



इण्डियन ओवरसीज़ बैंक
Indian Overseas Bank
क्षेत्रीय कार्यालय, विजयवाडा
Regional Office
40-9-27, Near Benz Circle
Ring Road, VIJAYAWADA-520 008

दूरभाष Phone: 0866-2474830
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OFFICE SPACE REQUIRED ON LEASE BASIS

Bank requires suitable office space on lease basis in PRODDUTUR(KADAPA Dist) for its Banking business with carpet area of minimum 2000 sqft to maximum 2500 sqft.

Interested owners / PA holders of premises in the location required may send their proposals by Regd. Post/Speed Post only in two envelope system (Technical and Commercial Proposals) with furnishing full particulars on or before 11.10.2021 by 17.00 Hrs.

Brokers/real estate agents will not be entertained.

Vijayawada
24.09.2021

Sd/-
Chief Regional Manager

DETAILS OF TERMS OF OFFER FOR OFFICE SPACE REQUIREMENTS

1. The premises should be located in Ground Floor, on Main Road, preferably near to our present premises and ready to occupy.
2. Lease period offered should be for a minimum of 10 years with 5+5 year terms. Lease deed has to be executed & registered in Bank's standard format.
3. No Interest free Rental Advance will be entertained.
4. No request of annual enhancement of rent will be entertained and enhancement of rent will be on completion of 5 year term.
5. Maximum 15% enhancement of rent will be offered after completion of every 5 years during the lease period.
6. Carpet area required : Minimum 2000 sqft to Maximum 2500 sqft and should be in Ground Floor.
7. Building should have adequate water supply facility and 3 phase power requirement of about 20-30 KVA and Adequate vehicle parking facility. Age of the building should not be more than 10 years.
8. All necessary drawings of the building offered for lease, including approved plan, planning permit etc. shall be submitted and owners' certificate confirming that construction of the building is as per the approval of local body/statutory authority.
9. Owners should agree to carry necessary civil works as per Bank's layout at their cost including construction of strong room (as per RBI Specification), shutter & grill, toilet facilities, ATM site and handover possession within stipulated time advised by us as per layout plan of Bank.
10. Taking the building on lease is subject to vetting of title documents by our Law Department to ensure clear title in favor of the owner.
11. Lease deed is to be registered with expenses sharing @ 50:50
12. Separate proposals should be submitted for two or more offers by the same person. The forms is to be filled up & signed by all authorized signatories on all the pages and submit on or before 11.10.2021 by 17.00 Hrs to The Asst. General Manager, Indian overseas Bank, Regional office, 40-9-27, Near Benz Circle, Ring Road, VIJAYAWADA-520 008 by only REGD. POST/SPEED POST in sealed covers(11" X 12" GREEN CLOTH COVER) clearly mentioning "TECHNICAL/FINANCIAL BID FOR PRODDATUR BRANCH(IN BOLD CAPITAL LETTERS WITH RED COLOR INK ONLY) on top right side of the cover. Bank will not be responsible for late receipt by post. Any bid not confirming to above shall be summarily rejected.
13. The commercial proposals would be opened after short listing of offers based on Technical proposals. Commercial proposals would be opened only for those shortlisted offers, on a future date and will be intimated to the shortlisted bidders.
14. Bank will shortlist the offers based on the minimum criteria information provided in Technical proposals of the tender VIZ.
 - a. Acceptance to quote rent based on carpet area only.
 - b. Locality of the proposed site
 - c. Area of the premises offered
 - d. Accessibility from Main Road
 - e. Parking space provided
 - f. Amenities and other infrastructure provided (Like running water supply, adequate KW power and load byway of 3 phase electricity supply with independent EB meter etc.)
 - g. Owners acceptance of all Bank's terms and conditions
 - h. Other essential requirements spelt out as per terms from 1 -14
15. Bank reserves the right to reject any offers without assigning any reason.

To,
The Chief Regional Manager,
Indian Overseas Bank
Regional office
Vijayawada

Technical Proposal form(PART A)

Sub : ADVERTISEMENT IN NEWS PAPER/website of IOB – PREMISES FOR IOB, PRODDUTUR BRANCH

We refer to your enquiry regarding requirement of office space, we hereby offer the under noted premises. We have read and understood the terms of Bank for taking premises on lease and we agree for the same.

