



INDIAN OVERSEAS BANK
Regional Office, Pune
(A Govt.of India Undertaking)
759/51, F.C.Road, Deccan Gymkhana, Pune – 411 004
Tel. No.020-25670931/25670951 Website: www.iob.in

Annex I

WANTED PREMISES ON LEASE FOR APPROX. CARPET AREA AROUND 1500 SQ.FT TO 1800 SQ.FT (CARPET) AT FOLLOWING LOCATION:

ON THE GROUND FLOOR AT WAKAD, PUNE.

IOB INVITES OFFER FOR SUITABLE PREMISES ON LONG TERM LEASE BASIS, FOR AN APPROXIMATE **CARPET AREA OF 1500 SQ. FT TO 1800 SQ. FT (CARPET)** FOR OPENING OF NEW BRANCH AT WAKAD. INTERESTED OWNERS / POWER OF ATTORNEY HOLDERS OF PREMISES AS STATED ABOVE, WITH PROPER FRONT ENTRY TO THE PREMISES AND WITH ALL FACILITIES AS STATED IN TECHNICAL BID, MAY COLLECT THE TECHNICAL BID AND PRICE BID FORMATS FROM **IOB, REGIONAL OFFICE-PUNE AT ABOVE ADDRESS** DURING OFFICE HOURS **BETWEEN 15.01.2025 TO 04.02.2025 BEFORE @ 2.00 PM HRS** AND SUBMIT THEIR OFFERS IN **TWO SEPARATE** SEALED COVERS SUPER-SCRIBED **"TECHNICAL BID"** AND **"PRICE BID" ON OR BEFORE 04.02.2025 @ 05.00 PM HRS.** TENDER FORMS CAN ALSO BE DOWNLOADED FROM THE WEBSITE **www.iob.in** & THE TENDER FEE OF **RS. 1000/-** BY DEMAND DRAFT (NON-REFUNDABLE) PAYABLE AT PUNE **(DATE OF THE DD MUST BE BETWEEN 15.01.2025 TO 04.02.2025 ONLY)** IS TO BE ENCLOSED IN **TECHNICAL BID** ONLY AND SUBMITTED ALONG WITH SUBMISSION OF TENDER.

BOTH THE SEALED ENVELOPES SHOULD BE PLACED IN A BIGGER SEALED ENVELOPE SUPERSCRIBED AS **"OFFER FOR HIRING OF PREMISES FOR WAKAD BRANCH PREMISES"** AND SUBMITTED AT THE ADDRESS GIVEN IN THE NOTICE INVITING OFFERS ON OR BEFORE THE LAST DATE AND TIME OF SUBMISSION i.e **ON OR BEFORE 04.02.2025 @ 5.00 P.M HRS.** **APPLICATION NOT SUBMITTED IN THE PRESCRIBED FORMAT & WITHOUT THE APPLICATION FEE WILL BE REJECTED.** SEPARATE OFFERS SHOULD BE SUBMITTED FOR TWO OR MORE PREMISES BY THE SAME PERSON. THE FILLED IN TENDERS, SIGNED BY THE AUTHORIZED SIGNATORY, SHALL BE SUBMITTED TO **THE CHIEF REGIONAL MANAGER, INDIAN OVERSEAS BANK, REGIONAL OFFICE, PUNE, 759/51, FERGUSSON COLLEGE ROAD, DECCAN GYMKHANA, PUNE – 411 004** (PH. **020-25670931 / 25670951**), IN SEPARATE SEALED COVERS SUPER-SCRIBING THE NAME OF THE AREA, INDICATING EITHER **TECHNICAL BID (PART-A) OR PRICE BID (PART-B), ON TOP OF COVER ON OR BEFORE 04.02.2025 BY 05:00 PM HRS.** OFFERS RECEIVED WITH DELAY FOR ANY REASON WHATSOEVER, INCLUDING POSTAL DELAY AFTER THE TIME AND DATE FIXED FOR SUBMISSION OF OFFERS SHALL BE TERMED AS "LATE" AND SHALL NOT BE CONSIDERED.

BANKS DECISION ON SELECTION OF THE PROSPECTIVE OFFER IS FINAL.

Chief Regional Manager

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....



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Annex II

INSTRUCTIONS TO THE OFFERROS

Application No. _____

1. Please fill in all particulars in the space provided in the application form. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents are to be signed by the offeror / authorized signatory. In case of joint ownership, all the joint owners must sign all the pages of the bids (Technical and Financial Bids). Any over writing or use of white ink is to be duly authenticated by the offeror. Incomplete offers / offers with in-correct details are liable for rejection.

2. All particulars furnished should be supported by documentary evidence. Attach separate sheets wherever necessary.

3. All necessary drawings of the building offered for lease, including approved plans, planning permit etc. shall be submitted and your certificate confirming that you have constructed the building (offered) as per the approval of local body / statutory authority. Copies of the following documents are to be submitted with technical bid in support of the details furnished there in :-

A) A set of floor plans, sections, elevations, and site plan of the premises offered showing detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.,

B) A copy of the Title of Investigation and Search Report along with copies of Title Deeds not old than 6 months.

C) Documents related to the conversion of land use to Non-Agricultural purpose from the Competent Authority.

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4. Please affix your seal and signature (authorized signatory) on all pages of the application form.

5. Separate offers should be submitted for two or more offers by the same person. The Format is to be filled up, signed by the authorized signatory, and submitted to **The Chief Regional Manager, Indian Overseas Bank Regional Office Pune, 759/51, Fergusson College Road, Deccan Gymkhana, Pune – 411 004 (Ph. 020-25670931 / 25670951)**, in separate sealed covers super-scribing the name of the area, indicating either **Technical Bid (Part-A) or Price Bid (Part-B)**, on top of cover on or before **04.02.2025 by 05:00 PM Hrs.**

6. The Technical Bids will be opened in the presence of offeror/s at our above office. Offeror/s are advised in his / her / their own interest to be present on that date, at the specified time. And the Date and Time of the same will be intimated separately.

7. The preliminary short-listed offerors will be informed in writing / through mail by the Bank for arranging site inspection of the offered premises.

8. After the site visit, The Technical Bids will be evaluated on various parameters. the Bank will shortlist the offers based on the minimum criteria information provided in Part A Tender and other parameters like: -

- Acceptance to quote rent based on carpet area only.
- Locality of the proposed site.

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Application No. _____

- Area of the premises offered.
 - Accessibility from main road.
 - Exclusive Parking space to be provided for Bank Staff as well as customers.
 - Lift with Power Backup.
 - Security with CCTV in Common Areas.
 - Running Water Supply, adequate KW power load by way of 3 phase electricity supply with independent EB meter etc.
 - Other Amenities available, exclusivity, proneness to water logging / flood etc., quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex etc., and suitable offers shall be finalized / shortlisted for opening of Financial Bid.
 - Bidders' acceptance to all Bank's Terms and Conditions.
 - Other essential requirements spelt out in Part A tender.
- 9.** The offer submitted shall comply to the terms / conditions specified in the offer document. However, any terms in deviation to the terms / conditions specified therein, shall be furnished in a separate sheet marking "List of deviation". Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.
- 10.** The Price Bid (Part B) would be opened after short listing of Offers based on Part-A Technical Bid. Part-B would be opened only for those shortlisted offers, on a future date and will be intimated to the shortlisted bidders on a later date.

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INSTRUCTIONS TO THE OFFERORS

Application No. _____

- 11.** *The Financial / Price Bid shall contain only Financial Details i.e Rate / Rent per sq. ft. on carpet area basis and other financial implications. The Financial Bids will be placed in Sealed Envelope **(Marked Envelope- 2)** and superscribed as **“Financial / Price Bid for Hiring of Premises for Regional Office Pune.”**. The name and address of the offeror to be mentioned on the cover without fail.*
- 12.** *Offerors are requested to submit their lowest possible quote in the Financial Bid as negotiations / discussions will be held only with the L1 arrived as detailed above.*
- 13.** *Any overwriting in offer document will be liable for rejection.*
- 14.** *The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection. The offerors are requested to quote the rental rate after going through carefully the “Carpet Area Definition” detailed in this document.*
- 15.** *The response from the Real Estate Agents and Brokers will not be entertained and no brokerage or commission will be paid.*
- 16.** *Bank reserved the right to accept any offer or to reject any or all offers at its sole discretion without assigning reasons thereof and does not bind to accept the lowest tender.*
- 17.** *Bank’s decision on selection of prospective offer is final.*

