

PUBLIC NOTICE

MEGHALAYA RURAL BANK is looking to shift its existing Rynjah Branch to new premises and is seeking a space for the same in Rynjah, Shillong. If you are interested in renting out your premises, kindly send a proposal in **sealed envelopes only** mentioning **“Proposal for Rynjah Premises”** along with your name and address on the front of the envelope to the following address

1. Head Office of Meghalaya Rural Bank located at KJP Synod Assembly Conference Centre, IGP Central Ward, Shillong, 793001.

The premises should fulfill the following requirements:

- **The proposal should be put up in the enclosed format invariably.**
- **The necessary staff amenities and ancillary facilities have to be provided.**
- **Network feasibility to be checked.**
- **3 phase power supply with separate meter for the branch (minimum 8 kW)**
- **Availability of running water.**
- **Strong Room (Double Brick) with cross ventilation only, no windows with door and collapsible gate.**
- **Availability of at least 2 (two) toilets-One for male and the other for female.**
- **Floor to be tiled.**
- **Windows with grills.**
- **Main door to be enforced with collapsible gate and rolling shutter.**
- **Parking space (Preferably)**
- **Feasibility and permission for installation of Solar power system on the rooftop.**
- **Space for Network Antenna.**
- **Minimum area requirement is 1200 Sq. ft or more.**
- **Lodging for Staff (if available)**



OFFER SUBMITTED FOR LEASING PREMISES

Technical Bid:

With reference to your advertisement in the local dailies dated . I / we hereby offer the premises owned by us for housing your branch / office on lease basis:

(A) General Information:

- a) Location
- b) Name of the building
- c) Name of the city
- d) Pin code
- e) Name of the owner/s:
- f) Contact No.

(B) Technical information:

- a) Building – Load bearing _____ Frame structure _____
- b) Type of building – Residential _____ Institutional _____
- c) No. of floors: _____

(C) Built up area of the premises:

Building ready for occupation – Yes / No

If **not**, how much time will be required for occupation -

(D) Amenities available:

- Electrical power supply– Yes / No
- Running water supply – Yes / No
- Whether NOC from the department obtained – Yes/No
- Whether occupation certificate has been received –Yes/ No
- Whether direct access is available from the main road – Yes / No
- Whether captive power supply is available – Yes / No

(E) General Information:

1. Location:

- a) Name of the Building
- b) Name of the city/village
- c) Pin code

2. Rent: Rent per Sq.ft. of built up area or lump sum

Please note municipal taxes / service charges to be borne by the landlord.



Signature of Landlord/Landlady

SPECIMEN OF CONSENT LETTER OF LEASE

From:_____.

Date:

(Mention the name/s and complete address of the landlord/s or officer/s with pin code)

To:
General Manager
Meghalaya Rural Bank

Dear Sir,

Sub: Building / Premises. Situated at _____
(Mention complete address with pin code) Ref : My / our offer
letter at _____ -

I / We, the owner/s (or the authorized and competent lesser/s in case of offer/s) confirm having let out / to be let out the above building / premises together with the furniture / fixtures (only if provided by the landlords) on the following terms and conditions.

I / We shall give possession of the premises to the Bank on or before _ _ (Date).

1. The built-up area are of the premises let out for the exclusive use of the Bank as Office premises shall be – Built up area
_____sq. ft. on the ground floor)
_____sq. ft. on the first floor)
_____sq. ft. on the second floor)
_____sq. ft. in the basement floor)

Wherever _____sq.ft. Open on terrace / ground) applicable _____ sq. ft. Total as ascertained by joint measurement.

2. The monthly compensation payable by you for the said premises shall be basic rent @Rs. _____./- per sq. ft. of built-up area of _____ sq. ft. and service charges Rs. _____ and tax Rs. _____.
3. The period of lease shall be 5 years w.e.f. _____ (Date of possession) with an option in favor of the Bank to continue for a further period of _____ years on the same terms and conditions (or with increase in total compensation for the option period).
4. The Bank shall have an option to terminate the lease prematurely by giving three months' notice in writing to me/us and I/We shall not claim/not entitled for any compensation/rent for the unexpired period of lease.



5. All the taxes and assessments in respect of the above premises shall be paid by me/us (or by the Bank as stipulated in the sanction). If any notice is received by Bank from the authorities concerned on account of default, I/We shall pay the liabilities immediately or I/We authorize you to pay the same against adjustment of future rent payable to me/us.
6. Charges in respect of consumption of water and electricity meters have been/will be installed at my/our cost.

I/We agree to carry out periodical repairs at my/our cost to the premises to make it tenantable and also to white/colour wash the premises at least once in two/three years. In case the repairs and white/colour washing is/are not done by me/us as agreed herein, you will be at liberty to carry out such repairs, white/colour washing etc. at my/our cost and deduct all such relative expenses from the rent payable to me/us.

Signature of Landlord/Landlady

