

INDIAN OVERSEAS BANK
Regional Office, 1st Floor, Sharad Shopping Center,
Chinubhai Tower, Ashram Road
Ahmedabad 380009
Tel. No. 079-26589865-66
Website : www.iob.in



WANTED LEASED PREMISES FOR OUR UNDER MENTIONED BRANCHES

S. No	Branch Name	Locality	City	Carpet Area (approx)
1	Thaltej	Thaltej	Ahmedabad	1500-2000 sq. ft.
2	Vastrapur	Vastrapur	Ahmedabad	1500-2000 sq. ft.

IOB invites offer for suitable premises on long term lease basis, for above mentioned carpet area for our captioned branches. Interested Owners / Power of Attorney holders of premises in and around the above mentioned locality, at **GROUND FLOOR** with proper front entry to the premises, Property / Municipal Tax to be paid by the owner and with all facilities including power and parking, may download from our website www.iob.in or collect the Technical Bid and Financial Bid formats from above mentioned address during office hours and submit their offers in **TWO separate** sealed covers super-scribed "**Technical Bid**" and "**Financial Bid**" on or before 21.01.2025 @ 17:00 Hrs.

Priority would be given to the premises belonging to Public Sector Units / Government Departments. The response from the real estate agents and brokers will not be entertained and no brokerage or commission will be paid.

Application not submitted in the prescribed format will be rejected. Separate offers should be submitted for two or more offers by the same person. The filled in tenders, signed by the authorized signatory, shall be submitted to the **Chief Regional Manager, Indian Overseas Bank, 1st Floor, Sharad Shopping Center, Chinubhai Tower, Ashram Road, Ahmedabad-380009 (Ph. 079-26589865/66)**, in separate sealed covers super-scribing the name of the work, indicating either **Technical Bid** (Part-A) or **Financial Bid** (Part-B), on top of cover on or before 21.01.2025 by 17:00 Hrs. The Technical Bid (Part A) would be opened on 22.01.2025 at 11:00 Hrs at our above-mentioned office, bidders may join for opening of technical bids. The Financial Bid (Part B) would be opened after short listing of Offers based on Part-A (Technical Bid). Part-B (Financial Bid) would be opened only for those shortlisted offers, on a future date and will be intimated to the shortlisted bidders at a later date.

Bank will shortlist the offers based on information provided in Part – A tender in accordance with Bank'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 DG set etc.) and other essential requirements spelt out in Part - A.

Bank reserves the right to reject any/all offers without assigning any reason. No Brokerage will be payable. Bank's decision on selection of the prospective offer is final.

Chief Regional Manager

Part – A

(Technical Bid)



INDIAN OVERSEAS BANK
Regional Office, 1st Floor, Sharad Shopping Center,
Chinubhai Tower, Ashram Road, Ahmedabad - 9
Tel. No. 079-226589865/66
Website : www.iob.in

Application No. _____

1. Please fill in all particulars in the space provided in the application form.
2. All particulars furnished should be supported by documentary evidence Attach separate sheets where ever 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.
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, 1st Floor, Sharad Shopping Center, Chinubhai Tower, Ashram Road, Ahmedabad-380009 (Ph 079-26589865/66), in separate sealed covers super-scribing the name of the work, indicating either **Technical Bid** (Part-A) or **Financial Bid** (Part-B), on top of cover on or before 21.01.2025 by 17:00 Hrs. The Technical Bid (Part A) would be opened on 22.01.2025 at 11:00 Hrs and 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 at a later date.

**SIGNATURE OF
AUTHORISED SIGNATORY**

6. Bank will shortlist the offers based on the **minimum criteria** information provided in Part – A tender viz.,:

- Acceptance to quote rent based on carpet area only.
- Locality of the proposed site
- Area of the premises offered
- Accessibility from main road
- Parking space provided
- Amenities and other infrastructure provided (like running water supply, adequate KW power load byway of 3 phase 440V electricity supply with independent EB meter etc.)
- Bidders acceptance to all Bank's terms and conditions.
- Other essential requirements spelt out in Part – A tender.

7. Property / Municipal Tax to be paid by the owner for full lease period, Strong Room, ATM Room, Separate toilets for Male & Female, Vitrified Tiles on Floor, Rolling Shutters, Grills etc. to be constructed / provided by owner.

