

TECHNICAL BID

OFFER LETTER TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES
ON LEASE - TECHNICAL DETAILS

From:

To,
The Regional Manager
DENA GUJARAT GRAMIN BANK,
D BLOCK , TIRUPATI BAZAR
NEAR SIDDHPUR CROSS ROAD
PATAN - 384 265

Dear Sir,

Re: **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 and furnish the Technical
details thereon:

a) Name of the Owner	
b) Name of the Co-owners / Partners / Directors (Wherever applicable)	
c) Full address of premises offered on lease Prominent landmarks	
d) Whether Freehold / Leasehold	
e) Distance from the main road / cross road	
f) Whether there is direct and independent access to the premises from the main road	

g) Area offered floorwise (carpet)	
h) Activities in neighbouring shops / buildings	
i) Type of Construction	
j) Year of Construction	
k) If the building is new, whether occupancy certificate is obtained	Yes / No
- Power connection / load available Separate meter available	Yes / No
- Water connection available	Yes / No
- Separate meter available	Yes / No
l) If the building is yet to be constructed -	Yes / No
i) Whether the plan of the building is approved (copy enclosed)	
ii) Cost of construction	
iii) Time required for completing the construction	
m) If the building is old whether repairs / renovation is required. If so, cost/ of repairs / construction	
n) Boundaries : East _____ West _____ North _____ South _____	

TERMS AND CONDITIONS :

1. _____ years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with a further period of _____ years at your option.
2. You are however at liberty to vacate the premises at any time during the pendency of lease by giving three month's notice in writing, without paying any compensation for earlier termination.

3. Bank can install ATM etc. within the premises that can be operated from outside after business hours also.
4. Installation of V-sat and other communication equipments can be done free of cost.

DECLARATION:

- a. The following amenities are available in the premises or I / We are agreeable to provide the following amenities (Strike out whichever is not applicable)
 1. The strong room for SDV will be constructed strictly as per the Bank's specifications at our cost. Strong Room door will be supplied by the Bank.
 2. A partition wall will be provided inside the strong room segregating the locker room and cash room.
 3. A lunchroom for staff and stock / stationery room will be provided as per the requirement / specifications of the Bank. A wash basin will also be provided in the lunch room.
 4. Separate toilets for gents and ladies will be provided.
 5. A collapsible gate rolling shutters and glass door will be provided at the entrance and at any other point which gives direct access to outside.
 6. Entire flooring will be of vitrified tiles and wall distempered.
 7. All windows and ventilators will be strengthened by iron grill with glass and mesh doors.
 8. Required power load (10 KVA) for the normal functioning of the Bank and the requisite electrical wiring / points will be provided.
 9. Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
 10. Adequate space for fixing Bank's signboard will be provided.
 11. Shelter for security guards will be provided as per

Bank's specifications.

12. Electrical facilities and additional points (lights, fans - power) as recommended by the Bank will be provided.

b. I / We declare that I am / we are the absolute owner/s of the plot / building /

Premises offered to you and having valid marketable title over the above.

c. You are at liberty to remove at the time of vacating the premises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.

d. If my / our offer is acceptable, I / we will give you possession of the above premises on _____

e. I / we further confirm that this offer is irrevocable and shall be open for 120 days from the date hereof, for acceptance by you.

Yours faithfully,

(Owner/s)

Place:

Date:

FINANCIAL BID

**OFFER LETTER TO BE GIVEN BY THE OWNER(S) OFFERING PREMISES ON
LEASE - FINANCIAL DETAILS**

From:

To,
The Regional Manager
DENA GUJARAT GRAMIN BANK,
D BLOCK ,TIRUPATI BAZAR
NEAR SIDDHPUR CROSS ROAD
PATAN - 384 265

Dear Sir,

Re: Offer to give on lease the premises for your -----
Branch.

I/We refer to your advertisement dated _____ in _____
and offer to give you on lease the premises described hereunder
for, -----, ----- Branch/Office.

FULL ADDRESS OF THE PREMISES OFFERED ON LEASE:

TERMS AND CONDITIONS

(1) Rent: Floor wise rent payable at the following rate i.e.

(CERTAIN PERIOD)

FLOOR	FLOOR AREA - CARPET	RENT RATE PER SQ.FT
i) Basic Rent ii) Services, if any, iii) Society charges etc., give details iv) Taxes (% of tax levied by Municipality/ Panchayat etc.)		

With effect from _____ i.e. the date of handing over
vacant possession after completion of the construction,

repairs, renovation, addition, payable within 5th working day of succeeding calendar month.

(2) ENHANCEMENT DURING OPTION PERIOD:

a) **Lease Period:**

_____ Years certain from the date of handing over vacant possession with enhancement of rent at _____ for a further period of _____ years at your OPTION.

b) **Loan:**

I / We may be granted a loan of Rs. _____ (Rupees _____ only) that may be sanctioned as per the norms of the Bank, which will be cleared with interest within the certain period of lease and also undertake to repay the loan by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction / renovation is _____.

In case I / We, fail to discharge the entire loan to be granted by the Bank for construction / repair / renovation / addition of the premises along with interest within the agreed period of lease, I / We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding by enforcement of the security or by other means such as may be deemed necessary by the Bank.

c) **Taxes / Rates:**

All existing and enhanced Municipal Corporation taxes, rates and cases will be paid by me / us and the Fees / Renewal fees towards obtaining NOC from the competent authority for commercial use of the premises will be borne by me / us.

d) **Maintenance / Repairs:**

- i) Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including annual / periodical white washing and annual / periodical painting will be got done by me / us at my / our cost. In case, the repairs and / or white / colour washing is / are not done by me / us as agreed now, you will be at liberty to carry out such repairs / white / colour washing etc. at your cost and deduct all such expenses from the rent payable to me / us.

e) **Rental Deposit:**

You have to give us a sum of Rs. _____ (Rupees _____) being the advance rent deposit for six months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last 3 / 6 months rent payable before you vacate (applicable only where no loan component is involved).

Further, I / We undertake to offer the land and building as security for the loan granted for the construction of the building.

f) **Lease Deed / Registration Charges:**

If you require, I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of lease at an early date. I / We undertake to bear the entire charges towards stamp duty and registration charges and legal expenses for the registration of the lease deed.

DECLARATION:

a. 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.

b. The concept - 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.

c. The charges / fee towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me / us.

d. I / We further confirm that this offer is irrevocable and shall be open for 120 days from the date hereof, for acceptance by you.

Yours faithfully,

(Owner/s)

Place:

Date: