

**DINAMANI – VILLUPURAM EDITION**

**THE NEW INDIAN EXPRESS – VILLUPURAM EDITION**



Premises & Estate Section, Circle Office, Chennai  
No: 524, Anna Salai, Teynampet, Chennai - 600 018

**PREMISES REQUIRED**

Offers are invited under **TWO-BID SYSTEM** from the owners of commercial space preferably in the Ground floor and ready for occupation/under construction/ vacant site with approved layout /construction which is suitable for Bank premises, with required Power load, for Branch/Office and ATM at the following locations:

Location/Place	District	Category	Carpet area in sqft(approx)	Regional Office
KOMANGALAM	CUDDALORE	RURAL	1500	PONDICHERRY
CHIDAMBARAM	CUDDALORE	Semi-urban	1900	PONDICHERRY
KARUVI	MAYILADUTHURAI	RURAL	1500	PONDICHERRY
PUVANUR	CUDDALORE	RURAL	1500	PONDICHERRY
CUDDALORE NEW TOWN	CUDDALORE	URBAN	2200	PONDICHERRY

The details are published in the Bank's Website: <https://www.canarabank.com/tenders.aspx> The necessary application forms may be downloaded from the Bank's Website.

Last date for submission : 17.07.2025 UPTO 03:00 PM

Further, communications, corrigendum, amendments, if any, will be hosted in Bank's website only.

Place: Chennai  
Date : 03.07.2025

Assistant General Manager  
Chennai Circle

**CANARA BANK  
HEAD OFFICE, BANGALORE**

**ADVT DT – 03.07.2025**

**OFFER DOCUMENT  
FOR**

**HIRING OF PREMISES**

**UNDER  
TWO BID SYSTEM  
AT**

**CHIDAMBARAM**

**Issued By:**

**Premises Section  
Circle Office  
564, Anna Salai, Teynampet  
Chennai -  
600 018**

**Telephone : 044 24335722  
Fax No. : 044 24323722  
E-mail : [pecochn@canarabank.com](mailto:pecochn@canarabank.com)**

**OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING PREMISES TO THE BANK AT FOLLOWING LOCATION, PLACE.**

Location, Place	DISTRICT	CATEGORY	Carpet Area in sft. (Approximately)	REGIONAL OFFICE
CHIDAMBARAM	CUDDALORE	Semi-urban	1900	PONDICHERRY

**The Offer document consists of the following:**

The Offer document consists of the following:

- i. Notice Inviting Offers
- ii. Instructions to offerors
- iii. Offer Letter
- iv. Carpet Area Definition
- v. Strong Room specifications
- vi. Lease deed format

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## NOTICE INVITING OFFERS FOR HIRING OF PREMISES

PREMISES & ESTATE SECTION,  
CIRCLE OFFICE: CHENNAI  
564, ANNA SALAI, TEYNAMPET  
CHENNAI – 600 018

TEL : 044 24335722  
Fax : 044 24323722  
E-Mail : pecochn@canarabank.com

**CANARA BANK** intends to take Commercial premises on lease basis from Individuals/ Firms. Offers are invited under Single Bid System as per details given below:

### 1. Requirements :

Location, Place	DISTRICT	CATEGOR Y	Carpet Area in sft. (Approx imately)	Remarks
CHIDAMBARAM	CUDDALORE	SEMI URBAN	1900	<b>A)</b> The strong room measuring a minimum of 200 sqft as per the Banks specification is to be Constructed in the premises by the Offeror. <b>B)</b> Required Power load is 25 KW. <b>C) ATM</b> room to be constructed in the premises by the offerer.

2. The prospective offerers meeting the above requirements are requested to download the Offer Documents from our website [www.canarabank.com](http://www.canarabank.com). from 03.07.2025.
3. Duly filled in offers placed in a Sealed Envelope super scribed as “OFFER FOR HIRING OF PREMISES AT (Location, Place)” shall be submitted up to 3.00 PM on 17.07.2025 to Premises & Estate Section, Circle office at the above given address.
4. The offer will be opened on the same day at 03.30 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present.

