



इण्डियन ओवरसीज़ बैंक / INDIAN OVERSEAS BANK

क्षेत्रीय कार्यालय / Regional Office

2nd<sup>nd</sup> Floor, B2-West Shahid Nagar, Bhubaneswar-751007, Odisha

Telephone No- 0674-2546168

Mob no- 8824287267/8723081042

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वेबसाइट / Website : [www.iob.in](http://www.iob.in)

### **WANTED OFFICE PREMISES ON RENTAL BASIS AT BHUBANESWAR**

Indian Overseas Bank invites offer letters for suitable office premises (commercial area) for shifting of their existing branches on long term lease basis as per details given below.

Interested Owners / Power of Attorney holders of premises in the below mentioned locality, preferably at ground floor with proper front entry to the premises and with all facilities including three phase EB – power, parking facility and easy accessibility from main road and ready to construct Strong room of minimum 150-200 Square feet as per RBI specifications may download the Technical Bid and Price Bid Formats from Bank's website [www.iob.in](http://www.iob.in) and submit their offers in **TWO separate sealed covers super-scribed "Technical Bid" and "Price Bid"** on or before 30.01.2026 @ 15:00 Hrs. The formats are also available at our Regional Office (above mentioned office address) and it can be collected during office hours.

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, Regional Office - Bhubaneswar, in separate sealed covers superscribing the name of the bid, indicating either *Technical Bid* (Part-A) or *Price Bid* (Part-B), on top of the cover on or before 30.01.2026 by 15:00 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 short-listed offers, on a future date and will be intimated to the short-listed 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.

| Name of place | Category   | Eligible Max area in sqft | ATM area in sqft | Maximum carpet area in sqft* |
|---------------|------------|---------------------------|------------------|------------------------------|
| Gujdarada     | Semi-urban | 1800                      | 100              | 1500 to 1900                 |
| Kalapada      | Rural      | 1500                      | 100              | 1200 to 1600                 |
| Nandapur      | Rural      | 1500                      | 100              | 1200 to 1600                 |
| Bhadrak       | Semi Urban | 1800                      | 100              | 1500 to 1900                 |
| Nuagaon       | Rural      | 1500                      | 100              | 1200 to 1600                 |
| Kalarahanga   | Semi Urban | 1800                      | 100              | 1500 to 1900                 |
| Balasore      | Urban      | 1800                      | 100              | 1500 to 1900                 |
| Jobra         | Urban      | 1800                      | 100              | 1500 to 1900                 |
| Kosala        | Rural      | 1500                      | 100              | 1200 to 1600                 |
| Cuttack       | Urban      | 1800                      | 100              | 1500 to 1900                 |
| Kalinga Nagar | Urban      | 1800                      | 100              | 1500 to 1900                 |

Senior Regional Manager

# Part – A

(Technical Bid)



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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 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.
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, B-2 West Shahid Nagar - Bhubaneswar, 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 30.01.2026 **by 15:00 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.

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.)
- Bidder's acceptance to all Bank's terms and conditions.
- Other essential requirements spelt out in Part – A tender.

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

|   |                                                                   |   |
|---|-------------------------------------------------------------------|---|
| 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 | <b>Contact Person(s):</b>                                         |   |
| a | Name                                                              | : |

|   |                                                                    |   |  |
|---|--------------------------------------------------------------------|---|--|
| b | Phone Number(s)                                                    | : |  |
| c | Mobile Number(s)                                                   | : |  |
| d | email                                                              | : |  |
| 5 | <b>Details of Premises offered to Bank:</b>                        |   |  |
| a | Location and Address                                               | : |  |
| b | Distance from main road / crossroad                                | : |  |
| c | Whether there is direct access to the premises from the main road. | : |  |
| 6 | <b>Building:</b>                                                   |   |  |

|   |                                                                                                                                               |   |          |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------|---|----------|
| a | Year of Construction                                                                                                                          | : |          |
| b | Specify type of building (Residential / Commercial / Industrial). In case of residential then NOC from competent authorities obtained or not? | : |          |
| 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 | <b>Area Details (in sq.ft.):</b>                                                                                                              |   |          |

|   |                                                                         |      |  |
|---|-------------------------------------------------------------------------|------|--|
| 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. | :    |  |
| 8 | <b>Break Up of Carpet Area Offered, floor wise:</b>                     |      |  |
| a | Basement                                                                | :    |  |
| b | Ground Floor                                                            | :    |  |
| c | First Floor                                                             | :    |  |
| d | Second Floor                                                            | :    |  |
| e | Others, if any                                                          | :    |  |
| f | Total Area (8a+8b+8c+8d+8e)                                             | :    |  |
| 9 | <b>Specification of construction:</b>                                   |      |  |

|   |                                                                    |   |
|---|--------------------------------------------------------------------|---|
|   |                                                                    |   |
| 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 loads available at the premises. | : |
| 13 | Whether exclusive parking facility available with the premises? (YES / NO)                                                   | : |
| a  | Number of Two-Wheeler parking                                                                                                | : |
| b  | Number of Four-Wheeler parking                                                                                               | : |
| 14 | <b>Please confirm the following (Specify YES or NO)</b>                                                                      |   |
| 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 | <p>Rent quoted shall be net., inclusive of all taxes, 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.</p> <p>NOTE: Please note that you have to indicate your confirmation Yes or No only.</p> <p><b>Rates should not be mentioned here or anywhere in Part A.</b></p> | : |
| d | Agree to bear 50% of the cost of execution and registration of Lease Deed.                                                                                                                                                                                                                                                                                                                                                                                                                                             | : |
| e | Agree to execute the Lease Deed agreement in Bank's standard format.                                                                                                                                                                                                                                                                                                                                                                                                                                                   | : |
| f | The Premises is having <b>Occupancy Certificate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |
| g | Have submitted a copy of the <b>approved plan</b> (conforming to which the building has been constructed) and <b>Occupancy Certificate</b> along with this application.                                                                                                                                                                                                                                                                                                                                                | : |
| h | Have submitted the <b>Price Bid in a separate</b> sealed cover.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | : |
| i | Agree to rectify any defects in the building, if Bank agrees to take the premises on lease.                                                                                                                                                                                                                                                                                                                                                                                                                            | : |

|    |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                           |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| j  | Have quoted the rent, considering all Bank's terms and conditions, per sq. ft of carpet area only.                                                                                                                                                                                                                                                             | :                                                                                                         |
| k  | The premise is free of any litigation or dispute.                                                                                                                                                                                                                                                                                                              | :                                                                                                         |
| l  | Whether the owner, Power of Attorney holder has the powers to lease / sub-lease the premises?                                                                                                                                                                                                                                                                  |                                                                                                           |
| m  | Whether <b>Rent Control Act</b> is applicable for the premises / Building?                                                                                                                                                                                                                                                                                     |                                                                                                           |
| 16 | Other infrastructure provided (viz., air-conditioning, back up DG etc., - please specify                                                                                                                                                                                                                                                                       |                                                                                                           |
| 17 | <p>Enhancement in rent expected after the end of the original lease period of _____ years.</p> <p>NOTE: Quote in percentage only for a maximum period of 20 year after end of original lease period.</p> <p><b>[Generally, the lease period is 10 years with (5+5) years and only 15% hike after completion of first five years and NO Rental Advance]</b></p> | <p>For _____ years @ _____ % hike.</p> <p>(Only percentage and amount should <u>not</u> be filled up)</p> |
| 18 | <p>Any other terms and conditions (Please specify).</p> <p>(a) Additional financial bearing:</p> <p>(b) Non- Financial bearing:</p>                                                                                                                                                                                                                            | <p>:</p> <p>:</p>                                                                                         |

Place:  
Date:

SIGNATURE OF  
AUTHORISED SIGNATORY

## OTHER TERMS & CONDITIONS/DECLARATION

1. 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.
2. 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.
3. Minimum period of lease should be 10 years with a maximum of 15% increase after every 5 years.
4. There will be no rental advance.
5. The following amenities are available in the premises, or I/We am/are agreeable to provide the following amenities:
  - Separate toilets for gents and ladies to be provided.
  - Three phase EB connection with required power load for the normal functioning of the bank and the requisite electrical wiring/points will be provided.
  - Continuous water supply will be always ensured by providing overhead tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.
  - Space for fixing banks sign boards/glow sign boards will be provided.
  - Separate suitable space with proper enclosures will be provided for installation of generator set.
  - Landlord to agree for fixing antenna disk/tower/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.
  - Structural alternation as suggested by bank's architect should be carried out by the landlord(s).

### Mandatory Enclosures:

- Copy of Title deed, EC for 13 years, along with latest property tax (within last 6 months).
- KYC Documents (PAN, Adhaar for Individual, Others -relevant documents) along with passport size of the owner.
- Approved Building permit and plan copy with commercial activity approval. ● Premises from all four sides and inside, with facilities-Photos

# Part – B

(Price / Financial Bid)



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Application No. \_\_\_\_\_

Name & Address of the owner:

Offer to lease premises at \_\_\_\_\_ :

Our offer is as follows:

| 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) |
|---------|--------------------------------------------|--------------------------------------------|--------------------------------|
|         |                                            |                                            |                                |

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.

Generally, the lease period is 10 years with (5+5) years and only 15% hike after completion of first five years and NO Rental Advance is to be paid.

Increase in rent (certain percentage): 15% after 5 years.

Place:

Date:

SIGNATURE OF  
AUTHORISED SIGNATORY