

OFFER LETTER

From :

Sri./Smt./M/s.....

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Tel: :

Fax :

E-Mail :

To :

THE DEPUTY GENERAL MANAGER  
CANARA BANK, CIRCLE OFFICE

.....

.....

Dear sir,

SUB : OFFER OF PREMISES ON LEASE TO THE BANK

I/We offer the following premises on lease to the Bank at.....(Location, Place) on the terms described here below .

- 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] Floor wise area : Floor:..... Carpet area :.....(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/renovation :

Contd.

- (j) BOUNDARIES :
- East  
West  
North  
South

**TERMS & CONDITIONS::**

a>. Rent : floor wise rent at the following rates i.e.,

<u>Floor</u>	<u>carpet area</u>	<u>Rental rate per sft</u>
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With effect from..... i.e., the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 5<sup>th</sup> working day of succeeding calendar month.

b>. **LEASE PERIOD::**

- i] \_\_\_\_\_ Years from the date of handing over vacant possession after completion of construction, repairs/renovations, additions etc., with..... % increase in rent after 5 years (Rural/Semi Urban -10% to 15%, Urban - 15% to 20% and Metro - 20% to 25%).
- ii] You are however at liberty to vacate the premises at any time Fully / Partly during the pendency of lease by giving \_\_\_\_\_ month's notice in writing, without paying any compensation for earlier termination.

c>. **TAXES/RATES::**

All existing and enhanced Municipal/Corporation taxes, rates, cesses, maintenance/service charges like society charges will be paid by me/us. Service Tax payable on rent payment will be borne by the Bank.

d>. **MAINTENANCE/REPAIRS::**

All repairs including annual/periodical painting and distempering will be got done by me / us at my/our cost once in 3-5 years. In case, the repairs and /or painting/distempering is/are not done by me/us as agreed now, you will be at liberty to carryout such repairs, painting/distempering etc., at our cost and deduct all such expenses from the rent payable to me/us.

Contd.

e] **RENTAL DEPOSIT::**

You have to give us a sum of Rs..... being the advance rent deposit of Three 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 rent payable to me/us before you vacate the premises.

f] **LEASE DEED/REGISTRATION CHARGES::**

I/We undertake to execute an agreement to lease and register a regular lease deed, in your favour containing the mutually accepted/ sanctioned terms of lease at an early date. I/We undertake to share the cost of stamp duty and registration expenses for registering the lease deed in the ratio of 50:50 between the Bank and me/us.

**DECLARATION::**

- 1>. I/We have understood the definition of the "Carpet Area" and agreeable to accept payment of rent on Carpet area basis. The carpet area will be measured in my/our presence and the Bank Officials after completion of the building in all respects as per the specifications/requirements of the Bank.
- 2>. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, I/We agree to permit the same on existing lease terms& conditions.
- 3>. The following amenities are available in the premises or I /we am/are agreeable to provide the following amenities at my/our cost.
  - i] I/We have understood the specification of Strong Room and the strong room will be constructed strictly as per the Bank's specifications and size. I/We shall at our cost arrange for Fitness Certificate for the strong room through a competent/ Bank's appointed Architect / Engineer. 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] Separate toilets for gents & ladies will be provided. All sanitary fittings shall be of standard quality.
  - iv] A collapsible gate, rolling shutters with locking will be provided at the entrance and at any other point which gives direct access to the premises.
  - v] Entire flooring will be of Vitrified / Granite / Marble. Non-skid ceramic tile flooring in toilets with about 5 feet height ceramic tile dado.
  - vi] All windows, ventilators and such other openings will be strengthened by MS Grills with glass and mesh doors.

Contd.

- vii] Required power load for the normal functioning of the Bank, requisite electrical light, power points, distribution board, separate electricity meter and good quality earthing will be provided. Bank shall bear actual charges for consumption.
  - viii] 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. Separate water meter will be provided. In case municipal water supply is not adequate, alternate potable water source shall be made available. Bank shall bear actual charges for consumption.
  - ix] Proper and adequate space for fixing Bank's sign board, VSAT, DG-Set, Solar Panel will be provided.
  - x] Required number of Pucca Morchas for security purpose will be provided as per Bank's specification.
  - xi] Adequate parking space will be provided for vehicles of Bank staff and customers.
- 4>. I/We agree for the Bank installing its On-Site ATM within the offered premises without any additional rent for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. Further, I/We agree to construct ATM enclosure within the offered premises as per the plan layout of the Bank's Architect at my/our cost.
- 5>. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title.
- 6>. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- 7>. 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, partitions and other furniture put up by you.
- 8>. If my/our offer is acceptable, I/We will give you possession of the above premises within two months of acceptance of offer by the bank duly completing the strong room and other civil / electrical works required by the bank.
- 9>. I/We further confirm that offer is valid for a period of THREE Months from the date of this offer.
- 10>. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
- 11>. I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Place :

Yours faithfully,

Date :

(Owner/s)

Contd.

**CARPET AREA DEFINITION**

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase and munties
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date :

Contd.

**SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM ("B" CLASS)**

The specifications for strong room for branches are detailed hereunder:

**I. THE SPECIFICATIONS FOR THE STRONG ROOM ARE AS FOLLOWS:**

**WALLS :** R C C 1:2:4 30 cm (12") thick

**FLOOR :** R C C 1:2:4 15 cm (6") thick

**FLOOR :**

15 cm (6" thick) heavily reinforced over the existing plain cement concrete flooring for vaults in Ground floors and over existing RCC slabs in vaults in upper floor ( the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load).

**CEILING - R C C 1:2:4**

30 cm (12" thick). Where it is not feasible to provide a RCC slab as specified, the ceiling may be fortified with MS grills consisting of 20 mm rods spaced 75 mm c/c in angle iron frame work.

Reserve Bank of India has specified ceilings fortification only in cases where it is not feasible to provide RCC slab of specified thickness.

If it is not possible to provide the strong room with the ceiling of prescribed thickness of 30 cms (12") or provide fabrication with MS grills, RBI would be prepared to consider relaxation of the existing specification on merits of individual cases, provided the floor space directly above the strong room is also in the possession and occupation of the Bank.

**II. THE MINIMUM REINFORCEMENTS AS ADVISED BY RBI ARE GIVEN BELOW:**

**WALLS :**

12 mm dia mild Steel/tor steel @ 6"c/c both ways and on both faces of the wall (a formation of reinforcement matt of about 6"x 6") on either face of the wall to be obtained.

**FLOOR :** Same as in the case of walls but only on one face.

**CEILINGS :** Same as in the case of walls.

Contd.

Further where reinforcement is proposed on two faces of a RCC member, it shall be staggered in such a manner that any view taken at right angles to the matt formation would show reinforcement at every (3") c/c in elevation ( in respect of walls) and in plan (in respect of ceiling slab). The above reinforcements are only the minimum and depending on the structural requirements, the structural consultants for the work, should design and detail out actual reinforcements required but these shall not be less than what are specified above.

**III. COLUMN SIZES :**

Two columns of 10"x10" size with 6 nos of 12 mm dia TOR Steel main rods and 6 mm dia binder rods are to be done only after fixing the door and ascertaining the plumbline.

<b>IV. AIR VENTILATORS</b>	<b>GODREJ</b>	<b>STEELAGE</b>
Overall opening	24"x24"	24"x24"
Clear opening	18"x18"	18"x18"

When the strong room is divided into 2 portions for cash and lockers, two ventilators for both the rooms are to be provided. The Air ventilator/s should not be fixed on the exterior / outer walls.

Signature of the offerer/s

Place:

Date :