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,

DGM/Zonal Manager
Indian Bank, Zonal Office,
Premises Department,
#100-101 First Floor, East Avani Moola Street
Madurai – 625 001.

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		
10.	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 & Mobile No**
Date: