

**INDIAN OVERSEAS BANK**

Regional office, Vadodara

ATR Complex,85/A Sampatrao colony

BPC Road Alkapuri Vadodara-390005

Phone: 0265-2960010

Website: www.iob.in**WANTED PREMISES ON LEASE FOR AT FOLLOWING LOCATION**

Centre	District	Location	Carpet Area
Navsari	Navsari	Navsari	1200 sq ft to 1500 sq ft (plus or minus 10%)

IOB invites offer for suitable premises on long term lease basis, for an approximate carpet area as specified above for opening/shifting of our captioned Branches. Location of the premises should be on the ground floor. 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-Baroda at above address** during office hours and submit their offers in **TWO separate** sealed covers super-scribed "**Technical Bid**" and "**Financial Bid**" on or before 20.07.2026 @ **5.00 PM hrs.** Tender forms can also be downloaded from the website www.iob.in .

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 all the above locations. The filled in tenders, signed by the authorized signatory, shall be submitted to the Chief Manager, Indian Overseas Bank, Regional Office, Baroda, ATR Complex,85/A Sampatrao colony, BPC Road ,Alkapuri, Vadodara-390005 ,Phone: 0265-2960010 in separate sealed covers super-scribing the name of the area, indicating either **Technical Bid** (Part-A) or **Financial Bid** (Part-B), on top of cover on or before 20.07.2026 by 5.00 p.m. Hrs.

The Price Bid (Part B) would be opened after short listing of Offers based on Part-A Technical Bid. Financial 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. Bank's decision on selection of the prospective offer is final. Bank reserves all the rights to cancel the tender at any time without any notice.

Chief Regional Manager



Part – A

(Technical Bid)

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ATR Complex, 85/A Sampatrao colony
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Phone: 0265-2960010

Website: www.iob.in

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 Assistant General Manager, Indian Overseas Bank Regional, Baroda, ATR Complex, 85/A Sampatrao colony, BPC Road, Alkapuri, Vadodara-390005, Phone: 0265-2960010 in separate sealed covers super-scribing the name of the area, indicating either **Technical Bid** (Part-A) or **Financial Bid** (Part-B), on top of cover on or **before 20.07.2026 by 5.00 PM 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.....

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 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.

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

Indian Overseas Bank

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	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	:

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c	Whether there is direct access to the premises from the main road.	:
6	Building:	
a	Year of Construction	:
b	Specify type of building (Residential / Commercial / Industrial)	:
b.1	In case of residential then NOC from competent authorities obtained or not?	
b.2	Whether occupancy certificate available? (Yes/No)	
b.3	Date of occupancy certificate (Copy of occupancy certificate to be enclosed)	
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	Area Details (in sq. ft.):	
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, (7a-7b-7c-7d-7e-7f)	:	
8	Break Up of Carpet Area Offered, floor wise:		
a	Basement	:	
b	Ground Floor		
c	First Floor	:	
d	Others, if any	:	
e	Total Area (8a+8b+8c+8d)	:	
9	Specification of 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)	:	
e	Whether rolling shutters & collapsible Gate for the main entrance available (yes/no)		
f	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.		
g	Whether separate partition for ATM Available? (Yes/No)		
h	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	Whether society/builder's permission available for installation of a separate RF Tower (1 ft x10" Ht. Foundation plus 6 meter Iron		

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	Pole above it) approx weight 100 Kgs. on the terrace of the building.	
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, 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. Please offer your concurrence.	:
14	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)	:
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 six months from the date of opening of Price Bid	:
c	Rent quoted shall be on carpet area only 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 any where in Part A.	
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	Have submitted a copy of the approved plan (conforming to which the building has been constructed) and Occupancy Certificate 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 is 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?	

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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).	:

Place:

Date:

SIGNATURE OF AUTHORISED SIGNATORY.....

Name OF AUTHORISED SIGNATORY.....



Part – B

(Financial Bid)

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Phone: 0265-2960010
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Name and address of the owner:

Type of Offer : on lease

Full address of premises :

ON LEASE TERMS:

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

DETAILS		BASIC RENT	CHARGES FOR AMENITIES	TAXES / CESS	PARKING CHARGES	ANY OTHER CHARGES	TOTAL PER MONTH
AREA (CARPET ONLY)	BASEMENT						
	GROUND						
	FIRST						
	OTHERS (If any)						
TOTAL OUTGO PER MONTH							

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.

- Period of lease (certain period): 10 years (5+5) with 15% increase after tenure of first 5 year from the date of handing over of vacant & in occupy able position.
- Area of Toilets and area of strong room walls will not be considered in the carpet area calculation as per Bank's Policy.
- No security deposits.

Signature of the Authorized

Signatory
Place:

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