**No Brokers / Intermediaries shall be entertained. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.**

Place: Chennai

Date: 03.07.2025

Assistant General Manager

## Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Offer Letter along with Carpet Area Definition and Strong room specifications will form part of the offer to be submitted by the offerer. The Offer Letter shall contain the terms and conditions of the offer to lease out the premises
2. The Offer Letter along with other documents as detailed above shall be placed in a sealed envelope and superscribed as "Offer for Hiring of Branch/Office Premises to Canara Bank at (Location, Place) and to be submitted at the address given in the Notice Inviting Offers on or before the last date and time stipulated for submission. The Name & address of the offerer to be mentioned on the cover without fail.
3. Offers received with delay for any reasons whatsoever, including postal delay after the time and date fixed for submission of offers shall be termed as 'LATE' and shall not be considered.
4. Copies of the following documents are to be submitted along with the "Offer" in support of the details furnished there in.
  - i. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.,
  - ii. A copy of the title of investigation and search report along with copies of title deeds.
  - iii. Documents related to conversion of land use for Non-agricultural purpose from the competent authority.
5. All columns of the "Offer Letter" must be duly filled in and no column should be left blank. All the pages of the "Offer Letter" are to be signed by the offerer /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the "Offer Letter". Any over writing or use of white ink is to be duly authenticated by the offerer. Incomplete offers / Offers with incorrect details are liable for rejection.
6. In case the space in the "Offer Letter" is found insufficient, the offerers may attach separate sheets.
7. The "Offer Letter" submitted shall be in compliance to the terms/conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Letter", shall be furnished in a separate sheet marking "list of deviations".

8. Canvassing in any form will disqualify the offerer.
9. Separate offers are to be submitted, if more than one property is offered.
10. i) The Offers will be opened on Date a Time stipulated in the Notice Inviting Offers in the presence of offerers at our above office. All offerers are advised in their own interest to be present on that date, at the specified time.  
ii) After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
11. The "Offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer.
12. The successful bidder, as decided by the Bank, should execute a lease deed with the Bank as per the attached format. No changes, unless otherwise decided by the Bank, shall be permitted to the lease deed format.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL

## Terms and Conditions

1. Property should be situated in good commercial with congenial surroundings and proximity to public amenities like Bus stop, Banks, Markets, Hospitals, Schools etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer to provide adequate parking space for vehicles of Bank staff and customers. The premises should have good frontage and proper access.
4. Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of premises within two months of the acceptance of their offer by the Bank duly completing the strong room and other Civil / Electrical works as required by the Bank.
5. The entire offered area shall be available in a single floor and preferably in Ground Floor. In case the offered premises split in Ground floor + Mezzanine floor or Ground and First Floor etc.,, both the floors should be interconnected by an internal staircase and the said staircase shall be available for exclusive use of Bank and shall be in the possession of the Bank.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed.
7. Lease agreement for the premises finalized will be entered into with the landlord/s. The lease deed has to be registered for both certain and option period, now itself.
8. Minimum period of lease will be 10 years with enhancement in rent for the second block of 5 years at a maximum of 15% with minimum notice period of 3 months for vacation by the Bank.
9. Payment of rent will be on Carpet area basis only. Carpet area shall be arrived after joint measurement as per the Bank's Carpet area Definition.
10. The rent shall be inclusive of basic rent plus all taxes / cess present and future - House tax, property tax, and Municipal taxes. Maintenance charges and service charges like society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.

11. GST at the applicable rates on rental payment shall be borne by the Bank.
12. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM. In other words, Branch area and ATM area will be clubbed for determining the rent payable. The offerers at their own cost have to construct ATM enclosure within the offered area as per the plan lay out of the Bank's Architect.
13. The offerers at their own cost have to construct the strong room as per specification of Bank (Please refer "Strong room Specification" for details). Size of Strong Room depend on the Classification of the Branch (i.e. Rural/Semi urban/Urban/Metro). The offerers at their cost shall arrange for Fitness Certificate for the strong room through a competent/ Bank's appointed Architect / Engineer. Strong room Door, Air Ventilator, Exhaust Fans, will be supplied by the Bank.
14. The Offerers at their own cost secure and provide the required power load with independent meter. Energy Meter is to be provided by the landlords. Bank will be paying consumption charges only. The consumption deposit has to be paid by the landlord.
15. Adequate and uninterrupted water supply - preferably municipal water supply - to the premises shall be arranged with required capacity of underground tank/ over head tank and pump. In case, Municipal water supply is not adequate, alternate potable water source shall be made available. Bank will bear the actual consumption charges only.
16. Offerers at their cost have to construct separate toilets for Ladies and Gents.
17. The landlords during the currency of the lease shall carryout repairs and maintenance works for the premises and to make the building tenantable and leak proof / water proof as per the requirement. Painting of the premises is to be done once in 3-5 years.
18. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, the Offerer will permit the same on the existing lease terms and conditions.
19. Registration & Stamp duty charges as per the invoice raised by the sub registrar office will be shared between the Landlord and the Bank in the ratio 50:50.
20. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost As and when required.
21. Income tax on rental payment will be deducted at source (TDS) at prevailing Rate.

22. Offerers, at their cost, have to provide:

- a) Collapsible gates of full size for external entrances.
- b) Rolling shutters for external entrances with necessary locking arrangements.
- c) MS Grills for all windows and ventilators and other such other openings.
- d) The building construction shall conform to relevant IS Codes and shall be earthquake resistant.
- e) Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel.
- f) Good quality ceramic tile flooring in Rural and Semi Urban areas and vitrified flooring in Urban and Metropolitan Areas. Non-Skid ceramic tile flooring in toilets with about 5' ht. Ceramic tile dado.
- g) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.
- h) Electrical distribution system including light points, power points, distribution boards and good quality earthing (conforming to Indian Electricity Act and Local Electricity Board rules and regulations).
- i) Required number of pucca morchas for security purpose will be provided as per Bank's specifications wherever necessary.
- j) Landlord to ensure provision of ramp for wheel chair users at the entrance of the Branch and ATM as per guidelines, at landlord's cost, for easy accessibility by physically challenged persons

23. The date of possession of premises shall be reckoned only after all these above works are carried out.

Place :

Date :

Signature of the offeror/s

**OFFER LETTER**

From :

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

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 :
- j) BOUNDARIES :
  - East
  - West
  - North
  - South

SIGNATURE OF THE OFFERER/S WITH SEAL

**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 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 ..... % increase in rent after the initial 5 years.

ii] You are however at liberty to vacate the premises at any time Fully / Partly during the pendency of lease by giving \_\_\_\_\_ months' 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. GST payable on rent payment will be borne by the Bank subject to me/us producing a GST Invoice containing all necessary details as required 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 carry out such repairs, painting/distempering etc., at our cost and deduct all such expenses from the rent payable to me/us.

e. **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 as per the invoice raised by the sub registrar office, in the ratio of 50:50 between the Bank and me/us, for registering the lease deed.

f. **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 rent payable to me/us before you vacate the premises.

SIGNATURE OF THE OFFERER/S WITH SEAL

### METHOD OF EVALUATION OF SHORTLISTED OFFERS:

The bids of short listed offerors will be evaluated on techno-commercial basis giving weightage as detailed below:

- a. Technical Evaluation - 60%
- b. Financial Evaluation - 40%

The Technical Bids of short listed premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

Sl No	Parameters	Marks allotted (standard)
1	Location (viz., main road, side road, commercial, residential & frontage, visibility, elevation, width of frontage for signage, advertisement value etc)	15
2	Floor (Ground - 25/ FF - 5)	25
3	Amenities provided/agreeable by landlord like strong room, AC if it is part of offer, DG Set provisions, Parking & if extended lease periods beyond 5+5 yrs such other factors beneficial to the bank.	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, less number of columns, ceiling height, flooring etc)	10
Total Marks		60

The Lowest quote of the offer letters will be treated as the benchmark and allotted with 100% marks (i.e., 40 marks). The marks for other offers shall be arrived at allotting marks in proportion to the rate quoted by them.

The final ranking of the offers will be a total of marks obtained in the technical evaluation and the financial evaluation. An illustrative example is furnished below.

Offerer	Marks for Technical Evaluation (60 marks)	Rate per sft quoted In the Financial Bid	Marks for Financial Evaluation (40 Marks)	Total Marks and position	
1	2	3	4	5 = (2+4)	
A	55.00	25.00	40.00	95.00	Highest score -L1
B	33.00	27.00	37.03	70.03	L4
C	37.00	28.00	35.71	72.71	L3
D	56.00	30.00	33.34	89.34	L2

Offerors are requested to submit their lowest possible quotes in the offer letter as negotiations / discussions will be held only with the L1 arrived as detailed above.

## 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 the existing lease terms and 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.
  - 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] Landlord to ensure provision of ramp for wheel chair users at the entrance of the Branch and ATM as per guidelines, at landlord’s cost, for easy accessibility by physically challenged persons

- 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.

Yours faithfully,

(Owner/s)

Place :

Date :

SIGNATURE OF THE OFFERER/S WITH SEAL

## 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.
14. Strong room wall/columns/pillars

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.

Place:

Date :

Signature of the offerer/s

## **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 RCC 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.

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 mat 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.

Place:

Date :

Signature of the offeror/s

**LEASE DEED FORMAT**

THIS DEED OF LEASE made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ between \_\_\_\_\_ S/o. \_\_\_\_\_ residing \_\_\_\_\_ hereinafter referred to as the Lessor (which term shall mean and include wherever the context so requires or admits his / their heirs, successors, administrators, executors, attorneys and assigns) of the One part and CANARA BANK a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 having its Head Office at 112, Jayachamarajendra Road, Bangalore and carrying on banking business among other places at \_\_\_\_\_ hereinafter referred to as the Lessees (which term shall mean and include wherever the context as admits or requires its successors, administrators and assigns) of the Other Part represented by its Manager and holder of Power of Attorney dated \_\_\_\_\_ Sri \_\_\_\_\_, S/o. \_\_\_\_\_ witnesseth as follows -

WHEREAS, the Lessor/s is / are the owners / s of the building bearing No. \_\_\_\_\_ situated at \_\_\_\_\_ the \_\_\_\_\_ floor of the building having a carpet area of \_\_\_\_\_ sq.ft. which is declared to be value of Rs. \_\_\_\_\_ by him / them and

\* WHEREAS, the Ground floor / First floor / Second floor measuring about \_\_\_\_\_ sq.ft. (Carpet area) in the said building more fully described in the schedule hereto and hereinafter called the "Said Premises" was / were vacant and ready for occupation and whereas the Lessee being in need of accommodation for its use and occupation approached and requested the Lessor / s to grant lease in its favour in respect of the "Said Premises" and whereas both the parties now desired to reduce the terms into writing and whereas the Lessor / s agreed to grant lease in favour of the Lessee in respect of the "Said Premises", it is now hereby agreed as follows -

- 1) This lease for purposes of payment of rent and period of lease shall be deemed to have commenced from \_\_\_\_\_
- 2) This lease shall be in force for a period of \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_ split into two blocks with the first block period beginning from \_\_\_\_\_ to \_\_\_\_\_, whereas the second block begins from \_\_\_\_\_ to \_\_\_\_\_. The Lessee shall however be at liberty to vacate the "Said Premises or part thereof" at any time during the period of lease on giving \_\_\_\_\_ month/s notice.
- 3) The Lessee shall pay to the Lessor/s in respect of the 'said premises' a monthly rental of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for the certain period of lease and a monthly rental of Rs. \_\_\_\_\_ for the option period of lease payable within the fifth working day of each succeeding calendar month.
- 4) The Lessee has paid to the Lessor / s a sum of Rs. \_\_\_\_\_ only being \_\_\_\_\_ month / s rent in respect of the 'said premises' as deposit of rent to be adjusted towards the rent for the last \_\_\_\_\_ month / s of the tenancy.

SIGNATURE OF THE OFFERER/S WITH SEAL

- 5) The payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the `said premises', such as Corporation / Municipal / Panchayat Tax, Urban Land Tax, etc., due to the State Government, Central Government or other local or other civic, including enhancements and new introductions shall be to the account of the Lessor. The Lessee shall be at liberty to pay the above tax, rate or cess or other levy including penalties, if any, charged thereon in case of default or delay by the Lessor and adjust the amount so paid together, with interest and other incidental expenses from out of rents in respect of the `said premises' becoming due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest @ \_\_\_\_\_ % per annum from the date of such payments until realization by the Lessee.
- 6) The Lessor shall, at his / their own cost, carry out all repairs including periodical painting of the `said premises'. The periodicity of such painting will be once in 3 - 5 years. If the Lessor fails to carry out such repairs including periodical whitewashing and painting, the Lessee may call upon the Lessor in writing to do the same within one month from the date of receipt of such request and if the Lessor fails to carry out the same within that time, the Lessee shall be at liberty to get it done and adjust the amount spent or expended or such repairs, etc., with interest \_\_\_\_\_ % per annum towards the rent payable to the Lessor or the Lessee shall have the right to recover the same from the Lessor.
- 7) The Lessee shall be at liberty to under-lease / sub-lease the `said premises' or part thereof to any of its subsidiaries or to any other party.
- 8) The Lessee shall have the right to utilise the leased premises or part thereof for any of their various needs.
- 9) The Lessor shall grant all rights of way, water, air, light and privy and other easements appertaining to the `said premises'.
- 10) The Lessor has no objection to the Lessee in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Lessee or taken on hire by a Third Party for the exclusive use of the Lessee. Further, the Lessor agrees to provide suitable space with proper enclosures for installation of generator set.
- 11) The Lessee shall have exclusive right on the parking space for parking of the vehicles of staff members and customers of Lessee and the same shall not be disturbed obstructed or encroached in any manner by any persons whomsoever.
- 12) The Lessee shall have the absolute & exclusive right to use the entire space in `said premises' both outside and inside for making full use of frontages and the side walls in displaying Lessee's signboards / advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Lessee over the space which is specifically meant for usage of the Lessee, the Lessor on receipt of such Notice from the Lessee shall take all possible legal actions against such violations including criminal action, if necessary. If the Lessor fails to take legal recourse to remove such intrusions, trespass or encroachments within one month from the date of receipt of such Notice from the Lessee, the Lessee shall be at liberty to take legal action against the violators and recover the cost / expenses incurred for such removal out of the rent payable to the Lessor or from any other monies payable to the Lessor."

SIGNATURE OF THE OFFERER/S WITH SEAL

- 13) The Lessor has no objection to the Lessee installing ATM in the said premises at any time without any additional rent to the Lessor, the ATM room will be constructed by the Lessor at his cost and that the Lessor will provide the required additional power to the Lessee.
- 14) The lessor has no objection to the lessee in installing V-SAT / any other antenna/Tower in the said premises(Terrace/within premises) at any time without additional rent (free of cost) to the Lessor.
- 15) The Lessee shall have the right to remove at the time of vacating the `said premises', all electrical fittings and fixtures, counters, safes, strong room door, safe deposit lockers, partitions and all other furniture put up by it.
- 16) The Lessee shall be liable to pay all charges for electricity and water actually consumed by the Lessee during the occupation and calculated as per the readings recorded by the respective metres installed in the `said premises'.
- 17) The Lessee shall not make any structural alterations to the building without the information and permission of the Lessor. However, the Lessee is at liberty and no permission of Lessor is required for fixing wooden partitions, cabins, counters, false ceiling and fix other Office furniture, fixtures, electrical fittings, air-conditioners, exhaust fans and other fittings and Office gensets, etc.,as per the needs and requirement of the Lessee and or make such other additions and alterations on the premises which will not affect the permanent structure.
- 18) The Lessor may at their own cost and expenses construct any additional structure / additional floor in the building and in which case and if the Lessor decides to lease out the said additional floors / area, then the first option and offer will be given to the Lessee and the Lessee shall have the right to take the same on lease on mutually acceptable terms. And in case of refusal by the Lessee, then the Lessor will be at liberty to lease out the same to any other party.
- 19) The Lessee shall hand over possession of the `said premises' to the Lessor on the expiry of the period of lease fixed herein or on the expiry of the period of option should the Lessee avail itself of the same and on refund of deposit made by the Lessee, if any, in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time

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SCHEDULE OF THE PROPERTY

(Here enter the boundaries and other details of premises leased out).

In witness whereof the parties hereto have set their hands hereunto in full agreement of the terms and conditions set-forth herein above the day and year hereinbefore first mentioned.

WITNESSESS

LESSOR / S

(1).

(2).

LESSEE

In clause No.5 & 6, in the interest column, please fill in the appropriate rate of interest as applicable to clean advance.(Prevailing Clean Rate Of Interest ).

SIGNATURE OF THE OFFERER/S WITH SEAL