

**OFFER LETTER TO BE GIVEN BY THE LANDORD [S] OFFERING PREMISES  
ON LEASE**

From,

Date: \_\_\_\_\_

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

To,  
The Regional Manager  
**BARODA GUJARAT GRAMIN BANK**  
Regional Office  
101/A, B.N.Chamber, First floor,  
Opp Welcome Hotel, R.C.Dutt Road,  
Alkapuri, Vadodara-390005

Dear Sir,

**Sub: OFFER TO GIVE THE PREMISES ON LEASE FOR YOUR  
\_\_\_\_\_ Branch at \_\_\_\_\_.**

**I/We, offer to give you on lease the premises described here below for your  
\_\_\_\_\_ Branch at \_\_\_\_\_.**

- a) Full address and location of premises offered on lease
- b) Distance from the main road/cross road
- c) Whether there is direct access to the premises from the main road
- d) Parking facilities offered
- e) Floor area - (Carpet Area in Sq. ft. floor wise)
- f) Year of construction
- g) If the building is new, whether occupancy certificate is obtained.
- h) If the building is yet to be constructed
  - i) Whether the plan of the building is approved (copy enclosed)
  - ii) Cost of construction
  - iii) Time required for completing the construction
- i) If the building is old whether repairs / renovation is required
  - i) If so cost of repair / construction.

**Boundaries**

East  
West  
North



South

**TERMS & CONDITIONS:**

a) **Rent – Floor-wise rent payable at the following rates i.e.**

Floor	CARPET Area (Sq.ft)	Rent Rate per sq.ft.of CARPET Area per month
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- i) Basic Rent  
(Inclusive/exclusive of service charges)
- ii) Service if any  
[Society charges etc.]  
Give Details

With effect from i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation additions, payable within 5th working day of succeeding calendar month. For services like AC the respective service rent will be payable from the date the service is available.

b) **Lease Period:**

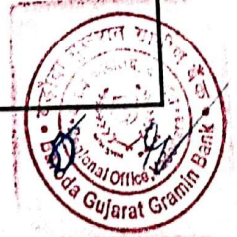
- i) \_\_\_\_\_ Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc with \_\_\_\_\_% enhancement in rent after \_\_\_\_\_ years.
- ii) In case I/We fail to discharge the entire loan to be (granted by the Bank for construction / repairs/ renovation / addition of the premises) along with interest within the agreed period of lease. I/We, agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- iii) You are however at liberty to vacate the premises at any time during the pendency of lease by giving three months' notice in writing without paying any compensation for earlier termination.

c) **Rates & Taxes:**

All existing and enhanced Municipal Corporation Taxes, rates and cesses will be paid by me/us.

d) **Repairs / Maintenance:**

- i) Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/water meters for the purpose.
- ii) All repairs including annual/periodical colour wash and annual/periodical painting will be got done by me/us at my/our cost. In case, the repairs and or white/colour washing is/are not done by me/us as agreed now, you will be at



liberty to carry out such repairs or white/ colour washing etc. at our cost and deduct all such expenses from the rent payable to us.

e) **Rental Deposit:**

you have to give us a sum of Rs. \_\_\_\_\_ being the advance rent deposit for \_\_\_\_\_ months which will be refunded to you during the lease period or before surrender of the premises or from the second year of lease and preferably in 12 to 24 months installments as stipulated to me/us by you (Applicable only where no loan component is involved)

or

f) **Loan:**

I/We may be granted a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) that may be sanctioned as per the norms of the Bank which will be cleared with interest within the stipulated period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction/renovation is \_\_\_\_\_.

Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

g) **Lease Deed/Registration Charges:**

If you require, I/We undertake to execute an agreement to lease/regular lease deed in your favor containing the mutually accepted/sanctioned terms of lease at an early date. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me/us.

**DECLARATION:**

- a) I/ We, am/are aware that, the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respect as per the specification/requirement of the Bank.
- b) The concept carpet area for rental purpose was explained to me/us and clearly understood by me/us according to which the area occupied by toilets, staircase, pillars, service shafts more than 2 sq.mtrs. in area, balcony, common passage, A/C plant room, walls and other uncovered area would be excluded for arriving at rental payments, (strike out whichever is not applicable, particularly for toilet (s)).
- c) The following amenities are available in the premises or I/We agree to provide the following amenities (Strike out whichever is not applicable) at our cost.
  - i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.
  - ii) A partition wall will be provided inside the strong room segregating safe deposit vault and cash room.



- iii) A lunch room for staff and stock room will be provided as per the requirement /specification of the Bank/A wash basin will also be provided in the lunch room.
- iv) Separate toilets for gents and ladies will be provided.
- v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- vi) Entire flooring will be mosaic and walls distempered.
- vii) All windows will be strengthened by grills with glass and mesh doors.
- viii) Required power load (Commercial Connection) for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
- ix) 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.
- x) A suitable space for fixing sign boards on the front walls of the building will be provided at no extra cost.
- xi) Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.
- xii) In case bank agrees to, I undertake not to let/lease out any portion of the same building to any other bank.
- d) I/We declare that I am/are the absolute owner of the plot/building offered to you and having valid marketable title over the above. I/We also confirm that there is no litigation/court order against this property.
- e) The charges/fees towards scrutinising the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- f) You are at liberty to remove at the time of vacating the premises all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
- g) If my/our offer is acceptable. I/We will give you possession of the above premises by \_\_\_\_\_ (Date)
- h) I/We further confirm that this offer is irrevocable and shall be open for \_\_\_\_\_ days from date hereof, for acceptance by you.

Yours faithfully,

Place:

Date:

(OWNER/S)



### SUGGESTED FORMAT FOR TECHNICAL BID

1.	Name of Owner	:	
2.	Telephone No. / Mobile No.	:	
3.	Complete Address of Site / Premises Offered	:	
4.	Copy of ownership proof (attach copy)	:	
5.	Floor offered with details of Carpet area. Quote to be in Carpet area and not any other area	:	
6.	Year of construction	:	
7.	Whether said property has Municipal Approval for commercial use. (Attach Copy)	:	
8.	Details of sanctioned plan (Copy to be furnished on demand)	:	
9.	Details of completion / occupation certificate (Copy to be furnished on demand)	:	
10.	Whether the colony is finally approved by Govt. (Submit the proof)	:	
11.	Specifications of Internal Finishes	:	
12.	Amenities	:	
13.	Electrical Load	:	
14.	Water Supply Connection	:	
15.	Type of Structure – RCC / Load Bearing	:	
16.	Parking availability	:	
17.	V-SAT Antenna Space	:	
18.	Distance from Railway / Station etc.	:	

**CARE:**

- > No indication as to price aspect be given in Technical Bid.
- > Technical bid and financial bid are to be submitted in separate sealed covers marked as TB & FB super scribing advertisement reference, name of the applicant and address of the applicant.
- > Both these sealed covers (TB & FB) be put in one sealed cover marked as offer for premises at \_\_\_\_\_.



### SUGGESTED FORMAT FOR FINANCIAL BID

1.	Full Name of Owners	:	
2.	Location of Premises	:	
3.	Rental rate per sq. ft. of Carpet area. Quote to be in carpet area only and not any other area. (Only Ground floor premises to be offered) ` _____ per sq.ft. per month (inclusive of taxes)	:	
4.	Municipal Taxes. To be borne by landlord invariably	:	
5.	Taxes including revision in future To be borne by Landlord invariably. Please note that Municipal taxes / cess/ services to be borne by Landlord. Service charges like Society charges, maintenance charges to be borne by the Bank.	:	
6.	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	:	
7.	Service Tax on rent (to be borne by whom)	:	
8.	Period of Lease	:	
9.	Desired enhancement in rent	:	
10.	Cost of execution of Lease Deed to be shared in proportion	:	50:50
11.	Interest free rent advance required, if any	:	
12.	Loan amount required for construction / renovation of premises. If any	:	
13.	Any other condition, If any.	:	

