

**Request for Proposal (RFP) for Acquisition of Premises for ATM at Manvi Branch**

|                                         |                                                       |
|-----------------------------------------|-------------------------------------------------------|
| <b>Tender Issue Date</b>                | <b>11.09.2026</b>                                     |
| <b>Pre-Bid Meeting</b>                  | <b>11.09.2026 – 12:00 pm</b>                          |
| <b>Last date of Bid submission</b>      | <b>01.10.2026 – 3.00 pm</b>                           |
| <b>Date of opening of technical bid</b> | <b>01.10.2026– 4.00 pm</b>                            |
| <b>Date of opening of price bid</b>     | <b>Will be intimated later to shortlisted bidders</b> |

Union Bank of India requires a well-constructed ready possession/semi constructed commercial Premises or vacant land on which construction needs to be completed by the owner of the land within 6 months, from the date of approval, on lease rental basis for a lease period of 10- 15 years favourably with clear visibility & adequate parking facility as under:

| Location of the premises required                                                                                                                                                                       | Floor        | Carpet area          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|
| Within the vicinity of 100 metres to 200 metres towards from the existing branch of Union Bank of India, Manvi Branch, Raichur District preferably Ground Floor for shifting ATM inside branch premises | Ground Floor | 60-100 sq. ft (±10%) |

For further details, please visit our Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) or NIC portal <https://eprocure.gov.in> . Last date for submission of bids in prescribed formats is 01.10.2026(next Bank working day if due date is a Bank Holiday) up to 3:00 PM.

**“BROKERS / INTERMEDIARY PLEASE EXCUSE”**

Further communications, corrigendum, amendments, if any will be hosted in Bank's website only. The Bank reserves the right to reject any or all bids or to cancel entire Tender process without assigning any reasons whatsoever.

Place: Kalaburgi

(Sd/-)

Date: 10.09.2026

Authorized Signatory

Classification: Public

**NOTICE INVITING OFFERS FOR HIRING OF PREMISES**

Union Bank of India intends to take well-constructed/semi-constructed Commercial premises for ATM on lease. Offers are invited under two Bid System as per details given below:

1. Requirements:

| Location of the premises required                                                                                                                               | Floor        | Carpet area                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|
| Within the vicinity of 100 metres to 200 metres towards from the existing branch of Union Bank of India, Manvi Branch, Raichur District preferably Ground Floor | Ground Floor | 60-100 sq. ft ( $\pm 10\%$ ) |

2. The prospective offerors meeting the above requirements are requested to collect the Offer Documents from the Union Bank of India, Regional Office, Kalaburagi during working hours. The Offer Document can also be downloaded from our website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) or <https://eprocure.gov.in>
3. Duly filled Technical Bid & Price Bid placed in two separate Sealed Envelopes Super scribed as

“TENDER FOR HIRING OF ATM PREMISES AT MANVI ” TECHNICAL BID & OFFER FOR HIRING OF ATM PREMISE AT MANVI & PRICE BID FOR HIRING OF ATM PREMISES AT MANVI BRANCH shall be submitted up to 3.00 P.M on or before 01.10.2026(next Bank working day if due date is a Bank Holiday) at Regional office, KALABURAGI, Akkamahadevi Colony, Biddapur, Near High Court, Kalaburagi, District Kalaburagi, Karnataka -585103.

4. The Technical Bid Offer will be opened on 01.10.2026, at 4.00 PM at the above Regional Office address in the presence of bidders or their authorized representatives who may choose to be present.

No Brokers / Intermediaries shall be entertained. Bank reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sd/-

Authorized Signatory

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**Instructions to Offerers**

