

III OFFER LETTER

Sri./Smt./M/s _____

Telephone :

Cell :

Fax :

E-Mail :

To :

**THE SENIOR MANAGER
CANARA BANK,**

Dear Sir,

SUB : OFFER FOR LEASING 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 :



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(j) BOUNDARIES :

East
• West
North
South

A] TERMS & CONDITIONS::

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 5th working day of succeeding calendar month.

B]. LEASE PERIOD::

- i] 05 Years from the date of handing over vacant possession after completion of construction, repairs/renovations, additions etc., with 15 % increase in rent after the initial period of 05 years.
- 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, Goods & Service Tax (GST) 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 (emulsion paint) will be got done by me / us at my/our own cost. In case, the repairs and /or painting 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.



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E] RENTAL DEPOSIT::

You have to give us a sum of Rs..... being the advance rent deposit of 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 before you vacate the premises.

F] 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 share the cost of stamp duty and registration expenses for registering the lease deed in the ratio of 50:50 between the Bank and me/us.

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 the presence of landlord/s and Bank Officials after completion of the building in all respects as per the specifications/requirements 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 including partition walls and other uncovered area, would be excluded for arriving at the carpet area on which the rent is payable
3. I /we am/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 with collapsible gate.
 - 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 painted with emulsion pain of good quality.
 - vii] All windows will be strengthened by grills with glass and mesh doors.
 - viii] Required power load with 3 phase connection for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.



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- 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. 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
- 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.
- xii] Ramp facility will be provided to the entrance of the Branch/Office premises and ATM.
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 6 months from date hereof, for acceptance by you.
10. 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.
11. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.
12. 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 :



IV 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 :



V. SPECIFICATION FOR CONSTRUCTING RCC STRONG ROOM ("B" CLASS)

- The strong room is a complete reinforced cement concrete structure. The specifications for strong room for Branch shall be as per IS 15369:2017 (reaffirmed 2022) and the same is reproduced as below:

I. WALLS: R C C 1 : 1.5 : 3 (M20 grade) 30 cm (12") thick (excluding plastering)

II. FLOOR & ROOF:

a. For New Construction :

R C C 1:1.5:3 (M20 grade)) 30 cm (12") thick. The slab in such case will have to be designed to allow for the dead and super imposed loads.

b. For Existing Building :

15 cm (6"thick) reinforced floor over the existing RCC flooring/slab (the strength of the slab in such case will have to be checked to allow for the additional dead and super imposed load).

c. Ceiling : MS Grill below the existing RCC slab, if existing slab is retained. Grills made of mil steel/tor steel/ TMT bars of 20 mm thickness, spaced 75 mm c/c in both directions in 60mmx60mmx6mm angle iron frame work spaced at 900mm c/c in both directions fixed to an all round framework using the same L angles.

III. THE MINIMUM REINFORCEMENTS AS ADVISED BY RBI ARE GIVEN BELOW:

1. WALLS & FLOOR :

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.

2. FLOOR : Same as in the case of walls.

3. 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.



IV. 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.

V. AIR VENTILATORS

Overall opening	24"x24"
Clear opening	18"x18"

Air Ventilator as per given specifications to be provided for each strong room. Height from floor level: 2100 mm minimum and opening size: 450 x 450 mm maximum and confirming to IS 14387 standards of BIS. The air ventilators should not be fixed on the exterior/outer walls. If the locker area in the strong room is large, considering the area, the required additional Air Ventilator/s may be pro Signature of the offerer/s

Place:

Date:



