

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,

The Deputy Zonal Manager
Indian Bank
Zonal Office, Kancheepuram

Madam/Dear Sir,

Sub: Financial offer for giving premises on lease for your Branch / Office

✓ We, refer to your advertisement dated _____ in _____ and offer to give you on lease the premises described here below for your **Melameyur** 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)	10/15 Yrs		
3.	Escalation in rent after every 5 years (maximum 15%)	15 %		
4.	Cost of lease deed to be borne by	By owner / By Bank / shared by me and Bank in the ratio of 50:50.		
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		
10.	Interest Free rent advance (Maximum 3 months)	03 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.

✍ We further confirm that this offer is irrevocable and shall be open for 180 days (minimum 120 days) from the date of opening of the bid, for acceptance by you.

Yours faithfully,

(Signature of Owner/s)

Place:

Date:

Address of the owner/s

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,

The Deputy Zonal Manager
Indian Bank
Zonal Office, Kancheepuram

Madam/Dear Sir,

Sub: Financial offer for giving premises on lease for your Branch / Office

I / We, refer to your advertisement dated 16/09/2025 in **Dinamani and The New Indian Express** and offer to give you on lease the premises described here below for your **Orikkai** branch / office.

TERMS AND CONDITIONS

11.	Rent	Carpet Area (sqft)	Rent Rate per sqft	Total per month (Rs.)
	Basic rent excluding GST (if applicable)	1200-1250	90	From Rs. 108000/- to Rs. 112500/-
12.	Period of lease (Minimum 10 years)	10 Yrs		
13.	Escalation in rent after every 5 years (maximum 15%)	15 %		
14.	Cost of lease deed to be borne by	By owner / By Bank / shared by me and Bank in the ratio of 50:50.		
15.	Water tax to be borne by	By owner		
16.	Corporation / Municipal / Tax to be borne by	By owner		
17.	GST amount, if applicable, to be borne by	By owner / Bank		
18.	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 _____.		
19.	Common maintenance charges if any to be borne by	By owner		
20.	Interest Free rent advance (Maximum 3 months)	03 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 120 days (minimum 120 days) from the date of opening of the bid, for acceptance by you.

Yours faithfully,

(Signature of Owner/s)

Place: ORIKKAI

Date: 29/10/2025

Address of the owner/s

Shri S Selvaraj
37, Annai Sathya Nagar,
Military Road, Orikkai, Kancheepuram
Tamilnadu – 631502