Offer for shifting of a branch (Name of the locality)	PRODDUTUR
Name and address of owner With phone number/mobile number (Enclose copy of title deed document)	
Name of the PA Holder, in case of Multiple owners	
Share of each owner if any under joint ownership	
Contact person(s) a. Name b. Phone number(s) c. Mobile number(S) d. Fax e. Email	
Details of premises offered to Bank (a) Location and address	
(b) Whether ground or first floor	
(c) Distance from present branch	
(d) Whether there is direct access to the premises from the main road	
Specify type of building (Residential/commercial)	
Permission/no objection from competent authority for use of the site for commercial purposes	
Free from encumbrances If not whether NOC from mortgage is available	

Year of Construction	
Area Details	
a. Built up Area	
b. Carpet area	
Lease period agreed:	
Whether M.S.Grill provided to the windows (YES/NO/WILL BE PROVIDED)	
Whether running water facility available(YES /NO/WILL BE PROVIDED)	
Whether separate toilets for men and women available? (YES/NO/WILL BE PROVIDED)	
Is the Building ready for occupation	
Whether adequate KW power load by way of 3-phase electricity power supply available with separate EB meter? (YES/NO/WILL BE PROVIDED)	
Strong room as per RBI's specification is to be constructed at Landlords cost (area of minimum 250 sft) Please offer your concurrence	
Are you agreeable to bear 50% of the cost of execution and registration of lease deed? (YES/NO)	
Are you agreeable to execute the lease Deed agreement in Bank's standard format? (YES/NO)	
Are you agreeable to rectify any defects in the building, if Bank agrees to take the premises on lease? (YES/NO)	
Other Infrastructure provided (viz., Air-conditioning, Back up DG etc. Please specify)	
Details of Approved plan and license Copy of same may be annexed	
Details of latest tax paid particulars and copy thereof	
Any other terms and conditions (Please specify)	

Place _____

Date _____

SIGNATURE

To,
 Chief Regional Manager,
 Indian Overseas Bank,
 Regional office,
 40-9-27, Near Benz Circle,
 Ring Road, VIJAYAWADA-520 008

Financial Proposal Form(PART B)

Sub: ADVERTISEMENT IN NEWS PAPER/website of IOB – PREMISES FOR IOB, PRODDUTUR BRANCH

Name and address of owner:

Address of the building offered:

<p>Offer for shifting of a branch (Name of the locality)</p>	<p>PRODDUTUR</p>
<p>Carpet area (in Sq.ft) (pillars/toilet area/staircase to be excluded for measurement/rent purpose) Vitrified tiles of 2 ft* ft to be provided on the floor of the branch 2 ft* ft kota/hard stone to be provided in the strong room)</p>	
<p>Rate quoted: It is inclusive of all taxes, cess, parking charges etc., per Sq. ft of carpet area. The following areas do not form par of carpet area as per RBI guidelines.</p> <ul style="list-style-type: none"> • Toilet/Sanitary area • Wall and Column area • Staircase area • Portico area if any • And other area not considered in carpet area 	
<p>Lease period (Minimum 10 years with increase in rent at 15% after the first 5 years)</p>	
<p>Rental advance</p>	<p>No Rental Advance will be paid</p>

<p>The landlord to agree to color wash with approved color/shade with putty on walls/ceiling/first grade paint approved color/shade after furnishing work by a bank is over (first time) and at an intervals of 3 years thereafter</p>	
<p>Corporation/Municipal and other statutory taxes to be borne by the landlord.</p>	
<p>Stamp duty and registration charges: The lease deed to be registered with the Sub-Registrar Charges: 50% each by bank and landlord to be shared</p>	
<p>Landlord to agree for execution of lease agreement in the bank's standard format. (The format can be obtained from the bank's regional office for verification)</p> <p>** Financial Bid (PART B) will be opened only for offers shortlisted by Bank at their discretion.</p>	

Place

Date:

(Signature)