

## **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.) |
|----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------|-----------------------|
|    | <b>Basic rent excluding GST(if applicable)</b>                                      |                                                                   |                    |                       |
| 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 :

