**Financial Bid**

**Annexure**  - IV

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 | Totalper 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  |

|  |
| --- |
| **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. eventhough 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)**

Place :

 Address of owner/s

Date :