

**CANARA BANK  
CIRCLE OFFICE: HUBBALLI**

**ADVT DT 11.01.2025**

**OFFER DOCUMENT**

**FOR**

**HIRING OF PREMISES**

**SINGLE-BID SYSTEM**

**Issued By:**

Premises Section  
Circle Office, HUBBALLI  
2<sup>nd</sup> Floor, Centrum Building,  
Airport Road,  
HUBBALLI-580030

Telephone: 0836-2239424  
E-mail: pecohub@canarabank.com



**OFFER DOCUMENT INVITING OFFERS IN SINGLE-BID SYSTEM FOR HIRING**

**PREMISES TO THE BANK AT LAKMAPUR**

The Offer document consists of the following:

**TECHNICAL BID:**

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

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

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**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

Premises & Estate Section,  
Circle office  
2<sup>nd</sup> floor, Centrum Building,  
Airport Road,  
HUBBALLI-580030.

Tel: 0836-2239424

**CANARA BANK** intends to take Commercial premises on lease from Individuals/  
Firms. Offers are-invited under Single Bid System as per details given below:

1. Requirements:

Location, Place	District	Category	Carpet Area in sft.	Remarks
LAKMAPUR	DHARWAD	RURAL	1500 Sft	a. Strong room with carpet area of at least 150 Sft for Rural category as per banks' specifications is to be constructed in the premises by the Offeror. b. Minimum Required power load is 10 to 15 KVA for RURAL Category. c. ATM room to be constructed in the premises by the Offeror.

- The prospective Offerers meeting the above requirements are requested to download the Offer Documents from our website [www.canarabank.com](http://www.canarabank.com).
- Duly filled in offers placed in a Sealed Envelope Super scribed as "**OFFER FOR HIRING OF PREMISES AT LAKMAPUR**" shall be submitted up to 4.00 PM on 03.02.2025 at Premises and Estate Section, Circle Office at the above given Address.
- The "Technical Bid" will be opened on the same day at 04:30 PM at the above office in the presence of bidders or their authorized representatives who may choose to be present. Canara Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.
- No brokers / intermediaries shall be entertained.

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### Instructions to Offerers

1. The Notice Inviting Offer, Instructions to Offerers, Offer Letter along with Carpet Area Definition and Strong room specifications will form part of the offer to be submitted by the Offeror. The Offer Letter shall contain the terms and conditions of the offer to lease out the premises.
2. The Offer Letter along with other documents as detailed above shall be placed in a sealed envelope and super scribed as **"Offer for Hiring of Branch/Office Premises to Canara Bank at LAKMAPUR"** and to be submitted at the address given in the Notice Inviting Offers on or before the last date and time stipulated for submission. The Name & address of the offeror to be mentioned on the cover without fail.
3. 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.
4. Copies of the following documents are to be submitted along with the "Offer" 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 for Non-agricultural purpose from the competent authority.
5. All columns of the "Offer Letter" must be duly filled in and no column should be left blank. All the pages of the "Offer Letter" are to be signed by the Offeror/ authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the "Offer Letter". Any over writing or use of white ink is to be duly authenticated by the Offeror. Incomplete offers / Offers with in- correct details are liable for rejection.
6. In case the space in the "Offer Letter" is found insufficient, the Offerers may attach separate sheets.
7. The "Offer Letter" submitted shall be in compliance to the terms/conditions specified therein. However, any terms in deviation to the terms/conditions specified in the "Offer Letter", shall be furnished in a separate sheet marking "list of deviations".
8. Canvassing in any form will disqualify the Offeror.
9. Separate offers are to be submitted, if more than one property is offered.
10. i) The Offers will be opened on Date a Time stipulated in the Notice Inviting Offers in the presence of Offerers at our above office. All Offerers are advised in their own interest to be present on that date, at the specified time.

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- ii) After the site visit and evaluation of the offers received most suitable and competitive offer will be selected.
11. The "Offer" submitted should remain open for consideration for a minimum period of Three months from the date of opening of Offer.
12. The successful bidder, as decided by the Bank, should execute a lease deed with the Bank as per the attached format. No changes, unless otherwise decided by the Bank, shall be permitted to the lease deed format.

PLACE:

DATE:

SIGNATURE OF THE OFFERER/S WITH SEAL



### 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 Verandas, 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.
14. Strong room wall/columns/pillars

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 offeror/s

Place:

Date:

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## **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 RCC 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 IS 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.

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**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 no's 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 plumb line.

