

OFFER LETTER TO BE GIVEN BY THE LANDLORD [S]
OFFERING PREMISES ON LEASE

From,

To,

The General Manager
Gujarat Gramin Bank
Head Office
Vadodara

Dear Sir,

Sub: OFFER TO GIVE THE PREMISES ON LEASE FOR YOUR HEAD OFFICE AT VADODARA.

I/We, offer to give you on lease the premises described here below for your Head Office, Vadodara.

- 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) Parking Facilities offered:
- e) Floor area - (Carpet Area in sq. ft. floor-wise):
- f) Year of construction:
- g) Landlord to submit stamped undertaking that construction has been done as per Local Body approved Plan and bye-laws and no illegal construction is carried out by him /her / them.
- h) If the building is new, whether occupancy certificate is obtained:
- i) If the building is old whether repairs / renovation is required:
 - i) If so cost of repair / construction.
- j) Boundaries:
 - East-
 - West-
 - North-
 - South-

Head office

3rd & 4th Floor, Suraj Plaza-1, Sayajigunj, Vadodara – 390 020, Gujarat, India
Tel. No. 0265 – 2361210 & 2361260



TERMS & CONDITIONS:**a) Carpet Area – Floor-wise details of Carpet Area offered are as under:**

Floor	Carpet Area (sq ft.)
Total Carpet Area ->	

b) Lease Period:

- _____ years certain and _____ years option from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc with _____ % enhancement in rent after _____ years.
- 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 by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- You are however at liberty to vacate the premises at any point of time during the lease period by giving three months' notice in writing without paying any compensation for earlier termination. I / We shall have no right to terminate the lease for a period of 15 years from the date of lease execution.

c) Rates & Taxes:

All existing and enhanced Taxes will be paid by me/us except GST on rent. If any notice is received by the Bank from the Authorities concerned on a/c of default, I / We shall pay the liabilities immediately or I / We authorize you to pay the same against adjustment of future rent payable to me / us.

d) Repairs / Maintenance:

- Bank shall bear actual charges for consumption of electricity and water. I/We undertake to provide separate electricity/ water meters for the purpose.
- All repairs including annual/periodical colour wash 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 or white/ colour washing etc. at our cost and deduct all such expenses from the rent payable to us.

e) 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.

- I / We undertake to provide space for outdoor fans / units for Air-Conditioners (Split ACs).
- I / We give permission for structural changes and undertake to provide space to install V-SAT antenna, Radio Mast Pole antenna etc.

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GUJARAT GRAMIN BANK

(Sponsored & Wholly Owned by Govt. of India, Govt. of Gujarat & Bank Of Baroda)

ગુજરાત ગ્રામીણ બેંક

(ભારત સરકાર, ગુજરાત સરકાર દ્વારા બેંક એક જોડાઈ તથા સમ્પૂર્ણ સહાયિત્વ)

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 respect as per the specification/requirement of the Bank.
- b) The concept carpet area for rental purpose was explained to me/us and clearly understood by me/us according to which the area occupied by Verandah, Corridor, passage, Entrance hall, Porche, Staircase, stair cover, Shaft & machine room for lift, A/C Ducts/ plant room, Shaft for sanitary / water-supply / garbage/ fire fighting / electricity / telecommunication / AC, Bathrooms, Lavatories, Stilt, Covered / open parking spaces, Pump Room, Flower Bed, Watchmen / s Chowky, Storage Tanks, Chajja, Canopies & Worship Places and other uncovered area would be excluded for arriving at rental payments.
- c) Bank is at liberty to surrender any part of the premises during the currency of the lease without payment of any compensation/rent for the unexpired lease for which I/We shall not have any objection.
- d) The following amenities are available in the premises or I/We agree to provide the following amenities (Strike out whichever is not applicable) at our cost:
- 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.
 - Separate toilets for gents and ladies will be provided at each floor.
 - Rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
 - Entire flooring will be of vitrified tiles and walls distempered.
 - All windows will be strengthened by grills with glass and mesh doors.
 - Required power load (Commercial Connection) of _____ KVA for the normal functioning of the Bank and the requisite electrical wiring/points will be provided.
 - Continuous water supply will be ensured at all times by me/us.
 - A suitable space for fixing sign boards on the front walls of the building will be provided at no extra cost.
 - Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.
 - In case of bank agrees to, I undertake not to let/lease out any portion of the same building to any other bank.
- e) I / We declare that I am/are the absolute owner of the plot/building offered to you and having valid marketable title over the above. I/We also confirm that there is no litigation / court order against this property.
- f) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- g) 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.
- h) If my/our offer is acceptable. I/We will give you possession of the above premises by _____ (Date)
- i) I/We further confirm that this offer is irrevocable and shall be open for _____ days from date hereof, for acceptance by you.

Date:
Place:

Yours faithfully,

(OWNER/S)

Head office

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FORMAT FOR TECHNICAL BID

1.	Name of Owner	
2.	Telephone No. / Mobile No.	
3.	Complete Address of Site / Premises Offered with landmark	
4.	Copy of ownership proof (attach copy)	
5.	Floor offered with details of Carpet area. Quote to be in Carpet area and not any other area	
6.	Year of construction	
7.	Whether said property has Municipal Approval for commercial use. (Attach Copy)	
8.	Details of sanctioned plan (Copy to be furnished on demand)	
9.	Details of completion / occupation certificate (Copy to be furnished on demand)	
10.	Whether the colony is finally approved by Govt. (Submit the proof)	
11.	Specifications of Internal Finishes	
12.	Amenities	
13.	Electrical Load	
14.	Water Supply Connection	
15.	Type of Structure – RCC / Load Bearing	
16.	Parking availability Car: Two Wheelers:	
17.	V-SAT Antenna Space	
18.	Distance from Railway Station	

CARE:

- No indication as to price aspect be given in Technical Bid.
- Technical bid and Financial bid are to be submitted in separate sealed covers marked as TB & FB respectively super scribing advertisement reference, name of the applicant and address of the applicant.
- Both the sealed covers (TB & FB) be put in one sealed cover marked as “Offer for premises on Lease for Head Office of Gujarat Gramin Bank”.

Date:
Place:

Yours faithfully,

(OWNER/S)

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FORMAT FOR FINANCIAL BID

1.	Full Name of Owner	
2.	Address/ Location of Premises	
3.	Rental rate per sq. ft of Carpet area per month (inclusive of all taxes except GST)	
4.	Municipal Taxes. To be borne by landlord invariably	
5.	Taxes including revision in future to be borne by Landlord invariably. Please note that Municipal taxes / cess/ services to be borne by Landlord.	
6.	Other charges like Society Charges / Maintenance charges / Charges for Amenities (Please quantify)	
7.	GST on rent (to be borne by whom)	
8.	Period of Lease	
9.	Desired enhancement in rent after 5 years	
10.	Cost of execution of Lease Deed to be shared in proportion	50:50
11.	Interest free rent advance required, if any	
12.	Loan amount required for construction / renovation of premises. If any	
13.	Any other condition, If any.	

Date:

Place:

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