



**INDIAN OVERSEAS BANK**  
**Regional Office, Berhampur**  
**(A Govt. of India Undertaking)**  
**VOS Campus, 2nd Floor, Vijaya Bhavan,**  
**Engg. School Road, Berhampur-760010**  
**Website: www.iob.in**

**PREMISES SPACE REQUIRED ON LEASE BASIS FOR OPENING OF NEW BRANCH AT FOLLOWING CENTER/LOCATION UNDER BERHAMPUR REGION.**

<b>SI No</b>	<b>Centre/Location</b>	<b>District</b>	<b>Space Required in Carpet Area(Approx.)</b>
1	Sundargarh	Sundargarh	1800 sq ft to 2000 sq ft

IOB invites offer for suitable premises on long term lease basis, for an approximate **carpet area as specified above for opening of new branch at captioned Centre/Location.**

Interested Owners / Power of Attorney holders of premises in and around the above mentioned Location, preferably at Ground Floor, with proper front entry to the premises and with all facilities including Power and Parking, may collect the Technical Bid and Price Bid formats from **IOB, Regional Office-Berhampur at above mentioned address** during office hours on or before **06.08.2024 @ 2.00 PM** and submit their offers in **TWO separate** sealed covers super-scribed "**Technical Bid**" and "**Price Bid**" on or before **06.08.2024 @ 05.00 PM**. Application forms & detailed terms and conditions/declaration can also be downloaded from our website <https://www.iob.in/tender.aspx> & the tender fee of **Rs. 500/-** by Demand draft (non-refundable) payable at Berhampur favoring "IOB GAD" is to be enclosed in **Technical Bid** only and submitted along with submission of tender.

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 & 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 Manager, Indian Overseas Bank, Regional Office, Berhampur, VOS Campus, 2nd Floor, Vijaya Bhavan, Engg. School Road, Berhampur-760010 (Ph.0680-2290410)** in separate sealed covers super-scribing the name of the bid, indicating either **Technical Bid** (Part-A) or **Price Bid** (Part-B), on top of cover on or before **06.08.2024 by 05:00 PM**.

The Price Bid (Part B) would be opened after short listing of Offers based on Part-A (Technical Bid). Price 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.

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 and other essential requirements spelt out in Part - A. Bank's decision on selection of the prospective offer is final & Bank reserves the right to accept or reject any or all applications without assigning any reason thereof.

Terms & Conditions/Declaration Letter should be duly signed by the property owner along with Part-A Sealed Cover.

**Chief Regional Manager**

# Part – A

(Technical Bid)



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Ref: News Paper advertisement/ Web site of IOB/Oral enquiry

Offer for the Premises: (Name of Locality)	
Name and address of the land lord/ land lady of premises with Phone number / mobile no. (Enclose copy of Title Deed Document)	
Location and exact postal address with PIN number of the offered premises	
Constructed area (in sq ft.) Carpet area (in sq. ft.). Balcony, Verandah, Pillars, Passage and toilet area to be excluded while computing carpet area.	
Whether Ground Floor/First Floor	
Whether adequate parking space for staff/ customers is available	
Building is strong enough to bear the load of safe room/Locker Cabinets/Safe etc.	
Permission from competent authority held for commercial use of premises. (Copy of permission enclosed)	
Whether premises is ready for occupation. If not time required for making it ready for occupation	
Whether the premises is free from encumbrances. If not, whether NOC from mortgagee is available.	
The land lord to construct strong room as per RBI specifications (Area 200-250 sq ft.approx), a record and stationery room and two toilets as per Bank's specifications at their cost.	
Three phase connection with required power load (20KVA) to be provided by landlord in the name of bank.If Existing Power load is available, separate meter to be provided to bank.	

Separate water connection (with municipal or alternate water supply arrangement) to be provided for Bank with dedicated water storage tank of adequate capacity	
Adequate space to be provided free of cost for keeping/ installation of Generator Set/Space for Antenna/ dish for connectivity, Bank board etc. Bank may install solar panel on the roof top for which no extra rent will be given.	
Collapsible Gate/Rolling Shutters to be provided at the Main Gate/ ATM room etc. 2x2 Vitrified tiles on the floor to be provided by land lord at his cost. (Bank reserves the right to install onsite ATM within the rented premises without any extra rent.)	
Details of latest tax paid particulars and copy thereof	
Any other information to be provided by land lord (specify)	
Place of submission of Bid Documents: Bank will not be responsible for late receipt either by post or by courier. The bid document can also be delivered personally at Regional Office address	<b>Chief Manager, Indian Overseas Bank, Regional Office, Berhampur, VOS Campus, 2nd Floor, Vijaya Bhavan, Engg. School Road, Berhampur- 760010(Ph.0680-2290410)</b>

