



INDIAN OVERSEAS BANK
Regional Office, Patna
2nd& 3rd floor, Naseema Building
West Gandhi Maidan, Patna - 800001
Tel. No. 0612 - 2232663
Website: www.iob.in

Commercial Space for Bank

IOB invites offer for suitable premises on long term lease basis, for an approximate carpet area up to maximum of 1500 sq.ft. for **shifting of Kothwan Branch preferably at the ground floor at Near RPS engineering college to Khagaul Road ,Bihar**. Interested Owners / Power of Attorney holders of premises in and around the locality, 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-Patna at above address** during office hours and submit their offers in **TWO separate** sealed covers super- scribed "**Technical Bid**" and "**Price Bid**" on or before **29.07.2024 @ 17:00 hrs**. Tender forms can also be downloaded from the website www.iob.in.

Priority would be given to the premises belonging to Public Sector Units/Government department. 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, Regional Office, Patna, *Indian Overseas Bank Regional Office Regional Office Patna, 2nd& 3rd floor, Naseema Building, West Gandhi Maidan, Patna - (Ph. 0612 - 2232663)*, 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 **29.07.2024 by 17:00Hrs**.

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 (like lift, back up DG set etc) and other essential requirements spelt out in Part - A. Banks decision on selection of the prospective offer will be final. The bank reserves the right to accept or reject any offer without assigning any reason whatsoever.

मुख्य क्षेत्रीय प्रबंधक
Chief Regional Manager



Part – A

(Technical Bid)

INDIAN OVERSEAS BANK
Regional Office – Patna
2nd& 3rd Floor, Naseema Building
West Gandhi Maidan, Patna - 800001
Tel. No.0612- 2232663

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.

*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 Regional Office Patna, 2nd & 3rd floor, Naseema Building, West Gandhi Maidan, Patna - (Ph. 0612 -2232663), 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 **29.07.2024 by 17:00 Hrs.** 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.....

NAME OF AUTHORISED SIGNATORY

5. 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 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.
6. Banks decision on selection of prospective offer is final.

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY

1	मालिककानामऔरपता <i>Name and address of the owner(s)</i>	
2	एकाधिकमालिकोंकेमामलेमें, पावरऑफअटॉर्नीधारककानाम <i>Name of the Power of Attorney Holder, in case of multiple owners.</i>	
3	संयुक्तस्वामित्वकेतहतप्रत्येकमालिककाहिस्सा, यदिकोईहो <i>Share of each owner, if any under joint ownership</i>	
4	संपर्कव्यक्ति: Contact Person(s):	
a	नाम <i>Name</i>	
b	फोन नंबर <i>Phone Number(s)</i>	
c	मोबाइल नंबर <i>Mobile Number(s)</i>	
d	फैक्स <i>Fax</i>	
e	ईमेल <i>email</i>	
5	बैंककेप्रस्तावितपरिसरकाविवरण: Details of Premises offered to Bank:	
a	स्थानएवंपता <i>Location and Address</i>	

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY

b	मुख्यसड़क/चौराहेसेदूरी <i>Distance from main road / cross road</i>	
c	क्यामुख्यसड़कसेपरिसरतकसीधीपहुंचहै। <i>Whether there is direct access to the premises from the main road.</i>	
6	इमारत: <i>Building:</i>	
a	निर्माणकावर्ष <i>Year of Construction</i>	
b	भवनकाप्रकारनिर्दिष्टकरें (आवासीय/वाणिज्यिक / औद्योगिक) <i>Specify type of building (Residential / Commercial / Industrial)</i>	
b.1	आवासीयकेमामलेमेंसक्षमअधिकारियोंसेएनओसीप्राप्तकीगईहैयानहीं? <i>In case of residential then NOC from competent authorities obtained or not?</i>	
b.2	<i>Whether occupancy certificate available? (Yes/No)</i> क्याअधिभोगप्रमाणपत्रउपलब्धहै? (हांनहीं)	
b.3	अधिभोगप्रमाणपत्रकीतिथि (अधिभोगप्रमाणपत्रकीप्रतिसंलग्नकरें) <i>Date of occupancy certificate (Copy of occupancy certificate to be enclosed)</i>	
c	निर्माणकाप्रकारनिर्दिष्टकरें (भारवहन / आरसीसीफ्रेमयुक्तसंरचना) <i>Specify type of construction (Load bearing / RCC Framed structure)</i>	
d	स्पष्टफर्शकीऊंचाई (फर्शकेऊपरसेछतकेनीचेतक) <i>Clear floor height (from top of floor to bottom of ceiling)</i>	_____ ft
e	स्पष्टफर्शकीऊंचाई (फर्शकेऊपरसेमध्यवर्तीबीमकेनीचेतक) <i>Clear floor height (from top of floor to bottom of intermediate beams)</i>	_____ ft
7	क्षेत्रकाविवरण (वर्गफुटमें): <i>Area Details (in sq. ft.):</i>	
a	निर्मितक्षेत्र <i>Built Up Area</i>	

NAME OF AUTHORISED SIGNATORY

	कम <i>Less:</i>	
b	शौचालय/स्वच्छता क्षेत्र <i>Toilet / Sanitary area</i>	

c	दीवार एवं स्तम्भ क्षेत्र <i>Wall & Column area</i>	
d	सीढ़ी क्षेत्र, यदि कोई हो <i>Staircase area, if any</i>	
e	बरामदा क्षेत्र, यदि कोई हो <i>Portico area, if any</i>	
f	कोई अन्य क्षेत्र जिसे कार्पेट क्षेत्र में नहीं माना जाता है <i>Any other area not considered in carpet area</i>	
g	कार्पेट क्षेत्र <i>Carpet Area, (7a-7b-7c-7d-7e-7f)</i>	
8	प्रस्तावित कालीन क्षेत्र का विवरण, फर्श के अनुसार <i>Break Up of Carpet Area Offered, floor wise:</i>	
a	बेसमेंट <i>Basement</i>	
b	भूतल <i>Ground Floor</i>	
c	पहली मंजिल <i>First Floor</i>	
d	अन्य, यदि कोई हो <i>Others, if any</i>	
e	कुल क्षेत्रफल <i>Total Area</i> $(8a+8b+8c+8d)$	
9	निर्माण की विशिष्टता <i>Specification of construction:</i>	
a	फर्श [मोजेक/सिरेमिक टाइल्स/विट्रिफाइड टाइल्स, अन्य (निर्दिष्ट करें)] <i>Floor [mosaic / ceramic tiles / vitrified tiles, others (specify)]</i>	
b	छत [आरसीसी / अन्य (निर्दिष्ट करें)] <i>Roof [RCC / Others (specify)]</i>	
c	दीवारें [ईटका काम, खोखले ब्लॉक / अन्य (निर्दिष्ट करें)] <i>Walls [brick work, hollow blocks / others (specify)]</i>	
d	क्या विंडोज पर एमएसग्रिल उपलब्ध कराए गए हैं (हां नहीं) <i>Whether MS Grills provided to the windows? (YES / NO)</i>	

NAME OF AUTHORISED SIGNATORY

e	<p>क्या मुख्य प्रवेश द्वार के लिए रोलिंग शटर और खुलने योग्य गेट उपलब्ध हैं (हाँ/नहीं)</p> <p><i>Whether rolling shutters & collapsible Gate for the main entrance available (yes/no)</i></p>	
f	<p>यदि बिंदु संख्या 9 (ई) का उत्तर नहीं है तो मुख्य प्रवेश द्वार के लिए रोलिंग शटर और कोलैप्सिबल गेट उपलब्ध कराया जाना चाहिए।</p> <p>मकान मालिक की लागत.</p> <p><i>If reply to point no.9 (e) is NO then rolling Shutters and collapsible gate for the main entrance is to be provided at Landlord's cost.</i></p>	
g	<p>क्या एटीएम के लिए अलग विभाजन है</p> <p><i>Whether separate partition for ATM Available? (Yes/No)</i></p>	

h	<p>यदि बिंदु संख्या 9(जी) का उत्तर नहीं है तो एटीएम कक्ष के लिए अलग विभाजन दीवार का निर्माण मकान मालिक की लागत पर किया जाना है।</p> <p><i>If reply to point no.9(g) is NO then separate partition Wall for ATM Room is to be constructed at Landlord's cost.</i></p>	
i	<p>क्या अलग आरएफ टॉवर (1 फीट x 10 इंच ऊंचाई फाउंडेशन और इसके ऊपर 6 मीटर लोहे का पोल)</p> <p>की इमारत की छत पर स्थापना के लिए सोसायटी/बिल्डर की अनुमति उपलब्ध है, लगभग वजन 100 किलोग्राम।</p> <p><i>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.</i></p>	
10	<p>क्या बहते पानी की सुविधा उपलब्ध है? (हाँ/नहीं)</p> <p><i>Whether running water facility available? (YES / NO)</i></p>	
11	<p>क्या प्रत्येक लिंग के लिए अलग से पर्याप्त स्वच्छता सुविधाएँ उपलब्ध हैं? (हाँ/नहीं)</p> <p><i>Whether adequate sanitary facilities available for each sex, separately? (YES / NO)</i></p>	
12	<p>क्या 3- फेज के माध्यम से पर्याप्त किलोवाट बिजली लोड, अलग ईबीमीटर के साथ बिजली की आपूर्ति उपलब्ध है?</p>	

