

OFFER LETTER TO BE GIVEN BY THE LANDLORD(S)

**OFFERING PREMISES ON LEASE OFFER LETTER
(TECHNICAL) IN SEPARATE SEALED ENVELOPE**

FROM

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To The Head Facilities & Administration
Canara HSBC Oriental Bank of Commerce Life Insurance Co. Ltd.
First Floor, Tower B, Vatika First India Place MG Road,
Gurgaon. Haryana – 12200

Dear Sir,
Subject: OFFER TO GIVE ON LEASE THE PREMSIES FOR YOUR Office at Central Delhi.

I / We offer to you to give you on lease the premises described herein below for your Office at Central Delhi.

PROPERTY CRITERIA SHEET FOR Delhi

LOCATION			
S. No	Parameters	Standards	Offer
1	Name of Building:	Mention the name and address of the building	
2	Floor and unit/shop numbers, Proposed to be leased out:	Mention the unit numbers/shop numbers clearly	
3	Age of structure/Year of constructions:	New preferred	
4	Interiors	Fully furnished with electrical, networking, AC 100% power back up etc.	
5	Area in sq. ft.	3500-5000	
6	Built up area	In sq. ft.	
7	Total No Floors	Mention	
8	Total Height Available - Finished floor level to False Ceiling	Minimum 8-8.5ft.	
9	Building Façade	Glass/Other	
10	Toilet (Present)	Toilet blocks should be provided by landlord	

11	Flooring (Completed)	Tile or Carpeted flooring to be provided	
12	Flooring of lobby area and staircase	Finished lobby area & staircase	
13	Ceiling of lobby area	Ceiling of lobby area & lighting to be provided by Landlord	
14	Walls of lobby area	Smooth, painted walls to be provided by land lord	
15	Sun Control Film (Required)	Please mention	
16	Signage Locations	1) Office parapet. 2) Hoarding on rooftop. 3) Pillar/lollypop/hoarding at the entrance of the building	
17	Rolling shutter (Available) :	Preferred	
18	Emergency Light (Available):	Should be available at the staircase as well as on floor.	
19	DG Set (Available) (KVA):	Ideally 100% back up facility should be provided by Land lord	
20	Electrical Meter (Provided):	Should be provided by Land lord	
21	Electrical Meter Location:	Mention	
22	Earthing Pit Location :	Mention	
23	Available Power (KVA) :	Require to run all light, AC & Wkst load including additional load for Server & UPS room	
24	Additional Power required (KVA)	As mention conditions	
25	Water connection (Available)	Should be available. Check for the location.	
26	HVAC Unit Location	Indetify and mention the locations for out door units.	
27	Telephone Service Provided :	Mention	
28	ISDN Service Provided :	Mention	
29	Numbers of Parking :	Dedicated space for minimum 15 cars and 50 two wheelers	
29 (a)	2 Wheeler Parking :		
29 (b)	4 Wheeler Parking :		
30	Lift (Provided)	Lift should be provided above 2nd floor	
31	Lift (Make, Capacity)	Mention	

32	Main Staircase (Width)	Mention	
33	Fire Staircase (No, Size)	Should be provided by Land lord for floor above 3 rd	
34	Distance from (Kms)	Mention below	
	Main Road	Mention	
	Airport	Mention	
	Railway Station	Mention	
	Bus Stop	Mention	
35	Other Tenants :	As applicable	
	1).	Mention	
	2).	Mention	
	3).	Mention	
36	Boundaries:	East	
		West	
		Nort	
		South	

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To The Head Facilities & Administration
Canara HSBC Oriental Bank of Commerce Life Insurance Co. Ltd.
First Floor, Tower B, Vatika First India Place
MG Road, Gurgaon. Haryana – 12200

Dear Sir,

Subject: OFFER TO GIVE ON LEASE THE PREMSIES FOR YOUR Office at Central Delhi.

I / We offer to you to give you on lease the premises described herein below for your Office at Central Delhi.

a) Commercial Terms and Conditions for Delhi

S. No	Parameters	Standards	Offer
1	Rent (in Rs. Per sq.ft per month)		
2	Rent Quoted per month by Landlord including for all fit-out for the area quoted. Rs.		
3	Maintenance charge (if any)	Preferably including in rent (but mention separately)	
4	Rent escalation if any		
5	Property and Related Tax by	Land lord	
6	Stamp duty and registration cost	Will be equally shared between Canara HSBC and Land lord	

7	Car Park Charge (monthly) (if any)	Free parking preferred	
8	Security Deposit (Months)	Our agreeable standard - 3 months	
9	Security Deposit (Rs)	Mention	
10	Lock in period	Our agreeable standard -NIL	
11	Exit Options	3 months notice by Canara HSBC. Lessor can't terminate until Canara HSBC defaults in rent payment continuously for 3 months.	
12	Other allowances (signature/Dish antenna space etc.)	Free	
13	Name of Land Lord	Mention correctly for lease purpose	
14	Address	Mention correctly	
15	Contract Numbers/e-mail id	Mention correctly	

- b) Lease period :
3+3+3 years certain from the date of handing over vacant possession after completion of construction, repairs, renovations, additions, etc.,
- c) Taxes / Rates :
All existing/ future Municipal / Corporation taxes, rates and cessess will be paid by me /us.
- d) Maintenances / Repairs :
- a. Company shall bear actual charges for consumption of electricity and water, I / We undertake to provide separate electricity / water meters for this purpose.
- b. All repairs including annual / periodical white washing and annual / periodical painting will be got done by me / us at my / our own 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 / colour washing, etc. at our cost and deduct all such expenses from the rent payable to us.

DECLARATION

- a) I / We am / are aware that, the rent shall be on lump sum basis for the projected requirement

- b) The following amenities are available in the premises or I / We agreeable to provide the following amenities:
- a. Alteration/addition required by company would be at my/our cost
 - b. Separate toilets for gents and ladies will be provided.
 - c. A collapsible gate, rolling shutters will be provided at the entrance and at any other point which give direct access to outside.
 - d. Entire flooring will be tiled/carpeted and walls painted
 - e. Required power load for the normal functioning of the Company and the requisite electrical wiring/points will be provided.
 - f. 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.
 - g. Space for fixing Company's sign board will be provided.
 - h. Space for V-SAT antenna shall be provided at our cost.(If it is to be paid to third party, please mention clearly)
- c) I / We declare that I am / We are the absolute owner/s of the plot / building offered to you and have a valid marketable title over the above.
- d) I / We shall provide the title deeds of the property to the company's approved lawyers as & when required.
- e) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, partitions and other furniture put up by you.
- f) If my / our offer is acceptable, I / We will give you possession of the above premises on
- g) I / We further confirm that this offer is irrevocable and shall be open for days from date hereof, for acceptance by you.

Yours faithfully

Place :

Date :

(Owner / s)