



इण्डियन ओवरसीज बैंक Indian Overseas Bank

क्षेत्रीय कार्यालय, REGIONAL OFFICE

दूरभाष TEL : 0651-2361531

General Administration Department
Ranchi, Pin 834001

RO/GAD/ RANCHI/PRE/RO-01/2025-26

DATE: 20.07.2026

Subject:- INVITING SEALED QUOTATIONS FROM INDIVIDUALS/AGENCIES FOR A SUITABLE PREMISES FOR LONG TERM LEASE IN RANCHI MUNICIPALITY AREA FOR REGIONAL OFFICE (4500 to 5500 sqft). Dated- 20.07.2026.

LAST DATE FOR SUBMISSION OF SEALED QUOTATION: Up to 16:00 hrs on 31.08.2026 at Regional Office Ranchi.

In case the last date of issuance and/ or the date of receipt and opening of tender are declared as holiday, the respective date shall be treated as postponed to the next working day correspondingly.

The application for the quotation can be obtained from the Office of Chief Regional Manager, Indian Overseas Bank at Regional Office, Ranchi or can be downloaded from Bank's website www.iob.in=> Tender Section.

The quotations may be in **two separate sealed covers** marked as **"Technical Bid (A)"** and **"Financial Bid (B)"** and the above sealed covers may be put in a common envelope and forwarded to the following address.

The Chief Regional Manager
Indian Overseas Bank
Regional Office, Ranchi,
Shantideep Tower, First Floor,
Radium Road, Ranchi (Jh)-834001.

Bank reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Place : Ranchi
Date : 18.07.2026


Chief Regional Manager



Technical Bid -A(for Regional Office Area – (4500 – 5500 sqft), will be considered)

SL NO	Details	Description	Remarks
1	Full Address of the premises offered with PIN CODE		
2	Contact Numbers and Email		
3	Area Offered In Sq FT Rent will be calculated on the carpet area; excluding toilet/wash areas	Ground floor: Built up area- Carpet Area-	Length x width (Only carpet area)
4	Whether single or multiple premises/whether owned singly or jointly.		
5	Building Approval : Commercial/Residential Buildings		
6	Number of Free Reserved Car Parking spaces provided with premises		
7	Lease/Leave & Licence period	5+5=10 years	
8	Escalation in rent once every 5 years	15% (maximum)	
9	Refundable Interest free Rental Advance	nil	
10	Municipal/Property Taxes present as well as future	To be borne by The Landlords	
11	Other Charges like external repair, painting etc	To be borne by the Landlord once in every 3 years.	
12	Stamp duty, Registration and other charges	To be borne equally by Lessor and Lessee	
13	a) Title (obtain Legal Opinion) owner to submit copies of Title papers for verification of the Bank along with this format b) Whether there is any litigation, suits, encumbrances, mortgage, any loans taken against the property/property being given as collateral security. Please give full details.	At the time of Execution of Agreement	



14	Legal/Engineers valuation/Insurance cover expenses	Legal/Engineers valuation by the Bank. Insurance cover for the premises by the landlord.	
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15	Municipal approvals(Whether obtained by the owner)	All Municipal Approvals will have to be arranged by the landlord at his own cost for allowing the use the premises by the bank, before signing of the agreement & commencement of rent.	
16	Water facility (present status) Whether water facility provided presently has commercial water meter	Commercial water connection to be provided by the owner at his own cost. Consumption charges to be borne by the Bank.	
17	Earthing pits(owner to allow)	Required space for at least 3 earthing pits to be allowed by the owner at his own cost.	
18	Power(owner should provide 3 phase power connection of required capacity)	Three phase power connection of minimum 25 KVA to be provided by the landlord at his own cost. Consumption charges to be borne by the Bank from occupation.	
19	Air conditioner	Space to be provided by the landlord for vents/outdoor units	
20	Dish Antenna or pole type and solar panel installation(space to be provided by landlord without any extra cost)	Space to be provided by the landlord on the terrace free of charges.	
21	RCC Strong Room (specification would be provided by the Bank)To be constructed by the landlord as per bank's specifications. (Structural stability certification from an RCC/Standard consultant is required, if the strong room is located on upper floors or ground floor having basement below)	Thickness of Strong room walls/Roof/Floor: One feet thickness cement concrete with 12 mm iron reinforcement rod of two layer mesh	
22	ATM	Space to be provided by the landlord	



23	Additions/Alterations	All interior alterations as per Bank's requirement shall be carried out by the landlord as per Municipal approval	
24	Construction of toilets(minimum 2 nos) and Pantry with fitting/fixtures and finished with material dodo/flooring etc	To be done by the landlord	
25	Collapsible gate/Rolling shutter	Both are to be provided by the landlord	
26	Does flooring occur around the premises		
27	When will the premises be available. What is the present status		
28	a. Photographs b. AutoCAD/Layout Drawing of the premises	a. Internal, external and surrounding area photographs to be submitted along with proposal b) To be submitted by landlord showing the extent of premises/space offered	
29	Whether the property is ideally suited to start the interiors on signing the agreement or does it require any modifications to be carried out by the Landlord before signing the agreement.		
29	Whether High Rise Norms applicable or not		

I hereby confirm that all the information stated above is correct and binding on me/us as legal & rightful owner/s /POA Holder of the owner/s of the premises mentioned herein

Signature of the owners:

Name of the owner :

PAN No. :

Full Residential/Office Address
of the owner :

Telephone /Mobile Nos :

Date:

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It is hereby confirmed that the above information is given by the landlord and that we have got the title papers related to this property for legal clearance.



TECHNICAL BID-B (To be submitted in a separate sealed cover)

SL NO	Details	Description	Remarks
1	Full Address of the premises offered with PIN CODE		
2	Contact Numbers and Email		
3	Area Offered In Sq FT Rent will be calculated on the carpet area; excluding toilet/wash areas	Basement: Built up area- Carpet Area Elevated GF: Built up area- Carpet Area- Ground floor: Built up area- Carpet Area- I Floor: Built up area- Carpet Area-	Length x width (Only carpet area)
4	Total Rent per Sq Ft (Carpet area) (It includes all the charges, services and amenities provided. No any additional charges to be paid by the Bank)		

Signature of the owners:

Name of the owner :

PAN No. :

Full Residential/Office Address
of the owner :

Telephone /Mobile Nos :

Date:

