



INDIAN OVERSEAS BANK

**REGIONAL OFFICE,
VELLORE**

**No. 3, 10th East Cross Road, Gandhi Nagar,
Vellore -632006**

Phone: 0416 2242486

Mob: 7776018632

Vellorero-gad@iob.in

OFFER DOCUMENT

FOR

HIRING OF LEASED PREMISES

UNDER

TWO-BID SYSTEM

This document consists of the following:

Technical Bid (Part A)

- a. Notice Inviting Offers.
- b. General Rules and Instructions to the Intending Applicants.
- c. Scope, Eligibility Criteria and Related Details.
- d. Application Format.

Financial Bid (Part B)

LAST DATE FOR SUBMISSION

:12.08.2026



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 0416-2242486, www.iob.in

NOTICE INVITING OFFERS
Commercial space for Branch

Indian Overseas Bank invites offer for suitable premises on long term lease basis as detailed below.

S No	Location	District	Area of premises in Sq. ft	Remarks
1	Kodaikkal(Pin 631105)	Ranipet	1500 approx.	A) Preference will be given to the premises in Ground floor with entire area in a single floor. B) The strong room measuring about 200 sq. ft. as per the Banks specification is to be constructed in the premises by the owner. C) Required Power load is 25 KW

The interested owners meeting the above requirements are requested to ~~add~~ the Offer Documents from the Office at the above address OR to download from the website www.iob.in.

Submission of Technical and Price Bid (Separate sealed Envelope superscripting at the top of envelope)	12.08.2026 15:00 hrs.
Opening of Technical bid Part A	12.08.2026 16:00 hrs.
Opening of Price bid Part B	Later

- Priority would be given to the premises in ground floor building with parking facility.
- 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 above office.
- 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.

Chief Regional Manager



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Part – A

(Technical Bid)

Application No. _____

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

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.**
6. The Format is to be filled up, signed by the authorized signatory and submitted to
The Chief Manager,
Indian Overseas Bank
Regional Office Vellore,
No:3, 10th East Cross Road, Gandhi Nagar, Katpadi,
Vellore 632006
Cell: 7776018632
(Ph. **0416 2242486**)
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 **12.08.2026 by 15:00 Hrs must be submitted.**
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.
7. Banks decision on selection of prospective offer is final.



Premises- Scope, Eligibility criteria and other details

1. Property should be situated in good commercial with congenial surroundings and proximity to public amenities like Bus stop, Banks, Markets, Hospitals, and Schools etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offeror to provide adequate parking space for vehicles of Bank Officials and customers. The premises should have good frontage and proper access. (Minimum 2 four wheeler parking and 12 two wheeler parking)
4. Preference will be given to premises to ground floor building with parking facility. The owners of such premises will have to hand over the possession of premises within two months of the acceptance of their offer by the Bank duly completing the strong room and other Civil / Electrical works as required by the Bank.
5. The entire offered area shall be available in a single floor and preferably in Ground Floor. In case the offered premises split in Ground floor + Mezzanine floor or Ground and First Floor etc., both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank. Staircase should be at least 4 feet wide.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed.
7. Lease agreement for the premises finalized will be entered into with the landlord/s.
8. Minimum period of lease will be 10 years with enhancement in rent for the second block of 5 years (Maximum up to 15%) with minimum notice period of 3 months for vacation by the Bank.
9. Payment of rent will be on Carpet area basis only. Carpet area shall be arrived after joint measurement as per the Bank's Carpet area Definition. *In Carpet area ,measurement are exclusive of the following*
 - Toilets
 - Common Verandahs, Passages, Corridors
 - Open Balconies
 - Common Entrance Hall
 - Car porch whether common or exclusive
 - Common Staircase and munties
 - Lift well and shafts
 - Common Garages / parking which is common to all
 - Common Canteen Areas
 - Air conditioning ducts and common AC plant rooms.
 - Pump house areas.
 - Space occupied by walls
 - Any other area which is common to all tenants.



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10. The rent shall be inclusive of basic rent plus all taxes / cess present and future – House tax, property tax, and Municipal taxes. Maintenance charges and service charges like society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
11. GST at the applicable rates on rental payment shall be borne by the Bank.
12. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. The offerers at their own cost have to construct ATM enclosure within the offered area as per the plan layout of the Bank's Architect.
13. The offerers at their own cost have to construct the strong room as per specification of Bank (Please refer "Strong room Specification" for details). The offerers at their cost shall arrange for Fitness Certificate for the strong room through a competent/ Bank's appointed Architect / Engineer. Strong room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank.
14. *Strongroom Construction details (Latest RBI Specifications)*

Wall, Floor, Roof thickness(mm)	300
Concrete mix(IS456)	M20
Steel Grid Bar Dia	12mm
Steel Grid Mesh	150x150x150 CTC, wall – mesh in two faces with 75mm CTC in cross section
Tang Bars	Not mandatory
Ventilator height from Ground	2100mm (ventilator not to be provided in external wall; ventilator, door to be provided by Bank)

15. The offerers at their own cost secure and provide the required power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only.
16. Adequate and uninterrupted water supply – preferably municipal water supply – to the premises shall be arranged with required capacity of underground tank/ overhead tank and pump. In case, Municipal water supply is not adequate, alternate potable water source shall be made available. Bank will bear the actual consumption charges only.
17. Offerers at their cost have to construct separate toilets for Ladies and Gents.
18. The landlords during the tenancy of the lease shall carry out repairs and maintenance works for the premises and to make the building tenantable and leak proof / water proof as per the requirement. Painting of the premises is to be done once in 3/5 years.
19. During the period of tenancy, if the Bank desires to carry out alterations if any within the premises at Bank's cost, the Offeror will permit the same on the existing lease terms and conditions.
20. Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.
21. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
22. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
23. Offerers, at their cost, have to provide:
 - a) Collapsible gates of full size for external entrances.
 - b) Ramp is to be provided at the entrance of the branch and ATM as per bank's requirement.
 - c) Brick Partition wall inside strong room, Record room, separate pantry room and UPS room.



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- d) Rolling shutters for external entrances with necessary locking arrangements.
- e) MS Grills for all windows and ventilators and other such other openings.
- f) The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
- g) Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/Inverter / Solar Panel.
- h) Good quality ceramic tile/ vitrified flooring in br. Non-Skid ceramic tile flooring in toilets with about 5' ht. Ceramic tile wall dado.
- i) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.
- j) Electrical distribution system and wiring including light points, power points, distribution boards and good quality earthing's (conforming to Indian Electricity Act and Local Electricity Board rules and regulations) as per the requirement of the bank. Landlord has to provide Main electrical wiring from Main Meter to Main Panel Board.

24. Bank will shortlist the offers based on the *minimum criteria* information

Provided in Part – A 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 load byway of 3 phase electricity supply with independent EB meter etc.)*
- g. Bidders' acceptance to all Bank's terms and conditions.*
- h. Other essential requirements spelt out in Part – A tender.*



APPLICATION FORMAT

1	Name and address of the owner(s)	:
2	Name of the Power of Attorney Holder, in case of multiple owners and share of owners, under Joint	:
3	Contact Person(s):	
a	Name	:
b	Phone Number(s)	:
c	Mobile Number(s)	:
d	Fax	:
e	email	:
4 a b c	Locality-commercial/Residential/Mixed Floor- Ground/First Floor Ramp/ Lift availability	:
5	Details of Premises offered to Bank:	
a	Location and Address	:



<i>b</i>	<i>Distance from main road / crossroad</i>	:	
<i>c</i>	<i>Whether there is direct access to the premises from the main road.</i>	:	
6	Building:		
<i>a</i>	<i>Year of Construction</i>	:	/Under Construction -Completion probable date
<i>b</i>	<i>Specify type of building (Residential / Commercial / Industrial)</i>	:	
<i>b.1</i>	<i>In case of residential then NOC from competent authorities obtained or not?</i>		
<i>b.2</i>	<i>Whether occupancy certificate available? (Yes/No)</i>		
<i>b.3</i>	<i>Date of occupancy certificate (Copy of occupancy certificate to be enclosed)</i>		
<i>c</i>	<i>Specify type of construction (Load bearing / RCC Framed structure)</i>	:	
<i>d</i>	<i>Clear floor height (from top of floor to bottom of ceiling)</i>	_____	ft
<i>e</i>	<i>Clear floor height (from top of floor to bottom of intermediate beams)</i>	_____	ft
7	Area Details (in sq. ft.):		
<i>a</i>	<i>Built Up Area</i>	:	
	Less:	:	
<i>b</i>	<i>Toilet / Sanitary area</i>	(-):	



