

APPENDIX - P/I

DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD (S)  
OFFERING PREMISES ON LEASE

OFFER LETTER

From :

.....  
.....  
.....

To :

THE SENIOR MANAGER  
CANARA BANK

.....  
.....

Dear sir,

SUB : OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCHES/OFFICE.

I/We offer to you to give you on lease the premises described here below 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] 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 :
- (i) BOUNDARIES :
- East
- West
- North
- South

TERMS & CONDITIONS

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

Floor	carpet area	Rental rate per sft
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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 certain from the date of handing over vacant possession after completion of construction, repairs/renovations, additions etc., with a further period of ..... years at your OPTION with..... % enhancement in rent for the option period.
- 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, Service Taxes if applicable, rates and cesses 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 painting and distempering will be got done by me/us at my/our own cost. 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.

e] RENTAL DEPOSIT :

You have to give 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 rent payable to me/us before you vacate the premises.

LEASE DEED/REGISTRATION CHARGES

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 on the basis of 50: 50 between the Bank and me/us.

DECLARATION ::

- 1>. 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 specifications/requirement of the Bank.
- 2>. The concept of 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 and other uncovered area, would be excluded for arriving at the carpet area on which the rent is payable.
- 3>. The following amenities are available in the premises or I am /we 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. A wash basin will also be provided in the lunch room.
  - iv] Separate toilets for gents & 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 / Granite / Marble and walls distempred.
  - vii] All windows will be strengthened by grills with glass and mesh doors.
  - viii] Required power load 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 will be provided
- xi] Required number of pucca morchas for security purpose will be provided as per Bank's specification.
- 4>. I/We have no-objection for the Bank installing Generator in the premises and hereby agree to provide necessary space for it.
- 5>. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
- 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 on.....
- 9>. I/We further confirm that offer is irrevocable and shall be open for..... days from date hereof, for acceptance by you.

Yours faithfully,

(Owner/s)

Place :

Date :