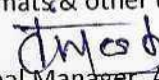


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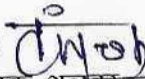
S. No.	Particulars	Page No
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2.	Tender Document for Branch Thanagazi	3-4
3.	Tender Document for Branch Kishangarh Bas	5-6
4.	Tender Document for Branch Bhajeet	7-8
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Interested Applicants have to submit their completed application in the prescribed Performa at below mentioned address up to 30.10.2025 by 04.00 P.M.

**The Regional Manager,
Rajasthan Gramin Bank,
Regional Business Office – Alwar,
1st Floor, 13-Lajpat Nagar, Scheme No 2,
Alwar, Rajasthan - 301001**

 राजस्थान ग्रामीण बैंक RAJASTHAN GRAMIN BANK	राजस्थान ग्रामीण बैंक Rajasthan Gramin Bank (सरकार के स्वामित्वाधीन अनुसूचित बैंक) (Scheduled Bank Owned by Government)
Website: rgb.bank.in REQUIREMENT OF PREMISES ON LEASE Offers are invited for hiring on lease basis ready built (commercial approved) premises with adequate parking space in two bid system (technical & financial) for the Bank's branch at Thanagazi, Bhajeet (Alwar District), Kishangarh Bas And New Proposed Branch Jairoli (Khairthal-Tizara District), having about 1500 to 2150 ($\pm$ 10%) sq. ft. Carpet Area, at Ground Floor. Please visit our website https://www.rgb.bank.in & https://eprocure.gov.in for formats & other details. Last date of receipt of offers is 30.10.2025 upto 4 p.m.  Regional Manager, Alwar	

DRAFT OF HINDI NEWSPAPER NOTICE

 राजस्थान ग्रामीण बैंक RAJASTHAN GRAMIN BANK	राजस्थान ग्रामीण बैंक Rajasthan Gramin Bank (सरकार के स्वामित्वाधीन अनुसूचित बैंक) (Scheduled Bank Owned by Government)
Website: rgb.bank.in लीज पर परिसर की आवश्यकता बैंक हेतु दो बोली प्रणाली (तकनीकी और वित्तीय) में पर्याप्त पार्किंग स्थान के साथ पूर्ण निर्मित या निर्माणाधीन (वाणिज्यिक स्वीकृत) परिसर को पट्टे के आधार पर किराए लेने के लिए प्रस्ताव आमंत्रित किए जाते हैं। इस हेतु अलवर जिले में शाखा थानागाजी एवं भजीट तथा खैरथल-तिजारा जिले में शाखा किशनगढ़ बास एवं नवीन प्रस्तावित शाखा जैरोली हेतु 1500 से 2150 ($\pm$ 10%) वर्ग फीट कारपेट एरिया का परिसर चाहिए। कृपया प्रारूप और विस्तृत विवरण हेतु वेबसाइट https://www.rgb.bank.in या https://eprocure.gov.in देखें। आवेदन प्राप्त करने की अंतिम तिथि 30.10.2025, सांय 04:00 बजे तक  क्षेत्रीय प्रबन्धक, अलवर	



DRAFT ADVERTISEMENT FOR HIRING OF NEW PREMISES**TO BE POSTED ON BANK'S WEBSITE****RAJASTHAN GRAMIN BANK**

The Bank is looking for Ready Built, commercially approved Premises for its following offices/branches. Details are as under:

Preferred Location	: Thanagazi (Alwar)
Area	: 1500-2150 sq. ft. (Carpet area) ($\pm$ 10%)
Preferred Floors	: Ground Floor
Parking	: For Three 4 wheelers or Ten 2 wheelers

Sealed applications offering the premises in two bid system are invited from owners of the properties on the enclosed formats.

Lease period will be 15 years (not below 9 years in any case). Banks standard format of the lease deed is available on the Bank's website.

Technical Bid: Technical bid should contain details of location, built up area, available carpet area and other physical details, building plan of the premises, availability of water and electrical supply etc. Offered premises should have all clearance certificates from the local authority including for commercial use. Copies of all relevant permissions / authorization should be available. Otherwise offer will be rejected. If the building is mortgaged to other Bank/FI, the position should be disclosed in the technical bid.

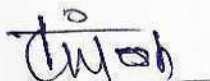
Financial Bid: Financial bid should contain the expected rent per sq.ft. for the carpet area, lease terms along with the future increase in rent, taxes, service tax, advance rent required if any, or any other condition. The offer should be accompanied by a Demand Draft / Pay Order for 10,000/- enclosed with technical bid in favour of Rajasthan Gramin Bank, payable at Alwar as earnest money deposit. Offers without earnest money will not be considered.

