

**OFFER LETTER**

**From:**

Name		
S/O, W/O, C/O		
Address 1		
Address 2/POST		
Land Mark		
PS		
District		Mobile No:
PIN Code		E-Mail ID:

**To**

(Address of the Owner/s)

**The General Manager  
Canara Bank,  
General Administration Section, Circle Office  
Bhubaneswar 751 030**

Dear Sir,

Sub: Offer of premises on lease for your \_\_\_\_\_ Branch/ Office

I/We Offer the following premises on lease to the Bank at \_\_\_\_\_  
(location, place) with the details and terms mentioned here below.

1. Name of the Owner (Enclose copy of RoR)			
2. Location & Postal address with PIN code of the offered premises.	Khata No./ Plot No.		
	Lane/Street No		
	Land Mark		
	Post Office		
	PS		
	Dist		
	PIN Code		
3. Area offered (Floor wise Carpet area in Sqft) Please mention floor wise approximate carpet area.	<b>FLOOR</b>	<b>AREA in Sqft (carpet area)</b>	
4	<b>BUILDING DETAILS:</b>		
	a) Year of Construction		
	b) Number of floors		

	c) Permitted usage (Residential / Commercial / Institutional / Industrial)		
	d) Type of building structure (Load bearing OR Framed structure)		
	e) Clear ceiling height of the floor offered		
	f) Type of flooring provided		
	If the building is new, whether occupancy certificate obtained?		
	Value of the property		
5.	<b>If the building is yet to be constructed</b>		
	a) Whether plans are approved by Local Authorities (enclose a copy)		
	b) Cost of Construction		
	c) Time required to complete the construction and civil work.		
	d) Whether NOC from local authorities is obtained for Commercial usage of the building		
6	a) If the building is old, whether repair & renovation is required?		
	b) If so, cost of repair / renovation		
7	<b>Approximate value of Property</b>		
8	<b>Boundaries</b>	<b>East:</b>	<b>North:</b>
		<b>West:</b>	<b>South:</b>
9.	Available <b>frontage</b> of the premises (Width of the Premises for display of Bank's sign board)	_____ Feet	
10.	Whether premises is situated on the Main Road (Please indicate the road width )	YES/NO	_____ feet width of Road.
11.	Whether floor of the building offered is strong enough to bear the load of strong room walls, door/s, Safes, Safe Deposit Lockers etc.,	YES	NO

12. Whether the premises offered to the Bank is free from encumbrances?	YES/NO	If no - name of the financial institution:
13. I/We am/are <i>prepared to provide <b>STRONG ROOM</b> of required size as per Bank's specification for the premises at my / our cost. Inner Space not less than 250 Sqft.</i>	YES/NO	If no, reasons?
14. I/We am/are ready to provide <b>ATM room</b> within the offered premises without additional rent.	YES	NO
15. Power load available at present and the time required for providing the power load required by the Bank.	YES	NO
16. Whether adequate space is available for Generator Set, VSAT antennae on roof, Solar Panels, Bank's sign Board.	YES	NO
17. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished	YES	NO
18. If the floor offered is above Ground floor, whether lift facility is available. If so, number and capacity of the lift provided.	YES	NO
19. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES/NO	If NO, then reasons:
20. Whether separate independent electricity meter/water meter is/will is provided to the premises.	YES	NO
21. Whether, separate toilet for Gents and Ladies is provided. If not, time required to provide the same.	YES	NO
22. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

**TERMS & CONDITIONS**

01. **RENT:** Floor wise rent at the following rates payable as per Carpet Area i.e.

FLOOR	CARPET AREA	RENT/SQFT CARPET AREA/Per Month/lumpsum amount/month
		Rs.

Rent shall be payable for the carpet area occupied by the Branch and ATM. There shall be no separate rent payable for ATM. Area occupied by branch and the ATM shall be clubbed together to determine rentable area measured as per carpet area norm. The rent can be quoted in lumpsum also.

With effect from \_\_\_\_\_ i.e. the date of handing over vacant possession after completion of construction, repairs, renovation, additions, Electric Power Supply etc payable within **5<sup>th</sup> working day** of **SUCCEEDING CALENDAR MONTH**.

02. **LEASE PERIOD:**

- i. \_\_\_\_\_ years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, (all type of Civil work & supply of required electric power supply etc. with \_\_\_\_\_% (**Maximum enhancement is approx 10-15%**) increase in rent after the initial period of \_\_\_\_\_ years (Minimum lease period of 10 years).
- ii. You are however at liberty to vacate the premises at any time fully/partly during the pendency of lease by giving (three) month's notice in writing, without paying any compensation for earlier termination. Vacation notice beyond the period of lease shall be of seven days only.

03. **TAXES/RATES:**

- a) All existing and enhanced **Municipal/Corporation/ Panchayat taxes, rates and cess, including new introductions etc, maintenance/Service charges like society charges will be paid by me/us.**
- b) GST payable on rent shall be borne by the Bank.