8. Rent enhancement will be done only after every 5 years with maximum 15% increase in rent.

9. No rental advance / security deposit will be given by bank to the landlord.

10. Lease period will be Minimum 10 years to Maximum 15 years and Bank will have right to vacate the premises by giving 3-month notice.

11. Registered Lease Deed will be executed, and expenses incurred on this will be shared 50:50 by Bank and Landlord.

12. Landlord has to give rent free fitment period of 2 months to the bank for interior work after completing civil work / construction work as suggested by Banks' Architect.

13. Banks decision on selection of prospective offer is final.

Indian Overseas Bank

1	Name and address of the owner(s)	:
2	Name of the Power of Attorney Holder, in case of multiple owners.	:
3	Share of each owner, if any under joint ownership	:
4	Contact Person(s):	
a	Name	:
b	Phone Number(s)	:
c	Mobile Number(s)	:
d	Fax	:
e	email	:
5	Details of Premises offered to Bank:	
a	Location and Address	:

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Indian Overseas Bank

b	Distance from main road / cross road	:
c	Whether there is direct access to the premises from the main road.	:
6	Building:	
a	Year of Construction	:
b	Specify type of building (Residential / Commercial / Industrial)	:
c	Specify type of construction (Load bearing / RCC Framed structure)	:
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 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, as per IBA guidelines (7a-7b-7c-7d-7e-7f) – Copy Enclosed.	:

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8	Break Up of Carpet Area Offered, floor wise:	
a	Ground Floor	:
b	First Floor	:
c	Others, if any	:
d	Total Area (8a+8b+8c)	:
9	Specification of construction:	
a	Floor [mosaic / ceramic tiles / vitrified tiles, others (specify)]	:
b	Roof [RCC / Others (specify)]	:
c	Walls [brick work, hollow blocks / others (specify)]	:
d	Whether MS Grills provided to the windows? (YES / NO)	:
10	Whether running water facility available? (YES / NO)	:
11	Whether adequate sanitary facilities available for each sex, separately? (YES / NO)	:
12	Whether adequate KW power load by way of 3-phase, 440 V 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 load available at the premises.	:
13	Whether Strong Room (as per RBI specifications) is available? (YES / NO)	:

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a	If reply to point 13 is NO , then Strong Room is to be constructed at Landlord's cost. Please offer your concurrence.	:
14	Whether exclusive parking facility available with the premises? (YES / NO)	:
a	No. of 2-Wheeler parking	:
b	No. of 4-Wheeler parking	:
15	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 three months from the date of opening of Price Bid	:
c	Rent quoted shall be net., inclusive of all taxes including Property / Municipal tax, cesses, parking charges etc. related to the premises, till the tenure of lease including extended tenure, if any, as per Part – B 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. NOTE: Please note that you have to indicate your confirmation YES or NO only. <u>Rates should not be mentioned here or any where in Part A.</u>	:

Indian Overseas Bank

d	Agree to bear the cost of execution and registration of Lease Deed.	:
e	Agree to execute the Lease Deed agreement in Bank's standard format	:
f	Have submitted a copy of the approved plan (conforming to which the building has been constructed) along with this application.	:
g	Have submitted the Price Bid in a separate sealed cover.	:
h	Agree to rectify any defects in the building, if Bank agrees to take the premises on lease.	:
l	Have quoted the rent, considering all Bank's terms and conditions, per sq.ft of carpet area only.	:
j	The premises is free of any litigation or dispute.	:
k	Whether the owner, Power of Attorney holder has the powers to lease / sub-lease the premises?	
l	Whether Rent Control Act is applicable for the premises / Building?	

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Part – B

(Financial Bid)



Regional Office, 1st Floor, Sharad Shopping Center,
Chinu bhai Tower, Ashram Road
Ahmedabad 380009
Tel. No. 079-26589865/66
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Application No. _____

Name and address of the owner:

Offer to lease premises at:

Our offer is as follows:

Sl.N.	Rent per sq. ft. of Carpet Area, per month.	Carpet Area as per point 7(g) of Part "A"	Total Rent (payable per month)

The rate quoted is inclusive of all taxes (except GST on rent) including Property / Municipal tax, Maintenance Charges, Cess, Parking charges, etc., per sq. ft. of carpet area calculated as per point 7(g) of Part A, conforming to IBA guidelines (copy enclosed with Part A).

Place:

Signature of the Authorized
Signatory

Date: