

DRAFT OFFER LETTER TO BE GIVEN BY THE LANDLORD(S) OFFERING
PREMISES ON LEASE (For Rural and Semi Urban Centre)

OFFER LETTER

To: From:

.....

.....

Dear Sir,

Sub: Offer to give on lease the Premises for your Branch/Office

I/We, offer in you to give 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 /crossroad
- c) Whether there is direct access in the
premises from the main road :
- d) Floor wise area:
- | Floor | Usable carpet
<u>area in (sq.ft)</u> | Rentable
<u>floor area</u> |
|-------|---|-------------------------------|
|-------|---|-------------------------------|
- 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 the 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/construction
- ii) Boundaries
- | | |
|--------|--------|
| East: | West: |
| North: | South: |

Note : Rentable floor area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and corridor if any,(Refer Bank's definition of rentable floor area).

TERMS & CONDITIONS :

- a) Rent : Floor wise rent payable at the following rates i.e.

Floor:	Rent Details		Carpet Area	Rent Rate per sq.ft .
	i) Basic Rent ii) Services if any(A/c Society charges etc)Give details			Rs.....

With effect from i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions, payable within 7th working day of succeeding calendar month. For services like A/c, the respective service rent will be payable from the date the service is available.

- b) LEASE PERIOD :

- i)Years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations 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 with out prejudice to the rights of the Bank to recover such outstanding 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 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 taxes, 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 white washing and annual/periodical painting will be got done by me/us at my/our 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.
- e) Rental Deposit :
You have to give us a sum of Rs.....being the advance rent deposit formonths 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 3/6 month's rent payable to me/us by you before you vacate. (Applicable only, where no component of loan is involved).
- f) Loan :

I/We may be granted a loan of Rs.....
(Rupees.....only) that may be sanctioned as per the norms of the Bank, which will be cleared with interest within the period of lease and also to undertake to repay the loan by adjusting the monthly rent as per the stipulation of the Bank. The estimated cost of construction/renovation is

Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.
- g) 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 and me/us.

DECLARATION :

- a) 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.
- b) The concept of carpet area for rental purpose was explained to me /us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, service shafts more than 2m.sq in area, balcony, common passage, A/C plant room, walls and other uncovered area, would be excluded for arriving at rental payments. (Strike out whichever is not applicable, particularly for toilets).

- c) The following amenities are available in the premises or I/We agreeable to provide the following amenities: [Strike out which ever is not applicable].
- 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.
 - 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 and 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 mosaic and walls distempered.
 - vii) All windows will be strengthened by grills with glass and mesh doors.
 - viii) Required power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided.
 - ix) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric meter of required capacity will be provided.
 - x) Space for displaying Bank's signboard will be provided.
 - xi) Required number of pucca morchas for security purpose will be provided as per Bank's specification.
 - xii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- d) 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.
- e) The charges /fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- f) 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.
- g) If my/our offer is acceptable, I/ we will give you possession of the above premises on
- h) I/We further confirm that this offer is irrevocable and shall open fordays from the date hereof, for acceptance by you.

Yours faithfully,

Place :

Date :

Owner(s)

PART – I: TECHNICAL BID FOR _____
[MUST BE MENTIONED ON ENVELOPE ALSO]

Zonal Manager
Zonal Office
UCO Bank,.....

Dear Sir,

The details of space which I/we offer to lease out to the Bank are as under:

- 1) Name of owner/s :
- 2) Share of each owner, if :
under joint ownership
- 3) Location:
 - a) Name of the building :
 - b) Number of street :
 - c) Ward / Area :
- 4) Building
 - a) Type of bldg. : (Residential/Commercial/Industrial/Mixed : Attach proof)
 - b) Size of Plot:_____sft., Front Road Width:_____ft,
 - c) Type of building (Load bearing/RCC/framed structure)
 - d) Clear floor height from floor to ceiling:
 - e) Rentable Carpet area offered to Bank
- Ground Floor / First Floor (in exceptional cases)
 - f) Specification of construction
 - 1) Floor
 - 2) Roof
 - 3) Walls
 - 4) Doors and Windows
 - 5) Are M.S. Grills provided to windows? Yes/No
 - g) Running water facility available Yes/No
 - h) Sanitary facilities available. Yes/No
 - i) Electricity supply with separate meter available Yes/No
 - j) Parking facility Yes/No.

5. The following amenities are available in the premises or I/We agreeable to provide the following amenities: [Strike out which ever is not applicable].

- xiii) 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.
- xiv) A partition wall will be provided inside the strong room segregating the locker room and cash room.
- xv) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- xvi) All windows will be strengthened by grills with glass and mesh doors.
- xvii) Required electrical power load for the normal functioning of the Bank and the requisite electrical wiring or points will be provided wherever necessary, electric meter of required capacity will be provided
- xviii) Electrical facilities and additional points (Lights, fans-power) as recommended by the Bank will be provided.
- xix) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps
- xx) Separate toilets for Gents and ladies will be provided.
- xxi) Space for displaying of Bank's sign Board will be provided

6. Declaration:

- a) 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.
- b) The charges /fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- c) 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.
- d) If my/our offer is acceptable, I/ we will give you possession of the above premises on

I/We agree to execute Lease Deed in Bank's standard format.

My / Our offer will be valid for next three months from the date of offer

Signature of the offerer

Name:_____

Address:_____

Contract No.:_____

Place:

Date:

(Must be mentioned on envelope)

Annexure 4

PART-II FINANCIAL BID FOR _____
(MUST BE MENTIONED ON ENVELOPE ALSO)

Zonal Manager
Zonal Office
UCO Bank

.....

Dear Sir,

I/We offer to lease my/our space in the premises located at _____

(Other details of which are given in Part-I) as following rate:

Floor	Carpet area (in Sq. ft.)	Rate (Rs.per sq.ft.)	Total rent per.month. (Rs.)
Ground floor			
First floor			

I/We agree to :

- i) Execute Lease Deed in Bank's standard format.
- ii) Bear all the taxes and cesses related to the concerned premises
- iii) Bear the cost of execution and registration of lease deed.
- iv) To lease the premises in favour of Bank for _____ years plus _____ number of options of _____ years each with _____ % increase in rent at each option.

Any other terms and conditions (Please specify)

Contd...2

My/Our offer will be valid for next three months from the date of offer.

Signature of the offerer

Name : _____

Address

Place:

Date

Note:- Carpet area will not include the followings:

- i) Common areas shared with other co-tenants.
- ii) Areas covered by walls, pillars.
- iii) Space covered by toilets, staircase, uncovered verandah, corridor and passage.