04. **MAINTENANCE/REPAIRS:**

- i) All repairs including annual/periodical painting and distempering will be done by me/us at my/our cost once in three (3) to five (5) years.
- ii) 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 white/colour washing etc. at my/our cost and deduct all such expenses from the rent payable to me/us.
- iii) Bank shall bear actual charges for consumption of electricity and water, I/we undertake to provide separate electricity/water meters for this purpose with required load.

**05. RENTAL DEPOSIT:**

The Bank has to give me/us a sum of Rs.\_\_\_\_\_ (In word \_\_\_\_\_) being the advance rent deposit free of interest for \_\_\_\_\_ months (Maximum 3 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 by the Bank before the Bank vacates the premises. *(Applicable only where no component of loan / direct or indirect liability with the Bank is involved).*

**06. LEASE DEED/REGISTRATION CHARGES:**

I/we undertake to execute an **Agreement to Lease/register regular Deed of Lease** in Bank's standard format in favour of the Bank 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 **DEED of LEASE** on the basis of **50:50** between the Bank & me/us. The rent including advance rental deposit shall be payable after registration of Lease Deed.

**CHECKLIST:**

Please ensure that the photocopy of documents mentioned in the application is attached along with the applications.

Sl	Particulars	Attached Yes/No
01	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 and <u>marking</u> the area to be let out to the Bank.	
02	A copy of the title of investigation and search report along with copies of <b>title deed/s</b>	
03	<b>Photo Copy of the latest tax paid receipt for the Building. Permission for commercial uses (mentioned in Plan, Tax paid receipt)</b>	
04	Documents related to conversion of land use to Non-agricultural and commercial purpose from the competent authority.	
05	Photo Copy of KYC documents of the premises owner/s along with Passport size photo and documents	
06	Clear Pictures of the Building and surrounding areas (with close and far view)	

**PLEASE SUBMIT XEROX COPY OF ALL THE REQUIRED DOCUMENTS & PUT YOUR SIGNATURE/S ON EACH PAGES OF THE OFFER LETTER.**

1. I/We understood the concept of Carpet Area (mentioned here in a **separate Para**) and agreeable to accept payment of rent on carpet area basis. The **carpet area** which will be measured in the presence of owner/s and Bank Officials after completion of construction of the building/renovation required (in case of renewal proposal) in all respects as per the specification/requirement/lay out of the Bank.
2. I/We am/are willing to execute The **Agreement to Lease & Deed of Lease** in Bank's Approved & **standard format** with mutually agreed terms and conditions.
3. The following amenities are available in the premises of I/we am/are agreeable to provide the following amenities :
  - a. I/We understood the specification of **strong room and the strong room will be constructed** strictly as per the Bank's specification (it is provided by the **Reserve Bank of India**) and the cost of construction of the strong room will be **borne me/us**. The inner area shall be 250 sqft of rectangular size (example 18 feet length & 11 feet wide).
  - b. The Strong room door, grill gate and ventilators will be supplied by the Bank.
  - c. A partition wall/MS grill partition will be provided by me/us inside the strong room segregating the locker room and cash room. A loft above 7 ft from floor level to be provided inside the strong room by me/us.
  - d. I/We will cooperate with the Bank while shifting the Strong Room Door & Safe Deposit lockers for the first time and later as and when required for supply of Locker cabinet, furniture items etc without any cost to the Bank/claim of damage.
  - e. The partition wall for **ATM room and ATM anti-room** with all civil work including plastering , painting etc. as per bank's requirement (**Bank's Brand colour**) and size, door to anti-room, one rolling shutter duly painted each for the ATM room and ATM anti-room shall be provided by me/us. The ATM machine shall be provided by the Bank.
  - f. **Final painting as per Bank's brand colour to be done after Furnishing/interior work undertaken by the Bank is completed.** Plastering and mending work shall to be taken up after completion of internal wiring by Bank's contractor.
  - g. A lunch room for staff and stock room, UPS Room etc will be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.
  - h. Separate **TOILETS** one each for gents and ladies with standard fittings of approved brand shall be provided by us/me. Anti skidding tiles on the floor and wall tiles upto 5 feet shall be provided in the toilets.
  - i. Collapsible grill gate, **rolling shutters (Both BRANCH & ATM)** with embedded center lock for the Main entrance, at any other points that gives direct access to

outside and a Collapsible shutter for the ATM Room will be provided me/us. Locking facility to be provided for the shutters and grills.