Date:

Signature of Landlord/Landlady

### **MAJOR TERMS & CONDITIONS/DECLARATION:**

- a) I/We am/are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s, Architect and Bank official after completion of the building in all respects as per the specification/ requirement of the Bank OR shall be on lump sum basis as agreed.
- b) I understand the concept of carpet area, according to which the area occupied by toilets, staircase pillars, balcony common passage, walls including strong room walls and other uncovered area, would be excluded for arriving at rental payments.
- c) The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities:
- i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the bank.
  - ii) A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - iii) Where bank decides to have a safe room instead of a strong room, the same should be constructed as per our specifications with channel gate and steel/iron doors.
  - iv) A lunch room for staff and record, stationery room, UPS room etc will be provided as per the requirement / specification of the bank as per layout provided by Architect.
  - v) Separate toilets for gents and ladies will be provided.
  - vi) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside separate rolling shutter to be provided for the onsite ATM space.
  - vii) Entire flooring will be of vitrified and walls texture painted.
  - viii) All windows will be strengthened by grills with glass and mesh doors as per Bank's specifications.
  - ix) Required power load of around 20 KVA for the normal functioning of the bank and the requisite electrical wiring/points will be provided.
  - x) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.
  - xi) Space for fixing Bank's sign boards will be provided.
  - xii) Separate suitable space with proper enclosures will be provided for installation of generator set.
  - xiii) If required, bank will use the roof top for installation of solar panels for electricity requirement for which no separate rent will be paid by the bank.
  - xiv) Landlord to agree for fixing antenna disk/V-sat for bank's connectivity at the roof top without any extra cost. For which no separate rent will be paid by the bank.
  - xv) All repairs including annual/periodical plastic emulsion and annual/periodical painting will be got done by me/us at any own cost. In case, the repairs and/or distemping/painting is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs plastic emulsion/painting etc. at our cost and deduct all such expenses along with applicable interest as may be prescribed by the bank from the rent payable to me/us. Common area maintenance charges to be borne by the landlord as per the demand of maintenance agency.
  - xvi) Structural alteration as suggested by our Architect should be carried out by the landlord.
  - xvii) Landlord will be submit for verification the land documents and other connected papers to our satisfaction.

d) I/We undertake to procure at my/our costs the power load as may be required by the bank from time to time and agree to sign necessary documents/applications etc required there for.

e) All existing, enhanced and future Municipal /Corporation taxes, GST, rates and cesses including charges for misuse of property (charges for non-conforming usage of the premises ), if any, levied/ leviabale by any authority, will be paid by me/us.

f) I/We declare that I am/We are the absolute owner of the plot/building offered to you having valid marketable title over the above.

g) The charges /fees towards scrutinizing the title deeds of the property by the bank approved lawyer will be borne by me/us.

h) The bank shall have the exclusive right on the parking space in the building for parking of the vehicles of staff members and customers and the same shall not be disturbed, obstructed or encroached in any manner by any persons whosoever.

i) The bank shall have the right to utilize the said premises for any of its various needs, liberty to under lease, sublease the said premises or part thereof to any of its subsidiaries, or to any other party.

j) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, grills, collapsible gates, rolling shutters, partitions and other furniture and equipment's etc put up by you.

Date:

(Signature of property owner)

# Part – B

(Financial Bid)



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Ref: News Paper advertisement/ Web site of IOB/Oral enquiry

Offer for the Premises: (Name of Locality)	
Carpet Area (in sq.ft.) (Pillars /Toilets area/ Staircase, Verandah, Passage to be excluded for measurement / rent purpose.) Vitrified Tiles 2ft*2ft to be provided on the Floors.	
Rate Quoted Rupees /sq.ft. (GST if any applicable on rent will be borne by Bank)	
Lease period: Minimum 15 Years(5+5+5) with increase in rent upto 15% after every five years	
The Land lord to agree to provide Colour Wash with approved colour/Shade (with Putty on Walls/ Ceiling/ First Grade paint of approved colour/ Shade after the furnishing work by Bank is over (first time) and at an interval of three years thereafter	
Land lord to agree for Execution of Lease Agreement in the Bank's Standard Format. The format can be obtained from Bank's Branch /Regional Office for verification Land lord to agree for Execution of Lease Agreement in the Bank's Standard Format. The format can be obtained from Bank's Branch /Regional Office for verification	
Financial Bid (Part B) will be opened only for premises shortlisted by Bank at their discretion.	

Date:

Signature of Landlord/Landlady