These two bids shall be in separate sealed covers. Both the bids should be kept in sealed cover and super subscribed with "**Offer for the premises for THANAGAZI BRANCH**" should reach the office of undersigned on or before **30-10-2025 up to 04:00 P.M.**

Enclose all documents in support of the offer. Renovation of the premises shall have to be done as per Bank's plan and norms. Lease agreement as per Bank's format shall have to be executed.

Offers through brokers will not be accepted. The Bank reserves its right to accept or reject any or all the proposal(s) without assigning any reason therefore.

This advertisement is also available on website <https://www.rgb.bank.in> and <https://eprocure.gov.in>.



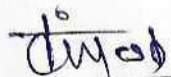
Regional Manager



Submission Of Bid Applications In Respect Of Premises To Be Offered On Lease Rent To
Rajasthan Gramin Bank
General Guidelines for Bidders

Bidders must note that:

1. The "Technical Bid" and "Financial Bid must be submitted in two separate sealed envelopes at the address mentioned in the advertisement. The last date for submission of the Bids is **30-10-2025 up to 04:00 p.m.**
2. Bank requires independent ready premises for its offices having commercial use permission. The area required is about 1500 to 2150 sq.ft. ($\pm 10\%$) of carpet area. Out of this, approximate 1500 to 2150 sq.ft. ($\pm 10\%$) sq ft. or more should be on Ground floor. The building should have adequate dedicated parking space for nearly 10 two wheelers and 3 four wheelers.
3. All columns of the forms must be filled in and no column should be left blank.
4. Demand draft / Pay Order for 10,000/-must be enclosed with the tender document in favour of Rajasthan Gramin Bank, payable at Alwar, as earnest money deposit to be enclosed with the technical tender. It will be refundable, immediately after selection of premises to the unsuccessful bidders. For successful bidder, it will be refunded on handing over the premises; it will not bear any interest. The amount of earnest money will be forfeited in full, in case the selected bidder does not enters into the agreement with bank or after entering into agreement, does not hands over the premises after making suggested changes as per bank's requirement and instructions. Technical bids not accompanied with the Demand draft / Pay Order will not be considered.
5. Every offer should contain details of one property only and every offer should be supported by separate Demand draft/Pay Order for 10,000/-as stated above.
6. The bid will be valid for at least 3 months from the last date of submission.
7. Our advertisement is for ready built premises. Therefore, necessary occupancy certificate as well as the certificate of commercial use issued by the competent local body / authority must be available.
8. The financial bids will be opened in case of only those bidders who are short listed on the basis of the scrutiny of the technical bids and who also agrees to sign the Bank's standard lease deed.
9. No enquiries regarding selection will be replied. This is strictly prohibited.
10. The Bank reserves the right to reject any or all bids applications without giving any reason thereof.
11. Lease shall be preferably 5+5+5 years with increment in rent after each 5 years.
12. Landlord will have to arrange for electricity connection for 15 KVA along with adequate power back up arrangement.
13. Cost of the power connection will be borne by the landlord. However, the bank will pay bill for cosumption of electricity.
14. All the existing liability such as outstanding energy, water consumption charges as well as taxes of local body should be cleared by the land lord before handing over the premises of the Bank.



Regional Manager



DRAFT ADVERTISEMENT FOR HIRING OF NEW PREMISES

TO BE POSTED ON BANK'S WEBSITE

RAJASTHAN GRAMIN BANK

The Bank is looking for Ready Built, commercially approved Premises for its following offices/branches. Details are as under:

Preferred Location	: Kishangarh Bas (Khairthal-Tizara)
Area	: 1500-2150 sq. ft. (Carpet area) (± 10%)
Preferred Floors	: Ground Floor
Parking	: For Three 4 wheelers or Ten 2 wheelers

Sealed applications offering the premises in two bid system are invited from owners of the properties on the enclosed formats.

Lease period will be 15 years (not below 9 years in any case). Bank's standard format of the lease deed is available on the Bank's website.

Technical Bid: Technical bid should contain details of location, built up area, available carpet area and other physical details, building plan of the premises, availability of water and electrical supply etc. Offered premises should have all clearance certificates from the local authority including for commercial use. Copies of all relevant permissions / authorization should be available. Otherwise offer will be rejected. If the building is mortgaged to other Bank/FI, the position should be disclosed in the technical bid.

