

इंडियन बैंक



Indian Bank

इलाहाबाद

ALLAHABAD

Zonal Office, 62/1550, II & III Floor,
Ram Meena Building, Valanjambalam
Ernakulam, Kochi-682 016
Phone:0484-2351627, 2382403
Email :zoernakulam@indianbank.co.in

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 Commercial premises willing to offer on lease basis (Ready built/Premises under construction and nearing completion) at the below mentioned location measuring 1400-1500 sq.ft. carpet area preferably in Ground Floor with parking for a lease period of 10 to 15 years for shifting of their existing branch premises at Kakkanad :

1. Kakkanad

The tender forms can be obtained from the following address between 10.00 am and 05.00 pm from 24.03.2026 to 13.04.2026 or from the Banks website www.indianbank.in. The Tenders should be submitted in two cover system consisting of Technical Bid and Financial Bid in two separate sealed covers super scribing "Tender for new Premises - Technical Bid" and "Tender for new Premises - Financial Bid". The Bank reserves the right to reject any or all offers without assigning any reasons whatsoever.

Last date for submission of bids at the below mentioned address is 05.05.2025, 5.00 PM

The Technical bid should be enclosed with refundable EMD of Rs.2000/- by way of DD/BPO favouring Indian Bank, Ernakulam. Incomplete tenders/late Tenders/Tenders not accompanied with requisite EMDs/Tenders not in the form Specified are liable to be rejected.

Contact Nos. 0484-2351627, 9446000881, Details can also be obtained from our Website: www.indianbank.in

(Sd/-) Zonal Manager

Place: Kochi

Date: 24.03.2026

Indian Bank, Zonal Office, Premises Dept., II & III Floor,
Ram Meena Building Valanjambalam Junction,
SA Road, Kochi-682016



ANNEXURE - V

**FORMAT FOR FINAL WRITTEN OFFER LETTER FROM OWNERS REGARDING
LEASE OF PREMISES**

01.	Name of the owner	
02.	Name of the co-owners / partners / Directors (wherever applicable)	
03.	Location and correct postal address of the premises offered	
04.	<p>a. Area offered (in sq.ft.)</p> <p>b. Specify whether the area is carpet / plinth / floor area</p> <p>c. Whether all requisite approval / sanction has been obtained for the construction of the premises ie. there is no violation of any rules, guidelines locally or otherwise</p>	
05.	Whether amenities such as water connection, electricity connection (sufficient power load), wiring etc. will be provided at owner's cost.	
06.	<p>Rent expected</p> <p>Escalation in rent</p> <p>(carpet area means area of the premises less toilets, passage, walls / columns, staircase, verandah, lobby, balcony, kitchen etc, even though the same is given for branch use)</p>	<p>Monthly rent rate</p> <p>Rs. _____ p.m.</p> <p>(Rs. _____ Per sq.ft.)</p> <p>____ % every _____ Years</p> <p>(maximum 15% in 5 years)</p>
07.	All taxes (present and future) payable by (excluding GST)	
08.	GST Payable by	
09.	a.	
	Loan required for the purpose of construction / alterations and additions (interest as per RBI directives)	
	b.	
	If the loan is not adjusted within the lease period whether the owner is agreeable for the extension of lease period as per Bank terms till the adjustment of the loan?	



10.	Details of alterations / additions to be done in the premises apart from the construction of strong room and sanitary blocks etc. at owner's cost.	
11.	Estimate for the construction / additions and alterations including construction of strong room.	
12.	Owner's contributions towards construction / additions and alternations	
13.	Security for the loan (market value of the building and land and nature of mortgage of the premises offered to be specified)	
14.	Repayment schedule (to be from rental alone), Loan should be adjusted during the certain period of lease	
15.	Rent deposit expected (maximum 3 months rent only) if loan is sanctioned rent deposit will not be sanctioned.	
16.	Lease period (minimum 10 years)	<p>_____ Yrs</p> <p>From:</p> <p>To:</p>
17.	Whether the owner has gone through the prescribed lease agreement and whether he has agreed to execute and register the same at his cost (normally no change in approved lease agreement is permitted)	
18.	Whether the owner had agreed to incur legal expenses, engineer's valuation expenses and insurance cover expenses, if loan is required (normally to be borne by the owner).	
19.	Whether agreeable for the installation of ATM within the premises, VSAT and compressor of split AC at the terrace of the building without any additional payment of rent.	
20.	Whether owner is agreeable for provision/ construction of Ramp facility with handrails in Branch/ATM?	
21.	Whether owner is agreeable for provision/ construction of Separate Toilet facility for women in Branch?	
22.	Whether owner is agreeable for installing Name Sign Board/Marketing Boards in Branch/ATM premises without additional cost?	



23. a.	Whether the owner is agreeable for sublease of the premises.	
b.	Whether he is agreeable for maintenance such as repairs painting etc. (Normally owner to agree to the above condition)	
24.	How soon the premises will be ready for occupation?	
25.	Whether blue print of approved plan is enclosed?	
26.	Offer open upto which date (minimum period of 3 months is required for perusing the proposal)	

Date:

Place:

SIGNATURE OF THE OWNER/s

NB: In case of approval of this offer, a formal lease deed shall have to be executed incorporating other terms and conditions which may be agreed mutually in the preform prepared by our advocate.





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.)
	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



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.)
	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:

Address of owner/s

Date:



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 / 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(only carpet area of premises to specified)	Floor: BM / GF / FF / SF / TF / other floor Carpet area _____ in Sq.ft.
h)	Type of Construction of premises	
i)	Year of Construction of premises	



j)	If the building is new, whether occupancy certificate is obtained from competent local planning authority.	
k)	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	
l)	If the building is old whether repairs / Renovation is required If so time required for its completion	
m)	Boundaries 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



DECLARATION						
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.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
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.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Yes	No		
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