- j. Entire flooring will be of marble / **vitrified (2X2 vitrified)** tiles/ Granite for the total area of the premises including inside the strong Room and walls with putty distempered/painted with matching colour (the Colour scheme shall be ascertained from the Bank).
- k. All windows, ventilators and such other openings will be strengthened by **MS grills with glass and mesh doors**.
- l. Ramp facility will be provided to the entrance of the Branch/Office premises and ATM.
- m. Landlords to provide Tactile Guidance paths and handrails to be provided for enabling independent movement of persons with disabilities / special needs towards Branch entrance in an unobstructed manner.
- n. Landlords to provide well designed external ramps to provide barrier free access to persons with limited mobility or other challenges, adhering to requisite configuration, gradients and other specifications.
- o. Hand rails for providing support in built environment elements like staircases, ramps or corridors shall be provided.
- p. Grab bars, in the form of fixed or moving rails shall be provided to support in built environment like wash rooms, around doors etc.
- q. Required power load for the normal functioning of the Bank and the requisite Electrical wiring/points will be provided. Minimum **15 KVA** electricity load for **commercial use by the Bank** will be provided. All expenses including the Cost of transformer if required shall be borne by me/us. A good quality separate earthing shall be provided by me/us. The **security deposit** for the same will be **borne by me/us**. Wiring if needed for rearranging phase inside the premises for proper distribution has to be done at my/our cost. Cost of electricity for points outside the premises to be used during night for safety purpose to be borne by me.
- r. 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. In case of motor failure, alternate arrangement are to be made by me/us at my/our cost & cost of repairs also to be borne by me/us.
- s. The Bank shall bear the cost of consumption of electricity based on metered bill raised by the Service provider in the name of the Bank. No bill thru sub-meter is acceptable to the Bank.
- t. Vacant space to the extent of area let out to the Bank (**front and other side walls**) shall be made available by me/is to the Bank for fixing of **Bank's signboard** without any rent/charge.

- u. Proper and adequate space free of rent shall be provided by me/us for installation of DG set, rooftop space for VSAT/Solar panel.
- v. Required number of pucca morchas for security purpose will be provided as per Bank's specification.
- w. I/We have no-objection for the Bank installing Generator in the premises and hereby agree to provide necessary space for it without any additional cost.
- x. I/we shall provide adequate space with covered parking of vehicles for staff and customers without any additional cost/charges to the Bank.
- y. I/We shall undertake civil work as required for the on-site ATM/e-lounge within the offered premises as per layout provided by the Bank, irrespective of floor, without any additional rent for ATM/e-lounge space. Area occupied by ATM/e-lounge will be clubbed with the area of the branch premises measured as per carpet area norm for determination of total rentable area.
- z. I/we declare that I/we am/are the absolute owner/s of the plot/building offered to you and having valid marketable title over the above.
- aa. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- bb. I/We shall have no objection and the Bank has absolute liberty to under-lease, sub lease the said premises or part thereof to any of its subsidiaries or to any other party relating to Bank's business. The bank shall have the right to utilize the rented premises for any of its various needs.
- cc. The Bank is 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 furniture put up by you. We shall not claim any damage/wear & tear which may be due to use and general in nature.
- dd. If my/our offer is acceptable, I/we will give you **possession of the above premises on \_\_\_\_\_** after necessary alteration/changes as required by the Bank. The Bank shall take possession & pay rent on **compliance of all terms & conditions** and registration of Deed of lease.
- ee. On completion of civil work, supply of electricity, water supply and other amenities I/We shall intimate the Bank in writing to take possession of the premises.
- ff. In case there is any delay in handing over possession of the premises to the Bank by the date agreed by me/us, I/We have no objection if the Bank undertakes interior and furnishing work. I/We shall not claim any rent until handing over possession.
- gg. I/we further confirm that this offer is irrevocable and shall be open for **120 days** from date thereof, for acceptance by the Bank.

hh. Income Tax / Tax Deducted at Source (TDS) on rent payable shall be deducted at prevailing rate.

ii. I/We shall maintain confidentiality of information and discussion held with the Bank.

jj. I/We agree that until a regular lease agreement is executed, this document with the Bank's written acceptance thereof shall constitute the binding contract between me/us.

I / We have gone through all the terms and conditions mentioned in this Offer letter and agree to comply with the same.

Yours faithfully,

Place :  
Date :

(O W N E R/s)  
(with seal if required)

**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/Pillars
13. Any other area which is common to all tenants.
14. Space occupied by Generator/Generator Room
15. Thickness of the Strong Room/Locker Room walls.

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:

**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.

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.

IV AIR VENTILATORS	GODREJ	STEELAGE
Overall opening	24"x24"	24"x24"
Clear opening	18"x18"	18"x18"

The strong room is to be divided into 2 portions for cash and lockers with MS Grill partitions with grill door for entry to be provided by the Owner.

The Air ventilator/s should not be fixed on the exterior / outer walls.

The Strong Room Door and Air ventilator/s shall be provided by the Bank.

Signature of the offerer/s

Place:

Date :

**PLEASE SUBMIT XEROX COPY OF ALL THE REQUIRED DOCUMENTS & PUT YOUR SIGNATURE/S ON EACH PAGES**  
**Please fill up the offer letter using Ball pen with complete and correct information**