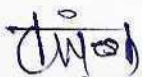
Financial Bid: Financial bid should contain the expected rent per sq.ft. for the carpet area, lease terms along with the future increase in rent, taxes, service tax, advance rent required if any, or any other condition. The offer should be accompanied by a Demand Draft / Pay Order for 10,000/- enclosed with technical bid in favour of Rajasthan Gramin Bank, payable at Alwar as earnest money deposit. Offers without earnest money will not be considered.

These two bids shall be in separate sealed covers. Both the bids should be kept in sealed cover and super subscribed with **"Offer for the premises for "KISHANGARH BAS BRANCH"** should reach the office of undersigned on or before **30-10-2025 up to 04:00 P.M..**

Enclose all documents in support of the offer. Renovation of the premises shall have to be done as per Bank's plan and norms. Lease agreement as per Bank's format shall have to be executed.

Offers through brokers will not be accepted. The Bank reserves its right to accept or reject any or all the proposal(s) without assigning any reason therefore.

This advertisement is also available on website <https://www.rgb.bank.in> and <https://eprocure.gov.in>.



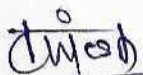
Regional Manager



Submission Of Bid Applications In Respect Of Premises To Be Offered On Lease Rent To
Rajasthan Gramin Bank
General Guidelines for Bidders

Bidders must note that:

1. The "Technical Bid" and "Financial Bid must be submitted in two separate sealed envelopes at the address mentioned in the advertisement. The last date for submission of the Bids is **30-10-2025 up to 04:00 p.m.**
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3. All columns of the forms must be filled in and no column should be left blank.
4. Demand draft / Pay Order for 10,000/- must be enclosed with the tender document in favour of Rajasthan Gramin Bank, payable at Alwar, as earnest money deposit to be enclosed with the technical tender. It will be refundable, immediately after selection of premises to the unsuccessful bidders. For successful bidder, it will be refunded on handing over the premises; it will not bear any interest. The amount of earnest money will be forfeited in full, in case the selected bidder does not enters into the agreement with bank or after entering into agreement, does not hands over the premises after making suggested changes as per bank's requirement and instructions. Technical bids not accompanied with the Demand draft / Pay Order will not be considered.
5. Every offer should contain details of one property only and every offer should be supported by separate Demand draft/Pay Order for 10,000/- as stated above.
6. The bid will be valid for at least 3 months from the last date of submission.
7. Our advertisement is for ready built premises. Therefore, necessary occupancy certificate as well as the certificate of commercial use issued by the competent local body / authority must be available.
8. The financial bids will be opened in case of only those bidders who are short listed on the basis of the scrutiny of the technical bids and who also agrees to sign the Bank's standard lease deed.
9. No enquiries regarding selection will be replied. This is strictly prohibited.
10. The Bank reserves the right to reject any or all bids applications without giving any reason thereof.
11. Lease shall be preferably 5+5+5 years with increment in rent after each 5 years.
12. Landlord will have to arrange for electricity connection for 15 KVA along with adequate power back up arrangement.
13. Cost of the power connection will be borne by the landlord. However, the bank will pay bill for cosumption of electricity.
14. All the existing liability such as outstanding energy, water consumption charges as well as taxes of local body should be cleared by the land lord before handing over the premises of the Bank.



Regional Manager



DRAFT ADVERTISEMENT FOR HIRING OF NEW PREMISES

TO BE POSTED ON BANK'S WEBSITE

RAJASTHAN GRAMIN BANK

The Bank is looking for Ready Built, commercially approved Premises for its following offices/branches. Details are as under:

Preferred Location	: Bhajeet (Alwar)
Area	: 1500-2150 sq. ft. (Carpet area) (± 10%)
Preferred Floors	: Ground Floor
Parking	: For Three 4 wheelers or Ten 2 wheelers

Sealed applications offering the premises in two bid system are invited from owners of the properties on the enclosed formats.

Lease period will be 15 years (not below 9 years in any case). Banks standard format of the lease deed is available on the Bank's website.

Technical Bid: Technical bid should contain details of location, built up area, available carpet area and other physical details, building plan of the premises, availability of water and electrical supply etc. Offered premises should have all clearance certificates from the local authority including for commercial use. Copies of all relevant permissions / authorization should be available. Otherwise offer will be rejected. If the building is mortgaged to other Bank/FI, the position should be disclosed in the technical bid.

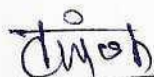
Financial Bid: Financial bid should contain the expected rent per sq.ft. for the carpet area, lease terms along with the future increase in rent, taxes, service tax, advance rent required if any, or any other condition. The offer should be accompanied by a Demand Draft / Pay Order for 10,000/- enclosed with technical bid in favour of Rajasthan Gramin Bank, payable at Alwar as earnest money deposit. Offers without earnest money will not be considered.

These two bids shall be in separate sealed covers. Both the bids should be kept in sealed cover and super subscribed with "**Offer for the premises for "BHAJEET BRANCH"**" should reach the office of undersigned on or before **30-10-2025 up to 04:00 P.M..**

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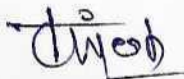
Regional / General Manager



Submission Of Bid Applications In Respect Of Premises To Be Offered On Lease Rent To
Rajasthan Gramin Bank
General Guidelines for Bidders

Bidders must note that:

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Regional / General Manager



DRAFT ADVERTISEMENT FOR HIRING OF NEW PREMISES**TO BE POSTED ON BANK'S WEBSITE****RAJASTHAN GRAMIN BANK**

The Bank is looking for Ready Built, commercially approved Premises for its following offices/branches. Details are as under:

Preferred Location	: Jairoli (Khairthal-Tizara)
Area	: 1500-2150 sq. ft. (Carpet area) ($\pm$ 10%)
Preferred Floors	: Ground Floor
Parking	: For Three 4 wheelers or Ten 2 wheelers

Sealed applications offering the premises in two bid system are invited from owners of the properties on the enclosed formats.

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Technical Bid: Technical bid should contain details of location, built up area, available carpet area and other physical details, building plan of the premises, availability of water and electrical supply etc. Offered premises should have all clearance certificates from the local authority including for commercial use. Copies of all relevant permissions / authorization should be available. Otherwise offer will be rejected. If the building is mortgaged to other Bank/FI, the position should be disclosed in the technical bid.

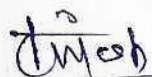
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Enclose all documents in support of the offer. Renovation of the premises shall have to be done as per Bank's plan and norms. Lease agreement as per Bank's format shall have to be executed.

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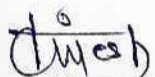
Regional Manager



**Submission Of Bid Applications In Respect Of Premises To Be Offered On Lease Rent To
Rajasthan Gramin Bank
General Guidelines for Bidders**

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Regional Manager



Technical Bids Application Form (Part-1)

(Please sign on each page)

In respect of premises to be offered on lease/rent to

Rajasthan Gramin Bank

From:

Date:

To,

The Regional/General Manager

Rajasthan Gramin Bank

R.O./H.O.

Dear Sir,

Technical Bid (Tender Part-1): Offer for premises for Bank offices on lease/Rental Basis.

With reference to your advertisement published in newspaper dated for hiring of premises on lease/rental at....., we submit herewith our offer for the same with the following technical particulars/details for your consideration. (Note: No column should be left blank. If not applicable, please mention "NA")

1. Name of the Landlord/Developer :
2. Address and telephone number :
3. Location and address of property :
4. Whether location is in commercial market or residential area :
5. Plot area (detail of plot such as size, area, FSI, Lease etc.) :
6. Whether Municipal/Local Development Authority permission to construct the premises obtained. :
7. Distance from the Airport :
8. Distance from the Railway Station :
9. Distance from Post/Telephone Office :
10. Details of Proposed Building Offered :



11. Distance from Bus stand /police station :

12. a. Foundation :

b. Frame Structure (Describe loads (per sq. ft.) for which frame has been designed & also please enclose the certificate of structural Engineer that each floor is capable to sustain load of the cluster of compactors will be utilized for storage of records. :

c. Super Structure (Thickness of wall etc.) :
Inside & Outside plaster :
Inside & Outside painting :
Doors (nos & specifications) :
Windows (nos & specifications) :

Flooring (mention room-wise flooring as also in toilet with skirting / dado etc.) :

If multi-storied complex furnishes details of total no. of floors in the building & whether facility of lift is available. :

Whether plan approved by local Municipal/Local Development Authority :

Situation of building i.e. floor on which located. :

Water supply arrangement. :

Sanitary arrangement (no. of W.C/Toilet block) :

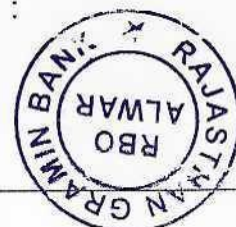
No. of balconies (with size) :

Electricity (no. of points, Type of wiring, meter etc.) Separate electric meter for Bank will have to be arranged by landlord) :

Mention whether additional 3 phase electric connection if required by the Bank will be provided at your cost? :

Mention whether agreeable to carry out distemper/ color wash at your cost once in 2 years. :

Mention details of area in sq.ft. (Carpet) of parking facility, if :



any, for scooters / cars that can be available exclusively to the Bank.

13. Condition of Building, e.g. Old building, new building or under construction (mention likely date of completion). :
14. Details of other infrastructure (compound wall, porches, garage, stilt floor etc.) :
15. Area of building (please mention super build up /built up area along with carpet area with number of floors). :
16. Whether willing to carry out additions/ alterations/repairs as per specifications / plan given by the Bank? (Yes/No)
17. Whether willing to offer premises on lease for period of 15 years or more? (Reasonable increase in rent can be considered after 5 years) (Yes/No)
18. Whether any deposit / loan will be required? (Give brief details). :
19. Any other information (Give brief details). :
20. Space available for Car Parking :
21. List of enclosures (attached) such as copy of plan approved by the competent authority, latest Municipal house tax receipt, last sale deed, approval for commercial use etc. :

A)

B)

C)

D)

E)

Demand Draft/Banker's Cheque/Pay Order No. _____ Dated for 10,000/-in favour of the RGB is enclosed.

We have not made any alteration in the tender Performa.

We have not charged any interest on our deposit for due performance of tender.

Yours faithfully,

(_____)

Address:

Telephone No.



Price Bid Application Form (Part-II)

(Please sign on each page)

**In Respect of premise for _____ to be-offered on lease/rent to
Rajasthan Gramin Bank**

From:

To,

The Regional/General Manager
Rajasthan Gramin Bank
R.O./H.O.

Dear Sir,

Offer of premises for _____ on lease/Rental Basis.

I/we offer my/our premises situated _____ for use of the Bank
at for its offices on the following terms and conditions:

- i. I/We will carry out additions / alternations to our building as required by you, strictly according to your plan and specifications and carry out the work of decorations etc. in accordance with the details to be furnished by you and as advised by the Bank time to time. You therefore will first approve the plan, before we submit the same to authorities concerned. The building will have a carpet area of about as per details provided in Technical Bid, submitted by us. Carpet area means actual floor area available for use after deducting the areas of walls, passages, staircases, sanitary blocks, water room, entrance area, balcony, garages/covered car parking. etc. The possession of the premises will be given to you only after the Bank is fully satisfied that the entire work has been carried out to the Bank's requirement and specifications and if after taking possession, it is found that any item or work remains unattended or not according to your specifications, I/we undertake to complete the same within a reasonable time frame before the date of possession of premises and in case of default, the Bank will be at liberty to complete the unfinished jobs and realize the expenses incurred, from the monthly rent payable to me/us by the Bank.
- ii. No changes in the plan will be made during the addition/alteration work and if any changes are required the same will be carried out only after obtaining Bank's prior approval in writing therefore, all general notes shown in the plan will be strictly complied with by me/us.

The work of renovation of the building will be entrusted to the contractors of my/our Architect's choice and all expenses in that connection including Architect's fees will be borne by me/us. The electric points will be provided by me/us as per the Bank's requirements. The ceiling fans and tube lights will be supplied by the Bank but will be fitted by me/us at my/our cost in the portion of the building occupied by the Bank. Expenses for loose wires, chain of pipes for handling electrical fixtures, etc. will be borne by me/us. These fans and tube lights will at all times remains the property of Rajasthan Gramin Bank. The premises complete in all respect will be made available as early as possible, but in any case, not later than two months from the date of acceptance of this offer by the Bank

The Bank may at its discretion extend this period. However, it will be open to the Bank or decline to accept the offer, if the delays in the opinion of the Bank too much.



- iii. I/We will provide the necessary arrangement for the continuous and regular supply of water throughout day and night. I/we will provide electric motor and pump of required capacity as suggested by the Bank's Engineer / Architect. All maintenance charges in this connection except actual electrical consumption shall be borne by me/us. The required number of water taps including one directly from Municipal Water Connection, for drinking water will be provided by me/us, in the premises. Water consumption charges / bills of Municipality will be borne by the Bank. I/We provide sanitary, privy, urinals, ladies toilet, hand wash basin, and towel rails etc. as per the Bank's lay out plan exclusively for Bank's use.
- iv. Distempering of the building, polishing /oil painting of the wood and ironwork will be carried out by me/us once in Two years, whenever necessary, I/we will carry out tenable repairs to the premises. If I/we fail to do this, the Bank will have right to recover this from me or from the rent payable to me/us.
- v. During the tenancy of the lease, I/we undertake to carry out the additions/ alterations to suit the Bank's requirements, if the same are structurally feasible and technically permissible by the local authorities, with a suitable increase in rent based strictly on the additional expenditure involved. If the Bank desires to carry out any such alternations at its own cost, I/we will permit it on the existing terms & conditions
- vi. The Municipal Corporation or local authorities' permission to renovate and lease the premises in question to the Bank will be obtained by me/us and produced for your inspection. Any other permission if required will be obtained by me/us. In case, I/we will decide to sell the premises, at first it will be offered to bank at a reasonable price and in case the Bank is not agreeable to purchase the same, I/we shall dispose of the same subject to Banks tenancy rights.
- vii. The lease agreement will contain an undertaking that I/we will not during the currency of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased to you/with any party affecting your right of occupation and any of the terms of the lease without your consent and only after obtaining due NOC in this regard.
- viii. Expenses in connection with drafting and execution of the lease agreement will be borne half to half between me/us and the Bank, but if loan is required the charges for investigation of the title including search charges of Bank's solicitor Advocate will be borne by me/us entirely.
- ix. The Bank will have the right to sub-let the premises, but that should be for the un-expired period of lease and any extension thereto and with prior approval.
- x. Separate electric meters, shed for parking vehicles, rolling shutter or collapsible gate to the main entrance, safety bars to all the windows and compound walls with gate, all around the building will be provided by me/us at my/our cost. If required by the Bank, 3-phase electric connection will be arranged by me/us at our cost.

xi. Rent/lease Charges:

(A) The rent of premises will be Rs.....per sq. ft. (Carpet area) per month inclusive of all taxes.

B) The house tax and all Municipal / Government present and future taxes will be paid by us (landlord). The present rate of Municipal /Government taxes is _____% of rent per annum.

C) Other service charges for garage/parking/lift/Maintenance/ cleaning (if any) will be paid by us (landlord).



D) _____ sq. ft. (Carpet) area will be earmarked for the Bank for parking at _____ for which no rent/cost will be charged.

E) Service Tax on the rent will be inclusive / exclusive of the Quoted rent of the premises.

xii. Period of Lease etc.:

The initial period of lease will be for _____ years with subsequent renewal, at the option of the Bank for _____ further terms of _____ years each on the same terms & contentions with reasonable increase @ _____ % in monthly rent after every _____ years.

xiii. Loan / Advance Requirements:

I/we require a loan/advance of _____ from the Bank for construction of the building. I/we agree to pay _____ % interest, installments of the loan and create/furnish necessary security to the Bank therefore, including equitable mortgage of my/our property, the loan will be recoverable with interest as per RBI directives and Bank's norms.



SUMMARY:

Name of the owner/landlord/s	
Location of the premises i. Plot No./Name of the Building ii. Name of the Street/Locality	_____ Per Sq. Ft. for Basement _____ Per Sq. Ft. for Ground Floor _____ Per Sq. Ft. for First Floor _____ Per Sq. Ft. for Second Floor
RENTABLE FLOOR AREA of the premises offered Monthly RENT per Sq. ft or LUMPSUM (On carpet area basis inclusive of all taxes as applicable).	_____ Sq. Ft. in Basement _____ Sq. Ft. in Ground Floor _____ Sq. Ft. in First Floor _____ Sq. Ft. in Second Floor or Lump sum _____ Per Month
Premises offered for a period of	15 Years
Initial Period of Lease	_____ Years
Further option	_____ options of _____ years each.
Increase in rent at the time of exercising renewal options within the lease period	_____ %
Service charges per month for additional facilities like exclusive lift, standby generator set, Air conditioning, electrical fixtures if any	_____ Per Sq. Ft. per month
Parking space offered within the monthly rent quoted in column 4. No rent shall be charged for parking area.	_____ Sq. Ft.
Who will bear municipal and other local taxes.	
Who will bear Service Tax	
Other Charges, Rental deposit if any.	
Remarks, if any	

Yours faithfully,

(_____)

Address:

Telephone No.

