

**ZONAL OFFICE, BERHAMPUR(ODISHA)**

Plot no-704/7172 & 704/7174  
1st Floor, Sri Krishna Vihar Chowk  
Main road, Ambapua, Berhampur,  
Odisha -760011

(DRAFT ADVERTISEMENT IN “WEBSITE” FOR LEASING OF PREMISES)

**NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES**

**Indian Bank**, a Public Sector Bank invites tenders under 2 bid system (Technical & Financial) from owners of office premises willing to offer on lease basis (readily built / Premises Under construction) in **ASKA**, Dist-Ganjam (Biju Patnaik Chowk /Kalinga Road locality) measuring in the range of **1200 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 the Branch and ATM.

The tender forms can be obtained from the above address from **10.12.2025 to 30.12.2025** on payment of **Rs.250/- (Non Refundable)** by way of **DD** favouring **Indian Bank, Zonal Office,Berhampur**. Last date for submission of bids **30.12.2025** and the duly filled in tenders are to be submitted in prescribed format to the same address as mentioned above.

Tenders are to be submitted in Two Cover system consisting of **Technical Bid** and **Financial Bid** in two separate sealed covers super-scribing “**Technical Bid**” or “**Financial Bid**”

The Technical Bid should be enclosed with refundable EMD of **Rs.5000/-** by way of **DD** favouring, **Indian Bank, Zonal Office,Berhampur** on or before **30.12.2025 at 5.00 pm**.

**The Technical Bids will be opened on 31.12.2025 at 3.0 pm.**

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. Organizations.

**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  
Indian Bank,  
Zonal Office,  
Berhampur**



j)	If the building is new, whether occupancy certificate is obtained from competent local planning authority.	
k)	<b>If the building is yet to be constructed</b> i. Whether the plan of the building is approved (Copy enclosed) ii. Time required for completing the construction	
l)	If the building is old whether repairs / Renovation is required If so time required for its completion	
m)	<b>Boundaries</b> East West North South	
h)	If the building is yet to be constructed i) Whether the plan of the building is approved (Copy enclosed) ii) Time required for completing the construction	
i)	Ventilation is available from	No. of sides

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,

The Zonal Manager/AGM,  
Indian Bank, Zonal Office  
Berhampur

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.)
	Basic rent excluding GST (if applicable)			
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		
10.	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:**

**Date:**

**Address of owner/s**

