

బీజుపై ఆవరణ కావలెను

కడప జిల్లాలోని యూనియన్ బ్యాంక్ ఆఫ్ ఇండియా యొక్క ఖాజీపేట శాఖకు బాగుగా నిర్మించబడి, అనువుగా ఉండి, ప్రధానంగా గ్రౌండ్ ఫ్లోర్లో, ముందు ఖాళీ ప్రదేశంతో, మెయిన్ రోడ్డుకు సులువుగా చేరుకునేలా ఉండి, తగినంత పార్కింగ్ సౌకర్యం మరియు బ్యాంక్కు అవసరమైన ఇతర సౌకర్యాలను కలిగి, “స్వాధీనతకు సిద్ధంగా ఉన్న” లేదా “నిర్మాణంలో ఉన్న” వాణిజ్య ఆవరణ లేదా “బ్యాంక్ స్పెసిఫికేషన్ల మేరకు వాణిజ్య ఆవరణను నిర్మించుటకు సంసిద్ధత కలిగియున్న యజమానుల నుండి స్వాధీనతకు సిద్ధంగా ఉన్న ఖాళీ ప్లాట్” కావలెను.

ప్రదేశం	జిల్లా	కార్పెట్ ఏరియా (చ.అ.లలో)
ఖాజీపేట	కడప	1200 ± 10%

బెత్తాహిక యజమాని / యజమానులు లేదా యజమానుల తరపున బేరసారాలు జరుపగలవారు టెక్నికల్ బిడ్ మరియు ప్రైస్ బిడ్ నమూనాలను దిగువ తెలిపిన చిరునామా వద్ద **03-05-2024** తేదీ నుండి బ్యాంక్ కార్యాలయ వేళల్లో పొందవచ్చును లేదా వెబ్ సైట్ : www.unionbankofindia.co.in లేదా eprocure.gov.in నుండి డౌన్ లోడ్ చేసుకోవచ్చును. ఆవరణ యొక్క ఆఫరును రెండు వేర్వేరు సీల్డు కవర్లలో ఉంచి, 1. “ఖాజీపేట శాఖ కొరకు టెక్నికల్ బిడ్” మరియు 2. “ఖాజీపేట శాఖ కొరకు ప్రైస్ బిడ్” అని కవర్లపై వ్రాసి, ఆ రెండు కవర్లను మూడవ (ప్రధాన) కవర్లో ఉంచి, దానిపై “ఖాజీపేట శాఖ కొరకు బీజుపై ఆవరణ నిమిత్తం టెండరు” అని వ్రాసి, దిగువ తెలిపిన చిరునామా వద్ద దాఖలు చేయవలెను.

చిరునామా: ప్రాంతీయ అధికారి, యూనియన్ బ్యాంక్ ఆఫ్ ఇండియా, ప్రాంతీయ కార్యాలయము, డోర్ నెం. 21/58, BSNL అనుబంధ భవనము, హెడ్ పోస్టాఫీసు ప్రక్కన, ట్రంక్ రోడ్డు, కడప-516001. దాఖలు చివరి తేదీ : **23-05-2024 సా॥ 4.00 గం॥ లోపు**. బిడ్స్ **23-05-2024 సా॥ 4.30 గం॥లకు** పైన తెలిపిన చిరునామా వద్ద యజమానులు / వారి ప్రతినిధుల సమక్షంలో తెరవబడతాయి. టెండర్ ప్రకటనలో నిర్దేశించబడిన చివరి తేదీ మరియు సమయం తర్వాత వచ్చిన బిడ్స్ అంగీకరించబడవు. బ్రోకర్లు లేదా మధ్యవర్తులు అనుమతించబడరు. ఎట్టి కారణములను తెలుపకనే ఏదేని లేదా అన్ని బిడ్స్ / ఆఫర్లను అంగీకరించు లేదా తిరస్కరించు హక్కు బ్యాంకుకు కలదు. ఏదేని తదుపరి సమాచారం, సవరణలు మరియు అమెండ్రెంట్లు బ్యాంకు వెబ్ సైట్ నందు మాత్రమే ఉంచబడతాయి.

తేదీ : 03-05-2024

ప్రాంతీయ అధికారి

REGIONAL OFFICE, KADAPA

Address : 21/58,Annex Building of BSNL ,Beside Head Post Office,Trunk Road,Kadapa-516001

PREMISES REQUIRED ON LEASE

Union Bank of India requires a well-constructed,suitable,“Ready to Occupy” or “Under Construction” Commercial Premises or “Vacant Plot with a commitment from the owner to construct commercial premises as per Bank’s specifications”, in ready possession preferably on Ground Floor with good frontage, easy access to main road, adequate parking facility and other amenities/facilities as per Bank’s requirement for Bank Branch at Khajipeta, Kadapa District.

Location/Place	District	Carpet Area in Sq.Ft.
Khajipeta	Kadapa	1200 ±10%

Prospective Owner/s holding ownership or power to negotiate on behalf of owners may collect the Technical Bid & Price Bid formats from the below mentioned address during Office hours from **03.05.2024** OR download from the website www.unionbankofindia.co.in OR eprocmure.gov.in. The offer of premises shall be submitted at the below mentioned address, in **two separate sealed envelopes** super-scribing 1.“**Technical Bid for Khajipeta Branch**” and 2.“**Price Bid for Khajipeta Branch**”. Both these envelopes should be sealed in a **Third (Main) envelope** super-scribing “**Tender for Premises on Lease for Khajipeta Branch**”.

Address: The Regional Head, Union Bank of India, Regional Office,21/58,Annex Building of BSNL ,Beside Head Post Office,Trunk Road,Kadapa-516001

Last date for submission is on or before **23.05.2024 by 4.00 PM.**

The bids will be opened on **23.05.2024 at 04:30 PM** at the above-mentioned address in the presence of owner/s/their authorised representatives. Bids received after last date & time of submission, as specified in tender advertisement, shall not be considered. No brokers or intermediaries are allowed. Bank reserves the right to accept or reject any or all Bids/Offer without assigning any reasons whatsoever. Further communications, corrigendum and amendments, if any, will be hosted in Bank’s website only.

Date: 03.05.2024

Regional Head

REGIONAL OFFICE, KADAPA

Regional Office, 21/58, Annex Building of BSNL, Beside Head Post Office, Trunk Road, Kadapa-516001
 Ph: 08562-244807 e-mail: pnd.kadapa@unionbankofindia.bank

PREMISES REQUIRED ON LEASE

Union Bank of India requires a well-constructed, suitable, "Ready to Occupy" or "Under Construction" Commercial Premises or "Vacant Plot with a commitment from the owner to construct commercial premises as per Banks specifications" on lease basis at below mentioned location with adequate parking space.

Location	District	State	Desired carpet area	Minimum lease period	Rent enhancement after each 5 years block
Khajipeta	Kadapa	Andhra Pradesh	1200±10% Sq.Ft	10 years (5+5)	Maximum 10%

Start Date of Tender	03-05-2024
Last Date for Submission	23-05-2024 up to 04:00 PM
Tender Opening Date [Tenders will be opened in presence of bidders/their authorized representatives]	23-05-2024 at 04:30 PM
Place of submission	Union Bank of India Regional Office, Kadapa 21/58, Annex Building of BSNL, Beside Head Post Office, Trunk Road, Kadapa - 516001

Prospective landlords holding ownership or power to negotiate on behalf of owners should submit their technical bid and price bid offers in separate sealed envelopes super-scribing technical bid/price bid for **Khajipeta Branch**. Both these envelopes should be sealed in a main envelope and shall be super scribed with "Tender for premises on lease for **Khajipeta Branch**". For further details & Tender documents, please visit our Bank's website www.unionbankofindia.co.in, or govt. website www.eprocure.gov.in. Last date for submission of bids in prescribed format is **23.05.2024 up to 04:00 PM**. No brokers or intermediaries please.

The Bank reserves its right to accept or reject the offers without assigning any reasons whatsoever.

