



INDIAN OVERSEAS BANK
REGIONAL OFFICE
DINDIGUL

1st Floor, Pensioner's Street
Palani Road, Dindigul – 624 001
Phone: 0451 4055195 / 198
Email: 3933gad@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

: 30.07.2026 @ 15.00 Hrs



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NOTICE INVITING OFFER LETTERS OF COMMERCIAL SPACE FOR BRANCHES

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

S. No	Location	District	Carpet Area of premises	Remarks
1	ODDANCHATRAM	DINDIGUL DISTRICT	1500 to 1800 sft	A) Preference will be given to the premises in Ground floor with entire area in a single floor. B) Preference will be given to the premises which having sufficient parking. C) Required Power load is 10 - 12KW D) The strong room measuring about 300 sq.ft. as per the Banks specification is to be constructed by the offeror.

The interested offerors meeting the above requirements are requested to collect the Offer / Tender Documents from the Office at the above-mentioned address OR to download from our bank website www.iob.bank.in under Tender Column.

Submission of Technical and Price Bid (Separate sealed Envelope superscribing the branch name at the top of envelope)	30.07.2026 15:00Hrs
Opening of Technical bid Part A	30.07.2026 17:00Hrs
Opening of Price bid Part B	Later

- Priority would be given to the premises belonging to Public Sector Units/Government department.
- 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.

Senior 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 Senior Regional Manager,
Indian Overseas Bank
Regional Office Dindigul,
No: 17 i, Pensioner's Street, Palani Road
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Separate sealed covers super-scribing the branch name, indicating either Technical Bid (Part-A) or Price Bid (Part-B) on top of cover to be submitted on or before 30.07.2026 by 15:00 Hrs.

7. 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 on a later date.
8. 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, 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.
4. Preference will be given to premises, ready for occupation. 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 4feet 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 upto 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 is 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 / Canteen Areas / parking which is common to all
 - Air conditioning ducts and common AC plant rooms.
 - Pump house areas.
 - Space occupied by walls
 - Any other area which is common to all tenants.
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 offerors are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.



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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 offerors at their own cost have to construct ATM enclosure within the offered area as per the plan lay out of the Bank's Architect.
13. The offerors at their own cost have to construct the strong room as per specification of Bank (Please refer "Strong room Specification" for details). The offerors 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 (if required) (Latest RBI Specifications)

Wall, Floor, Roof thickness(mm)	300
Concrete mis(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 offerors 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. Offerors at their cost have to construct separate toilets for Ladies and Gents.
18. The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof / waterproof as per the requirement. Painting of the premises is to be done once in 3 years.
19. During the period of tenancy, if the Bank desires to carryout 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. Offerors, at their cost, have to provide:

- a) Collapsible gates of full size for external entrances for branch premises.
- 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.
- d) Rolling shutters for external entrances with necessary locking arrangements for both branch and ATM.
- 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.

Mandatory Enclosures:

- 1. Copy of Title deed, EC for 13 years, along with latest property tax (within last 6 months)
- 2. KYC Documents (PAN, Aadhaar 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



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1	Name and address of the owner(s)	:	
2	Name of the Power of Attorney Holder, in case of multiple owners.	:	
a	Share of each owner if any under joint ownership	:	
3	Contact Person(s):		
a	Name	:	
b	Phone Number(s)	:	
c	Mobile Number(s)	:	
d	email	:	
4	Locality	:	
a	commercial/Residential/Mixed	:	
b	Floor- Ground/First Floor	:	
c	Ramp/ Lift availability	:	
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	Specify type of building (Residential / Commercial / Industrial).	:
b1	In case of residential then NOC from competent authorities obtained or not?	
b2	Whether occupancy certificate available? (Yes/No)	
b3	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, as per IBA guidelines (7a-7b-7c-7d-7e-7f) – Copy Enclosed.	:
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?	
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 Pole above it) approx weight 100 Kgs. on the terrace of the building?	
j	Whether space for Bank Signage Boards available? (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 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 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 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 anywhere 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 as per 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 premise 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?	
16	Enhancement in rent expected after the end of the original lease period of _____ years.	For _____ years @ _____ % hike. (Only percentage and amount should <u>not</u> be filled up)
18	Other infrastructure provided (viz., air-conditioning, back up DG etc., - please specify	
	Any other terms and conditions (Please specify). a) Additional financial bearing: b) Non- Financial bearing:	

Place:
Date:

SIGNATURE OF
AUHORISED SIGNATORY



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PART – B
(Financial Bid)

Application No. _____

Name & Address of the owner :

Offer to lease premises at :

Our offer is as follows:

S. 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)

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
AUHORISED SIGNATORY