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Annex III

TERMS AND CONDITIONS

Application No. _____

- 1) Property should be situated in good commercial with congenial surrounding and proximity to public amenities like Bus Stop, Banks, Markets, Hospitals, Schools etc.
- 2) There should not be any water logging inside the premises and surrounding area.
- 3) **Offeror to provide exclusive parking for bank staff vehicles as well as for the customers of the branch. The premises should have good frontage and proper access. Preference will be given where public parking facility is available.**
- 4) Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of the premises within two months of the acceptance of their offer by the Bank duly completing the strong room and other Civil / Electrical work as required by the bank.
- 5) **The entire offered area shall be available in a single floor** and preferably in Ground Floor. In case the offered premises split in Ground Floor + Mezzanine Floor or Ground Floor and First Floor etc. both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank.
- 6) The premises shall be preferably freehold.
- 7) Lease Agreement for the premises finalized will be entered into with the landlord/s in Bank's Standard Lease Format.
- 8) Minimum period of lease will be 10 years with enhancement in the rent for the second block of 5 years (upto 15%) with minimum notice period of 3 months for vacation by the Bank.
- 9) Payment of rent will be on Carpet Area basis only. Carpet area shall be arrived after joint measurement as per the Bank's Carpet area Definition as prescribed in the Technical Bid.

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TERMS AND CONDITIONS

- 10)** *House tax, Property tax and Municipal taxes will be borne by the offerors. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent.*

- 11)** *GST at the applicable rates on the rental payment shall be borne by the Bank.*

- 12)** *Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. The offerors at their own cost must construct ATM enclosure within the offered area as per the plan lay out of the Bank's Architect.*

- 13)** *The offerors at their own cost must construct the strong room as per specification of the Bank. Size of Strong Room depend on the Classification of the Branch (Rural / Semi Urban / Urban / Metro). The offerors at their cost shall arrange for the Fitness Certificate for the strong room through competent / Bank's appointed Architect / Engineer. Strong Room Door, Air Ventilator, Exhaust Fans, will be supplied by the bank.*



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Annex III

TERMS AND CONDITIONS

- 14)** *The offerors at their own cost secure and provide the required power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.*
- 15)** *Adequate and uninterrupted water supply – preferably municipal water supply to the premises shall be arranged with required capacity of underground tank / overhead tank and pump. In case, Municipal water supply is not adequate, alternate potable water source shall be made available. Bank will bear the actual consumption charges only.*
- 16)** *Offerors at their cost must construct separate toilets for ladies and gents.*
- 17)** *The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof / waterproof as per the requirement. Painting of the premises is to be done once in 3-5 years.*
- 18)** *During the period of tenancy, if the Bank desired to carryout alterations if any within the premises at Bank's cost, the offerors would permit the same on the existing lease terms and conditions.*
- 19)** *Registration & Stamp Duty charges will be shared between the Landlord and the Bank in the ratio of 50:50.*
- 20)** *Income Tax and Statutory Clearance shall be obtained by the lessor at their own cost as and when required.*
- 21)** *Income tax on rental payment will be deducted at source (TDS) at prevailing rate.*



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Annex III

TERMS AND CONDITIONS

- 22)** Offerors, at their cost, have to provide: -
- (a)** Collapsible gates of full size for external entrances.
 - (b)** Rolling shutters for external entrances with necessary locking arrangement.
 - (c)** MS Grills for all windows and ventilators and other such other openings.
 - (d)** The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
 - (e)** Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel.
 - (f)** Good quality ceramic tile flooring in Rural and Semi Urban areas and vitrified flooring in Urban and Metropolitan Areas. Non-Skid ceramic tile flooring in toilets.
 - (g)** All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, heath faucets etc., of standard quality.
 - (h)** Electrical Distribution system including light points, power points, distribution boards and good quality earthing (conforming to Indian Electricity Act and Local Electricity Board rules & regulations.)

Place :

Date :

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....



Part – A
(Technical Bid)

Annex IV

Application No. _____

1	<p>Name and address of the offeror (s)</p> <p>Are you the owner of Property (YES / NO)</p> <p>If not</p> <p>a) Do you have proper authority to submit this bid document (Enclose self-attested copy)</p> <p>b) Name & Address of the Owner/s & Contact Number</p>	:	
2	<p>Name of the Power of Attorney Holder, in case of multiple owners.</p>	:	
3	<p>Share of each owner if any under joint ownership</p>	:	
4	Contact Person(s):		
<i>a</i>	Name	:	
<i>b</i>	Phone Number(s)	:	
<i>c</i>	Mobile Number(s)	:	
<i>d</i>	Fax	:	
<i>e</i>	email	:	

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....

5	Details of Premises offered to Bank:	
a	Location and Address with PIN code	:
b	Distance from main road / crossroad	:
c	Whether there is direct access to the premises from the main road.	:
6	Building Details:	
a	Year of Construction	:
	Number of floors	:
b	Specify type of building / permitted usage (Residential / Commercial / Industrial)	:
b.1	In case of residential then NOC from competent authorities obtained or not? (Copy to be enclosed)	
b.2	Whether occupancy certificate available? (Yes/No)	
b.3	Date of occupancy certificate (Copy of occupancy certificate to be enclosed)	
c	Specify type of construction (Load bearing / RCC Framed structure)	:

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d	Clear floor height (from top of floor to bottom of ceiling)	_____ ft	
e	Clear floor height (from top of floor to bottom of intermediate beams)	_____ ft	
7	Area offered Details (in sq. ft.):		
a	Built Up Area	:	
	Less:	:	
b	Toilet / Sanitary area	(-):	
c	Wall & Column area	(-):	
d	Staircase area, if any	(-):	
e	Portico area, if any	(-):	
f	Any other area not considered in carpet area	(-):	
g	Carpet Area (7a-7b-7c-7d-7e-7f)	:	
8	Break Up of Carpet Area Offered,		
a	Floor (Floor wise carpet area in sq.ft.)	Floor	Area in Sq.ft
		Ground	
		First / Mezza /	
b	Total Area		
9	Specification of construction:		
a	Type of Flooring provided [mosaic / ceramic tiles / vitrified tiles, others (specify)]	:	
b	Roof [RCC / Others (specify)]	:	
c	Walls [brick work, hollow blocks / others (specify)]	:	

SIGNATURE OF AUTHORISED SIGNATORY.....

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d	Whether MS Grills provided to the windows? (YES / NO)	:
e	Whether rolling shutters for the main entrance available (yes/no)	:
f	If reply to point no.9 (e) is No, then rolling Shutters for the main entrance is to be provided at Landlord's cost.	:
g	Whether society/builder's permission available for installation of a separate RF Tower (1 ft x10" Ht. Foundation plus 6-meter Iron Pole above it) approx. weight 100 Kgs. on the terrace of the building.	:
10	Whether running water facility available? (YES / NO)	:
a	Whether adequate underground tank / overhead tank with pump facility available? (YES / NO)	:
11	Whether adequate sanitary facilities available for each sex, separately? (YES / NO)	:
a	If reply to point no.11 is no, willing to provide at own cost (Yes / NO)	:
12	Whether adequate KW power load by way of 3-phase, electricity supply available with separate EB meter? (YES / NO)	:
a	If reply to point (12) above is YES, then please specify the value of EB sanctioned 3 phase loads available at the premises. If reply to point (12) above is NO, then required electricity load to be provided at landlord's cost.	:
13	Whether Strong Room (as per RBI specifications) is available? (YES / NO)	:
a	If reply to point 13 is NO , then Strong Room is to be constructed at Landlord's cost. Please offer your concurrence.	:
b	Whether floor of the building offered is strong enough to bear the load of Strong Room Walls, Doors, Safes, Safe Deposit Lockers etc.	:

14	Whether separate partition for ATM Available? (Yes/No)	
a	If reply to point no.9(g) is NO then separate partition Wall for ATM Room / Onsite ATM Cabin is to be constructed at Landlord's cost without any additional rent.	
15	Whether the premises is ready for occupation? If not, indicate present status and expected date of handing over possession	
16	Please furnish name & contact number of the earlier occupant/s if any	
17	Who are the other occupants of the premises? Please furnish floor-wise occupation of other tenants	
18	Whether exclusive/free parking facility available with the premises? (YES / NO)	:
a	Number of Two-Wheeler parking	:
b	Number of Four-Wheeler parking	:
19	Available frontage of the premises (Width of the Premises for display of Bank's Sign Board)	:
20	Please confirm the following (Specify YES or NO)	
a	The tender (both Part A and Part B) has been signed on all pages only by the authorized signatory.	:
b	The offer submitted by you is valid for six months from the date of opening of Price Bid	:
c	Rent quoted shall be on carpet area only and signed only by premises Owner / Power of Attorney Holder only.	:

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....

