



CORPORATE OFFICE, PREMISES, EXPENDITURE & ESTATE DEPT

Financial Bid

TO 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
Assistant General Manager
Premises, Expenditure & Estate Dept.
Indian Bank
Corporate Office
Royapettah
Chennai-14

Dear Sir,

Sub : Offer to give on lease the premises for your bank Executives' residence

I / We, refer to your advertisement dated _____ in _____ and offer to give you on lease the premises described here below for your bank Executives' residence.

TERMS AND CONDITIONS

1	Number of Flats		
	2BHK / 3BHK		
2.	Rent/ per flat	Carpet Area	Total per month (Rs.) Lumpsum
	a. Basic Rent		
	b. GST		
	c. Common Maintenance etc, if any (give details)		
	Total		
3	If the rent rate & carpet areas are varying for each flats a separate sheet statement may be enclosed.		
4.	Period of lease	_____ Yrs	
5.	Escalation in rent	_____ % after _____ Yrs	
6.	Cost of lease deed to be borne by	By owner / By Bank / shared by me and Bank in the ratio of _____.	
7.	Water tax to be borne by	By owner	
8.	Corporation / Municipal / Tax to be borne by	By owner	
9.	GST tax amount, if applicable, to be borne by	By owner / Bank	
10.	Any other tax levied / Leviable by Municipal and/or Govt Authorities to be borne by	By owner	
11.	Service charges / maintenance charges/ water charges if any to be borne by	By owner	
12	Rental deposit	3 months	

Adhva



DECLARATION	
1.	The charges / fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me / us.
2.	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 :

