



Indian Overseas Bank
Regional Office
First Floor, # 550/1, Fountain Chowk,
Ludhiana
Punjab- 141001
Phone: (0161) 2445002
E Mail: 2013ro@iobnet.co.in
Web Site: www.iob.bank.in

Premises space required for various Branches on Lease basis

Indian Overseas Bank invite offers for suitable premises space on long term lease basis for our following branch.

S.No.	Centre	District	State	Area Req
1	Goniana Mandi – New Branch	Bhatinda	Punjab	1200-1600 sq. ft
2	Halwara – Existing Branch	Ludhiana	Punjab	1200-1600 sq. ft

The offer is solicited from owners of premises with clear and marketable title to the property. NOC for Commercial usages required for locations confirming to development authority norms. Interested owners of premises at above locations, preferably at Ground Floor with proper front entry and all facilities including power and parking space may submit the bids under two bid system – Technical & Financial in prescribed format in 2 separate sealed envelopes super scribing the name of the indicating either Technical Bid (Part A) or Financial Bid (Part B), on top of cover to Chief Regional Manager, Indian Overseas Bank, Regional Office ,1st Floor , Fountain Chowk , Ludhiana, Punjab -141001 Latest by 05.05.2026 till 5:00 PM. *(Bid to be submitted by landlord / landlady or power of attorney holder only. Bid found in double or more of same property submitted by third party other than landlord/landlady or power of attorney holder will be rejected).*

Application form & detailed terms & conditions can be downloaded from tenders Section on our website" <https://www.iob.bank.in/en/tenders>".

Tender will be opened on 06.05.2026. **Bank Reserves the right to reject any/all offers without assigning any reasons. No brokerage is payable.**

Chief Regional Manager

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 different premises offered 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 , Fountain Chowk , Ludhiana, Punjab -141001 in separate sealed covers super-scribing the name of the premises**, indicating either **Technical Bid** (Part-A) or **Price Bid** (Part-B), on top of cover on or before the date and time given on the website/paper advertisement. Technical Bid (Part A) will be opened by next day 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.

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 (Excluding toilets) only. Final carpet area will be measured by panel architect in presence of Bank officials and owner.
- Locality of the proposed site
- Area of the premises offered. Front should be at least 20 feet wide
- Availability of ATM space of around 80 sq ft at GF
- Accessibility from main road
- Parking space provided
- Amenities and other infrastructure provided (like perennial running water supply, adequate KW power load by way of 3 phase 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.
- Bank's decision on selection of prospective offer is final.

Offer Letter

Sl No	Description	
1	Name and address of the owner(s)	
2	Name and address of the Power of Attorney Holder, (if Applicable)	
3	In case of multiple owners, 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	
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	If under construction details of permit for construction	
c	Specify type of building (Residential / Commercial / Industrial)	
d	Specify type of construction (Load bearing / RCC Framed structure)	
e	Clear floor height (from top of floor to bottom of ceiling)	_____ft
f	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 (2)	
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)	
h	ATM Space (Carpet Area)	
8	Break Up of Carpet Area Offered, floor wise(in Sq.ft):	
a	Ground Floor	
b	First Floor	
c	Others, if any	
d	Total Square Ft offered for branch (8a+8b+8c)	

	ATM Space(GF/FF)	
e	Total Square Ft offered for ATM	
9	Specification of construction/proposed 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)	
a	If reply to point 13 is NO , then Strong Room is to be constructed at Landlord's cost (as per RBI specifications). Please offer your concurrence.	
14	Whether exclusive parking facility available with the premises? (YES / NO)	
a	Number of Two-Wheeler parking :	
b	Number of Four-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 Financial Bid.	

c	Rent quoted shall be net. inclusive of all tax , 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. Rates should not be mentioned here or anywhere in Part A	
d	Agree to bear the cost of execution and registration of Lease Deed(50:50 basis).	
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.	
i	Have quoted the rent, considering all Bank's terms and conditions, per sq.ft of carpet area only.	
j	The premises are 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?	
	Any other terms and conditions (Please specify).	

16	Any other terms and conditions (Please specify).	
	(a) Additional financial bearing:	
	(b) Non- Financial bearing:	
17	Other infrastructure provided (viz.,air- conditioning, back up DG etc. -please specify).	
18	List of Enclosures	

Place:

Date:

Signature of Authorized Signatory

Financial Bid Document (Part B) New Premises for _____ BRANCH
--

Application No :.....

Name and address of the owner:

Offer to lease premises at :

Our offer is as follows:

Sl.No.	Description	Rent per sq. ft. of Carpet Area, per month.	Carpet Area offered	Total Rent (payable per month)
1	Branch Premises with ATM Room			

Other Terms and Conditions:

- The rate quoted is inclusive of all taxes, parking charges, etc. per sq. ft. of carpet area calculated as per point 7(g) of Part A.
- Please note that Bank will not pay any other amount / charges other than the rent payable, each month.
- Period of lease : Minimum 10 years from the date of handing over of vacant premises in ready to occupy condition.
- **Increase in rent: maximum 15%** on the expiry of every 5 years of lease period. No increase in rent within 5 years.
- Municipal taxes/Maintenance to be borne by the landlord.
- **No rental advance will be given to landlord.**
- **Registration expenses to be borne by 50:50 basis.**

Place :

Date :

Signature of authorized signatory