

## 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.)
	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		

**SOP –Premises Policy version 4.0**

<b>DECLARATION</b>	
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:**

