

**OFFER LETTER TO BE GIVEN BY THE OWNER (S) OFFERING
PREMISES ON LEASE – Technical Details – PBGB Head Office**

From

To

THE GENERAL MANAGER
PUDUVAI BHARATHIAR GRAMA BANK
Head Office
No.441, M. G. Road,
Muthialpet,
Puducherry 605 003

Dear Sir,

Sub: Offer to give on lease the premises for your Branch/Office –reg

I/We refer to your advertisement dated in and offer to give you on lease the premises described here for your _____ Branch/Office and furnish the technical details thereon

a)	Name and address of the Owner				
b)	Name of the Co-Owners /Partners/Directors (Wherever applicable)				
c)	Full Address of the premises offered on lease				
d)	Whether freehold/Lease Hold				
e)	Distance from the main road / cross road				
f)	Whether there is direct access to the premise from the main road				
g)	Area offered floor wise	Floor area		Usable carpet area	
h)	Specify whether the area is Carpet /				

	Plinth / Floor	
i)	Type of Construction	
j)	Year of Construction	
k)	If the building is new, whether occupancy certificate is obtained	
l)	If the building is old whether repairs / Renovation is required, if so cost of repairs/construction	
N)	Boundaries	
	East	
	West	
	North	
	South	

TERMS AND CONDITONS

- 1) _____ Years certain from the date of handing over the building.
- 2) You are however at liberty to vacate the premises at any time during the pendency of lease by giving three months notice in writing, without paying any compensation for earlier termination.

DECLARATION

a) The following amenities are available in the premises or I/We agree to provide the following amenities: (Strike out whichever is not applicable)

1. A collapsible gate and rolling shutters will be provided at the entrance and at any other points which gives direct access to outside.
2. Entire flooring will be mosaic and wall distempered
3. All windows will be strengthened by grill with glass and mesh door
4. Required power load for the normal functioning of the Bank and the requisite electrical wiring / points will be provided.
5. A lunch room for staff and stock / stationery room will be provided as per the requirement / specification of the Bank. A wash basin will also be provided in the lunch room.
6. Separate toilets for gents and ladies will be provided

7. Continuous Water Supply will be ensured at all times by providing overhead tank and necessary, electric motor of required capacity will be provided.

8. Space for fixing Bank's board will be provided.

9. Electrical facilities and additional points (lights, fans- power) as recommended by the Bank will be provided.

b) I/We declare that I am / We are the absolute owner of the building offered to you and having valid marketable title over the above.

c) You are at liberty to remove at the time of vacating the premises, all electrical fittings & fixtures, counters, safes, safe deposit lockers, cabinets, partitions and other furniture put up by you.

d) If my / our offer is acceptable, I We will give you possession of the above premises on

e) I/We further confirm that this offer is irrevocable and shall be open for _____ days from date hereof, for acceptable by you.

Yours faithfully,

(Owner/s)

Place:

Date: