

**FORMAT FOR FINANCIAL BID ( Premises on Lease)**

From (Name & Address)

\_\_\_\_\_

To

The Asst./Dy./ General Manager

Regional Office –.....

01	Monthly rent sought	
02	Rate of rent per sft p.m. on the <u>carpet area</u> floorwise. ( <u>inclusive of Municipal /Property tax</u> )  The carpet area shall be covered floor area excluding the following portions. a) Sanitary accommodation b) Open verandas, corridors & passages c) Kitchen & Pantries d) Staircase & munties e) Space occupied by pillars, columns and thickness of walls	
03	Enhancement in rent after 5 years	..... % enhancement in rent after completion of each block of 5 years.
04	Lease period	20 years / Minimum 15 years
05	Municipal / Property Taxes	To be borne by Owners
06	Service Tax on rent , if any	By Bank
07	Construction of Strong Room & ATM Room as per Bank's specification	To be constructed by owners at their cost as per Bank / RBI specifications
08	Vitrified tiles flooring ( i.e. 2' x 2' )	To be provided by owners at their cost.
09	Maintenance (specify who will bear maintenance charges like Internal Maintenance viz. periodical colour washing / painting of the premises , External Maintenance , Structural Repairs etc.)	To be borne by the owners
10	Society Maintenance Charges, if any ( Specify amount & who will bear )	Amount : Rs.....Mly/Qly/Hly/Yly To be borne by By whom :
11	Advance Rent (Interest free Security Deposit)	Equivalent to 3 months rent will be paid by the Bank.
12	Lease Registration (specify who will bear cost of Stamp Duty & Registration charges and at what ratio )	To be borne by the owners
13	Whether rent should be split into rent and service charges and if so, at what ratio and details of extra amenities ( like centralized Air-Conditioning, false ceiling, lift. Escalator etc. ) provided to justify such splitting.	

(SIGNATURE OF THE OFFERER)

Name \_\_\_\_\_

Contact Nos. Tel \_\_\_\_\_

Mob. \_\_\_\_\_

[ The offerer shall be the owner/s of the premises or his Constituted Attorney only who is having a valid registered power of attorney from the owner/s specifically to lease out the premises. No brokers / consultants are entertained ]

(This format shall be sent in a separate cover superscribed "FINANCIAL BID –REF PAPER ADVERTISEMENT DATED \_\_\_\_\_ )