1. The Notice Inviting Offer, Instructions to offerers, Technical Bid / Price Bid will form part of the offer to be submitted by the offerer. The Offer Letter (Annx IV) shall contain the terms and Conditions of the offer to lease out the premises to be submitted by the shortlisted bidders only Invited for negotiations later. In case any bidder submits Price Bids / offer letter along with Technical bid, such bids will be disqualified.
2. The Technical Bid (Annx I, to be submitted in separate envelop super scribed as “ Technical Bid for UNION BANK OF INDIA, ATM AT MANVI,BRANCH”) and Price Bid (Annx II, to be submitted in separate envelop superscripted as “ Price Bid for UNION BANK OF INDIA, ATM AT MANVI BRANCH”) as detailed above shall be placed in third separate sealed envelopes and super scribed as “Offer for Hiring of Branch / Office Premises to Union Bank of India at ATM AT MANVI ” 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 contact number & 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. All columns of the Bids must be duly filled in and no column should be left blank. All the pages of the Bids 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 Bids. 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. Offer Letter should not be submitted while submitting Technical Bid & Price Bid. Below mentioned enclosures to be attached with the Bids.
  - Title deed/Property card of proposed premises
  - Latest Property tax Receipts
  - Approved MAP of Proposed Premises
  - Electricity bill of Proposed Premises.
5. Canvassing in any form will disqualify the offerer.
6. Separate offers are to be submitted, if more than one property is offered.
7. i) Pre – Bid meeting will be conducted at RO, Kalaburagi office, as per the schedule mentioned in Offer Document (Enclosed). Offerers willing to attend the Pre-Bid meeting may attend it on due date. Any kind of clarification will be entertained only if it is in written form and not orally and up to 11.09.2026, 2:00 PM only.

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- ii) The Technical Bids will be opened on Date & 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. Even if no bidder / representative of bidder is present, the bids will be opened by Bank Officials as per specified schedule.
- iii) After the site visit and evaluation of the Technical Bid received, most suitable and Competitive offers will be shortlisted. Later the Price Bids of the shortlisted bidders will be opened before the Tender Opening Committee and L1 bidder will be invited for negotiation.

If the negotiations are fruitful, the successful Bidder will be required to submit the final Offer Letter to the Bank. The successful bidder required to submit few Photographs from inside & outside the premises offered along with the property documents such as copy of sale deed, Tax paid Receipt, Approved Plan, Khatha, Electricity bill and Encumbrance Certificate, Occupancy Certificate. Bank may call additional documents, if required, which Offerors have to submit.

The premises should be Commercial. The property documents will be subjected to Legal Scrutiny by the Bank's Panel Advocate to verify the Title Clearance and to check if any impediments exist over the property. Once it is cleared, the proposal will be sent for approval to Competent Authority. The cost of such Legal Scrutiny will be borne by offerors.

In case of rejected bids, the Un-opened Price Bids will be returned to the respective bidder.

In case the L1 bidder backs out from the process, Bank will do re-tendering process.

The "Offer" submitted should remain open for consideration for a minimum period of six months from the date of opening of Offer (Price Bid).

No brokers or intermediaries please. Priority will be accorded to the property to be leased by the Public sector undertakings or Government/Semi Government bodies.

After getting approval, the Bank's terms and conditions for acquiring the premises on lease/rental basis will be conveyed to the Landlord for acceptance which are generally (subjected to changes after negotiations between Bank Landlord and final approval from Bank's Competent Authority) as under -

- a. All present & future Municipal taxes to be borne by Landlord. Actual water charges metered through consumption will be borne by the Bank.
- b. A separate water meter for the Bank at your own cost to be installed. Also, a water storage tank for branch use only will be provided by the offerer on its own cost. Also, a separate electricity meter to be provided for payment of electricity bill as per the actual consumption. The load required will be 15 KVA.