IV. AIR VENTILATORS	GODREJ	STEELAGE
Overall opening	24"x24"	24"x24"
Clear opening	18"x18"	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 Offeror/s

Place:

Date:





**DEED OF LEASE**

THIS DEED OF LEASE made on this \_\_\_\_ day of \_\_\_\_\_ 2024 at \_\_\_\_\_ between \_\_\_\_\_ aged about \_\_\_\_\_ years S/O \_\_\_\_\_ residing \_\_\_\_\_ at \_\_\_\_\_ PO \_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_, Pin Code \_\_\_\_\_ hereinafter referred to as the LESSOR (which term and include wherever the context so requires or admits his/their heirs, successors, administrators, 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 places at \_\_\_\_\_ herein after referred to as the LESSEE (which term shall mean and include where 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 \_\_\_\_\_ aged about \_\_\_\_\_ years, witnessed as follows :-

WHEREAS, the LESSOR is/are the owner/s of the building bearing Premises No. \_\_\_\_\_, situated at \_\_\_\_\_, District: \_\_\_\_\_, Pin Code \_\_\_\_\_, State: \_\_\_\_\_ which is declared to be value of Rs. \_\_\_\_\_ (Rs \_\_\_\_\_) only by him/them and

WHEREAS, the \_\_\_\_\_ floor measuring about \_\_\_\_\_ Sft. (Carpet area) in the said building at ground floor 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 favor 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 favor of the Lessee in respect of the 'Said Premises', 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 \_\_\_\_\_ to \_\_\_\_\_ The LESSEE shall; however has the option to continue the lease thereafter for a further period of FIVE years from \_\_\_\_\_ to \_\_\_\_\_. 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 in writing, without paying any compensation for earlier termination.
3. The LESSEE shall pay to the LESSORS in respect of the "said premises" a monthly rental of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only for the first Five years of the certain period of lease, monthly rental of Rs \_\_\_\_\_ (Rs \_\_\_\_\_) only in the 2<sup>nd</sup> five years of option period of

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lease with an increase of \_\_\_\_%. The rent shall be payable within the fifth working day of each succeeding calendar month.

4. The **LESSEE** has paid to the **LESSORS** a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only being \_\_\_\_\_ month's rent in respect of the "**said premises**" as deposit of rent to be adjusted towards the rent for the last \_\_\_\_\_ months of the tenancy.
5. The payment of all taxes, rates, cess and other levy including penalties, if any, charge thereon in respect of the "**said premises**" such as corporation / Municipal/Panchayat Tax, Urban Land Tax, etc. due to the State Government, Central Government or other local or other civic bodies 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 and 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 amounts, costs, expenses etc. with applicable/prevaling rate of interest per annum from the date of such payments until realization by the **LESSEE**. However. Applicable service taxes will be reimbursed by the bank for bank occupied area to **LESSOR** on production of valid service tax registration certificates and service tax paid receipts.
6. 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 to 5 years. If the **LESSOR** fails to carry out such repairs including periodical white washing 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 notice 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 at the then prevailing clean rate of interest per annum towards the rent payable to the **LESSOR** or the **LESSEE** shall have the right to recover the same from the **LESSOR**.
7. The **LESSEE** shall be at liberty to under-lease/sub-lease the "**said premises**" or part thereof to any of its subsidiaries.
8. The **LESSEE** shall have the right to utilize the leased premises or part thereof any of their various needs.
9. The **LESSOR** shall grant all rights of way, water, air, light and privy and other easements appertaining to the "**said premises**".
10. 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

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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 without any extra cost/rent.

11. The **LESSOR** shall provide to the **LESSEE** space for installation of VSAT antennae on the terrace /roof top of the **said premises** at no extra Cost/rent.
12. 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.
13. The **LESSEE** shall have the absolute & Exclusive right to use the entire space in the **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 intrusion, 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 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.
14. The Lessor has no objection to the **LESSEE** installing **ATM/e-LOUNGE** in the **said Premises** at any time without any additional rent to the lessor, the **ATM/e-LOUNGE** room will be constructed by the **LESSOR** at his cost and that the Lessor will provide the required additional power to **LESSEE**.
15. 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.
16. The **LESSEE** shall be liable to pay all charges for electricity water actually consumed by the **LESSEE** during the occupation and calculated as per the readings recorded by the respective meter installed in the **said premises**.
17. The **LESSOR** shall provide required power load for normal functioning of the Bank and the requisite electrical wiring/points will be provided as per requirement.
18. The **LESSEE** shall not make any structural alternations 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

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ceiling and fix other office furniture, fixtures, electrical fittings, air conditioners, exhaust fans and other fittings and office genets etc, as per the need and requirement of the LESSEE and or make such other additions and alternations on the premises which will not affect the permanent structure.

