



Zonal Office
Premises Dept.
UGF, World Trade Centre
Babar Road
New Delhi 110001
Phone nos. 23143956, 23412095

NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES

Indian Bank, a Public Sector Bank invites tenders under 2 bid system (Technical & Financial Bid) from owners of office premises willing to offer on lease basis (Readily built Premises) in **Defence Colony**, measuring appx **1600 sq.ft.** carpet area preferably in Ground Floor with parking facility for a lease period of 15 years for setting up their Branch.

Tender forms can be downloaded from our website www.indianbank.in from **13.11.2019 to 27.11.2019**. Last date for submission of bids is **28.11.2019 UP TO 5.00 PM** and the duly filled in tenders are to be submitted in prescribed format to the above address.

Tenders are to be submitted in Two Cover system consisting of Technical Bid and Financial Bid in two separate sealed covers superscribing "Technical Bid" or "Financial Bid" on or before **28.11.2019** at 5.00 pm. **The Technical Bid should be enclosed with refundable EMD of Rs.5000 by way of DD / BPO favouring, Indian Bank and another DD for Rs.500/- favouring Indian Bank, towards cost of tender (non refundable).**

Incomplete tenders / Late tenders / tenders not accompanied by requisite EMD / tenders not in the form specified are liable to be rejected.

Priority will be given to tenders from Public Sector undertaking / Govt. Organisations.

The Bank reserves the right to reject any or all offers without assigning any reasons whatsoever.

Tenders from agents / brokers will not be accepted.

Zonal Manager

TECHNICAL BID**TO BE GIVEN BY THE OWNER (S) OFFERING
PREMISES ON LEASE (Technical Details)**

(To be kept in a separate sealed envelope superscribing "Technical Bid" on the top of the envelope)

From

To

Dear Sir,

Sub: Offer to give on lease the premises for your Branch/Office.

I/We refer to your advertisement dated in..... and offer to give you on lease the premises described here below for your _____ Branch/Office and furnish the technical details thereon.

| | | | |
|----|--|---|--|
| a) | Name of the Owner | : | |
| b) | Name of the Co-Owners/ Partners/ Directors (Wherever applicable) | : | |
| c) | Full Address of premises offered on lease | : | |
| d) | Whether Freehold/Lease Hold | : | |
| e) | Distance from the main road/cross road | : | |
| f) | Whether there is direct access to the premises from the main road | : | |
| g) | Area Offered floor wise | : | Floor area _____ Usable Carpet in Sq.ft. |
| h) | Specify whether the area is Carpet | : | |
| i) | Type of Construction | : | |