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- c. Rent: Rent will be paid for actual carpet area after joint measurement of the premises. Rent Advance / Deposit: 3 months' rent (Advance), refundable in first two years of Lease / 3 months' rent (Deposit) refundable at the time of vacating the premise in three equal instalments or in three equal instalments prior to termination of lease in case of early termination of Lease.
- d. Bank will pay GST, if applicable, along with the rent on production of copy of the GST paid bills only. TDS as applicable will be deducted.
- e. **Legal Charges:** 50:50 (By Landlord and Bank)
- f. **Lease Period & Increase in rent:** Minimum 10 years i.e. date of possession/date of execution of lease deed with certain increase in rent (after negotiation with Landlord and approval from Competent Authority of Bank) after every block of 5 (Five) years. Lease deed should be executed for full lease period with exit clause, in favor of the Bank, and payment of rent will be effective from the date of possession/execution of lease deed of the premises.
- g. Landlord to obtain and submit approved plan and occupation certificate from the Local authority. Landlord is required to submit certified copy from local body (concerned authority) that premise is approved for commercial activity. In case the offered premises coming under Residential area/zone, the Landlord should obtain prior permission from the Municipality/Corporation/authority concerned in respect of change in use of the premises. However, if misuse charges are levied at a later date by the authorities concerned, the Landlord shall have to undertake to bear the misuse charges. A declaration to this effect should be submitted before execution of lease deed.
- h. Rent will be paid for actual carpet area only after taking joint measurement of the premises, execution of Lease agreement, and handing over possession of the premises, complete in all respects.
- i. A collapsible gate, rolling shutters to be provided at the entrance and at any other point, as directed by Bank, which gives direct access to outsiders / customers cost of which will be borne by Landlord.
- j. All windows should be strengthened by grills and with glass and mesh from your side at Landlord's cost.

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- k. Landlord to supply required power load as mentioned in the tender for the normal functioning of the Branch and the requisite Electrical wiring/points to be provided along with Separate meter at own cost.
- l. Space for fixing Bank's Signboard will be provided on entire frontage for which Landlord will not charge.
- m. The Bank will have the option to cancel the approval.
- n. Flooring of working area of Bank premises with vitrified tiles of Johnson make, size 2'x2', shade perlato, will be provided at landlord's cost.
- o. The Bank will provide the strong room door/Grill gate and ventilator. Further for setting up of onsite ATM/e-lobby, necessary civil works, separate shutter, to be provided by the Landlord. No separate lease agreement or rent /service charges be considered for installation of onsite ATM/e-lobby. However, repairs/renovation will be carried out by the Bank at its own cost.
- p. The Lease agreement will be executed and registered with SRO only after handing over the possession of the premises after completion of Landlord scope of work as required by the Bank and rent will commence from date of possession of the premises.
- q. Landlord has to submit acceptance letter for installation of ATM and to provide space at terrace for V-sat/MPLS connectivity Pole without additional rent.
- r. Landlord should provide adequate common parking space in front of the building, for the vehicles of the customers and separate covered parking space for staff for four wheelers and two wheelers without any additional cost/rent.
- s. Landlord to provide proper ramp facility at the entrance of the branch premises /ATM kiosk for persons with disabilities.
- t. The Bank at its absolute discretion and irrespective of the period of lease available, can surrender/vacate the demised premises any time after giving three months' notice to the Lessor in writing without payment of any claim/compensation for unexpired of lease agreement.
- u. Bank reserve the right to take/ not to take security deposit / EMD from the L1 bidder. Bank may / may not take a declaration from L1 bidder. If asked by Bank, L1 will furnish a declaration that L1 bidder will not back, for reasons that are already

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mentioned in the tender documents. In case L1 bidder backs out, the same will be blacklisted. (Declaration enclosed)

- v. Though the preference will be given to Upper floor, Bank reserve the right to consider / decline bids.
- w. Though preference will be given to ready to move property, bank reserves the right of accept / decline offer of under construction property also. An under construction property will essentially means a property which can be handed over to bank within a period 180 days, after construction of strong room and other civil works like laying of tiles, adequate power and water supply, necessary statutory clearance, clearance from bank legal department, shutters , channel gates, necessary brick walls, etc. The works are indicative in nature and additional civil works may be added depending upon the location of premise and safety standards of the bank.

Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

Kalaburagi

Sd/-

Date: 10.09.2026

Authorized Signatory

Classification: Public

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**(ANNEXURE-I)**

**OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS**

**TECHNICAL BID**

With reference to your advertisement in the local dailies/ Banks website/NIC Portal \_\_\_\_\_ dated \_\_\_\_\_, I/We hereby offer the premises owned by us for housing your ATM/branch /office on lease basis.

**Part A: General Information**

|   |                                                                                                                                                                                               |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Name of the Owner/s Mobile no. / contact no.                                                                                                                                                  |  |
| 2 | Share of each Owner, if under any joint ownership                                                                                                                                             |  |
| 3 | Location: <ul style="list-style-type: none"> <li>Name of the building/scheme</li> <li>Sector</li> <li>Street</li> <li>Residential/Commercial/Industrial Area</li> <li>Full Address</li> </ul> |  |

**Part B: Technical Information**

**I. Building:**

**A. Carpet Area of the premises (in sq ft)**

Whether ready to offer area as required by Bank?

|      |                      | Dimension in feet (L x W x H) | Carpet Area (Sq ft.) |
|------|----------------------|-------------------------------|----------------------|
| i.   | Hall                 |                               |                      |
| ii.  | Toilet/ Washroom     |                               |                      |
| iii. | Strong Room (If Any) |                               |                      |
| iv.  |                      |                               |                      |

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**Regional Office, Kalaburagi**  
 #11-1400 RS No 80/3 & 90/3 HIG 1 Akkamahadevi Colony Near High Court  
 Kalaburagi, Karnataka - 585103

|                                                                                                                                 |                                                                                                                     |                |  |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------|--|
| v.                                                                                                                              |                                                                                                                     |                |  |
| vi.                                                                                                                             |                                                                                                                     |                |  |
| vii.                                                                                                                            |                                                                                                                     |                |  |
| <b>B. Floor Particulars</b><br>(Basement / Ground/ Lower or Upper ground/Mezzanine/1st Floor):<br><br>(Give area of each floor) |                                                                                                                     |                |  |
|                                                                                                                                 | Floor Location (Ground/ First etc.)                                                                                 | Area in sq ft. |  |
|                                                                                                                                 |                                                                                                                     |                |  |
|                                                                                                                                 |                                                                                                                     |                |  |
|                                                                                                                                 |                                                                                                                     |                |  |
| C                                                                                                                               | Age of Building                                                                                                     |                |  |
| D                                                                                                                               | Frontage area in feet                                                                                               |                |  |
| E                                                                                                                               | Access/ Distance from main Road<br>(State Whether it is on main Road)                                               |                |  |
| F                                                                                                                               | Type of Building<br>(Residential / Commercial / Industrial)                                                         |                |  |
| G                                                                                                                               | Type of Construction<br>(Load Bearing / RCC / Steel Framed)                                                         |                |  |
| H                                                                                                                               | Pillars in premises offered (specify in Nos.)                                                                       |                |  |
| I                                                                                                                               | No. of Floors and Height of Each Floor,<br>including Basement, If any<br>(Clear floor height from floor to ceiling) |                |  |

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**Part C: Other Particulars**

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Lease period Offered                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 2 | Amenities available / Proposed<br><input type="checkbox"/> Separate electricity meter<br><input type="checkbox"/> Sanctioned Electrical Power/ Load<br><input type="checkbox"/> Car Parking Facility<br><input type="checkbox"/> Continuous Water Supply<br><input type="checkbox"/> Water supply facility<br>(Municipal supply/ well/ bore well)<br><input type="checkbox"/> No of Toilets<br><input type="checkbox"/> Other, if any |  |
| 3 | Whether separate water meter provided                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 4 | Whether plans are passed by local authorities                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 5 | Time required for giving possession                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 6 | Whether agreeable to provide for rooftop for installation of V-SAT/ Solar Panels/ Tower or any other Bank's equipment's (Yes/ No):                                                                                                                                                                                                                                                                                                    |  |
| 7 | Any Other information which is not covered                                                                                                                                                                                                                                                                                                                                                                                            |  |

Place:

Date:

Address:

Phone No:

Signature

(Landlord/Owner)

Classification: Public

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(Annexure –II)

## OFFER OF BANK'S PREMISES ON LEASE /RENTAL BASIS

### PRICE BID

With reference to your advertisement in the local dailies/banks Website/e-procurement Portal \_\_\_\_\_ dated \_\_\_\_\_ I/We hereby offer the premises owned by us for housing your ATM/branch/office on lease basis.

