



## केनरा बैंक

### शाखा खोलने के लिये किराये पर भवन चाहिये

बैंक को किराया आधार पर कन्फर्मिंग एरिया/कमर्शियल एरिया में भूतल पर पर्याप्त पार्किंग, पावर लोड (15 के.वी.ए. या अधिक आवश्यकतानुसार) एवं अन्य सुविधाओं सहित शाखा खोलने हेतु भवन चाहिये। भवन में ए.टी.एम. लगाने हेतु उपयुक्त स्थान होना चाहिए। आवेदक के पास किराये पर दी जाने वाली सम्पत्ति को व्यवसायिक/बैंकिंग उपयोग में देने हेतु सम्बंधित विभाग/अधिकारी से अनुमति होना चाहिये।

मध्यप्रदेश में निम्नांकित स्थान पर एटीएम सुविधा सहित शाखा खोलने हेतु भवन की आवश्यकता है।

स्थान	कारपेट एरिया
<b>भौरी</b> (भौरी गाँव से लगते हुये बेरागढ़ सीहोर मेन रोड वाले परिसर को प्राथमिकता)	1000 - 1150 वर्गफुट

1. सम्पत्ति स्वामी ही आवेदन करें 2. आवेदन में भवन का स्थान, अपेक्षित किराया एवं स्थान का नक्शा लगा होना चाहिये 3. किसी भी प्रकार की दलाली नहीं दी जावेगी 4. लिफाफे पर स्पष्ट रूप से " शाखा खोलने के लिये किराये पर भवन हेतु आवेदन" अवश्य लिखें 5. बिना कारण बताये किसी भी आवेदन को अस्वीकार करने का अधिकार बैंक के पास सुरक्षित रहेगा।

आवेदन उप महाप्रबन्धक, केनरा बैंक, पर्यावास भवन, ब्लॉक नं. 3, 5वीं मंजिल, अरेरा हिल्स, जेल रोड, भोपाल को दिनांक **20.03.2010** तक पहुँच जाना चाहिए.

अधिक जानकारी एवं आवेदन प्रारूप हेतु हमारी वेबसाइट देखें <http://canarabank.com/tenders>

# OFFER LETTER

FROM

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To

The Senior Manager  
Canara Bank

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Dear Sir,

Sub : OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH/OFFICE

I/We offer to you to give you on lease the premises described herebelow for your \_\_\_\_\_branch/office.

a) Full Address of premises  
offered on lease

b) Distance from the main road/cross road

c) Whether there is direct access to  
the premises from the main road

d) Floorwise area Floor Carpet area (in sft)

e) Year of construction

f) If the building is new, whether  
occupancy certificate is obtained

g) If the building is yet to be constructed

i) Whether plan of the building is approved  
(Copy enclosed)

ii) Cost \_\_\_\_\_ of \_\_\_\_\_ Construction

iii) Time required for completing  
the construction

- h) If the building is old whether repairs/ renovation is required
  - i) If so, cost of repairs/construction
- i) Whether the premises can be used for commercial purpose
- i) Boundaries
  - East
  - West
  - North
  - South

## TERMS & CONDITIONS

- a) Rent : Floorwise rent at the following rates ie
 

Floor	Carpet Area	Rental rate per sft
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 with effect from \_\_\_\_\_ ie., the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 5th working day of succeeding calendar month.
- b) Lease Period :
  - i) 5 (Five) years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, etc with a further period of 5 (five) years with \_\_\_\_\_% enhancement in rent for the 2nd 5 years block.
  - ii) In case I/We fail to discharge the entire loan to be granted by the Bank (for construction/repairs/renovation/addition of the premises) alongwith 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 outstandings by enforcement of the security or by other means such as may be deemed necessary by the Bank.
  - iii) You are however at liberty to vacate the premises at any time during the pendency of lease by giving one month's notice in writing, without paying any compensation for earlier termination.
- c) Taxes/Rates:
 

All existing, enhanced and future Municipal/Corporation taxes, Service tax, rates and cesses including charges for misuse of property (charges for non - conforming usage of the premises), if any, levied/leviable by any authority, will be paid 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 plastic emulsion and annual/periodical painting will be got done by me/us at my/our own cost. In case, the repairs and/or distemping/painting is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs plastic emulsion/painting, etc at our cost and deduct all such expenses alongwith applicable interest as may be prescribed by the Bank from the rent payable to ms/us. Common area maintenance charges to be borne by the Landlord as per the demand of maintenance agency.

e) Rental Deposit:

You have to give me/us a sum of Rs. \_\_\_\_\_being the advance rent deposit for \_\_\_\_\_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 \_\_\_\_\_month's rent payable to me/us by you before you vacate.

f) 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 period of lease and also to 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 \_\_\_\_\_. Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

g) 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 charges towards stamp duty and registration charges for registering the lease deed for full term of 10 years on the basis of 50:50 between the Bank and me/us.

## 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 landlord/s and Bank officials after completion of the building in all respects as per the specification/requirement of the Bank OR shall be on lumpsum basis as agreed.
- b) The concept carpet area was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase pillars, balcony common passage, walls including strong room walls and other uncovered area, would be excluded for arriving at rental payments.
- c) The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities:
- i) The strong room will be constructed strictly as per the Bank's specifications and size. Strong room door, grill gate and ventilators are to be supplied by the Bank.
  - ii) A partition wall will be provided inside the strong room segregating the locker room and cash room

- iii) A lunch room for staff and stock room will be provided as per the requirement/specification of the Bank.
  - iv) Separate toilets for gents and ladies will be provided
  - v) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
  - vi) Entire flooring will be of vitrified and walls techser painted.
  - vii) All windows will be strengthened by grills with glass and mesh doors as per bank's specification
  - viii) Required power load of 25 KW for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
  - ix) 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.
  - x) Space for fixing Bank's sign board & V-Sat will be provided.
  - xi) Separate suitable space with proper enclosures will be provided for installation of generator set.
- d) Additional for ATM Site Preparation in the same premises
- i) The required civil work including walls, partitions, separate collapsible gate, rolling shutter will be provided.
  - ii) Entire flooring will be of vitrified tiles.
- e) I/We undertake to procure at my/our costs the power load as may be required by the Bank from time to time and agree to sign necessary documents/applications etc required therefor.
- f) I/We declare that I am/We are the absolute owner of the plot/building offered to you having valid marketable title over the above.
- g) The charges/fees towards scrutinising the title deeds of the property by the Bank approved lawyer will be borne by me/us.
- h) The bank shall have the exclusive right on the parking space in the building for parking of the vehicles of staff members and customers and the same shall not be disturbed, obstructed or encroached in any manner by any persons whomsoever.
- i) The bank shall have the right to utilise the said premises for any of its various needs, liberty to underlease, sublease the said premises or part thereof to any of its subsidiaries, or to any other party.
- j) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, grills, collapsible gates, rolling shutters, partitions and other furnitures and equipments etc put up by you.
- k) If my/our offer is acceptable, I/we will give you possession of the above premises on \_\_\_\_\_.
- l) I/We further confirm that this offer is irrevocable and shall be open for \_\_\_\_\_ days from date hereof, for acceptance by you.

Place :

Yours faithfully

Date :

(Owner/s)