

**Financial Bid****TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON LEASE – (Financial Details)**

( To be kept in a separate sealed envelope superscribing "Financial Bid" on the top of the envelope)

To

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

Dear Sir,

**Sub : Offer to give on lease the premises 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   | Rent Rate per sqft | Total per month (Rs.) |
|----|---|---|--------------------|-----------------------|
|    | a. Basic Rent   |   |                    |                       |
|    | b. GST  |   |                    |                       |
|    | c. Common Maintenance etc, if any (give details)                                    |   |                    |                       |
| 2. | Period of lease   | _____ Yrs   |                    |                       |
| 3. | Escalation in rent  | _____ % after _____ Yrs   |                    |                       |
| 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. | Service tax amount, if applicable, to be borne by                                   | By owner / Bank   |                    |                       |
| 8. | Any other tax levied / Leivable by Municipal and/or Govt Authorities to be borne by | By owner / By Bank / shared by me and Bank in the ratio of _____. |                    |                       |
| 9. | Service charges / maintenance charges if any to be borne by                         | By owner  |                    |                       |
| 11 | Rental deposit  | _____ months  |                    |                       |

**DECLARATION**

|   |   |
|---|---|
| 1 | I / We, am / are aware that, the rent shall be calculated as per the carpet area 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. |
|---|---|

|    |   |
|----|---|
| 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 from the date thereof, for acceptance by you.

Yours faithfully,

**(SIGNATURE OF OWNER/S)**

Place :

Address of owner/s

Date :