

शाखा कार्यालय के लिए नए परिसर हेतु प्रस्ताव का आमंत्रण

जेआरजी बैंक अपने निम्नलिखित शाखा के लिए नए परिसर हेतु भवन/ भूमि मालिकों से अधिमानतः भूतल या प्रथम तल पर बैंक की आवश्यकतानुसार परिवर्तन/ निर्माण कर किराए पर दिए जाने हेतु सीलबंद प्रस्ताव आमंत्रित करता है।

शाखा का नाम	शहरी/ग्रामीण	क्षेत्र	जिला	वांछित कारपेट एरिया
मानुस्मुरिया	ग्रामीण	वाया - चाकुलिया	पूर्वी सिंहभूम	750 वर्गफूट
महुलडीहा	ग्रामीण	पो - सोनुआ	पश्चिमी सिंहभूम	750 वर्गफूट

प्रस्ताव की शर्तें तथा विहित प्रपत्र इत्यादि हमारे क्षेत्रीय कार्यालय से प्राप्त किए जा सकते हैं। यह सूचना, प्रस्ताव की शर्तें तथा विहित प्रपत्र हमारे **website - www.jrgbank.in** पर भी उपलब्ध है।

इक्षुक भवन/ भूमि मालिक विहित प्रपत्र पर सीलबंद प्रस्ताव एक बड़े लिफाफे के अंदर दोहरी बोली प्रणाली (अलग अलग लिफाफे में तकनीकी तथा वित्तीय प्रस्ताव) अधोहस्ताक्षरी के कार्यालय में हाथों हाथ या निबंधित डाक द्वारा दिनांक - **31.10.2024** तक हस्तगत करा दें। दिनांक - **31.10.2024** संध्या **4:00** बजे के बाद प्राप्त प्रस्ताव या डाक द्वारा विलंब से प्राप्त प्रस्ताव पर विचार नहीं किया जा सकेगा।

कृपया नोट करें की किसी भी प्रस्ताव को स्वीकार / अस्वीकार करने का विशेषाधिकार बैंक के सक्षम अधिकारी के पास सुरक्षित है।

दिनांक - 17.10.2024

क्षेत्रीय प्रबंधक

क्षेत्र -II, सिंहभूम

NOTICE INVITING OFFERS FOR PREMISES ON LEASE

JHARKHAND RAJYA GRAMIN BANK
Regional Office, RO-II, ARCHANA TOWER, 2ND FLOOR,
DIMNA ROAD, MANGO, JAMSHEDPUR-831012

Jharkhand Rajya Gramin Bank, invites applications from Landlords (PSUs/ Government Departments/ Promoters/ Private Parties) willing to offer RCC building premises for immediate occupation, preferably on ground floor on lease rental basis to the Bank for housing it's under mentioned branch offices preferably in and around the present location of branch in prominent market and business area.

Name of Branch	U/SU/Rural	Block/Area	District	Required Carpet Area
MANUSMURIA	Rural	Via- Chakuliya	East Singhbh um	750 Sq Feet
MAHULDIHA	Rural	PO- Sonua	West Singhbh um	750 Sq Feet

The premises should have adequate access from main road and must have adequate parking facility for customers as well as bank's staff. Premises in ground floor would be preferred. ***Owners of building under construction or having vacant land and willing to construct as per bank's specification within short time shall also apply.***

Interested owners are requested to submit their offers in two separate sealed envelopes Super scribed "Technical Bid" & "Price Bid" as per Annexure A & B on or before 4.00 PM on 31/10/2024 to "Regional Manager, Regional Office, RO-II, ARCHANA TOWER, 2ND FLOOR, DIMNA ROAD, MANGO, JAMSHEDPUR-831012". Please enclose the above envelopes in a big envelope Super Scribed "OFFER FOR PREMISES FOR BRANCH OFFICE – BISTUPUR.

a) The minimum criteria for shortlisting the premises shall be as under:

- i) The applicants shall be the bonafide owners (s) or power of attorney holders of the premises.
- ii) The applicants shall be an income tax assessee (s) with PAN no and Income tax returns must be up-to date.

