

### Premises Required

Indian Bank, Zonal Office, Sambalpur invites offers for engagement of premises on rent in following locality/ town/ city for shifting of its Sambalpur Branch.

Branch	Locality	Area
Sambalpur	At/PO: Budharaja, Dist: Sambalpur (Odisha) PIN-768004	1500 Sqft (Preferable in Ground Floor)

The offers are invited in two-bid system i.e. Technical Bid & Financial Bid. Interested persons / parties (except brokers) may obtain the application form i.e. prescribed format of Technical Bid (Annexure – A) and Financial Bid (Annexure – B) from the Indian Bank, Zonal Office, Sambalpur at: Shyam Arcade, Kshetrajpur, Sambalpur or from Sambalpur Branch, Near Laxmi Talkies between 10.00 a.m. to 5.00 pm on all working days up to 21/06/2025 or may be download from Bank's website [www.indianbank.in](http://www.indianbank.in).

The fully filled up technical bid along with required information & documents as required in Technical bid format are to be kept in a sealed envelope marked as Technical bid and super-scribing on top as **"Offer for Sambalpur Branch Premises"** and name, address & contact number of the offerer at bottom left corner should be addressed to Zonal Manager, Zonal Office, (Address as above). The fully filled up financial bid is to be kept in another sealed envelope marked as "Financial bid" super-scribing on top as **"Offer for Sambalpur Branch Premises"** and name, address, contact number of offerer at bottom left corner should be addressed to Zonal Manager, Zonal Office, (Address as above). Both the above envelopes marked as "Technical Bid" & "Financial Bid" shall be kept in a third sealed envelope super-scribing on top as **"Offer for Sambalpur Branch Premises"** and name, address & contact number of the offerer at bottom left corner should be addressed to Zonal Manager, Zonal Office, (Address as above). The said sealed envelope is to be submitted with the Zonal Office within due time and date for submission for offers, as detailed in this "Ad".

**The offer/Application contained in 3<sup>rd</sup> envelope as detailed in above paragraph is to be submitted at the Zonal Office at address mentioned within 5:00 pm, dated 21/06/2025.** The offer / application shall be dropped in the box kept for the purpose at Zonal office on or before due date and time.

The Technical Bid of offer shall be **opened on next working day at 3PM** and date of opening of financial bid will be intimated to short listed offerer subsequently.

The Bank reserves right to cancel any or all tenders and stop the process at any point of time without assigning any reason or notice whatsoever.

Zonal Manager



इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
भूतल कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrapur, Sambalpur, Odisha - 768003 email: zosambalpur@indianbank.co.in

### TECHNICAL BID

(To be placed in a sealed cover super-scribed as Technical Bid)

The Zonal Manager,  
Indian Bank, Zonal Office,  
Shyam Arcade Khetrapur Sambalpur, - 768003

Dear Sir,

Ref- Advertisement inviting offers for premises for ..... branch

In ..... (Name of Newspaper) ..... and Bank's website

Date of Advertisement- .....

In response to your "Ad" in captioned matter, I / we submit my / our offer to give you  
on lease my / our premises as described below:

01	Name & address of the Owner/s of offered premises	
02	Constitution, if offerer is other than individual	
03	Share of each owner under Joint Ownership	
04	Full address of the premises offered with Pin code and nearby landmarks	
05	Carpet area of the premises (Strictly in accordance to Annex - 05 of this "Ad" document)	Basement- .....sq. ft. Ground floor- .....sq. ft. Mezzanine floor- .....sq. ft. First floor - .....sq. ft. Other floor- .....sq. ft.
06	Leasehold / freehold rights of offerer (if Leasehold, name of the Lessor / lessee,	



इंडियन बैंक

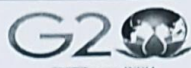


Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrapur, Sambalpur, Odisha – 768003 email: [zosambalpur@indianbank.co.in](mailto:zosambalpur@indianbank.co.in)

	lease period, lease rent is to be mentioned)	
07	Boundaries of the premises	North- South- East- West
08	Copy of location plan, lay out plan of premises showing internal dimensions and carpet area calculations are enclosed	Location Plan- Yes / No Layout Plan- Yes / No Carpet Area Calculation- Yes / No
09	Type of construction Load bearing walls OR R.C.C./Steel frame structure	
10	Clear floor height from floor to ceiling.	
11	Plinth floor height from Ground / front road Level	
12	Year of construction of building	
13	Special features of premises, if any.	
14	Details of available parking space / facilities (To be provided to the Bank within the rent rate quoted for branch / Office premises in Financial bid).	Four wheelers- Nos. Two wheelers- Nos. Area- Sft.
15	Water supply availability in premises	Drinking water availability- Yes / No Toilet water availability- Yes / No
16	Sanitary facilities available Separate toilets available for ladies & gents-	Available / Shall be constructed Gents- Ladies-

इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
ग्लोबल वृद्धिकर्म  
ONE EARTH - ONE FAMILY - ONE FUTURE



75  
Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrampur, Sambalpur, Odisha – 768003 email: [zosambalpur@indianbank.co.in](mailto:zosambalpur@indianbank.co.in)

	Size of toilets-	
17	Electric connection Availability	Available load in KVA Applied Load in KVA Agree to provide / arrange required load in Bank's name at my / our cost- Yes / No
18	Availability of space on the roof of the building for installation of V-Sat & RF Tower. (To be provided to the Bank within the rent rate quoted for branch / Office premises in Financial bid).	Yes / NO
19	Maintenance liability and its expenses	
20	Municipal / Nagarplika / Panchayat Tax Liabilities	Name of Tax collecting authority- Assessment year- Tax assessment is for offered premises individually or shared with other parts of building.
21	Details of title Document in the name of offerer- (copy of title document, tax receipt etc to be enclosed) (Offer shall be rejected, if offerer fail to establish legal ownership on premises)	Name of title- Name of title holder- Date of tile deed execution- Date of title deed registration- Details of ownership of offerer, if title is not in his / their name
22	A. Whether building is constructed as per map approved by local authorities like	Yes / No / Not applicable at the



इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
वर्तमान कृतकर्म  
ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrapur, Sambalpur, Odisha - 768003 email: zosambalpur@indianbank.co.in

Municipality/ Nagarpalika/ Panchayat/  
Development authority ?

B. Whether Completion certificate is  
obtained?

C. Whether permission / approval will be  
required from local authorities for doing  
addition / alteration in the building as per  
requirement of the Bank? Whether the offerer  
is agreeable to obtain the same?

D. Use of the premises for Commercial or  
other than Commercial as per approved  
map / master plan of the city / town.

In case other than commercial, NOC is  
obtained for use of premises as  
commercial / banking purposes?

E. Approximate time required for  
completion of construction / addition /  
alteration work as per Bank requirement-

F. Whether the offerer has consulted an  
Architect / Engineer regarding construction  
of Strong Room as per Bank specification  
of the Bank (Specified in Declarations).

If yes, whether the existing Structure is  
capable of bearing the load of the strong  
room or Architect has suggested any  
fortification of the structure.

If fortification is required, details of the  
same-

Whether the offerer is agreeable to do the

centre

Yes / No / Not applicable at the  
centre

Yes / No

Yes / No

Commercial / Other than  
Commercial

Yes / No / Not applicable at the  
centre

Yes / No

Yes / No

Yes / No

भारतीय बैंक



Indian Bank

इलाहाबाद

ALLAHABAD



भारत 2023 INDIA  
वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka  
Amrit Mahotsav

YOUR OWN BANK, ALWAYS WITH YOU

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrarajpur, Sambalpur, Odisha – 768003 email: [zosambalpur@indianbank.co.in](mailto:zosambalpur@indianbank.co.in)

	required fortification at his cost?  (The offerer will have to do fortification of the structure as per advice of the Bank's Architect / Engineer).	
23	Any other information not covered above	