NAME OF AUTHORISED SIGNATORY

	<p>बुद्ध है? (हां/नहीं)</p> <p><i>Whether adequate KW power load by way of 3-phase, electricity supply available with separate EB meter? (YES / NO)</i></p>	
a	<p>यदि उपरोक्त बिंदु (12) का उत्तर हाँ है, तो कृपया परिसर में उपलब्ध ईबी स्वीकृत 3 चरण लोड का मूल्य निर्दिष्ट करें</p> <p><i>If reply to point (12) above is YES, then please specify the value of EB sanctioned 3 phase load available at the premises.</i></p>	
13	<p>क्या स्ट्रॉंगरूम (आरबीआई विनिर्देशों के अनुसार) उपलब्ध है? (हां/नहीं)</p> <p><i>Whether Strong Room (as per RBI specifications) is available? (YES / NO)</i></p>	
a	<p>यदि बिंदु 13 का उत्तर नहीं है, तो स्ट्रॉंगरूम का निर्माण मकान मालिक की लागत पर किया जाना है। कृपया अपनी सहमति प्रदान करें।</p> <p><i>If reply to point 13 is NO, then Strong Room is to be constructed at Landlord's cost. Please offer your concurrence.</i></p>	
14	<p>क्या परिसर में विशेष/निःशुल्क पार्किंग सुविधा उपलब्ध है? (हां/नहीं) (न्यूनतम 2 चार पहिया और 10 दो पहिया वाहनों की पार्किंग को विशेष/निःशुल्क आधार पर प्राथमिकता दी जाएगी)</p> <p><i>Whether exclusive/free parking facility available with the premises? (YES / NO) (minimum of 2 four wheeler and 10 Two wheeler parking preferred on exclusive/free basis)</i></p>	
a	<p>दो पहिया पार्किंग की संख्या</p> <p><i>Number of Two Wheeler parking</i></p>	
b	<p>फोर व्हीलर पार्किंग की संख्या</p> <p><i>Number of Four Wheeler parking</i></p>	
15	<p>कृपया निम्नलिखित की पुष्टि करें (हाँ/नहीं निर्दिष्ट करें)</p> <p><i>Please confirm the following (Specify YES or NO)</i></p>	
a	<p>निविदा (भाग A और भाग B दोनों) के सभी पृष्ठों पर केवल अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षर किए गए हैं।</p> <p><i>The tender (both Part A and Part B) has been signed on all pages only by the authorized signatory.</i></p>	
b	<p>आपके द्वारा प्रस्तुत प्रस्ताव खुलने की तारीख से छह महीने के लिए वैध है</p> <p><i>The offer submitted by you is valid</i></p>	

