

## 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

**The Senior Manager,  
Canara Bank,  
Premises and estate Section,  
Circle Office,  
Mangaluru**

Dear Sir,

**SUB : OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH/OFFICE**

I/we offer to you to give you on lease the premises described here below for your  
\_\_\_\_\_Branch/Office:

A	Full address of the Premises		
B	Distance from the main road/ cross road		
C	Whether there is direct access: to the premises from the main road		
D	<b>Floor Area</b>	1) Ground Floor	<b>Sft Carpet Area</b>
		2) First Floor	<b>Sft Carpet Area</b>
E	Year of Construction		
F	Whether constructed with approved plan?		
	Whether Occupancy certificate obtained?		
	Whether converted to commercial?		
G	If yet to be constructed, whether the plan is approved? (enclose copy)		
	Cost of Construction		<b>Rs</b>
	Time required for completing		
H	If the Building is old, then does it require		
	i) Repair & renovation?		
	ii) Cost of Repair & renovation		<b>Rs</b>
I	<b>Approximate value of Property</b>		<b>Rs.</b>
J	<b>BOUNDARIES</b>	<b>East:</b>	<b>North:</b>
		<b>West:</b>	<b>South:</b>

Signature of the offerer



**TERMS & CONDITIONS :**

a) **Rent** : Floor wise rent at the following rates, i.e. :

Floor	Carpet Area:	Rental rate per Sqft. Rs _____
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With effect from -----i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, Electric Power Supply 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 (three)month's notice in writing, without paying any compensation for earlier termination.

c) **TAXES/RATES:**

All existing and enhanced **Municipal/Corporation/Panchayat taxes, rates and cess, surcharges will be paid by me/us**. Further if Service Tax is levied at later date the same shall be borne by me/us. All dues to the State Government, Central Government or other Local Civic Authorities including enhancements and new introductions shall **be borne 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 with required load.

ii) All repairs including **annual/periodical white washing and annual/periodical painting** will be got done by me/us at my/our own cost. In case, the repairs and/or white/colour washing 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 our cost and deduct all such expenses from the rent payable to us.

iii) Bank is at liberty to install generator either hired or owned at the premises under occupation **without any additional charge/cost**. The landlord has to provide additional space for installation of the generator without any additional cost/rent/charges.

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 by you before you vacate (Applicable only where no loan component is involved).

Signature of the offerer



### LEASE DEED/REGISTRATION CHARGES:

If you require, 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 & me/us. The rent shall be payable after **registration of Lease Deed**.

### 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 specification/requirement of the Bank.
2. The concept carpet is **walls/ pillars/toilet area, inner wall of strong room will be excluded** while arriving at the carpet area, the same has been made been 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 of I/we am/are agreeable to provide the following amenities :
  - I. The **strong room will be constructed** strictly as per the Bank's specification and the cost of construction of the strong room will be **borne me/us**. The Strong room door, grill gate and ventilators are to be supplied by the Bank.
  - II. The **partition wall for ATM room and ATM anti-room with all civil works including plastering , painting etc. as per bank's requirement and size, door to anti-room, one rolling shutter duly painted each to ATM room and ATM anti-room shall be provided by me/us**. The ATM machine shall be provided by the Bank.
  - III. A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - IV. 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.
  - V. Separate **TOILETS** for gents and ladies will be provided.
  - VI. A collapsible **gate, rolling shutters** will be provided at the entrance and at any other point which gives direct access to outside.
  - VII. Entire flooring will be of vitrified (2X2 vitrified – Ivory White) tiles and walls with putty distempered with matching colour. Tiles will be provided at the toilets.
  - VIII. All windows will be strengthened by **grills with glass and mesh doors**.
  - IX. Required 15 KW power load for the normal functioning of the Bank and the requisite Electrical wiring/points will be provided. Wiring if needed for rearranging phase inside the premises for proper distribution has to be done at my cost.
  - X. All costs and expenses for providing required electricity power load up to the meter of the premises will be borne by me/us. The meter shall be in the **name of the Bank**. Only the points to be to be used by bank will be connected with the meter. Cost of electricity for points outside the premises to be used during night for safety purpose to be borne by me.

Signature of the offerer



- XI. 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 & cost of repairs also are to be borne by me.
- XII. Vacant space for fixing **Bank's signboard** will be provided free of rent/charge on all sides of the walls occupied by the bank. In case of need, **rooftop space** to be provided for fixing of **V-SAT** antenna without any separate charge/cost to the Bank.
- XIII. 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 without extra charge.
5. 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.
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. The bank shall have the liberty to under-lease, sub lease the said premises or part thereof to any; of its subsidiaries or to any other party.
8. The bank shall have the right to utilize the rented premises for any of its various needs.
9. 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 furniture put up by you.
10. 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.
11. I/we further confirm that his offer is irrevocable and shall be open for ----- days from date thereof, for acceptance by you.
12. The copy of floor plan/approved plan of the building/premises is enclosed.

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)

Signature of the offerer

### 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 :

Signature of the offerer



### **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

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.

Signature of the offerer

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 plumb line.

<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:

Signature of the offerer