- 19. 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, 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.
20. 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 period of option should the LESSEE avail itself of the same and on refund of deposit made by the LESSEE, if any, in the same state and conditions as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.

SCHEDULE OF THE PROPERTY

\_\_\_\_\_ Floor of RCC building bearing no \_\_\_\_\_ situated at \_\_\_\_\_ with carpet area of \_\_\_\_\_sft

Bounded By:-

Table with 2 columns and 4 rows for directions: East, West, North, South.

LESSORS

LESSEE

Witnesses

Witnesses

1.

1.

2.

2.



**DRAFT AGREEMENT TO LEASE**

THIS AGREEMENT TO LEASE made on this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_ at \_\_\_\_\_ between Sri  
\_\_\_\_\_/o. \_\_\_\_\_ residing at  
\_\_\_\_\_ herein after referred to as the First  
Party (which term shall mean and include wherever the context so requires or admits his  
heirs, successors, administrators, 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 No.112, Jayachamarajendra  
Road, Bangalore and carrying on banking business among other places at \_\_\_\_\_  
hereinafter referred to as the Second Party (which term shall mean and include wherever  
the context so 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. \_\_\_\_\_ witnessed as follows :

WHEREAS, the First Party is the absolute owner of the land / building bearing No. \_\_\_\_\_  
situated at \_\_\_\_\_ and whereas the Second Party being in need of  
alternate / additional accommodation for its use and occupation has requested the First  
Party to construct a new building and grant a lease of the \_\_\_\_\_ Floor of  
the said building measuring about \_\_\_\_\_ sft more fully detailed in schedule hereto and  
hereinafter referred to as the "Said Premises" for a period \_\_\_\_\_ years certain on a  
monthly rent of Rs. \_\_\_\_\_ with an option to the Second Party to continue to lease for a  
further period of \_\_\_\_\_ years at a monthly rent of Rs. \_\_\_\_\_ on the same.  
And whereas the First Party has given an Offer letter dated \_\_\_\_\_ (hereinafter called Offer  
letter) to the Second Party offering the 'Said Premises' to Second party and agreed to  
construct the building / additional portion as per the Offer letter and grant a lease of said  
premises to the Second Party. Whereas Second Party has accepted the Offer Letter of the  
First party.

It is now hereby agreed between the parties as follows:-

1. Offer letter given by the First Party for offering said premises on Lease shall form an integral part of this Agreement.
2. The First Party shall repair and renovate / construct the said premises as per the plan and specifications given by the Second Party and hand over possession of the said premises to the second party duly completed in all respects on or before \_\_\_\_\_. Electrical points and wiring shall be provided by the First Party so as to suit the needs of the Second Party.
3. The First Party shall, on completion of the construction, repairs and renovations of the said premises, put the Second Party in possession of the said premises and execute a lease of the said premises in favor of the Second Party on the following terms and conditions -
  - a. The lease shall be for a period of \_\_\_\_\_ years certain with an option to the Second Party to continue the lease thereafter for a further period of \_\_\_\_\_ years. The Second Party shall, however, have the liberty to vacate the premises

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or a part thereof at any time during the period of lease by giving \_\_\_\_\_ month's notice in writing.

- b. The Second Party shall pay to the First Party a monthly rent of Rs. \_\_\_\_\_ for the said premises for the certain period of lease with effect from the date of handing over possession of the said premises duly constructed and completed and a monthly rent of Rs. \_\_\_\_\_ for the option period of lease. The rent for each month shall be payable within the fifth working day of the succeeding calendar month.
- c. The payment of all taxes, rates, cess and other levy, including penalties, if any, charged thereon in respect of the said premises, such as Corporation / Municipal / Panchayat Tax, Urban Land Tax, etc., due to the State Government, Central Government or other local or other civic authorities, including enhancements and new introductions shall be to the account of the First Party. The Second Party 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 First Party and consequential demand or distress being raised on the Second Party after giving notice of the said demand to the First Party, and adjust the amounts so paid together with interest and other incidental expenses, from out of rents in respect of the said premises due immediately after the said payment or demand reimbursement of all such amounts, costs, expenses, etc., with interest at \_\_\_\_\_ % per annum from the date of such payments until realization by Second Party.
- d. The First Party shall at his own cost carry out all repairs, including periodical white washing and painting of the said premises. If the First Party fails to carry out such repairs, including periodical white washing and painting, the Second Party may call upon the First Party in writing to do the same within one month from the date of receipt of such request and if the First Party fails to carry out the same within that time, the Second Party shall be at liberty to get it done and adjust the amount spent or expended for such repairs, etc., with interest @ \_\_\_\_\_ % per annum towards the rent payable to the First Party or the Second Party shall have the right to recover the same from the First Party in Cash.
- e. The Second Party shall have the liberty to under-lease, sub-lease the said premises or part thereof to any of its subsidiaries, or to any other party.
- f. The Second Party shall have the right to utilize the said premises for any of its various needs.
- g. The First Party shall grant all rights of way, water, air, light and privy and other easements appertaining to the said premises.
- h. The First Party hereby agrees that they have no objection to the Second Party in installing the exclusive generator sets for the use of the Office whether such generator sets are owned by the Second Party or taken on hire from a Third Party for the exclusive use of the Second Party., the First Party agrees to provide suitable space with proper enclosures for installation of generator set.

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- i. The First Party hereby agrees that the Second Party shall have the exclusive right on the parking space for parking of the vehicles of staff members and customers of Second Party and the same shall not be disturbed, obstructed or encroached in any manner by any persons whomsoever.
- j. The Second party shall have the absolute and 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 the Second Party's sign boards / advertisements without any additional charges to the exclusion of third parties. If anybody causes any intrusion, trespass or encroachment restricting the peaceful enjoyment of the Second Party over the space, which is specifically meant for usage of the Second Party, the First Party on receipt of such notice from the Second Party shall take all possible legal actions against such violations including criminal action, if necessary. If the First Party fails to take legal recourse to remove such intrusions, tress pass or encroachment within one month from the date of receipt of such notice from the Second Party, the Second Party 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 First party or from any other monies payable to the First Party.
- k. The First Party has no objection to the Second Party installing ATM in the said premises at any time without additional rent to the First Party, the ATM room will be constructed by the First Party at his cost and that the First Party will provide the required additional power to the second party.
- l. The Second Party 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.
- m. The Second Party shall be liable to pay all charges for electricity and water actually consumed by the Second Party during the occupation and calculated as per the readings recorded by the respective meters installed in the said premises.
- n. The Second Party shall hand over possession of the said premises to the First Party on the expiry of the period of lease fixed herein or on the expiry of the period of option should the Second Party avail itself of the same, in the same state and condition as on the date of occupation but subject to natural wear and tear due to ordinary use and lapse of time.
- o. The First Party hereby agrees and declares that the Second Party out of special consideration has provided and agreed to provide financial assistance for purpose of construction of the building at the site \_\_\_\_\_ (here please mention location / address of site), renovate / improve upon the existing structure suiting to the need of the Second Party and therefore, the First Party hereby assures and agrees to hand over vacant possession of the said building duly completed in all respects on or before the date fixed there for or any extended period as agreed to in writing by the Second Party and further that the First Party

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shall not be entitled to claim any increase or enhancement in rent over and above the rent fixed and agreed to by the First Party with the Second Party for any reason whatsoever including rise or escalation in prices of construction materials and / or labor etc.

- p. The Second Party shall not make any structural alternations to the building without the information and permission of the First Party. However, the Second Party is at liberty and no permission of First Party 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 genet, etc., as per the needs and requirement of the Second Party and or make such other additions and alterations on the premises which will not affect the permanent structure.
- q. The First Party may at their own cost and expenses construct any additional structure / additional floor in the building and in which case and if the First Party decides to lease out the said additional floors / area, then the first option and offer will be given to the Second Party and the Second Party shall have the right to take the same on lease on mutually acceptable terms. And in case of refusal by the Second Party then the First Party will be at liberty to lease out the same to any other party.
4. Until such time a regular Lease Deed is executed, the parties shall be bound by the terms and conditions set out in these presents and the party of the First Party hereby undertakes to execute such regular Lease Deed or other documents in favor of the party of the Second Party in order to assure better right and title to the lease hold interest created hereinabove. The expenses towards stamp duty and registration of Lease Deed shall be shared by the parties to the agreement equally.

#### SCHEDULE OF THE PROPERTY

(Here enter the boundaries and other details of premises to be leased out)

In witnesses whereof the parties here to have hereunto set their hands the day and year first above written.

FIRST PARTY

SECOND PARTY

Note:

1. Please note that this agreement should not be attested or witnessed.
2. In clause Nos.2(c) & 2(d), please fill in the appropriate rate of interest as applicable to clean advance.

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**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 my/our presence and the Bank Officials after completion of the building in all respects as per the specifications/requirements of the Bank.
2. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank’s cost, I/We agree to permit the same on the existing lease terms and conditions.
3. The following amenities are available in the premises or I /we am/are agreeable to provide the following amenities at my/our cost.
  - i] I/We have understood the specification of Strong Room and the strong room will be constructed strictly as per the Bank’s specifications and size. I/We shall at our cost arrange for Fitness Certificate for the strong room through a competent/ Bank’s appointed Architect / Engineer. Strong room door, grill gate and ventilators are to be supplied by the Bank. A partition wall will be provided inside the strong room segregating the locker room and cash room.
  - ii] Separate toilets for gents & ladies will be provided. All sanitary fittings shall be of standard quality. A collapsible gate, rolling shutters with locking will be provided at the entrance and at any other point which gives direct access to the premises. Landlord to ensure provision of ramp for wheel chair users at the entrance of the Branch and ATM as per guidelines, at landlord’s cost, for easy accessibility by physically challenged persons. Proper and adequate space for fixing Bank’s sign board, VSAT, DG-Set, and Solar Panel will be provided.
  - iii] Entire flooring will be of Vitrified / Granite / Marble. Non-skid ceramic tile flooring in toilets with about 5 feet height ceramic tile dado. All windows, ventilators and such other openings will be strengthened by MS Grills with glass and mesh doors.
  - iv] Lift facility to the offered floor & sufficient space at ground floor as per Bank’s requirement for installing ATM, in case the offered premise is not on ground floor/upper ground floor.
  - v] Required power load for the normal functioning of the Bank, requisite electrical light, power points, distribution board, separate electricity meter and good quality earthing will be provided. Bank shall bear actual charges for consumption.
  - vi] Continuous water supply will be ensured at all times by providing overhead

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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.

vii] Required number of Pucca Morchas for security purpose will be provided as per Bank's specification. Adequate parking space will be provided for vehicles of Bank staff and customers.

4. 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.

5. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title.

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 within two months of acceptance of offer by the bank duly completing the strong room and other civil / electrical works required by the bank.

9. I/We further confirm that offer is valid for a period of THREE Months from the date of this offer.

10. Income tax on rental payment will be deducted at source (TDS) at prevailing rate.

11. 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,

Place:

Date:

SIGNATURE OF THE OFFERER/S WITH SEAL

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**OFFER LETTER**

From:

Sri./Smt./M/s.....  
 .....  
 .....

Tel:  
 Fax:  
 E-Mail:

To:

THE DEPUTY GENERAL  
 MANAGER CANARA BANK,  
 CIRCLE OFFICE

.....  
 .....

Dear Sir,

**SUB: OFFER OF PREMISES ON LEASE TO THE BANK**

I/We offer the following premises on lease to the Bank at..... (Location, Place)  
 On the terms described here below.

- 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/ :

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renovation is required

- i] If so cost of repairs/renovation :  
j)

**BOUNDARIES**

: East

West

North

South

**SIGNATURE OF THE OFFERER/S WITH SEAL  
TERMS & CONDITIONS::**

a. **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 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] **10/15/20** 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 15 % increase in rent after the initial 5 years.

ii] You are however at liberty to vacate the premises at any time fully / partly during the pendency of lease by giving one\_months' notice in writing, without paying any compensation for earlier termination.

c. **TAXES/RATES::**

All existing and enhanced Municipal/Corporation taxes, rates, cesses, maintenance/service charges like society charges will be paid by me/us. GST payable on rent payment will be borne by the Bank subject to me/us producing a GST Invoice containing all necessary details as required by the Bank.

d. **MAINTENANCE/REPAIRS:**

All repairs including annual/periodical painting and distempering will be got done by me / us at my/our cost once in 3-5 years. In case, the repairs and /or painting/distempering is/are not done by me/us as agreed now, you will be at liberty to carry out 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. LEASE DEED/REGISTRATION CHARGES:**

I/We undertake to execute an agreement to lease and register a regular lease deed, in your favor 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 as per the invoice raised by the sub registrar office, in the ratio of 50:50 between the Bank and me/us, for registering the lease deed.

**f. RENTAL DEPOSIT:**

You have to give me/us a sum of Rs..... being the advance rent deposit for (3) three 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.

SIGNATURE OF THE OFFERER/S WITH SEAL