- iii) The RCC building should have been constructed as per the sanction/ approved plan of the competent development authority/town planning authority. The building should be well ventilated and maintained.
- iv) The entire area of the Premises offered should be located in Ground floor (preferably) or in ground and first floor in and around existing branch premises within radius of 1 km with parking/movement space for minimum 1 four wheelers and also for at least 10 -15 no's two wheelers would be preferred.
- v) The building should be free from special hazards like fire, water logging, flood, etc.
- vi) Supply of adequate potable water round the clock should be available at the premises. Preferably separate overhead tank fitted with motor pump linked to permanent water source be arranged.
- vii) The landlord should clear all the dues and other statutory obligations of municipality /corporation as well revenue authority
- viii) The occupancy certificate of the premises from the local authority should be available.
- ix) The landlord should be in a position to give vacant possession of the premises within 30 days of our approval and after carrying out necessary changes / alterations as required by the bank.
- x) The adequate power / connected load/ transformer should be arranged by the landlord before occupation.
- xi) Approved Building Plan and Clear location sketch plan to identify the building withland mark should be enclosed.
- xii) Space should be given for placing Bank's name board at entrance/front/sides.
- xiii) Rent to be quoted only for the carpet area offered and not for built up area.
- xiv) Bid will be considered on the total amount quoted in price bid.
- xv) The offer should be valid for a minimum period of 3 months.
- xvi) The period of lease shall be for initial 15 years with minimum one option of renewal for five (5) years in Bank's favour with an increase of rent @15% -20% on every 5 years.
- xvii) The lease deed (on draft format) should be registered with the sub registrar and the cost of registration / stamp duty /expenses will be shared equally.
- xviii) Superior quality flooring as required by Bank and skirting for the entire area and non-slippery tiles/glazed tiles for toilet floors/walls have to be provided.

- xix) Electrical wiring with concealed conduits including light/fan points, switches, DB, panels etc. to be provided.
- xx) Painting of walls to be done with cement putty/POP work, bath room/ toilets with fittings to be constructed as per bank's requirement.
- xxi) UPS/ Server room/space to be constructed as per bank's specification.
- xxii) Covered space to be provided for placing DG Set for power backup.
- xxiii) Roof top space approximately 350 Sq Feet is to be provided for installation of V-Set /RF Tower and or Solar Panel for 5 - 10 KVA power generation.
- xxiv) Please note the bids received with changes /amendments in the standard Terms and Conditions are liable to be rejected.
- xxv) If the Bids are submitted by an authorized agent / General Power of Attorney holder, they should be counter signed by the owner or an authority letter specifying clearly the powers and responsibilities of the agent to be enclosed.
- xxvi) Bank reserves the right to accept or reject any or all bids without assigning any reasons.
- xxvii) All pages of the draft agreement shall be signed as a token of acceptance and shall be submitted along with technical bid. Applications without signed agreement copy shall summarily be rejected.

b) Method of final selection:

Final selection of the premises will be based on the combined weighted score (50:50) of Technical Bid(50)and Price Bid(50). Technical bid submitted by the owners will be evaluated based on the following technical measurable parameters. Marks will be awarded after visiting the premises by the Premises selection committee. The parameters are as under;

S/no	Parameters	Max.Marks
1	<u>Location</u> Location shall include factors such as general characteristics/nature of the locality, whether low-lying, Zoning and its suitability for Branch	10

2	<u>Approach Road</u> Approach road shall include width of the road and its accessibility to the premises	10
3	<u>Nature of the Building</u> Nature of the building shall include the design intent of the building and its suitability for Branch. Availability of the space in Ground floor, ceiling height of 10 to 12 feet etc	10
4	<u>Frontage</u> Frontage shall include space availability for ease of maneuverability for Medium size trucks and also availability of parking spaces etc	10
5	<u>Other services</u> Other services shall include availability of	10
	Commercial property, Visibility of Premises, Space for Keeping Generator, Provision of Water etc	
	Total	50Marks

ii) The real marks secured by the premises both in Technical and Price bids will be converted into percentile (Normalized) with reference to highest score in technical bid and lowest rent submitted in price bid and combined weighted score (50:50) will be derived to determine the highest scoring premises for final selection.

ACCEPTED.

SIGNATURE OF THE OWNER(S).