#### Part A: General Information

|   |                                                                                                                                                                                               |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Name of the Owner/s Mobile no. / contact no.                                                                                                                                                  |  |
| 2 | Share of each Owner, if under any joint ownership                                                                                                                                             |  |
| 3 | Location: <ul style="list-style-type: none"> <li>Name of the building/scheme</li> <li>Sector</li> <li>Street</li> <li>Residential/Commercial/Industrial Area</li> <li>Full Address</li> </ul> |  |

#### Part B : Rates Offered

|   |                                                            |  |
|---|------------------------------------------------------------|--|
| 1 | Rate per Sq. feet (Carpet Area) / Lump sum<br>Monthly rent |  |
|---|------------------------------------------------------------|--|

#### Part C : Other Details

|   |                                                                                   |  |
|---|-----------------------------------------------------------------------------------|--|
| 1 | Amount of municipal taxes/Panchayat/ local taxes per annum:                       |  |
| 2 | Monthly Maintenance Charges<br>(like society Charges /Charges for amenities etc.) |  |
| 3 | Any Other Charges (Please specify)                                                |  |
| 4 | Municipal / Principal/ Local taxes to be borne by *                               |  |
| 5 | Maintenance Charges to be borne by *                                              |  |

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|   |                              |  |
|---|------------------------------|--|
| 6 | Any other charges borne by * |  |
|---|------------------------------|--|

\* (Please specify landlord / bank)

**Part D : Total Demand (per month)**

|   |                                          |  |
|---|------------------------------------------|--|
| 1 | Rent : Rs.                               |  |
| 2 | Municipal / Panchayat/ Local Taxes : Rs. |  |
| 3 | Maintenance Charges : Rs.                |  |
| 4 | Amy Other Charges : Rs.                  |  |
|   | Total : Rs.                              |  |

Place:

Signature

Date:

(Landlord/Owner)

Address:

Phone No:

**Annexure - III**

Classification: Public

To,  
The Regional Head,  
Union Bank of India,  
Regional Office  
Kalaburagi

Sub: Your RFP for scouting of premises for proposed New/Alternate \_\_\_\_\_ ATM Premises

- 1- With reference to your tender notice published in newspapers dated \_\_\_\_\_ And the RFP published in your website. Having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the proposed New/Alternate ATM / branch premises at
- 2- We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.
- 3- We hereby confirm that we have read the terms/conditions of the RFP and agree to them fully.
- 4- We understand that the Bank is not bound to accept the offer either in part or in full and the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Signature of the owner

Date

FORMAT OF LETTER TO BE GIVEN BY THE LANDLORD (S) OFFERING PREMISES ON  
LEASE

OFFER LETTER

(to be submitted only after offer is shortlisted)

From

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To

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Dear Sir,

OFFER TO GIVE THE PREMISES FOR YOUR ATM/BRANCH/OFFICE ON LEASE BASIS

I/we, offer to you to give you on lease the premises described here below for your \_\_\_\_\_  
ATM/Branch/Office on lease basis

|   |                                                                                 |  |
|---|---------------------------------------------------------------------------------|--|
| A | Name of the owner/s<br><br>(in case of joint owners, names of all joint owners) |  |
| B | PAN No of owner/s<br><br>(in case of joint owners, PAN No. of all Joint owners) |  |

|   |                                                                                                                              |       |                         |
|---|------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------|
| C | GST No. of owner/s<br><br>(in case of joint owners GST no. of all joint owners)                                              |       |                         |
| D | Full address of the premises offered                                                                                         |       |                         |
| E | Distance from the main road/ cross road                                                                                      |       |                         |
|   | Distance from<br>1. Police station<br>2. Fire station<br>3. Post office<br>4. Transport & business centers<br>5. Other Banks |       |                         |
| F | Whether there is direct access to the premises from the main road                                                            |       |                         |
| G | Floor wise area                                                                                                              | Floor | carpet area in (sq.ft.) |
|   |                                                                                                                              |       |                         |
|   |                                                                                                                              |       |                         |
| H | Year of construction                                                                                                         |       |                         |
| I | If the building is new Whether building completion / occupancy certificate is obtained?                                      |       |                         |

|   |                                                                                                                                                                             |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| J | If the building is yet to be constructed<br><br>1. Whether the plan of the building is Approved? (if yes enclose copy)<br><br>2. Time required for completing construction. |  |
| K | If the building is old, whether repairs /renovation required?<br><br>If yes, mention time required for repairs.                                                             |  |
| L | Boundaries                                                                                                                                                                  |  |
|   | East:<br><br>West:<br><br>North:<br><br>South:                                                                                                                              |  |
| M | If the premises is a multi-storied building whether other tenants include hotels, restaurants/oil market/motor garage etc                                                   |  |
| N | Whether adequate parking area is Available?<br><br>Please mention<br><br>i. area of parking<br><br>ii. whether parking area is exclusive for Bank's car                     |  |

Note: Rentable carpet area includes carpet area of sanitary conveniences, kitchen, pantry, canteen, store etc. and internal passage and internal corridor if any exclusively for the premises. Refer Bank's definition of rentable floor area mention under Carpet Area Definition.

**TERMS AND CONDITIONS: -**

- a. Rent Floorwise rent payable at the following rates i.e. (excl GST)

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| Floor | Monthly basic rent | Monthly service charges & taxes, if any (AC,Lift, Parking, Society charges, Municipal taxes, etc) give details | Rentable Carpet Area | Total monthly rent psft |
|-------|--------------------|----------------------------------------------------------------------------------------------------------------|----------------------|-------------------------|
|       |                    |                                                                                                                |                      |                         |
|       |                    |                                                                                                                |                      |                         |

The rent will be effective from the date of handing over vacant possession after completion of the construction, repairs, renovation, additions & execution of Lease deed, Service charges for various services will be payable from the actual date of availment.

b. Lease period

- i) .....Years from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, alterations etc. with ..... enhancement in rent after each block of five years.
- ii) Bank will be at liberty to vacate the premises, at any time during pendency of lease, by giving three months' notice in writing, without paying any compensation for premature termination

c) Taxes/Rates

All existing and enhanced Municipal Corporation Taxes, rates and cesses, will be paid by me/us.

d) Maintenance and Repairs

i) The Bank shall bear actual charges for consumption of electricity and water, I/We undertake to provide separate electricity/water meters for this purpose. I/We undertake to apply for additional electric power load as and when requested by the Bank.

ii) All repairs including annual/periodical white washing and annual/periodical painting will be done by me/us at my/our cost. White washing / painting shall be carried out by me/us once in every two years 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 washing & painting, etc. and deduct all such expenses from the rent payable to me/ us.

e) Lease Deed/Registration Charges

If Bank require, I/we undertake to execute an agreement to lease/regular lease deed as per Bank's standard 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 carpet area for rental purpose was explained to me/us and clearly understood by me/us.
- c. The following amenities are available in the premises or I/we agreeable to provide the following amenities: (Strike out whichever 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 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 vitrified 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/points will be provided.
    - ix) Continuous water supply will be ensured at all times by providing overhead tank and Necessary taps. Wherever necessary separate water meter and electric motor of Required capacity will be provided.
  - x) Space for fixing Bank's sign board will be provided
    - xi) Separate electric meter in the name of Bank , other required 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 are having valid marketable title over the above. The building has permission to be used for commercial purpose from concerned authorities and if any Misuse Charge is levied at a future date, I/we undertake to bear the same.

- 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. Bank will be 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 be valid for 6 months from date hereof.

Yours faithfully,

(Owner/s or authorized person)

Place:.....

Name : \_\_\_\_\_

Date : .....

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

CARPET AREA DEFINITION

The calculation of carpet area based on following points.

The following are included in carpet area if they are integral part of proposed premises and are in exclusive possession/use of Bank.

- ☐ Verandahs which are fully covered and used as internal passage and corridors.
- ☐ Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
- ☐ Kitchen and Pantries
- ☐ Staircase and munties
- ☐ Canteen
- ☐ Toilet/s

The following areas are generally not included in the carpet area.

- ☐ Entrance halls and porches, vertical sun bakes, box louvers.
- ☐ Shafts and machine rooms for lifts
- ☐ Barsaties\*, lofts , etc
- ☐ Garages
- ☐ Air conditioning ducts, and air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2m in area

\*Barsati is a covered place open at least on one side constructed on a terraced roof

Any other area which is exclusive possession of Bank and used for Banking activities to be included in carpet area.

I/We am/are agreeable to exclude the area not forming the part of carpet area as above and willing to accept the rent and advance rent strictly based on carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date.....