	NOTE: Please note that you have to indicate your confirmation YES or NO only. Rates should not be mentioned here or anywhere in Part A.	
d	Ready to offer lease premises for minimum 10 years (5+5 years) with maximum 15% increase for second block of 5 years on completion of first block of 5 years.	
e	Ready to offer lease premises without accepting any rental advance	
f	Agree to bear 50% of the cost of execution and registration of Lease Deed.	:
g	Agree to bear all taxes including Property Tax of the leased premises	
h	Agree to execute the Lease Deed agreement in Bank's standard format	:
i	Agree to bear the whitewash / painting of the branch premises once in 3-5 years.	
j	Whether the surrounding of the premises is clean and hygienic	
k	Whether area is prone to water logging / floor / other hazards	
l	Agree to construct / provide RAMP facility at the branch premises	
m	Ready to give NOC for installation of towers for network facility without any additional rent.	
n	Whether adequate space is available for Generator Set, VSAT, RF Antena, Solar Panels, Bank's Sign Board.	

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o	Have submitted a copy of the approved plan (conforming to which the building has been constructed) and Occupancy Certificate along with this application.	:
p	Have submitted the Price Bid in a separate sealed cover.	:
q	Agree to rectify any defects in the building if Bank agrees to take the premises on lease. (Yes / No)	:
r	I / we am / are willing to make alterations to the premises to suit Bank's Requirement at my / our cost. (Yes / No)	:
s	Have quoted the rent, considering all Bank's terms and conditions, per sq. ft of carpet area only. (Yes / No)	:
t	The premises is free of any litigation or dispute or encumbrance.	:
u	Whether the owner, Power of Attorney holder has the powers to lease / sub-lease the premises?	:
v	Whether Rent Control Act is applicable for the premises / Building?	:
21	Any other terms and conditions (Please specify). (a) Additional financial bearing:	:

	<p>(b) Non- Financial bearing:</p>	<p>:</p>
<p>22</p>	<p>Other infrastructure provided (viz., air-conditioning, back up DG etc., Security with CCTV, Lift with power back up. - please specify).</p>	<p>:</p>

***** PLEASE NOTE THAT THE TECHNICAL BID WHICH IS NOT IN PRESCRIBED FORMAT WILL BE REJECTED. ALL FIELDS ARE MANDATORY.**

Place:

Date:

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Annex V

CHECKLIST TO BE SUBMITTED WITH TENDER DOCUMENT:

SL NO	DOCUMENTS TO BE SUBMITTED	SUBMITTED (YES/ NO)
1	Copy of Sanctioned plan with completion/occupation certificate	YES/NO
2	Set of floor plans, sections, elevation	YES/NO
3	Site plan of premises	YES/NO
4	Documents related to conversion of land to use for non-agricultural purpose	YES/NO
5	Title Search report of the property offered (Not More than 6 months old) (Sale deed / Gift deed / Conveyance deed / partition deed / 7/12 extract / C.T.S extract / mutation entries)	YES/NO
6	Type of Ownership: If Lease hold, a) Date of expiry of lease b) Permission to Sub- lease (Proof Attached)	Freehold/Leasehold .../.../..... YES /NO
7	Aadhar card (KYC) – Copy	YES /NO
8	Pan card (KYC) – Copy	YES /NO
9	Technical Bid submitted in sealed Envelope I	YES/NO
10	Financial Bid submitted in sealed Envelope II	YES/NO
11	Technical +Financial Bid placed in bigger sealed envelope super scribed as “ OFFER FOR HIRING OF PREMISES FOR INDIAN OVERSEAS BANK, WAKAD BRANCH, PUNE ”	YES/NO

Place:

Date:

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Part – B
(Financial Bid)

INDIAN OVERSEAS BANK
Regional Office – Pune
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Name and address of the owner:

Type of Offer : On lease

Full address of premises :

ON LEASE TERMS:

Rent (per sq. ft. on carpet area only)

DETAILS		CARPET AREA (SQ. FT)	RENT (PER SQ. FT)	RENT PER MONTH (EXCLUDING GST)
AREA (CARPET ONLY)	BASEMENT			
	GROUND			
	FIRST			
	OTHERS (If any)			
TOTAL	OUTGO PER MONTH			

Please note that the rate quoted for per sq. ft. of carpet area calculated as per point 7(g) of Part A (Technical Bid).

Period of lease (certain period): _____ years from the date of handing over of vacant & in occupiable position.

Increase in rent (certain percentage): _____ % after 5 years.

This offer is valid for 6 months from the date of opening the "Technical Bid".

Date :

Page **19** of **19**

Signature of the Authorized
Signatory

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....