMISES" clearly written on it. Late offer and any delay by post / courier will not be entertained. The Tender Application may be submitted either by the owner of the building or by the owner's authorized representative. Representative will have to enclose the letter of authority along with the application. Otherwise the offer is liable to be considered null and void at any stage as per the decision of CFSI. No brokerage will be paid by CFSI. Selection of the party / organization shall be made based on the details submitted in the tender. The offered premises will be inspected for preliminary short-listing by CFSI. This may include carrying out the measurements, valuation of the offered premises and more important, its suitability for setting up of the one or two cabins, office space, server room, storage area, etc. Notwithstanding anything contained above, CFSI reserves the right to reject any or all offers without assigning any reason thereof and give consideration to properties other than those offered in response to this advertisement.

Note: All Corrigenda, addenda, amendments, time extensions to the tender process will be hosted on the CFSI website (<https://www.cfsi.in/Debenture-Trustee.php>) and no separate notification shall be issued in the press. Prospective participants against the tender are requested to visit the CFSI website regularly to keep themselves updated.

The Technical Bid and Financial Bid Formats can be downloaded from Company's website <https://www.cfsi.in/Debenture-Trustee.php>. The formats are also available at our existing address Centbank Financial Services Limited 3rd Floor, Central Bank of India-MMO Building,55, M G Road, Fort,Mumbai, 400 001 and can be collected during office hours between 10am to 5pm.

A handwritten signature in blue ink, appearing to read 'UK Maheshwari', is positioned above the name and title of the signatory.

UK Maheshwari  
Managing Director