### Declarations:

1. I/We, am/are aware that, the rent shall be calculated on carpet area basis (calculated as per annexure-05) which will be measured & calculated jointly by representatives of landlord/s and the Bank after completion of the construction of the premises in all respect as per the specification / requirement of the Bank.
2. Definition of Carpet area as given in the enclosed Annexure 05 was explained to me / us and clearly understood by me / us.
3. The Bank will be entitled to use the premises without any interruption / intervention from my / our side.
4. The transaction does not involve violation of HRC Act, ULC Act, Accommodation Controller Act etc. relevant in this regard.
5. The Bank will be at liberty to use all the installations / fixtures / furniture provided in the premises.
6. The Bank is authorized to install all required equipment in the premises for smooth functioning of Bank's business without referring the matter to me/us.
7. Bank is authorized to use required space at Roof of the building for installation of instrument like VSAT, RF Tower etc.
8. The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities as per plan /drawing specifications provided by the Bank at the time of acceptance of my offer.
- 8.1 Strong room to be constructed strictly as per Bank's specifications and plan.  
**Strong Room shall have clear height of 9 ft. and the four walls, floor & ceiling shall be 300 mm thick made of M20 RCC with 12 mm dia TMT bars' doubly reinforcement @ 150 mm centre to centre in both ways. In case, it is not possible to cast the ceiling as per above specification 20 mm square bar @ 75mm centre to centre must be welded over angle 50X50X6 mm @ 1200 mm centre to centre.** Strong room door with grill gate, ventilator, exhaust fan, V-cage for branch shall be provided by the Bank and will be installed by me / us.
- 8.2 An enclosure with brick wall & collapsible gate inside the strong room for cash safe.
- 8.3 A record room as per drawing & specifications of the Bank.
- 8.4 Separate toilets for gents and ladies along with provision of wash basin and drinking water provision as per drawing & specifications of the Bank.
- 8.5 Collapsible gate, rolling shutter and glazed door on the main entrance of the premises. Rolling shutter & collapsible gates at the openings of the premises other than main entrance.



इंडियन बैंक

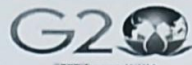


Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
वर्तमान कदम  
ONE EARTH - ONE FAMILY - ONE FUTURE



75  
Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrajpur, Sambalpur, Odisha - 768003 email: zosambalpur@indianbank.co.in

- 8.6 Flooring of the premises with vitrified tiles and / or material as advised by the bank within the cost of vitrified tiles.
- 8.7 Painting of the exterior of the premises with water proof paints, interior of the premises with Plastic paint and wooden / steel structures with enamel paint.
- 8.8 All the windows strengthened with grills with glass shutters.
- 8.9 Required power load for the normal functioning of the Bank and the requisite electrical wiring / points for UPS/ Computers/ ACs etc.
- 8.10 Continuous water supply with help of overhead water tank & water lifting pumps at all times.
- 8.11 Proper space for fixing Bank's signboard.
- 8.12 Parking space & Space for keeping Generator at the ground as detailed above in this document.
9. I / We undertake to execute all required structural repairs / renovation in the premises as and when required, at my / our cost.
10. I / We agree to provide ramp at the entrance of the premises located at GF and Railing / Handrail from ground to Entrance for premises located at upper floors.
11. I / We undertake to take internal & external painting of the premises after every 3 years, during the currency of lease period.
12. In case, the repairs and or painting is/are not done by me/us as agreed now, the Bank will be at liberty to carry out such repairs / renovations / painting etc. at our cost and deduct the incurred such expenses from the rent payable to me/us.
13. I / We undertake to execute & register lease deed, in the Bank's favour on Bank's standard format, immediately after handing over possession of the premises to the Bank.
14. At the time of vacating the premises, the Bank shall be at liberty to remove its all belongings like electrical fittings, fixtures, counters, safe, locker cabinet, almirah, strong room door, ventilator, partitions and other furniture put up by the Bank in the premises.
15. I/We further confirm that the offer is irrevocable and shall be open for 120 days from date hereof, for acceptance by the Bank.
16. I / We hereby confirm that, all the above information furnished by me/ us are true to the best of my/ our knowledge.
17. I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.
18. I / We agree that the Bank may cancel its sanction letter issued to me / us without any compensation to me / us, if we fail to complete the construction / addition / alteration work and handover the possession of complete premises to the Bank within the time quoted in this bid document or agreed by me / us at later stage.

**Signature of Owners**

**Date-**

**Place-**

**Name of Owners:-**

**Address: -**

**Mobile/telephone Nos:-**

इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetraipur, Sambalpur, Odisha - 768003 email: zosambalpur@indianbank.co.in

## Annexure-04

### INDIAN BANK

(CO: 254-260, Avvai Shanmugam Salai, Royapettah Chennai-14)

### FINANCIAL BID

(To be placed in a sealed cover superscribed as Technical Bid)

To,

The Deputy / The Zonal Manager,

.....,

.....,

Dear Sir,

Ref- Advertisement inviting offers for premises for ..... branch

In ..... (Name of Newspaper) ..... and Bank's website

Date of Advertisement- .....