LEASE DEED

This Lease Deed is executed on this _____ day of _____ 20____

BETWEEN

Shri /Smt. _____ son/wife of
Shri _____ aged
about _____, UID No. _____,
PAN No. _____ residing at _____

_____ (hereinafter referred to as the lessor which expression unless repugnant to the context shall include his heirs, executors, administrators, representatives, successors and assigns) of the one part. (If the Lessor is a firm, company etc., the description should be accordingly changed).

AND

The Jharkhand Rajya Gramin Bank, a Regional Rural Bank constituted under the Regional Rural Bank Act, 1976 having its Head Office at 3rd Floor, Zila Parishad Market Complex, Kutchury Chowk, Ranchi – 834001, Jharkhand, acting through its Branch Manager of _____ Branch, situated at _____ and coming under the administrative jurisdiction of _____ Regional Office situated at _____ (hereinafter referred to as "The Lessee" or "The Bank" which expression unless repugnant to the context shall include its successors and assigns) of the other part.

WHEREAS

I. The lessor (s) has / have at the request of the Lessee agreed to grant to the Lessee a lease of the premises more fully described in Schedule hereunder and the Lessee has agreed to take the premises on lease under the terms and conditions specified herein below.

The lessors being seized and possessed or otherwise well and sufficiently entitled to the premises particularly described in the Schedule hereto and entitled to grant a lease of premises have agreed to grant a lease of the premises particularly described in the schedule.

Now this INDENTURE WITNESSES that in consideration of the rent hereinafter reserved and the covenants and stipulations hereinafter contained and on the part of the lessees to be performed and observed, the lessors doth hereby demise unto the lessee the premises as described in schedule here together with the easements, liberties, appendages and appurtenances thereunto belongings with exclusive and independent entry to the said premises and compound through paths, staircases, lifts and from public road and the right to pass and repass over the open spaces / compound in and around the said premises and the buildings and the right to park vehicles therein and thereon to have and to hold the said premises (hereinafter referred to as the "demised premises") unto the lessee for the term of 15 years with 10-20 % enhancement after every 5 years, commencing from_ and paying thereof unto the lessors the

monthly rent of Rs. _____ subject to TDS on or before the ___ day of the following month to which it relates and in consideration of the lease of the premises the lessee hereby covenant with the lessors that:

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1. The Lessee to the intent that the obligations may continue throughout the term hereby created doth hereby covenant with the Lessor (s) as follows:-

(i) To pay by Banker's cheque / NEFT / RTGS or otherwise as agreed / the said monthly rent hereby reserved on the day and in the manner aforesaid subject to TDS.

(ii) To pay all charges for electricity and water consumed by the Lessee in the demised premises to the appropriate authority according to the reading of the electric metre or water metre to be installed in the demised premises by the Lessor (s) at his/their costs for the Lessee's use.

However, it is made clear, if after the expiry of the 15 years lease period, if the Bank continues in the possession of the Premises due to delay in renewal on the part of the lessor, then it will be deemed that this lease has been renewed till further agreement in this regard and all the terms of this lease deed shall be deemed to have been accepted by both parties for such period and the prevailing rent will be applicable till such renewal.

2. The Lessee shall be entitled at any time during the said term,

(i) To install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and

every part thereof as the Lessee may require without causing any material damage or injury to the demised premises and on the expiration or sooner determination of this lease to remove the same and every part thereof at its own costs without thereby causing any material damage to the demised premises.

(ii) To use the demised premises for the purpose/s mentioned herein below: -1

- (a) on site ATMs
- (b) Housing of outfits of the subsidiaries/associates of the lessee.
- (c) For cross selling purposes
- (d) Branch/Office of the lessee
- (e) Guest House etc.

(iii) To display its signboard / boards, hoarding, neon signs in such a manner at such portion of the demised premises whether inside or outside or on the outer wall of the demised premises which the Lessee may in its absolute discretion think fit and the Lessor (s) shall have no objection thereto.

(iv) To yield and deliver up peacefully and quietly vacant possession of the demised premises to the Lessor (s) at the expiration or earlier determination of the lease period as the case may be, in a good condition except reasonable wear and tear.

(v) To allow the Lessor/s or his / their agents to enter, with or without workmen and / or architects, contractors etc. the demised premises or any part thereof by giving prior notice in writing to the Lessee to inspect the

state and condition of the premises or any part thereon for the purpose of carrying out such repairs as required / found necessary under law or otherwise.

(vi) To install V-SAT, Solar light panel and other electronic instrument or any other appliances at the roof of the premises and no extra payment will be made for this purpose and space required for installation of said appliance.

3. The Lessor (s) do and each of them doth hereby covenant with the Lessee as follows: -

(i) On the Lessee paying monthly rent hereby reserved and covenants and conditions herein contained and on the part of the Lessee to be observed the Lessee shall quietly hold, possess and enjoy the demised premises and every part thereof during the period of lease or any extension thereof without any interruption from or by the Lessor (s) or any person or persons lawfully or equitably claiming by / through / under or in trust for the Lessor/s or successors or assigns.

(ii) The Lessor (s), shall not allow any person to use or carry on any noisy hazardous occupation or business in or upon any part of the said premises or any adjoining premises thereon which may cause annoyance or inconvenience to and / or otherwise likely to be prejudicial to the interest of the lessee at the demised premises.

(iii) The Lessor (s), during the lease or extension thereof shall pay all present and future municipal taxes assessments and / or other outgoing or impositions whatsoever payable by the owner and / or occupier in respect of

the demised premises under the law for the time being in force and shall keep the lessee/s indemnified against all claims, demands, action, suits and proceedings in respect of the same.

(iv) The Lessor (s) undertakes to provide alternate arrangements for clean & hygienic washroom / toilet etc. during any repair / modification being carried out in the washroom / toilet etc. of the leased premises.

(v) The Lessor/s shall install separate electricity meter in the name of the Lessee in accordance with the existing rules. The Lessor/s shall maintain at his / their cost adequate and continuous supply of electricity and hygienic, potable filtered and / or tube-well water by means of electrical water pumps and overhead tanks or otherwise for the use of the lessee in the demised premises and to operate and maintain the water pumps in proper condition at their cost.

(vi) The Lessor (s) at his / their own cost, shall effect major repairs to the demised premises and or replacement of plumbing, sanitary, electric fixtures supplied by them, doors, windows glass panes as and when the need arises and upon the request from the lessee for such repairs etc. The Lessors shall keep the demised premises wind and water tight and maintain proper repair and condition, the electric, sanitary, water fittings, equipments and appliances, pipelines, drains and sewers and execute all repairs to the demised premises as and when required and also whitewash, colour painting of the interior and exterior of the demised premises once in every three years or as and when required, including painting of the doors and windows.

(vii) The Lessor/s shall keep the demised premises insured at all time during the term hereby created or any extension/s thereof from loss or

damage by fire, earthquake, riots and against such other risks as may be required by the lessee and to make all payments necessary for the above purposes within three days after the same shall respectively become payable and to produce to the Lessee or its agent on demand the several policies of such insurance and the receipts for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the demised premises and to make up any deficiency out of the Lessor's own moneys.

(viii) The Lessor(s) warrants that he / they has / have good, rightful power, absolute authority and indefeasible title to demise the demised premises to the Lessee in the manner herein appearing free from all encumbrances, trusts, his dependents, executions and attachments whatsoever.

(ix) The lessor(s) will not during currency of the lease transfer, mortgage, sell, assign or otherwise create any interest in the demised premises without the prior consent of the Bank in writing.

(x) The Lessor has no objection for Lessee to assign / transfer / sublet the demised premises or part thereof.

(xi) The Lessor shall have no objection whatsoever to the Bank installing, providing and operating a DG Set of required capacity in the demised premises.

(xii) In future, if the Bank requires additional power the Lessor shall arrange for such additional power as per the Bank's requirement at the Bank's cost and expenses.

4. It is hereby agreed by and between the parties hereto as follows: -

(i) In case of default in the payment of the taxes and other statutory dues, service charges, dues to society by the lessor (s) and a demand notice is served on the Bank, the lessee may make payment of the same and such payment shall be against adjustment of future rents payable.

(ii) If the Lessor (s) shall fail or neglect to pay rents, revenues, rates, taxes, impositions, outgoings and ceases howsoever or whatsoever payable by owner or occupant in respect of the demised premises and / or to keep the demised premises and every part thereof in good repair and condition and /or to keep the demised premises insured for such sum and against such risks as may be required for by the Lessee it shall be lawful (but not obligatory) for the Lessee to pay such rates, revenues, taxes, impositions, outgoings and ceases, to incur expenses to keep the demised premises and every part thereof in good repair and condition to keep the demised premises insured for such sum and against such risks as the Lessee in its absolute discretion may think fit and in any one or more of such cases the Lessee will be entitled in its absolute discretion to deduct such payments and such expenses as aforesaid with applicable interest from the rent hereby reserved.

(iii) In the event of the demised premises or any part thereof being materially damaged or destroyed by earthquake, tempest or other act of God, fire, riots or any irresistible force so as to render the demised premises or any part thereof substantially and permanently unfit for the purposes for which they were let, this lease shall, at the option of the Lessee, be void but in the event of the Lessee desiring to continue the lease and the Lessor (s) agreeing to repair the damage or injury the Lessee shall vacate such portion of the demised premises as may be required to enable the Lessor (s) to

repair and to restore them to their former state and condition and in such event the whole or proportionate part of the rent as the case may be shall abate till demised premises are restored to their former conditions and the Lessee shall continue to pay the full rent from the date of such completion of repairing or restoration to the satisfaction of the lessee.

(iv) In the event of the demised premises or any part thereof being acquired or requisitioned by Government or any local authority under any Act for the time being in force this Lease shall be determined and the parties shall be entitled to such compensation as they may respectively be entitled under the law.

(v) Notwithstanding anything to the contrary herein before contained, the Lessee shall be entitled and shall have the option to terminate this Lease at any time on giving _____ calendar months' prior notice in writing to the Lessor (s) and on expiration of the period to be mentioned in such notice this lease shall cease to be operative.

(vi) If the lessors shall at any time fail and neglect to perform and observe any of the covenants and conditions herein contained and on his/their part to be observed and performed, then the Lessee shall be entitled at its option to forthwith determine this Lease.

(vii) The Lessors shall, at the request of the Lessee made before the expiration of the term hereby created execute and register a renewed lease of the demised premises in favour of the Lessee for further period/s of _____ from the date of expiration of term hereby created on the same terms and conditions as are herein contained except the monthly rent which may be reduced / increased as mutually negotiated and

in any case the increase in rent shall not be more than _____% of the then existing arrangement. However, if the rent, rates in the market are falling, both lessor and lessee shall negotiate and decide as to reduction in the rent prescribed therein.

(viii) That the expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the parties i.e lessors and the Bank in equal sharers.

(ix) Notwithstanding anything contained hereinabove the lessee shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property to the Lessor in case the Lessee feels that the unused, un-utilised and excess area is not required for the purpose taken on lease during the tenure / currency of the lease without determining / terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area / portion and in the event of such partial surrender of the un-utilised area / portion, then rent fixed for the lease will be reduced /decreased proportionately according to the area / portion surrendered by the Lessee. And if such surrender is going to affect the exclusive/independent entry/use for /of the branch/office, the lessor shall make suitable arrangement so that the exclusive independent entry /use for/of the branch/office is not affected in any manner.

(x) In case the Lessee desires to obtain a Lease of further floor area in the said premises, the Lessor (s) shall grant such Lease to the Lessee, the rent for such further floor area will be determined considering the prevailing circumstances for the time being but in and the period of such Lease shall be

co-extensive and coterminous with the period of the Lease in respect of the premises already leased in favour of the Bank.

(xi) If any case is filed against the Bank in relation to the said leased premises / or if the Bank is made a party to any litigation in relation to the said leased premises, then the Bank shall be at liberty without any prior approval from the lessor / (s) to defend / prosecute the case and all the expenses incurred by the Bank in such defending of the case shall berecovered from the lessor / (s) by the lessee out of the rent payable to the lessor / (s) and if no rent is payable then the lessor / (s) will be required to compensate the lessee for such amount.

THE SCHEDULE ABOVE REFERRED TO

All that area of the_____floor measuring a carpet area of_____sq. ft. of the building standing over land or Khata No.____Plot No. _____ situated in village - _____, P.S. - _____, P.O - _____, District -_____ in Jharkhand State with common / private stairs case, separate electric wirings and electric meter and water supply in the toilet, with necessary fittings and fixtures thereof and bounded and butted as follows:

South:

North:

West:

East:

This agreement is binding on the Lessor/ (s) and Lessee / (s), their heirs,executers, legal representatives and agents.

