



Date: 17/10/2017

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**Format of offer letter for premises on Lease/rent
FINANCIAL BID**

(Should be on the letter head of Organisation)

To,
The Estate Officer,
Chhattisgarh Housing Board,
E.O.- Zone -03 Raipur (C.G.)

Ref : Your advertisement dated.....in / on (Name of Newspaper)/ CGHB website for Engagement of Premise on Lease/rent.

Dear Sir,

With reference to the 'Ad' for "*Offer for engagement of premise on lease/rent*", We are interested in leasing/renting the space offered by you for the organisation.

1.	Name of the Organisation		
2.	Full Address of the organisation		
3.	BuiltupArea (in Sq.ft)	67545 sqft.	
4.	Rent Rate	Monthly Rent (in Rs. Per sq.ft)	Rs. _____ /Sqft
5.	Monthly Rent	Builtup area X Rent Rate per sq.ft	Rs. _____ /Mth
6.	Lease Period	(Should be minimum for 03 years & maximum 05 years)	
7.	Periodical Enhancement	10% per annum	
8.	Interest free rent advance	03 months advance as security deposit.	

Declarations:

1. We are aware that, the rent shall be calculated as per the Builtup area..
2. The Organisation will be entitled to use the premises without any interruption.
3. Roof of the building may be utilized by the Organisation for installation of instrument like V-Sat etc. after taking prior permission & clearance from the concerning authorities/agencies.
4. The Organisation will be liable to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room door, ventilator, partitions and other furniture put up by Organisation after taking permission from Board.

5. We are aware that, after acceptance of offer Organisation has to take premise within 30 days from date of receipt of acceptance letter from the Chhattisgarh Housing Board.
6. We are aware that the offer is irrevocable and shall be open for 30 days.
7. We are aware that the rent mentioned above will be inclusive of all the amenities including parking space and other conveniences provided.
8. We are also aware that above mentioned all parameters / demands will be quantified and will be loaded on rent rate to decide the Highest offerer.
9. We are aware that the Chhattisgarh Housing Board is not bound to accept our offers and may cancel it without assigning any reasons / notice whatsoever.
10. We are aware that the allotment is purely temporary in nature; it has to be vacated if the said site is required by Chhattisgarh Housing Board.
11. We are aware that an agreement will be executed between CGHB & Organisation. Organisation will be abide to the term & conditions mentioned in agreement.
12. We are aware that Organisation / Chhattisgarh Housing Board may terminate the contract or in case leaving the premises with prior 3 Months notice.
13. We are aware that the Organisation shall pay taxes levied by any statutory authority or body empowered under law.
14. We are aware that the Organisation shall pay maintainance charges as demanded/approved by Board.
15. We are aware that the Organisation shall keep the area clean and shall comply with all the instructions and directions given to him in that respect by any officer empowered or authorized.
16. We are aware that Chhattisgarh Housing Board will not take any responsibility for any loss that may be incurred by the Organisation at the time of the closure of the lease/rent contract.
17. We are aware that the Organisation shall be bound under this contract to follow the provisions of Chhattisgarh Rent Control Act 2016 and Chhattisgarh Housing Board Act 1972.
18. We hereby confirm that, all the above information furnished by us are true in best of our knowledge.
19. We are aware that the Chhattisgarh Housing Board is not bound to accept our efforts and may cancel it without assigning any reasons / notice whatsoever.

Place :

Date :

Signature

.....

(Signing Authority)

Name of Organisation :

Name of Signing Authority :

Address :

Mobile / Telephone Nos :