**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 | | |
| 11 | 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 :