

Financial BidTO 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. 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 :