IN WITNESSES WHEREOF THE PARTIES HERETO HAVE EXECUTED THESE PRESENTS THE DAY AND YEAR FIRST ABOVE WRITTEN.

SIGNED SEALED AND DELIVERED

By the above named

In the presence of Lessor (s)

Witness:

Signature _____

Name _____

Address _____

SIGNED SEALED AND DELIVERED

By the above named

In the presence of LesseeFor
and on behalf of

Jharkhand Rajya Gramin Bank,
Branch _____

Witness:

Signature _____

Name _____

Address _____

PART I- TECHNICAL DETAILS

The Regional Manager,
 Jharkhand Rajya Gramin Bank
 Regional Office, Singhbhum (Jamshedpur)
 Ward No. 10,
 Archana Tower, 2nd Floor
 Dimna Road,
 Jamshedpur – 831 012

Dear Sir,

Technical details of the premises offered to Bank on lease basis

The details of the premises which I/We offer on lease to the Bank are as under:

1	Name of the owner/s		
2	Share of each owner, if any, Under joint partnership		
3	Location		
	i	Name of the building	
	ii	Number and street	
	iii	Ward /Area	
4	Building		
	i	Type of the building	Residential / Commercial / Industrial/Mixed
	ii	Type of construction	Load bearing / RCC/ Framed structure
	iii	Clear height from floor to ceiling	
	iv	Rentable carpet area offered to the Bank at	
	a)	Basement floor	Sq. Ft
	b)	Ground floor	Sq. Ft
	c)	First floor	Sq. Ft
	TOTAL AREA		Sq. Ft
	v	Specification of construction	
	a)	Floor (vitrified tiles/marble for the floors)	
	b)	Roof	
	c)	Walls	
	d)	Doors & Windows	
	e)	Are MS Grills provided to windows	Yes/No
	f)	Running water facility available	Yes/No
	g)	Sanitary facilities available	Yes/No
	h)	Electrical supply with separate meter available	Yes/No
	i)	Parking facility	Yes/No

5	Whether there is feasibility of having Safe Deposit Vault in R.C.C. as per Bank's requirement. (in terms of load bearing capacity of the building structure	
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6. I/We are enclosing the site map, copy of the ownership of the property, khatha certificate and latest encumbrance certificate.
7. I/We agree to execute Lease Deed in Bank's standard format. My/our offer will be valid for next six months from the date of offer.
8. We agree that the Bank reserves the right to accept/reject any/all offers without assigning any reason whatsoever.
9. Any other terms and conditions (please specify)

Signature of the Offeror

Place :

Date :

PART II - FINANCIAL DETAILS

The Regional Manager,
Jharkhand Rajya Gramin Bank
Regional Office, Singhbhum (Jamshedpur)
Ward No. 10,
Archana Tower, 2nd Floor
Dimna Road,
Jamshedpur – 831 012

Dear Sir,

Financial details of the premises offered to Bank on lease basis

I/We offer to lease our premises located at _____ (other details of which are given in Part I) at the following rates:

Sr No		Carpet area in sq ft	Rate per sq ft of carpet area	Total Price/Rent P.m.* Rs.
1	Basement			
2	Ground floor			
3	First floor			
4	Second floor			
TOTAL				Rs.

(Pillars, walls, passage, toilets etc. will not form part of carpet area offered for bank's premises)

I/We agree to :

- i. Execute Lease Deed in Bank's standard format;
- ii. Bear all the taxes and cesses related to the premises;
- iii. Bear the cost of execution and registration of Lease Deed;
- iv. To Lease the premises in favour of Bank for **Five** years with **3 (Three)** options of **5 (Five)** Years each with **15%** increase in rent at each option;

Do you require loan for construction of premises/building? Yes/No

If yes, then

Estimated cost of construction : Rs.

Loan amount required : Rs.

Any other terms and conditions (Please specify)

My/Our offer will be valid for next six months from the date of Offer. Please specify whether the rate is negotiable or not.

Encl: Plan of premises.

Strike out whichever is not applicable.

Place:

Date:

Signature of the Offeror

Name:

Address:

Telephone/Fax No