Regional Head

Regional Office, Kadapa

NOTICE INVITING TENDER

PREMISES ON LEASE FOR KHAJIPETA BRANCH, KADAPA DISTRICT

RFP Reference Number	78610/ROKDP/Premises/03/2024-25, Dated 29.04.2024
Date of commencement of issue of RFP	03.05.2024
Last date for submission of RFP	23.05.2024 before 4:00 PM
Opening of Technical Bid	On 23.05.2024 at 4:30 PM. [Tenders will be opened in the presence of bidders/their authorized representatives].
Tender Fee	Nil
Earnest Money Deposit	Nil
Availability of RFP document	RFP will be available on our Bank's website www.unionbankofindia.co.in and eprocure.gov.in from 03.05.2024
Last date for submission of any query / reporting any error	All queries for discussion shall be submitted before 16.05.2024 vide e-mail only. [pnd.kadapa@unionbankofindia.bank]
Pre Bid Meeting	On 16.05.2024 at 12:30 pm Regional Office, Kadapa
Date and Time of Price Bid Opening	Will be informed to bidders qualifying for Price Bid opening, after Technical Evaluation and Site Inspection.
Venue for submission of Bids / opening of bids	Union Bank of India Regional Office, Kadapa 21/58,Annex Building of BSNL, Beside Head Post Office,Trunk Road,Kadapa - 516001
Contact person	Operations In-charge,Regional Office Kadapa e-mail: pnd.kadapa@unionbankofindia.bank
Further Addendum/Corrigendum shall be published on Bank's website only and no newspaper publication will be released. All interested vendors are requested to monitor the Bank's website for any addendum/amendments related to this Request for Proposal [RFP]. Bidder shall refer the same before final submission of the Tender.	
The Bank reserves the right to reject any / all applications without assigning any reason whatsoever.	
In case of any unexpected interruption due to events beyond the control of the procurement committee, the process will be continued on the subsequent working day at the scheduled time.	
All terms & conditions and format of documents/Annexure mentioned in this RFP are final and not open to any modification.	
Bidders are advised to read all the terms and conditions carefully before submitting the proposal.	
The Bidders/their authorized representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard. The Technical Bid offers will be opened at the time and date stipulated above irrespective of the number of bidders or their authorized representatives present.	

Regional Office, Kadapa

Terms and Conditions

1. Union Bank of India, Regional Office, Kadapa invites proposals/offers in Two Bid system from Owner/s having clear, proper, valid, bonafide, marketable right and title over "Ready to Occupy" or "Under Construction" Commercial Premises or "Vacant Plot with a commitment from the owner to construct commercial premises as per Bank specifications" and authority to lease, to acquire premises on lease basis for Union Bank Branch at **Khajipeta, Kadapa District**.
2. Bank requires a well-constructed, suitable, "Ready to Occupy" or "Under Construction" Commercial Premises or "Vacant Plot with a commitment from the owner to construct commercial premises as per Banks specifications" on Lease basis with Carpet Area of 1200 Sq. Ft. \pm 10%. The premises shall be preferably in **Ground Floor** with constructed Carpet Area of 1200 Sq. Ft. \pm 10% to be offered to the Bank. Apart from the above, Other construction specifications duly mentioned in this document in brief shall also be considered during submission of Bids.
2. Preference will be given to offers from Central/State/Quasi Government Bodies/Public Sector Undertakings/Local Development Authority/Municipality etc.
3. Landlord should possess clear title of the land and building and permission for utilization of building for commercial use from the competent authority and any other permission from local body/Govt Bodies as applicable. The charges/fees towards scrutinising the title deeds of the property by the Bank's approved lawyer to be borne by the landlord.
4. The premises shall comply with all applicable Statutory guidelines and shall have proper and valid Approvals from the Competent Authority viz., Ownership, Building Plan, Construction Approvals, Electricity Connection, Water Connection etc.
5. Premises must have proper access to main road, for easy transportation of Bank and Staff Vehicles.
6. Adequate parking space to be provided for staff and customer vehicles.
7. **Carpet Area:**

The following areas are included in the carpet area, if they are integral part of proposed premises and are in exclusive possession/use of Bank:

- (1) Verandahs which are fully covered and used as internal passages and corridors.
- (2) Corridors and Passages which are used as internal passages and corridors exclusive to the unit.
- (3) Kitchen and Pantries
- (4) Staircase and mummies.
- (5) Canteen
- (6) Toilet.

The following areas are generally not included in the carpet area:

- (1) Entrance halls and porches, vertical sun brakes, box louvers.
- (2) Shafts and machine rooms for lifts.
- (3) Barsaties*, lofts, etc.
- (4) Garages.
- (5) Air Conditioning ducts and Air conditioning plant rooms, shafts for sanitary piping and garbage ducts more than 2 m in area.

*Barsati is a covered space open at least on one side constructed on a terraced roof. Area measured must match with Approved Plan of the Building. In no circumstance, unauthorized construction will be considered for Office premises.

8. Municipal Taxes/City Corporation/Property Tax/Water tax/Society charges, rates & cesses present and future, existing and enhanced shall be borne by the Landlord. Landlords shall quote the total outgo including municipal/city corporation/property tax/water tax/society charges etc., in their Price Bid. Applicable GST will be borne by the Bank.
9. The rent will be effective from the date of handing over vacant possession after completion of the construction, repairs, renovation, additions & execution of lease deed. In brief, following specifications are required to be provided in the premises:
 - a) The premises owner has to provide 9 ft strong room with following specifications at his/her own cost adhering to the Indian Standard IS 15369:2003 stipulated by the Bureau Of Indian Standards as under:
 - i) Wall thickness - 300mm
 - (ii) Floor/Roof thickness - 300mm
 - (iii) Concrete mix for construction of wall, floor and roof should confirm to M20 minimum.
 - (iv) Reinforcement steel bar - 12mm
 - (v) Reinforcement grid mesh in mm-150 x 150 x 150 CTC
 - b) There shall be provision for separate toilet facility for Men & Women and other basic amenities like Water, Electricity, Natural Ventilation etc. Washrooms, Internal partitions & Civil construction shall be provided by the Landlord as per requirement of the Bank.
 - c) Space at Terrace/Roof/Compound/Any other place of the building/premises for erection of V-SAT ,solar panel and D. G. Set/Any other Bank's equipment as required by the Bank shall be provided by the Landlord. No separate charges shall be paid for the same.
 - d) Separate Electricity & Water Meter shall be provided. Electric meter with three phase power connection should be provided with **power load of 20 to 25 KVA** as per requirement of Branch.
 - e) A partition wall has to be provided inside the strong room segregating the locker room and cash room.
 - f) A lunch room for staff and stock room has to be provided as per the requirement/specification of the Bank. A wash basin will also be provided in the lunch room.
 - g) A collapsible gate, rolling shutters has to be provided at the entrance and at any other point which gives direct access to outside.
 - h) Entire flooring has to be vitrified/mosaic and walls distempered.
 - i) All windows have to be strengthened by grills with glass and mesh doors.
 - j) Space for fixing Bank's sign board has to be provided.
 - k) All the above specifications are not final and can be changed/alterd as per the requirement of Bank & addition may be proposed by Bank that needs to be done by the Landlord at their own cost.
 - l) For discussion on detailed construction requirements and other terms and conditions, bidders are requested to attend Pre-Bid meeting.
10. Landlord to construct ATM/e-lobby room as per Bank's specification with separate opening and closing which will be the part of premises and no separate rent/service charges will be paid for the same.
11. The applicant should be the legal owner of the premises or should be in a legal position to execute Lease deed with the bank. [Copy of document evidencing clear, valid & bonafide title shall be enclosed with the Technical Bid].

12. In case landlord has availed any loan against mortgage of land and /or building "NO OBJECTION CERTIFICATE" to be produced from the mortgagee along with the clear mention that in the event of demands from the mortgagee for remittance of rent directly to them, the owner will not have any objection.
13. Premises offered shall have NOC for commercial use. Map/Plan of the premises must be approved by the Competent Local Govt. Authority and it shall be as per Andhra Pradesh Building Rules/Laws, National Building Code of India & Andhra Pradesh Fire & Safety Rules/Laws. All Fire Fighting requirements as per latest National Building Code Standards shall be provided by the Landlord. Only Fire Extinguishers and Fire Alarm System will be installed by the Bank.
14. The premises shall be approved under Commercial usage by the Competent Authority and Commercial Use Certificate shall be submitted by the Landlord. Required Occupational Certificate shall be submitted upon completion of civil work or as applicable and required by the Bank. The certificates are required to be submitted before execution of Lease Deed.
15. Lease period shall be for **minimum 10 to 15 years [5+5+5]**. However, Bank's endeavour will be to go for longer duration of Lease term. Upon expiry of Lease term, it can be extended further as per mutual consent and in accordance with the guidelines stipulated by the Bank.
16. Legal Expenses such as registration cost of Lease Deed will be shared in the ratio 50:50 by the Bank with Landlord of premises.
17. Final Carpet area shall be calculated after Joint Measurement by the Bank's empanelled Architect/Valuer in the presence of Landlord and Bank Officials, duly signed by them and the same shall be a part of Lease Deed. The fees/charges thereof are to be borne by the landlord.
18. Monthly rent is to be paid on the basis of carpet area mentioned in the Joint Measurement certificate.
19. Prospective Landlords holding ownership / leasable rights or powers to negotiate on behalf of owners may download the Technical Bid/ Price Bid formats from our website www.unionbankofindia.co.in and www.eprocure.gov.in from **03-05-2024 to 23-05-2024 (up to 04:00 PM)**. Offers from Brokers / Intermediaries will not be entertained. Preference will be given to the Govt. / Semi-Govt leased buildings. Please download technical and price bid formats as per attachment only. The lease will be executed as per standard lease deed format of Union Bank of India.
20. Duly filled applications as mentioned in this document shall be submitted by due date.
21. **Tendering Process:** Two Bid systems namely Technical Bid and Price Bid is to be followed for selection of premises. Details of the process is as follows:

The offeror has to use 3 envelopes marked as I, II and III. Usage of the envelopes will be as under:

Envelope marked as I: Technical bid, duly completed in all aspects, along with covering letter in prescribed format as per annexure I and relevant copies of documents as per RFP shall be put in this envelope and **sealed**. The envelope will be super-scribed as "**Technical Bid for Khajipeta Branch**".

Envelope marked as II: Price Bid be put in this envelope and **sealed**. The envelope will be super-scribed as "**Price Bid for Khajipeta Branch**". The envelope will be opened if the offered premises is found suitable for fulfilling the requirements stipulated by Bank during technical evaluation.

Envelope marked as III: The above two sealed envelopes No. I and II be placed in this envelope and sealed. The envelope marked as no. III would be super-scribed as "**Tender for Premises on Lease for Khajipeta Branch**".

22. Technical Bids will be opened on **23.05.2024 at 04:30 PM** at Regional Office, Kadapa in the above-mentioned address at the date and time mentioned herein in the presence of bidders or their Authorized representatives. Even if Landlords/Representatives are not present the tender will still be opened on the date and time specified as above. All tenderers are advised in their own interest to be present on the date at the specified time.
23. Technical Bid should not contain any price information and should be complete in all respects as per Annexure I. Incomplete applications shall be summarily rejected.
24. All Technical Bids received shall be scrutinized as per terms and conditions mentioned in tender document. Qualified Sites will be inspected by the Committee from Regional Office. For Site inspection, landlord/bidder will be informed well in advance through contact number mentioned in Technical Bid/Envelope. In case the contact details are not properly mentioned/the Bidder does not respond to calls, Bank reserves all rights to reject the bid without assigning any reasons therefor.
25. Price Bids of only those applications, which shall be in conformity with all criteria stipulated by the Bank as per Technical Bid and our Site inspection will be opened in presence of bidders or their Authorized representatives.
26. Price Bid should be complete in all respects. Price shall be quoted in terms of rate per Square Feet only. In case the bidder quotes lump sum rate, per Square Feet rate shall be calculated by dividing Lump sum rate by the area mentioned in Technical Bid. Applicant with lowest rate shall be offered for Premises as per the extant guidelines of the Bank.
27. Selected bidder will be required to submit all the required documents within 3 working days as and when any document related to property/premises offered is demanded by the Bank. Delay in submission may be considered on case to case basis. However, Bank reserves all rights to cancel the tender if it is apparent that the bidder is willingly delaying the process.
28. No tender will be received after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
29. The Bank reserves the right to reject any or all tenders received without assigning any reasons thereof.
30. The validity period for this tender will be 6 Months.
31. The bidders are required to fill complete form of tender, price the schedule of quantities and sign each page of the Tender Documents before submission. No overwriting/alterations/erasures are permitted in Price Bid. However, if it is unavoidable, it should be duly verified by signing the alterations by the applicant.
32. The complete set shall be enclosed in sealed envelope addressed to:

The Regional Head

Union Bank of India

Regional Office, Kadapa

**21/58, Annex Building of BSNL,
Beside Head Post Office, Trunk Road, Kadapa - 516001**

Regional Office, Kadapa

Annexure - I

To
The Regional Head
Union Bank of India
Regional Office
Kadapa.

Sub: Your RFP for scouting of premises for proposed New/Alternate _____ Branch Premises

1. With reference to your tender notice published in newspapers dated _____ And the RFP published in your website. Having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the proposed New/Alternate branch premises at _____.
2. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP.
3. We hereby confirm that we have read the terms/conditions of the RFP and agree to them fully.
4. We understand that the Bank is not bound to accept the offer either in part or in full and the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Signature of the owner

Place :

Date:

Regional Office, Kadapa

OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF TECHNICAL BID

With reference to your advertisement in the local daily/ Bank's website/ e-Procurement Portal dated -----, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: GENERAL INFORMATION

I.	Name of the owner/s:	
II.	Share of each owner, if any, under joint ownership:	
III.	Location:	
	A. Name of the building/scheme:	
	B. Sector No.:	
	C. Street:	
	D. Full Address along with PIN code & prominent landmark	
	E. Locality (Residential/Commercial/Industrial/Mixed):	

PART B: TECHNICAL INFORMATION

I.	Building	
	A. Carpet Area of the premises (in sq. ft.): Whether ready to offer area as required by Bank?	
	Dimension (L x W x H) in feet	Carpet Area (Sq.Ft.)
	i. Hall ii. Toilet/Washrooms iii. Strong Room, if any. iv. v. vi. vii.	
	B. Floor particulars (Basement / Ground / Lower or Upper ground / Mezzanine / 1st floor): (give area of each floor)	
	C. Age of the building:	

	D. Frontage in feet:	
	E. Access / distance from Main Road: (Mention whether it is on main road)	
	F. Type of Building: (Residential/Commercial/Industrial)	
	G. Type of Construction (Load bearing/RCC/Steel framed)	
	H. Pillars in premises offered (specify no.)	
	I. Floor numbers and height of each floor including Basement, if any: (Clear floor height from floor to ceiling)	

PART C : OTHER PARTICULARS :

1.	Lease period offered	
2.	Amenities available / proposed:	
	(a) Separate electricity meter	
	(b) Sanctioned Electrical power/ load	
	(c) Car Parking facility:	
	(d) Continuous water supply	
	(e) Water supply facility (Municipal supply/Well/Borewell):	
	(f) No. of toilets:	
3.	Whether separate water meter is provided:	
4.	Whether plans are approved by local authorities:	
5.	Time required for giving possession:	
6.	Whether agreeable to provide for rooftop for installation of V-SAT/Solar panels / Tower any other bank's equipment (YES/NO):	
7.	Any other information not covered above:	

Place:

Date:

Signature

(Landlord / Owner)

Address _____

Phone No. _____

Regional Office, Kadapa

OFFER OF PREMISES ON LEASE / RENTAL BASIS

FORMAT OF PRICE BID

With reference to your advertisement in the local dailies/banks Website/e-Procurement Portal dated _____, I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

PART A: RATES OFFERED

Rate per sq.ft. (carpet area) / lump sum monthly Rent:	
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PART B : OTHER DETAILS

i.	Amount of Municipal/ Panchayat/ Local Taxes per annum:	
ii.	Monthly Maintenance charges (like society charges/charges for amenities, etc):	
iii.	Any other charges per month: (please specify)	
iv.	Municipal/ Panchayat/ Local Taxes to be borne by: *	
v.	Maintenance charges to be borne by: *	
vi.	Any other charges to be borne by: *	

* Please mention (landlord or Bank)

PART C: TOTAL DEMAND (per month)

I.	Rent	Rs.
II.	Municipal/ Panchayat/ Local Taxes	Rs.
III.	Maintenance charges	Rs.
IV.	Any other charges	Rs.
V.	Total	Rs.

Place:

Signature

Date:

(Landlord / Owner)

Address _____

Phone No. _____