

DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING PREMISES ON LEASE**OFFER LETTER**

From :

Date :

To

THE CHAIRMAN / GENERAL MANAGER/OFFICER-IN-CHARGE
ASSAM GRAMIN VIKASH BANK
HEAD OFFICE / REGIONAL OFFICE _____

Dear Sir,

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

I/We offer to you to give you on lease basis, the premises described here below for your _____ Branch/Office.

- a) Full address of premises offered :
- 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 (Ground/first floor) :
- 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) :
- i) Cost of construction :
- i) Time required for completing the construction :
- h) If the building is old whether repairs/renovation is required :
- i) If so cost of repairs / renovation :
- i) **BOUNDARIES**
- East :
- West :
- North :
- South :

TERMS & CONDITIONS

- A) Rent : Floor-wise rent at the following rates i.e.
- | | | |
|----------------|----------------------|-------------------------------|
| Floor : | Carpet Area : | Rental rate per sft. : |
|----------------|----------------------|-------------------------------|
- With effect from _____ i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions/alterations, payable within 7th working day of succeeding calendarer 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) In case I/WE fail to discharge the entire loan (to be granted by the Bank for construction/repairs/renovation/addition of the premises) along with interest within the agreed period of lease. I/We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstanding's by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- iii) You are however at liberty to vacate the premises at any time Fully/partly during the tenancy 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, rates, service tax 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 the repairs including annual/periodical painting will be got done by me/us at my/our cost. In case, the repairs and painting is/are not done by me/us as agreed, you will be at liberty to carry out such repairs, painting works etc. at our cost and deduct all such expenses from the rent payable to us.
- iii) During pendency of the lease period, if seepage of water/dampness is noticed in the basement, we agree to take up the matter immediately as and when brought to my/our notice by the bank and arrange to rectify such defects at my/our cost within a time bound period to the satisfaction of the bank.

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 before you vacate (applicable only where no construction loan component is involved)

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 bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50 : 50 between the Bank and me/us.

DECLARATION:

- i) 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.
- ii) 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 specifications/requirement of the Bank.
- iii) 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 and other uncovered area, would be excluded for arriving at the carpet area on which the rent is payable.

G) **AMENITIES/FACILITIES TO BE PROVIDED IN THE PREMISES :**

I am/we are agreeable to provide the following amenities :-

- a) The Strong Room for Locker & cash safe room will be constructed strictly as per the bank's specifications and size. Strong Room Door, grill gate and ventilators of the Locker room are to be supplied by the Bank.
- b) A lunchroom/pantry for staff and record/store room will be provided as per the requirement/specification of the Bank. A washbasin will also be provided in the lunchroom.
- c) Separate toilets for gents & ladies will be provided.
- d) A collapsible gate, rolling shutters will be provided at the entrance and at any other point, which gives direct access to outside.
- e) Entire flooring will be of mosaic/vitrified tile and walls distempereed.
- f) All windows will be strengthened by grills with glass and mesh doors
- g) Required power load for the normal functioning of the Bank and the requisite electrical wiring/points will be provided
- h) Continuous water supply will be ensured at all times by providing overhead tank an necessary taps. Wherever necessary, electric motor of required capacity will be provided.
- i) Space for fixing Bank's signboard will be provided.
- j) I/We shall fully co-operate with the Bank in obtaining electrical powr supply in the new premises as may be required by the Bank for its proper functioning.
- k) I/We declare that the Bank shall be at liberty to carry out its job of signal cabling, excavation of earth pit, installation of VSAT Antenna and other networking facilities etc. in the premises as and when required by the Bank.
- l) I/We have no objection for the Bank installing Generator in the premises and hereby agree to provide necessary space for it.
- m) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approval lawyer will be borne by me/us
- n) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, sfes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
- o) I/We are agreeable to bear the cost of stamp duty and other charges for registration of the Lease Deed in equal proportions (50 : 50 basis)
- p) If my/our offer is acceptable, I/We will give you possession of the above premises on _____
- q) I/We further undertake that the building offered to the Bank is structurally safe and sound to bear the superimposed load caused due to installation of safe Deposit Lockers/Currency chest etc. along with Bin/Locker cabinets of any make and of any number that may be provided by the Bank as well as other amenities required for normal functioning of the Bank.
- r) I/We further confirm that offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by you.

Yours faithfully,

Place :

(Owner/s)