<i>c</i>	<i>Wall & Column area</i>	(-):
<i>d</i>	<i>Staircase area, if any</i>	(-):
<i>e</i>	<i>Portico area, if any</i>	(-):
<i>f</i>	<i>Any other area not considered in carpet area</i>	(-):
<i>g</i>	Carpet Area, (7a-7b-7c-7d- 7e-7f)	:
<i>h</i>	Strong room carpet area	
8	Break Up of Carpet Area Offered, floor wise:	
<i>a</i>	<i>Basement</i>	:
<i>b</i>	<i>Ground Floor</i>	:
<i>c</i>	<i>First Floor</i>	:
<i>d</i>	<i>Others, if any</i>	:
<i>e</i>	<i>Total Area (8a+8b+8c+8d)</i>	:
9	Specification of construction:	
<i>a</i>	<i>Floor [ceramic tiles / vitrified tiles, others (specify)]</i>	:
<i>b</i>	<i>Roof [RCC / Others (specify)]</i>	:
<i>c</i>	<i>Walls [brick work, hollow blocks / others (specify)]</i>	:
<i>d</i>	<i>Whether MS Grills provided to the windows?</i>	:Yes/No
<i>e</i>	<i>Whether rolling shutters & collapsible Gate for the main entrance available (yes/no)</i>	
<i>F</i>	<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>	
<i>g</i>	<i>Whether separate partition for ATM available?</i>	Yes/No



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<i>h</i>	<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>	
<i>i</i>	<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>	
<i>j</i>	<i>Whether space for Bank Signage Boards available?</i>	Yes/No
<i>10</i>	<i>Whether running water facility available?</i>	:Yes/No
<i>11</i>	<i>Whether adequate sanitary facilities available for each sex, separately?</i>	:Yes/No
<i>12</i>	<i>Whether adequate KW power load by way of 3-phase, electricity supply available with separate EB meter? minimum 20 KW</i>	:Yes/No
<i>a</i>	<i>If reply to point (12) above is YES, then please specify the value of EB sanctioned 3 phase loads available at the premises.</i>	:Yes/No
<i>13</i>	<i>Whether Strong Room (as per RBI specifications) is available?</i>	:Yes/No
<i>a</i>	<i>If reply to point 13 is NO, then Strong Room is to be constructed at Landlord's cost. Please offer your concurrence.</i>	:
<i>14</i>	<i>Whether exclusive/free parking facility available with the premises? (Minimum of 2 four wheeler and 10 Two wheeler parking preferred on exclusive/free basis)</i>	:Yes/No
<i>a</i>	<i>Number of Two Wheeler parking min 10</i>	:
<i>b</i>	<i>Number of Four Wheeler parking min 2</i>	:
<i>15</i>	<i>Please confirm the following (Specify YES or NO)</i>	
<i>a</i>	<i>The tender (both Part A and Part B) has been signed on all pages only by the authorized signatory.</i>	:Yes/No
<i>b</i>	<i>The offer submitted by you is valid for six months from the date of opening of Price Bid</i>	:Yes/No



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<i>c</i>	<i>Rent quoted shall be on carpet area only and signed only by premises Owner / Power of Attorney Holder only.</i> <i>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.</i>	:
<i>d</i>	<i>Agree to bear 50% of the cost of execution and registration of Lease Deed.</i>	:
<i>e</i>	<i>Agree to execute the Lease Deed agreement in Bank's standard format</i>	:
<i>f</i>	<i>Have submitted a copy of the approved plan (conforming to which the building has been constructed) along with this application.</i>	:
<i>g</i>	<i>Have submitted the Price Bid in a Separate sealed cover.</i>	:
<i>h</i>	<i>Agree to rectify any defects in the building, if Bank agrees to take the premises on lease.</i>	:
<i>i</i>	<i>Have quoted the rent, considering all Bank's terms and conditions, per sq. ft of carpet area only.</i>	:
<i>j</i>	<i>The premises is free of any litigation or dispute.</i>	:
<i>k</i>	<i>Whether the owner, Power of Attorney holder has the powers to lease / sub- lease the premises?</i>	:



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1	<i>Whether Rent Control Act is applicable for the premises / Building?</i>	
16	<i>Enhancement in rent expected after the end of the interim/ original lease period of 5/10 years. Lease valid for 10 years. Quote in percentage only for a maximum of 15%.</i>	For 5 years @-----% hike (max 15%). (Only percentage must be entered, Amount should not be filled up)
17	<i>Any other terms and conditions (Please specify).</i> <i>(a) Additional financial bearing:</i>	
	<i>(b) Non- Financial bearing:</i>	
18	<i>Other infrastructure provided (viz., air-conditioning, back up DG provisions etc. - please specify).</i>	

Place :

Date:

Mandatory Enclosures:

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

Signature of the authorized Person

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Part – B

(Price / Financial Bid)

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**.

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

Place:

Date:

SIGNATURE OF AUTHORIZED SIGNATORY



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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:
 - The strong room will be constructed strictly as per RBI specifications and size. Strong room door, air ventilators are to be supplied by the bank
 - Separate toilets for gents and ladies to be provided.
 - A collapsible gate, rolling shutters will be provided at the entrance. Separate rolling shutter to be provided for the on-site ATM space.
 - 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).

Place:

Date:

SIGNATURE OF AUTHORIZED SIGNATORY