

**TECHNICAL DETAILS OF THE PREMISES OFFERED (ATM Only)**

From :

Sri/Smt/M/s.

To:

The Dy. General Manager

Circle Office.....

Telephone No. (O) .....

(R).....

Mobile No.....

Dear Sir,

Sub : Offer of premises on lease for your ..... ATM/ Office

In response to your paper advertisement in..... appeared on.....  
as well as in your Bank's website, I / We am/are submitting the details of our premises  
as under:

|    |   |              |                    |
|----|---|--------------|--------------------|
| 1. | Name & Address of the Offerer                                   |              |                    |
| 2. | Location & Postal address with PIN code of the offered premises |              |                    |
| 3. | Area offered (Floor wise Carpet area in Sft)                    | <b>FLOOR</b> | <b>AREA IN SFT</b> |
| 4. | BUILDING DETAILS: A)<br>Year of Construction                    |              |                    |
|    | B) Number of floors   |              |                    |
|    | C) Permitted usage (Residential / Commercial / Institutional)   |              |                    |
|    | D) Type of building structure<br>(Load bearing                  |              |                    |
|    | E) Clear ceiling height of the floor offered                    |              |                    |
|    | F) Type of flooring provided                                    |              |                    |

Annexure-III Contd.

|     |   |            |    |
|-----|---|------------|----|
| 5.  | STATUTORY PERMISSIONS:  |            |    |
|     | A) Whether plans are approved by Local Authorities  |            |    |
|     | B) Whether Occupation certificate is available  |            |    |
|     | C) Whether NOC from local authorities is obtained for Commercial usage of the building  |            |    |
| 6.  | Available frontage of the premises (Width of the Premises for display of Bank's sign board)                                     | ..... Feet |    |
| 7.  | Whether premises is situated on the Main Road (Please indicate the road width )   | YES        | NO |
| 8.  | Whether the surrounding of the premises is clean and hygienic   | YES        | NO |
| 9.  | Whether the premises is ready for occupation, If not, indicate present status and the time required for handing over possession |            |    |
| 10. | Please furnish name and contact number of the earlier occupant/s if any.  |            |    |
| 11. | Whether the premises offered to the Bank is free from encumbrances.   | YES        | NO |

Annexure-III Contd.

|   |     |     |
|---|-----|-----|
| 12. I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.   | YES | NO  |
| 13. Power load available at present and the time required for providing the power load required by the Bank. (Minimum 10 KVA Required).<br>Mention Power load in KVA. |     |     |
| 14. Whether adequate space is available for, Bank's sign Board.   | YES | NO. |
| 15. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished  |     |     |
| 16. I/we am /are willing to make alternations to the premises to suit Bank's requirement at my/our cost.  | YES | NO  |
| 17. Whether separate independent electricity meter/water meter is/will be provided to the premises.   | YES | NO  |

Annexure-III Contd.

|   |                |    |
|---|----------------|----|
| 18. Whether Municipal water supply is available.<br>If "NOT" what alternate arrangement is made.                | YES            | NO |
| 19. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants      | 1.<br>2.<br>3. |    |
| 20. Any other information such as additional facilities offered etc., which the offerer would like to highlight | 1.<br>2.<br>3. |    |

- I) I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.
- II) I/We am/have read and understood Bank's Terms and Conditions for hiring the premises and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial Bid.

OR

I/We am/have read and understood Bank's Terms and Conditions for hiring the premises. The Terms and conditions for which I/We am/are not agreeable are furnished in the "List of deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial Bid.

- III) I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

Offerer/s  
(Signature/s)

Place :

Date :

**CARPET AREA DEFINITION**

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase and munties
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature of the offerer/s

Place:

Date :