



Part – A

(Technical Bid)

INDIAN OVERSEAS BANK
Regional Office – Nagpur
4c, Nirmala Apartment, Tilak Nagar
Nawab Layout, Amravati Road,
Nagpur -440010
Tel. No.0712-2533303/04/05

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 **Senior Regional Manager, Indian Overseas Bank Regional Office Nagpur, 4C, Nirmala Apartment, Tilak Nagar, Nawab Layout, Amravati Road-440010 (Ph. 0712-2533302/03/04/05)**, in 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 **10.08.2026 by 05:00 PM**. 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 for minimum 10 four wheelers and 25-30 two wheelers
- Amenities and other infrastructure provided (like running water supply, adequate KW power load byway of 3 phase electricity supply with independent EB meter etc.)
- Lift with power backup
- Security with CCTV
- 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.

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	:	
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)		

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....

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,		
a	Floor	:	
b	Total Area	:	
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 for the main entrance available (yes/no)	
f	If reply to point no.9 (e) is NO then rolling Shutters for the main entrance is to be provided at Landlord's cost.	
g	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.	
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. If reply to point (12) above is NO, then required electricity load to be provided at landlord's cost.	:
13	Whether exclusive/free parking facility available with the premises? (YES / NO) (minimum of 5 four wheelers and 25- 30 Two wheelers parking preferred on exclusive/free basis)	:
a	Number of Two Wheeler parking	:
b	Number of Four Wheeler parking	:
14	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	Ready to offer lease premises for minimum 10 years (5+5 years) with maximum 15% increase for second block of 5 years on completion of first block of 5 years.	
e	Ready to offer lease premises without accepting any rental advance	
f	Agree to bear 50% of the cost of execution and registration of Lease Deed.	:
g	Agree to bear all taxes including Property Tax of the leased premises	
h	Agree to execute the Lease Deed agreement in Bank's standard format	:
i	Agree to bear the whitewash / painting of the branch premises once in three years.	
k	Ready to give NOC for installation of towers for network facility	
l	Have submitted a copy of the approved plan (conforming to which the building has been constructed) and Occupancy Certificate along with this application.	:
m	Have submitted the Price Bid in a separate sealed cover.	:
n	Agree to rectify any defects in the building, if Bank agrees to take the	:

	premises on lease.	
o	Have quoted the rent, considering all Bank's terms and conditions, per sq. ft of carpet area only.	:
p	The premises is free of any litigation or dispute.	:
q	Whether the owner, Power of Attorney holder has the powers to lease / sub-lease the premises?	
r	Whether Rent Control Act is applicable for the premises / Building?	
15	Any other terms and conditions (Please specify).	:
	(a) Additional financial bearing:	
16	(b) Non- Financial bearing:	:
	Other infrastructure provided (viz., air-conditioning, back up DG etc, Security with CCTV, Lift with power back up. - please specify).	:

a	Whether proper security with CCTV Facility provided for the premises ?	
	If reply to point 17a is NO , the Security with CCTV Facility to be provided to the premises at Landlord's cost. Please offer your concurrence.	
b	Lift Facility with Power Back Up provided for the premises?	
	If reply to point 17b is NO , the Lift Facility with Power Back Up to be provided for the premises	

***** PLEASE NOTE THAT THE TECHNICAL BID WHICH IS NOT IN PRESCRIBED FORMAT WILL BE REJECTED. ALL FIELDS ARE MANDATORY.**

Place:

Date:

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....



Part – B

(Financial Bid)

INDIAN OVERSEAS BANK

Regional Office – Nagpur

4c, Nirmala Apartment, Tilak Nagar

Nawab Layout, Amravati Road,

Nagpur -440010

Tel. No.0712-253303/04/05

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		CARPET AREA (SQ.FT)	RENT (PER SQ.FT)	RENT PER MONTH (EXCLUDING GST)
AREA (CARPET ONLY)	BASEMENT			
	GROUND			
	FIRST			
	OTHERS (If any)			
TOTAL OUTGO PER MONTH				

Please note that the rate quoted is for per sq. ft. of carpet area calculated as per point 7(g) of Part A.

Period of lease (certain period): ____ years from the date of handing over of vacant & in occupy able position.

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

SIGNATURE OF AUTHORISED SIGNATORY.....

NAME OF AUTHORISED SIGNATORY.....