



**NOTICE INVITING TENDERS FOR LEASING OF PATNA CITY 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 Under construction) in Patna City, Patna, measuring in the range of 1000 sq.ft to 1300 sq.ft. carpet area preferably in Ground Floor with parking facility for a lease period of 15 years for setting up their Branch. The tender forms can be obtained from Indian Bank, Zonal Office, 1<sup>st</sup> Floor, Budh Marg, Patna from 02.07.2025 to 16.07.2025 on payment of Rs.250 (non-refundable) by way of DD / IOI favouring INDIAN BANK. Last date for submission of bids is 16.07.2025 till 5:00 PM. Details of the tender can be obtained from our Website: [www.indianbank.in](http://www.indianbank.in)

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

**Deputy General Manager  
Indian Bank, Zonal Office, Budh Marg, Patna**



**TECHNICAL BID**

TO BE GIVEN BY THE OWNER (S) OFFERING  
PREMISES ON LEASE (**Technical Details**)  
(To be kept in a separate sealed envelope super-scribing  
"Technical Bid" on the top of the envelope)

**From,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub: Offer for giving premises on lease 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<br>/ Directors (Wherever applicable)  | : |  |
| c) | Full Address of premises offered<br>on lease  | : |  |
| d) | Whether Freehold / Lease Hold   | : |  |
| e) | Distance from the main road /<br>cross road   | : |  |
| f) | Whether there is direct access to<br>the premises from the main road  | : |  |
| g) | Area Offered floor wise (only<br>carpet area of premises to<br>specified)   | : | <b>Floor:</b> BM / GF / FF / SF / TF / other floor<br><br><b>Carpet area</b> _____ in Sq.ft. |
| h) | Type of Construction of premises  | : |  |
| i) | Year of Construction of premises  | : |  |
| j) | If the building is new, whether<br>occupancy certificate is<br>obtained from competent local<br>planning authority. | : |  |

|    |   |   |                    |
|----|---|---|--------------------|
| k) | <b>If the building is yet to be constructed</b><br>i) Whether the plan of the building is approved (Copy enclosed)<br>ii) Time required for completing the construction | : |                    |
| l) | If the building is old whether repairs / Renovation is required<br>If so time required for its completion   | : |                    |
| m) | <b>Boundaries</b><br>East<br>West<br>North<br>South   | : |                    |
| n) | If the building is yet to be constructed<br>iii) Whether the plan of the building is approved (Copy enclosed)<br>iv) Time required for completing the construction      | : |                    |
| o) | Ventilation is available from   | : | _____ No. of sides |

**TERMS AND CONDITIONS:**

Bank at its liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

**Signature of the owner/s**

| <b>DECLARATION</b> |  |  |
|--------------------|--|--|
| 1                  | The following amenities are available in the premises or I / We agreeable to provide the following amenities: <i>(pl tick the applicable item)</i>                           |  |
| a.                 | The strong room will be constructed strictly as per the Bank's specifications. Strong Room door, grill gate and ventilators are to be supplied by the Bank                   |  |
| b.                 | A partition wall will be provided inside the strong room segregating the locker room and cash room.  |  |
| c.                 | Partition wall(s) required for provision of ATM room with rolling shutter(s).  |  |
| d.                 | A lunchroom for staff and stock / stationery room will be provided as per the requirement / specifications of the Bank. A wash basin will also be provided in the lunchroom. |  |



|    |   |        |
|----|---|--------|
| e. | Separate toilets for gents and ladies will be provided.   |        |
| f. | A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.  |        |
| g. | Entire flooring will be of vitrified tiles and wall painted.  |        |
| h. | All windows will be strengthened by grill with glass and mesh door  |        |
| i. | Required power load (3 phase – 35 kva) normal functioning of the Bank and the requisite electrical wiring /Points will be provided.   |        |
| j. | Continuous Water Supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.   |        |
| k. | Space for fixing Bank's sign board will be provided.  |        |
| l. | Shelter for security guards should be provided as per Bank's specifications.  |        |
| m. | Electrical facilities and additional points (lights, fans-power) as recommended by the Bank will be provided along A' class earthing as per IS specifications.  |        |
| n. | Sufficient space for power backup generator/s.  |        |
| 2. | I/We declare that I am / We are the absolute owner of the plot / building offered to you and having valid marketable title over the above.  | Yes No |
| 3. | You are at liberty to remove at the time of vacating the premises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you. | Yes No |

- The concept of carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use.
- If my / our offer is acceptable, I/we will give you possession of the above premises on\_\_\_\_\_.
- I/we further confirm that this offer is irrevocable and shall be open for 120 days from date hereof, for acceptance by you.

Yours faithfully,

**(Signature of Owner/s)**

Place:

Date:

Address of the owner/s

## **ANNEXURE - IV**

### **Financial Bid**

**TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON LEASE – (Financial Details)**  
(To be kept in a separate sealed envelope super-scribing "Financial Bid" on the top of the envelope)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub: Financial offer for giving premises on lease 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.

### **TERMS AND CONDITIONS**

| 1. | Rent   | Carpet Area (sqft)  | Rent Rate per sqft | Total per month (Rs.) |
|----|--|---|--------------------|-----------------------|
|    | <b>Basic rent excluding GST(if applicable)</b>   |   |                    |                       |
| 2. | Period of lease (Minimum 10 years)   | _____ Yrs   |                    |                       |
| 3. | Escalation in rent after every 5 years (maximum 15%)                                   | _____ %   |                    |                       |
| 4. | Cost of lease deed to be borne by  | By owner / By Bank / shared by me and Bank in the ratio of _____. |                    |                       |
| 5. | Water tax to be borne by   | By owner  |                    |                       |
| 6. | Corporation / Municipal / Tax to be borne by   | By owner  |                    |                       |
| 7. | GST amount, if applicable, to be borne by  | By owner / Bank   |                    |                       |
| 8. | Any other tax levied / Leviable by Municipal and / or Govt. Authorities to be borne by | By owner / By Bank / shared by me and Bank in the ratio of _____. |                    |                       |
| 9. | Common maintenance charges if any to be borne by                                       | By owner  |                    |                       |
| 11 | Interest Free rent advance ( Maximum 3 months)   | _____ months  |                    |                       |

| DECLARATION |   |
|-------------|---|
| 1           | I / We, am / are aware that, the rent shall be calculated as per the carpet area only, which will be measured in the presence of owner/s and Bank Officials after completion of the building in all respects as per the specifications / requirement of the Bank and in accordance with the Policy of the Bank.   |
| 2.          | The concept of carpet area for rental purpose was explained to me / us and clearly understood by me / us, according to which the carpet area means area of the premises less toilet, passage, wall / columns, staircases, verandah, lobby, balcony, kitchen etc. even though the same is given for Bank's use.  |
| 3.          | The charges / fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me / us.   |
| 4.          | All repairs including annual / periodical painting and annual / periodical painting will be got done by me / us at my / our cost. In case, the repairs and / or painting is / are not done by me / us as agreed now, you will be at liberty to carry out such repairs, painting, etc. at our cost and deduct all such expenses from the rent payable to us. |

- I / We further confirm that this offer is irrevocable and shall be open for \_\_\_\_\_ days (minimum 120 days) from the date of opening of the bid, for acceptance by you.

Yours faithfully,

**(SIGNATURE OF OWNER/S)**

Place:

Address of owner/s

Date: