

ADVERTISEMENT NOTICE FOR INVITING OFFERS FOR PREMISES ON LEASE

**WEST BENGAL GRAMIN BANK
SOUTH 24 PARGANAS REGION
SNEHADIP APARTMENT
GARIA STATION ROAD
DIST-SOUTH 24 PGS,KOLKATA-84**

PREMISES REQUIRED

West Bengal Gramin Bank requires suitable ready built and well-constructed hall type office accommodation having Carpet Area of around 900-1100 sqft on lease basis preferably in the ground / first floor with good frontage and all facilities including adequate power along with space for on-site ATMs (100 sqft) at (preferably nearby Baruipur Municipality) near WBGB, Moderat Road branch. Premises offered should have all clearance certificates from statutory authorities.

Interested landlords / Power of attorney Holders of such premises in the desired locality may send their offers in the prescribed format available on Bank's Web Site <https://wbgb.co.in/> or the same may be obtained from the above address during office hours. The complete offer should reach the undersigned on or before 28-01-2026 at the above address.

No Brokerage. Bank reserves the right to accept or reject any or all offers at its sole discretion without assigning any reasons therefore.

For and on behalf of
WEST BENGAL GRAMIN BANK
SOUTH 24 PGS REGIONAL OFFICE

Regional Manager

REGIONAL MANAGER
SOUTH 24 PARGANA REGION



OFFER LETTER TO BE GIVEN BY THE LANDLORD (S) OFFERING
PREMISES ON LEASE
OFFER LETTER

From:

Date:

To:

THE REGIONAL MANAGER
WEST BENGAL GRAMIN BANK

_____ REGION

Dear Sir;

Sub: **OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH/OFFICE**

With reference to your advertisement in the local dailies/ Bank's website/ Local advertisement dated _____ I / We offer to you to give you on lease basis, the premises described here below for your Branch/Office.

- a) Name of the Owner/ (s) :
- b) Share of each owner, if any :
Under joint ownership
- c) Full address of premises offered :
- d) Distance from the main road / cross road :
- e) Distance from the nearest Police Station :
- f) Distance from the nearest Bus Stand :
- g) Distance from the nearest Rly Station :
- h) Entrance of the premises (Please specify) :
(1) Front Entry on the main road
(2) Front Entry on the side road
(3) Any Other
- i) Floor Offered with area

Floor No	Built-up area (sqft)	Carpet area (sqft)
Ground Floor		
First Floor		

- j) Year of construction :
- k) Frontage area in sqft :
- l) If the building is new, whether Occupancy/ :
Completion Certificate is obtained
- m) Type of Building (local development authority) : Residential/ Commercial
- n) Type of Construction : Load Bearing/ RCC/ Steel Frame
- o) Clear Floor Height from floor to ceiling :
- p) No. of Floors and height of each floor :
- q) If the building is yet to be constructed :



1. Whether plan of the building is approved : By Local Dev. Authority
 2. Cost of construction :
 3. Time required for construction :
- r) If the building is old whether repairs /
Renovation is required
(If so cost of repairs/renovation) :
- s) Electrical Power Load Sanctioned in KVa :
 - t) Water Supply (Type) : Municipal Supply/ Well/ Bore well
 - u) Water Supply (facility) : Separate Pump with separate tank / Separate Water tank however common Pump
 - v) Parking facility : One Car & two Bikes / Two Bikes
 - w) Any other information not covered :

BOUNDARIES

Direction	Building / Owner's Name	Distance from the building (ft)
East		
West		
North		
South		

TERMS & CONDITIONS

A) LEASE PERIOD:

- I. Initial lease Period offered : 10 Years / 5 Years
- II. Provision of renewal : 5 Years with maximum 20%
- III. _____ years certain from the date of handing over vacant possession after completion of construction, repairs/renovations, additions etc. with a further period of _____ years at your option with _____% enhancement in rent for the option period. In case I/We fail to discharge the entire loan (to be granted by the Bank for construction / repairs / renovation / addition of the premises) along with interest within the agreed period of lease, I / We agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full.
- IV. This is without prejudice to the rights of the Bank to recover such outstanding/s by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- V. You are however at liberty to vacate the premises at any time Fully/partly during the tenancy of lease by giving __ months' notice in writing, without paying any compensation for earlier termination.

B) TAXES / RATES:

All existing and enhanced Municipal / Corporation taxes, rates, service tax and cesses will be shared proportionately as per area occupied by the Bank.

C) MAINTENANCE / REPAIRS:

- I. Bank shall bear actual charges for consumption of electricity and water, I / We undertake to provide separate electricity /water meters for this purpose.
- II. All the repairs including periodical painting will be got done by me / us at my/our cost. In case, the repairs and painting is / are not done by me / us as agreed, you will be at liberty to carry out such repairs; panting works etc. at our cost and deduct all such expenses from the rent payable to us.