NAME OF AUTHORISED SIGNATORY

	for six months from the date of opening of Price Bid	
c	<p>उद्धृतकिरायाकेवलकारपेटएरियापरहोगाऔरकेवलपरिसरकेमालिकद्वाराहस्ताक्षरितहोगा / केवलपावरऑफअटॉर्नीधारक।</p> <p>ध्यानदें: कृपयाध्यानदेंकिआपकोअपनीपुष्टिकेवलहांयानामेंहीदर्शानीहै।दरोंकाउल्लेखहांयाभागएमेंकहींभीनहींकियाजानाचाहिए।</p> <p><i>Rent quoted shall be on carpet area only and signed only by premises Owner / Power of Attorney Holder only.</i></p> <p>NOTE: Please note that you have to indicate your confirmation YES or NO only. Rates should not be mentioned here or any where in Part A.</p>	
d	<p>लीजडीडकेनिष्पादनऔरपंजीकरणकीलागतका 50% वहनकरनेकेलिएसहमतहैं।</p> <p><i>Agree to bear 50% of the cost of execution and registration of Lease Deed.</i></p>	
e	<p>बैंककेमानकप्रारूपमेंलीजडीडसमझौतेकोनिष्पादितकरनेकेलिएसहमतहों</p> <p><i>Agree to execute the Lease Deed agreement in Bank's standard format</i></p>	
f	<p>इसआवेदनकेसाथअनुमोदितयोजना (जिसकेअनुरूपभवनकानिर्माणकियागयाहै) कीप्रतिजमाकरें।</p> <p><i>Have submitted a copy of the approved plan (conforming to which the building has been constructed) along with this application.</i></p>	
g	<p>मूल्यबोलीजमाकरदीहै अलगसीलबंदकवरमें</p> <p><i>Have submitted the Price Bid in a separate sealed cover.</i></p>	
h	<p>यदिबैंकपरिसरकोपट्टेपरलेनेकेलिएसहमतहै, तोभवनमेंकिसीभीदोषकोसुधारनेकेलिएसहमतहों।</p> <p><i>Agree to rectify any defects in the building, if Bank agrees to take the premises on lease.</i></p>	

NAME OF AUTHORISED SIGNATORY

i	बैंककेसभीनियमोंऔरशर्तोंकोध्यानमेंरखतेहुएकेवलप्रतिवर्गफुटकारपेटएरियाकेहिसाबसेकिरायाउद्धृतकियाहै। <i>Have quoted the rent, considering all Bank's terms and conditions, per sq. ft of carpet area only.</i>	
j	परिसरकिसीभीमुकदमेयाविवादसेमुक्तहै। <i>The premises is free of any litigation or dispute.</i>	
k	क्यामालिक, पावरऑफअटॉर्नीधारककेपासपरिसरकोपट्टे/ उप-पट्टेपरदेनेकीशक्तियाहैं? <i>Whether the owner, Power of Attorney holder has the powers to lease / sub-lease the premises?</i>	
l	क्यापरिसर/भवनपरकिरायानियंत्रणअधिनियमलागूहै? <i>Whether Rent Control Act is applicable for the premises / Building?</i>	
16	----- वर्षोंकीमूललीजअवधिकीसमाप्तिकेबादकिराएमेंवृद्धिअपेक्षितहै। केवलअधिकतम 15% केलिएप्रतिशतमेंउद्धरणदें। <i>Enhancement in rent expected after the end of the original lease period of ----- years.</i> <i>Quote in percentage only for a maximum of 15%.</i>	For----- years @-----% hike. (Only percentage and amount should not be filled up)
17	कोईअन्यनियमएवंशर्तें(कृपयानिर्दिष्टकरें)। <i>Any other terms and conditions (Please specify).</i> (a) अतिरिक्तवित्तीयभार <i>Additional financial bearing:</i>	
	(b) गैर-वित्तीयअसर: <i>Non- Financial bearing:</i>	
18	प्रदानकीगईअन्यबुनियादीसुविधाएं(जैसे, एयरकंडीशनिंग, बैकअपडीजीआदि - कृपयानिर्दिष्टकरें)। <i>Other infrastructure provided (viz., air-conditioning, back up DG etc. - please specify).</i>	

Place:

Date:

NAME OF AUTHORISED SIGNATORY

NAME OF AUTHORISED SIGNATORY



Part – B

(Financial Bid)

INDIAN OVERSEAS BANK
Regional Office – Patna
2nd & 3rd Floor, Naseema Building
West Gandhi Maidan, Patna - 800001
Tel. No.0612- 2232663

मालिककानामऔरपताName and address of the owner:

ऑफरकाप्रकार Type of Offer : on lease Full address of premises:

ON LEASE TERMS:

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

Sl No.	Rent per sq.ft. of Carpet Area, per month	Carpet Area as per point 7(g) of Part(A)	Total Rent(Payable per month)

कृपयाध्यानदेकिउद्धृतदरमेंआईबीएदिशानिर्देशोंकेअनुरूप, भागएकेबिंदु 7 (जी) केअनुसारगणनाकीगईप्रतिवर्गफुटकारपेटक्षेत्रकेसभीकर, उपकर, पार्किंगशुल्कआदिशामिलहैं।

Please note that the rate quoted is inclusive of all taxes, cess, parking charges, etc., per sq.ft. of carpet area calculated as per point 7(g) of Part A, conforming to IBA guidelines.

Place:

Date:

Signature of the Authorized Signatory