

**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 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 sq ft	Total per month (Rs.)
	a. Basic Rent			
	b. Service Tax			
	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 / 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.	Service charges / maintenance charges if any to be borne by	By owner		
11	Rental deposit	_____ months		

<b>DECLARATION</b>	
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 scrutinising 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)**

Address of owner/s

Place:

Date:

Mobile No:

## **CARPET AREA FOR COMMERCIAL BUILDING – RENTAL AREA**

The Carpet Area of any floor shall be the covered floor area worked out excluding the following portion of the building:

1. Walls and Columns
2. Sanitary accommodation, except mentioned otherwise in a specific case
3. Verandahs, except where fully enclosed and used as internal passage and corridors
4. Corridors and passages, except where used as internal passages and corridors exclusive to the unit.
5. Kitchen and Pantries.
6. Entrance halls and porches, vertical sun brakes, box louvers.
7. Staircase and munties.
8. Shafts and machine rooms for lifts.
9. Barsaties\*, lofts. (\*Barsati is a covered space open at least on one side constructed on a terraced roof.)
10. Garages and Parking Space.
11. Canteens.
12. Air- conditioning ducts and air-conditioning plant rooms, shafts for sanitary piping and garbage ducts more than two square meters in area.
13. Space for installation of generator.

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**Signature (Owner/s)**

**Name:**