- III. During pendency of the lease period, if seepage of water / dampness is noticed in the basement, we agree to take up the matter immediately as and when brought to my / our notice by the bank and arrange to rectify such defects at my / our cost within a time bound period to the satisfaction of the bank.

D) LEASE DEED / REGISTRATION CHARGES

I/We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted/sanctioned terms of lease at an early date. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me/us.

DECLARATION:

- I. I / We declare that I am / we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.
- II. I / We am / are aware that the rent shall be calculated as per the carpet area which will be measured in the presence of landlord/s and Bank officials after completion of the building in all respects as per the specifications/requirement of the Bank.
- III. The concept of carpet area was explained to me / us and clearly understood by me / us, according to which the area occupied by toilets, staircase, pillars, balcony, common passage, walls and other uncovered area, would be excluded for arriving at the carpet area on which the rent is payable.

E) AMENITIES / FACILITIES TO BE PROVIDED IN THE PREMISES: (Please strike off whichever is not offered / applicable)

I am / we are agreeable to provide the following amenities:-

- a) The Strong Room for Locker & cash safe room will be constructed strictly as per the Bank's specifications and size. Strong Room Door, grill gate and ventilators of the Locker room are to be supplied by the Bank.
- b) A lunchroom / pantry for staff and record / store room will be provided as per the requirement / specification of the Bank. A washbasin will also be provided in the lunchroom.
- c) Separate toilets for gents & ladies will be provided.
- d) A collapsible gate, rolling shutters will be provided at the entrance and at any other point, which gives direct access to outside.
- e) Entire flooring will be of mosaic / vitrified tile / Marble Flooring / Ordinary Flooring.
- f) Type of wall painting and finish would be Plaster of Paris with good quality painting / Distemper / ordinary white wash.
- g) I / we undertake to do the wall paintings of same quality offered every 1/3 years interval at my cost.
- h) All windows will be strengthened by grills with glass and mesh doors.
- i) Required power load for the normal functioning of the Bank and the requisite electrical wiring / points will be provided.
- j) 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.
- k) Space for fixing Bank's signboard will be provided.
- l) I / we shall fully co-operate with the Bank in obtaining electrical power supply in the new premises as may be required by the Bank for its proper functioning.
- m) I / We declare that the Bank shall be at liberty to carry out its job of signal cabling, excavation of earth pit, installation of VSAT Antenna and other networking facilities etc. in the premises as and when required by the Bank.
- n) I / We have no objection for the Bank installing Generator in the premises and hereby agree to provide necessary space for it.
- o) The charges / fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me / us.



- p) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, partitions and other furniture put up by you.
- q) I / We are agreeable to bear the cost of stamp duty and other charges for registration of the Lease Deed in equal proportions (50:50 basis).
- r) If my / our offer is acceptable, I/We will give you possession of the above premises on
- s) I / We further undertake that the building offered to the Bank is structurally safe and sound to bear the superimposed load caused due to installation of Safe Deposit Lockers / Currency chest etc. along with Bin / Locker cabinets of Godrej / Steelage make of any number that may be provided by the Bank as well as other amenities required for normal functioning of the Bank.
- t) I / We further confirm that offer is irrevocable and shall be open for __days from date hereof, for acceptance by you.

Yours faithfully,

(Owner/s) Place:



**COMMERCIAL OFFER LETTER TO BE GIVEN BY THE LANDLORD (S) OFFERING PREMISES
ON LEASE (In separate Cover)
OFFER LETTER**

From:

Date:

To:

THE REGIONAL MANAGER
WEST BENGAL GRAMIN BANK

_____ REGION

Dear Sir,

Sub: **COMMERCIAL OFFER OF THE PREMISES FOR YOUR BRANCH / OFFICE PROPOSED TO BE LEASED**

I/We offer to you to give you on lease basis, the premises described here below for your Branch/Office.

A. RENT: FLOOR-WISE RENT AT THE FOLLOWING RATES I.E.

<u>Floor</u>	<u>Carpet Area</u>	<u>Rental rate per sqft</u>
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with effect from _____ i.e. the date of handing over vacant possession after completion of the construction, repairs, renovation, additions/alterations, payable within 7th working day of succeeding calendar month. Carpet area is the area occupied, exclusive of balcony/ sleeping-out terrace, staircase, lift, lift/staircase lobby, common passages, service shafts and other uncovered area.

B. RENTAL DEPOSIT: (If Applicable)

You have to give us a sum of Rs. _____ being the advance rent deposit for _____ months which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last rent payable to me / us before you vacate (applicable only where no loan component is involved)

Yours faithfully,

(Signature of Owner/s) Place:

