CANARA BANK

HEAD OFFICE, BANGALORE

OFFER DOCUMENT

FOR

HIRING OF PREMISES FOR OPENING OF RETAIL ASSET HUB AT AGARTALA

UNDER

TWO BID SYSTEM

Issued By:

Premises & Estate Section
Circle Office: GUWAHATI
CANARA BANK
Telephone :0361 -2334020; 9402168214 7050559575
E-mail : pecoguw@canarabank.com

Date of Issue: 27.09.2021

कानाड़ा बेंक केनरा बैंक Canara Bank
ভাৰত চৰকাৰৰ এটি সংস্থা भारत सरकार का उपक्रम A Government of India Undertaking
সিণ্ডিকেট सिंडिकेट Syndicate

OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR HIRING PREMISES FOR RETAIL ASSET HUB, AGARTALA, TRIPURA

The Offer document consists of the following:

TECHNICAL BID:

i) Notice Inviting Offers
ii) Instructions to offerers
iii) Terms & Conditions
iv) Technical Details of the Premises offered
v) Carpet Area Definition
vi) Strong Room specifications
vii) Lease deed format

FINANCIAL BID:

i) Rate/rental details of the premises offered.

All the above mentioned documents are to be submitted to the bank duly signed by the offerer/s on all pages.

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NOTICE INVITING OFFERS FOR HIRING OF PREMISES

PREMISES & ESTATE SECTION,
CIRCLE OFFICE Tel : 0361-2334020
Dee Bee Grande, Panjabari Road
Six Miles, E-Mail : pecoguw@canarabank.com
Guwahati – 781022, ASSAM

CANARA BANK intends to take Commercial premises on lease basis from Individuals/ at any good location in AGARTALA City and ready for occupation with required 25 KW 3-Phase Power load with dedicated transformer, adequate parking space, water supply for opening of Retail Asset Hub at AGARTALA.

Offers are invited under Two Bid System as per details given below:

1. Requirements :

Area of premises	Location	Remarks
1700 SQFT RCC COMMERCIAL PREMISES	AGARTALA, DIST- WEST TRIPURA, TRIPURA.	A) Preference will be given to the premises with entire area in a single floor. B) The strong room measuring about 200 sft as per the Banks specification is to be constructed in the premises by the offerer. C) Required Power load is 25 KW with dedicated transformer. Also there should be provision of additional power load of 10 KW as per requirement.

2. The prospective offerers meeting the above requirements are requested to collect the Offer Documents from the Office at the above address from 27.09.2021 to 12.10.2021 during working hours. The Offer Document can also be downloaded from our website **www.canarabank.com.**
3. Duly filled in offers placed in a Sealed Envelope superscribed as “OFFER FOR HIRING OF PREMISES FOR AGARTALA RAH, TRIPURA” shall be submitted up to 4:00 PM on 12.10.2021 to Premises & Estate Section, Circle office at the above given address.
4. The “Technical Bid” will be opened on at 12.10.2021 05:00 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.

Sd/-

Authorized official of the Bank

Instructions to Offerers

1. The Notice Inviting Offer, Instructions to offerers, Terms and Conditions, Technical details of the premises offered, Carpet Area Definition, Strong Room specifications and Financial Bid will form part of the offer to be submitted by the offerer.
2. The offers are to be submitted in Two Bid System i.e., Technical Bid and Financial bid.
3. The Technical Bid consists of all the required information called for in a questionnaire and shall contain, inter alia, the details regarding the property viz., Name & Address of offerer, location, area of the plot, copy of sanctioned plan with completion / occupation certificate, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover (**Marked Envelope-1**) superscribed as “Technical Bid for Hiring of Office Premises for Canara Bank Branch/Office at AGARTALA RAH, TRIPURA”. **The Name & address of the offerer to be mentioned on the cover without fail.**
4. The Financial Bid shall contain **Only** financial details i.e., rate/ rent per sq.ft. on carpet area basis and other financial implications. The Financial Bids will be placed in a sealed envelope (**Marked Envelope -2)** and superscribed as “Financial Bid for Hiring of Office Premises for Canara Bank at AGARTALA RAH, TRIPURA”. **The Name & address of the offerer to be mentioned on the cover without fail.**
5. Both the sealed envelopes shall be placed in a bigger sealed envelope superscripted as “OFFER FOR HIRING OF PREMISES FOR CANARA BANK AGARTALA RAH, TRIPURA” and submitted at the address given in the Notice Inviting Offers on or before the last date and time for submission.
6. 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.

7. Copies of the following documents are to be submitted with Technical Bid 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 to Non-agricultural purpose from the competent authority.
8. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents 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 bids (Technical and Financial Bids). Any over- writing or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
9. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
10. The offer submitted shall be in compliance to the terms/conditions specified in the offer document. However, any terms in deviation to the terms/conditions specified therein, shall be furnished in a separate sheet marking “list of deviations”. Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.
11. Separate offers are to be submitted, if more than one property is offered.
12. i) The Technical bids will be opened on Date & Time stipulated in the Notice Inviting Offers in the presence of offerer/s at our above office. Offerer/s is/are advised in his/her/their own interest to be present on that date, at the specified time.
   ii) The preliminary short-listed offerers will be informed in writing by the Bank for arranging site inspection of the offered premises.
   iii) After the site visit, the Technical Bid will be evaluated on various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood etc, quality of construction, efficacy of the internal layout

of premises and layout of buildings in the complex etc., and suitable offers shall be finalized /shortlisted for opening Financial Bid.

13. Canvassing in any form will disqualify the offerer.

14. The offer submitted shall remain open for consideration for a minimum period of "Three months" from the date of opening of Technical Bids.

15. **METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

The bids of shortlisted offerers will be evaluated on techno-commercial basis giving weightage as detailed below:

a. Technical Evaluation - 60%

b. Financial Evaluation - 40%

The Technical Bids of shortlisted 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 –25/SF-25)	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

Financial bids in respect of short listed premises will only be opened and evaluated for 40% weightage. The Lowest quote of financial bid 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	50.00	36.00	**91.00 - Highest score - L1**
B	33.00	45.00	40.00	73.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

16. Offerers are requested to submit their lowest possible quotes in the Financial Bid as negotiations / discussions will be held only with the L1 arrived as detailed above.
17. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection. The offerers are requested to quote the rental rate after going through carefully the “Carpet Area Definition” detailed in this document.
18. Canara Bank reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning reasons thereof and does not bind to accept the lowest tender.

Place : Signature of Offerer/s with seal

Date :

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 there will no preference shall be given to premises offered in Ground Floor. Offer shall be accepted up to second floor in building.
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.
8. Minimum period of lease will be 10 years with enhancement in rent for the second block of 5 years with minimum notice period of 3 months for vacation by the Bank only.
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. 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.
12. 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.
13. 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.
14. 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.
15. Offerers at their cost have to construct separate toilets for Ladies and Gents and ramp facility shall be provided if premises is on ground floor.
16. 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.
17. 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.
18. **Registration & Stamp duty charges will be shared between the Landlord and the Bank in the ratio 50:50.**

19. The Bank will not pay the interest free advance rental deposit.

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. Offerors, 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.

Signature of the offerer/s

Place :

Date :

TECHNICAL DETAILS OF THE PREMISES OFFERED

From : To:

Sri/Smt/M/s. The Asst. General Manager

…………………………………………..…. P&E Section, Circle Office,

Guwahati

………………………………..………

Telephone No. ……………………….. Mobile No. ……………………….

Dear Sir,

Sub : Offer of premises on lease for your … AGARTALA RAH.. Branch/ Office

In response to your paper advertisement in……………………… appeared on………………. as well as in your Bank's website, I / We am/are submitting the details of our premises as under:

1. Name & Address of the Owner(s)	
2. GENERAL INFORMATION: Location & Postal address with PIN code of the offered premises **Availability of :** Market- School/College- Hospital- Local Govt. Office- Time required to reach our Circle Office, Guwahati by normal transport: Boundary of the subject location: • NORTH	

	• SOUTH • EAST • WEST		
3.	Area offered (Floor wise Carpet area in Sft)	**<u>FLOOR</u>**	**<u>AREA IN SFT</u>**
4.	BUILDING DETAILS: A) Year of Construction		
	B) Number of floors		
	C) Permitted usage (Residential / Commercial / Institutional		
	D) Type of building structure (Load bearing		
	E) Clear ceiling height of the floor offered		
	F) Type of flooring provided		
5.	STATUTORY PERMISSIONS:		
	A) Whether plans are approved by Local Authorities		
	B) Whether Occupation certificate is available		
	C) Whether NOC from local authorities is obtained for Commercial usage of the building		
6.	Available frontage of the premises (Width of the Premises for display of Bank's sign board)	………………. Feet	

7. Whether premises is situated on the Main Road (Please indicate the road width)	YES ……….FT	NO
8. 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
9. Whether the surrounding of the premises is clean and hygienic	YES	NO
10. Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession as per bank's requirement		
11. Please furnish name and contact number of the earlier occupant/s if any.		
12. Whether the premises offered to the Bank is free from encumbrances.	YES	NO
13. I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
14. I/We am/are prepared to provide strong room of required size as per Bank's specification for the premises at my/our cost .	YES	NO
15. I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
16. Power load **25 KW** is available at present and the time required for providing the power load required by the Bank. Three Phase Power load with dedicated		

transformer. Bank is not liable to pay any charges for power load or transformer.		
17. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
18. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
19. If the floor offered is above Ground floor, whether **lift** facility is available. If so, number and capacity of the lift provided. **Any maintenance charges for Lifts must be added in rent offered.**		
20. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.	YES	NO
21. Whether separate independent electricity meter/water meter is/will is provided to the premises.	YES Load: ____	NO
22. Whether Municipal water supply is available.	YES	NO
If "NOT" what alternate arrangement is made.		
23. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants	1. 2. 3.	
24. Whether, separate toilet for Gents and Ladies is provided. If not, time required to provide the same.	YES	NO

25. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.

Amenities provided (If Any) such as :

- Toilet type Indian / European and flushing cistern capacity for ladies and gents. Wash basin and taps must be provided with standard brand make.
- Grills for the windows and shutter and collapsible door in entrance gate.

I) I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.

II) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial Bid.

OR

I/We am/have read and understood Bank's Terms and Conditions for hiring the premises. The Terms and conditions for which I/We am/are not agreeable are furnished in the "List of deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial Bid.

III) 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,

Offerer/s
(Signature/s)

Place :
Date :

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FINANCIAL DETAILS OF THE OFFER

(To be submitted in a separate sealed envelope marked as Financial Bid)

From:

Sri/Smt. /M/s………………………………………… Tel :

………………………………………………… Mobile :

To

The Assistant General Manager

P&E SECTION, CANARA BANK, CIRCLE OFFICE GUWAHATI

Dear Sir,

SUB: OFFER OF PREMISES ON LEASE FOR YOUR AGARTALA RAH .

*****

In response to your advertisement, I/We have submitted the details of my/our premises in a separate envelope marked “Technical Bid”. I/We am/are submitting the “Financial Bid” agreeing to the following:

i. To offer my premises at Rs………….. Psft per month (Rupees……………………………….. ……………………………………) on Carpet area basis for first block of 5 years from the date of handing over possession of the premises, with ………..% increase in rent for the second block of 5 years.

ii. GST on rent as per applicable rate shall be borne by- ________________ (Bank/Landlord).

iii. To offer my/our premises for a lease period of ________years.

iv. The above rate is quoted for the terms and conditions agreed by us in the Technical Bid. Also I will not demand any additional charge except rent from Bank.

v. This offer is valid for 3 months from the date of opening the “Technical Bid”.

vi. Execute Lease Deed in Bank’s Standard format. Also bear the 50% cost of execution and registration of Lease Deed as per agreement. Also rent shall be payable after lease deed registration.

Signature of the offerer/s

Place:

Date :

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 mumties
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/Columns
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 :

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

Overall opening	24"x24"
Clear opening	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 :

DRAFT LEASE DEED

THIS DEED OF LEASE made on this _______ day of ___________ 20____ at _________________ between _____________________ S/o _______________ residing at ______________________________ hereinafter referred to as the Lessor (which term shall mean and include wherever the context so required or admits his / their heirs, successors, administrator, 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 place 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 owner / s of the building bearing No.____________ situated at ___________________________ 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

** WHEREAS, the Lessee is already a tenant under the Lessor /s in respect of the above building fully described in the schedule hereto and hereinafter called the "Said Premises" paying a monthly rental of Rs.____________ and whereas the Lessor approached and requested the Lessee to pay an enhanced rental of Rs.______________ and whereas the Lessee consented to pay the enhanced rental of Rs.______________ and whereas both the parties now desired to reduce the terms into writing, 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 certain from __________. The Lessee shall, however, have the option to continue the lease thereafter for a period upto ________ years. The Lessee shall 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 calender month.

4. The payment of all taxes, rates, cess and other levy including penalties, if any, charged thereon in respect of the 'said premise', such as Corporation / Municipal / Panchyat 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 amount, costs, expenses, etc., with interest @ ______ % per annum from the date of such payments until realisation by the Lesses.

5. 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.

6. 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.

7. The Lessee shall have the right to utilise the leased premises or part thereof for any of their various needs.

8. The Lessor shall grant all rights of way, water, air, light any privy and other easements appertaining to the 'said premises'.

9. 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.

10. 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.

11. 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 instrusion, 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."

12. 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.

13. 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.

14. 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 meters installed in the 'said premises'.

15. The Lessor shall make arrangement for providing of additional power load as per Lessee requirement at his own cost. In case the Lessor fails to provide such additional power load, the Lessee shall be at liberty to acquire such additional power load by applying to State Electricity Board or any other statutory body / Agency and the amount incurred shall be recovered from the rent payable to the Lessor along with interest @ ______ for acquiring such additional power load.

16. The Lessor authorise the Lessee to take the new Electricity connection in their name at any time and all the expenses in this connection shall be borne by the Lessor.

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 handover 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 may 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 to ordinary use and lapse of time.

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

* This para is applicable only while acquiring a premises on fresh lease. Please delete the immediately suceeding para pertaining to renewal of lease.

** This para is applicable only while renewal of lease. Please delete the immediately preceding para, pertaining to fresh lease.