

**Offer Letter from Landlord (Financial)**  
**IN SEPARATE SEALED ENEVELOPE**

From: - \_\_\_\_\_

To,  
Asst. General Manager,  
Bank of Baroda,  
Pune District Regional Office,  
Pune.

Sub: - Offer letter for YEWAT BRANCH (Dist. PUNE)

**(Financial)**

I/we offer our premises on lease basis for your YEWAT BRANCH, Dist PUNE vide your advertisement in daily \_\_\_\_\_ Dated \_\_\_\_\_  
The details are as under:-

1	Full Name of Owner	:	
2	Location of Premises	:	
3	Rental rate per sq. ft. of Carpet area. Quote to be in carpet area only and not any other area. ₹ _____ per <b>sq. ft.</b> per month (inclusive of taxes)	:	
4	Municipal Taxes. To be borne by landlord invariably.	:	Landlord
5	Taxes including revision in future to be borne by landlord invariably. Please note that Municipal taxes/cess/services, any other taxes to be borne by Landlord. GST to be borne by the Bank	:	
6	Other charges like Society Charges/ Maintenance charges/Charges for Amenities (Please quantify)	:	
7	Service Tax on rent(to be borne by whom)	:	
8	Period of Lease(should be more than 10 yrs)	:	
9	Desired enhancement in rent in % after every 5 years	:	10 % after every 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.	:	

Signature of Landlord/s with date

**Note: Before submission of BID please read Terms and Conditions. Submission of BID will be treated as all the terms conditions of this bid are read, understood and accepted.**

## **TERMS AND CONDITONS**

Sealed tenders are invited for acquiring premises for our **YEWAT BRANCH**

**YEWAT BRANCH-** New Alternate location **(Require Carpet area 1100-1200 sq.ft.)(Ground Floor)**

Last date for submission of tender will be on or before **25th November, 2022 by 5.00 p.m.**

- **Premises should be ready possession with exclusive parking.**
- **Premises should be on ground floor.**

Sealed offers are invited in two bid system viz. (1) Technical Bid (TB) and (2) Financial Bid (FB)

1. **Technical Bid (TB)** should contain full technical details viz. Location of premises with address, copy of sanctioned plan with completion/occupation certificate, carpet area of portion to be leased / rented, specifications of internal finishes, amenities, electrical load, car parking facility and distance from S.T. Stand etc. No indication as to price aspect be given in **"Technical Bid"**.
2. **Financial Bid (FB)** should contain strictly financial details viz: rate per sq. ft. per month on carpet area, details of Municipal taxes, lease expenses etc. Carpet area shall be internal finished wall to wall area measurements including all internal partitions, walls, columns, door jams, balconies, and kitchen and pantry but excluding shafts/ ducts, stilt, covered/open parking spaces, lifts, staircase, lobbies, open terraces, pump room, flower bed, loft portion, watchmen chowky, storage tanks, chajja, canopies, worship places, etc. The builders or landlords should strictly quote as per the above carpet area definition. As per RBI Guidelines, Bathrooms and lavatories will not be considered in carpet area.
3. **Preference shall be given for the offers received from the public sector Banks/undertakings or Government Departments.**
4. Offers should be valid for minimum period of 120 days from the last date of submission. No brokerage shall be paid. Both the sealed covers marked as TB and FB super-scribing advertisement reference and applicant name and address, be put in one sealed cover addressed and submitted to:

**"The Asst. General Manager, Bank of Baroda, Pune District Regional Office, 2<sup>nd</sup> floor, 398A, Madhav Chambers, Senapati Bapat Road, Shivaji Nagar, Pune, Pin 411016; Ph:020-25654321/3387/9422340004" on or before 25th November, 2022 by 5.00 p.m.**

**NOTE: Bank reserves the right to reject any or all offers without giving any reasons whatsoever at any stage.**