

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

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
The Deputy General Manager,  
Bank of Baroda,  
Jaipur Region  
JAIPUR

Dear Sir,

Sub: - OFFER TO GIVE THE PREMISES ON LEASE FOR YOUR  
BRANCH/OFFICE

I/We, offer to give you on lease the premises described here below for your\_\_Hindaun City  
branch/office.

- 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 area –(Carpet Area in Sq. ft. floorwise)
- 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 the plan of the building is approved
  - ii) Cost of construction
  - iii) Time required for completing the construction
- h) If the building is old whether repairs/renovation is required
- i) If so cost of repair/construction.

Boundaries

East

West

North

South

Lease Period 10 years certain

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

Lease deed/ Registration charges      50:50

C) The following amenities are available in the premises or I/We agree to provide the following amenities at our cost.

- j) 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.
- k) A partition wall will be provided inside the strong room segregating safe deposit vault and cash room.
- l) 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.
- m) Separate toilets for gents and ladies will be provided.
- n) A collapsible gate, rolling shutters will be provided at the entrance and at any other point which gives direct access to outside.
- o) Entire flooring will be mosaic and walls distempered.
- p) All windows will be strengthened by grills with glass and mesh doors.
- q) Required power load for the normal functioning of the Bank and the requisite electrical wiring will be provided.
- r) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary electric motor of required capacity will be provided.
- s) A suitable space for fixing sign boards on the front walls of the building will be provided at no extra cost.
- t) Electrical facilities and additional points, (lights, fans, power) as recommended by the bank will be provided.

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/W also confirm that there is no litigation/court order against this property.

The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

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.

If my/our offer is acceptable. I/We will give you possession of the above premises by \_\_\_\_\_Date.

I/we further confirm that this offer is irrevocable and shall be open for 120 days from date hereof, for acceptance by you.

Place

Yours faithfully

Date

(Owner/s)

**BANK OF BARODA**  
**INDIA'S INTERNATIONAL BANK**  
Requirement of alternate premises

Bank of Baroda intends to acquire premises, for its Hindaun City Dist. Karauli (Rajasthan) branch on lease basis having carpet area of about 1500-2000sq.ft.preferably on ground floor in main commercial Area . Sealed offers are invited in two bid system, viz: (1) Technical Bid (TB) (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, specification of internal finishes, amenities, electrical load, car-parking facility and distance from railway station 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. On carpet area, detail of Municipal taxes and lease expenses etc. Carpet area ( as per IS Code 3861-2002) shall exclude staircase, corridor & passage, porch, shaft & machine rooms for lifts, air conditioning duct, loft, built-in wardrobes & shelf, intermediate pillars/columns, partitions & walls and other obstructions, verandahs, balcony, bathroom and lavatory etc.

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 & FB superscribing advertisement reference and applicant name & address, be put in one sealed cover addressed and submitted to Dy. General Manager Regional Office Anand Bhawan , Sansar Chandra Road Jaipur within 10days from the day of publication of this advertisement i.e. 07.12.2009. Any decision taken by Bank at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.