

Format of Receiving Offers for Commercial Premises

TERMS & CONDITIONS

1. Description of property and other terms and conditions as prescribed in ANNEXURE I shall be enclosed in COVER 1.
2. Your offer as prescribed in ANNEXURE II should be enclosed in a separate cover and marked as COVER 2.
3. The SEALED COVER 1 & SEALED COVER 2 shall together be enclosed in a SEALED separate cover and addressed to the respective Officers and posted to their respective addresses as given in ANNEXURE III.
4. The Cover 2 of such of the offerers shall not be opened who do not satisfy the requirement of the Bank as per the advertisement.

ANNEXURE I

OFFER TO GIVE ON LEASE THE PREMISES
FOR IDBI BANK LTD.

From

To

The Regional Head/Branch Head,
IDBI Bank Ltd.

Dear Sir,

I / we, offer to give you on lease the premises described here below for your
_____ branch.

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) Carpet area in sq.ft. :

e) Year of construction :

f) Whether occupancy certificate is enclosed

(in case the building is new) :

g) Boundaries

East :

West :

North :

South :

TERMS & CONDITIONS

I / We hereby agree that :

a) Rent:-

i) Rent shall be paid by IDBI Bank Ltd (hereinafter referred as 'Bank) for the exclusive usable carpet area on sq.ft basis after expiry of each month, during the tenure of lease period which will initially be for 10 / 15 years and for the extended lease period.

ii) Bank is however at liberty to vacate the premises at any time during the pendency of lease by giving 3 months notice in writing without paying any compensation for early termination.

b) Taxes / Rates:-

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me / us (lessor).

c) 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 painting in common area and external surface 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 now, you will be at liberty to carry out such repairs and painting etc at our cost and deduct all such expenses from the rent payable to us.

d) Rental Deposit:-

Bank has to give us a sum as will be agreed to by both the parties being the interest free advance of rent deposit which will be refunded to the Bank at the time of vacating the premises or Bank will be at liberty to adjust the amount as against outstanding dues.

e) 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 any 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.

f) The original registered document shall be deposited with the Bank and a certified copy of the same shall be with the me/us (landlord).

g) The owner/s shall submit the documents to title as and when called for to the satisfaction of the Counsel appointed by the Bank

h) Usage of premises for commercial purpose:-

We confirm that the premise offered has been approved by the Local Development Authority for usages as commercial premises. The original registered document shall remain with the Bank.

Signature

Date :

(Owner/s)

Place :

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.
- b) I / We, am / are agreeable: -
- i) To provide space on the ground floor within the compound for installation of a DG Set (10' x 6') and space on the roof / terrace for installation of antenna (12' x 12") at my / our cost.
 - ii) To arrange adequate power (15 KW for every 1000 sq ft) from Electricity Boards/Approved Suppliers. Bank shall bear the deposit and other official payments in this regard.
 - iii) To ensure continuous water supply at all times by providing overhead tank and necessary pipe connections.
 - iv) To provide space for sign board of suitable size.
 - v) To provide adequate car parking space.
- c) I / We declare that I am / we are the absolute owner/s of the plot / building offered to you and having valid marketable title over the above.
- d) 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 doors, partitions and other furniture put up by you.
- e) If my / our offer is acceptable, I / we will give you possession of the above premises on or before _____.
- f) I / We further confirm that this offer is irrevocable and shall be open for ____ days from date hereof, for acceptance by you.

We undertake to enter into agreement as and when called upon by the Bank.

Yours faithfully,

Date :

(Owner/s)

Place :