In response to your "Ad" in captioned matter, I / we submit my / our offer to  
give you on lease my / our premises as described below:

01	Name of the Owner/s	
02	Full Address of the Premises	
03	<p>Carpet Area (in Sq. ft.)</p> <p>(Carpet area is to be determined as defined in Annexure-05 without including Toilet, Walls, Staircase, Corridors, Passages, Verandah area etc.)</p>	<p>Basement- .....sq.ft</p> <p>Ground floor- .....sq.ft.</p> <p>Mezzanine floor- .....sq.ft.</p> <p>First floor- .....sq.ft.</p> <p>Other Floor- .....sq.ft.</p>
04	<p><b>Rent Rate</b></p> <p>The rent rate per sq.ft. carpet area per month shall be-</p>	<p>Basement- Rs.</p> <p>Ground floor-Rs.</p> <p>Mezzanine floor-Rs.</p> <p>First floor- Rs.</p> <p>Other Floor-Rs.</p>



डियन बैंक



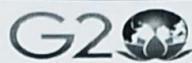
Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU

1st Floor, Shyam Arcade, Khetrajpur, Sambalpur, Odisha – 768003



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

email: zosambalpur@indianbank.co.in

05	Monthly Rent amount shall be- (area of point -3 x rate in point- 4	Rs. Per Month
06	Lease Period- (5+5+5 years) in all cases	.....years.
07	Periodical Enhancement i.e. increase in rent after every 5 years- Metro & Urban centres- 15% Semi-Urban & Rural centres- 10%	.....%
08	Cost of execution & registration of lease deed on Bank's standard format-	(tick whichever applicable) Shall be borne by offerer- Shall be borne by Bank- Shall be borne by offerer & Bank on 50:50 basis-
09	Municipal Tax Liabilities-	
	Amount of Tax per year as per present Assessment applicable since	House Tax-Rs. Water Tax-Rs. Sewer Tax- Rs. Surcharge- Rs. Any other Tax.. (Name)...- Rs. Total- Rs.
	Date of Next assessment, if due	
	Present Municipal Taxes will be borne by- Increase in Municipal Taxes in future will be borne by-	(tick whichever applicable) Shall be borne by offerer- Shall be borne by Bank- Shall be borne by offerer & Bank on

इंडियन बैंक

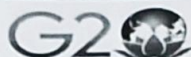


Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE



Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetraipur, Sambalpur, Odisha - 768003 email: zosambalpur@indianbank.co.in

		<p>50:50 basis-</p> <p>Shall be borne by offerer-</p> <p>Shall be borne by Bank-</p> <p>Shall be borne by offerer &amp; Bank on</p> <p>50:50 basis-</p>
10	GST	<p>(tick whichever applicable)</p> <p>Applicable- Yes / No</p> <p>Shall be borne by offerer-</p> <p>Shall be borne by Bank-</p> <p>Shall be borne by offerer &amp; Bank on</p> <p>50:50 basis-</p>
11	Premises Construction Loan	<p>(tick whichever applicable)</p> <p>Required- Yes / No</p> <p>If yes- Amount in Rs.</p>
12	<p>Interest free rent advance / Interest free Security Deposit-</p> <p>Note - Offerer can demand either premises construction loan or interest free rent advance. While analyzing the L-1 offer, financial burden (interest per month) for granting advance will be added to quoted rent rate. Advance rent can be considered up to 3 months rent, which can be extended to 6 months in exceptional cases</p>	<p>Required / Not Required</p> <p>If required, equivalent to .....month rent</p>



इयन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

YOUR OWN BANK, ALWAYS WITH YOU



भारत 2023 INDIA  
वसुधैव कुटुम्बकम्  
ONE EARTH - ONE FAMILY - ONE FUTURE

75  
Azadi Ka  
Amrit Mahotsav

ZONAL OFFICE, SAMBALPUR

1st Floor, Shyam Arcade, Khetrajpur, Sambalpur, Odisha - 768003 email: zosambalpur@indianbank.co.in

13

Any other information not covered above

Notes-

- (a) I / We, am / are aware that the rent mentioned above will be inclusive of all the amenities including parking spaces, Generator space on Ground & V-Sat / RF Tower space at roof top, and other conveniences provided by the landlords.
- (b) I / We, am / are also aware that above mentioned all parameters / demands will be quantified and will be loaded on rent rate to decide the lowest offerer.
- (c) I / We am / are aware that the Bank is not bound to accept my / our offers and may cancel it without assigning any reasons/notice whatsoever.

Place:

Date:

Signature (Owner/s)

Name of Owners:-

Address:-

Mobile/Telephone Nos. :-