



Date:

Head of CSD

Shahjalal Islami Bank PLC.

Shahjalal Islami Bank Tower (2nd Fl.)

Plot-4, CWN (C), Gulshan Avenue, Gulshan, Dhaka-1212, Bangladesh.

Sub: Offer for letting out space for a branch/office of your bank.

Dear Sir,

I have the pleasure to offer you space for opening a branch of your esteem bank. Details of the building along with Terms & Conditions are furnished below:

1. Location(Detail)	:	
2. Offering Floor Space	:	
3. Per Square Feet Rent Rate	:	
4. Monthly Rent	:	
5. % of Increase of Rent Every 3 years	:	
6. Period of Lease (Min ^m 10 years)	:	
7. Advance Rent (Max ^m 3 years)	:	
8. Mode of Adjustment of Advance (Max ^m within 5 years)	:	
9. Monthly Service Charge Included:	:	
a. Water		
b. Security		
c. Lift: Maintenance & other expenses		
d. Generator (If common): Fuel & maintenance cost		
e. All other expenses related to common facilities:		
10. Electricity Connection & Expenses	:	35 Kw/3000 sft floor space, Electricity Load Connection (Commercial) by Land Owner/Owner's at his/their own costs. Electricity bill of the rented premise will be paid by the tenant. There must be a separate electricity meter for computing bill.
11. Civil Work	:	<u>The following jobs will be afforded by Land Owner/Owners:</u>
A. Toilet and Wash Area: [Min ^m 4 Toilet for each 3000 sft rented floor space]		(a) All Brick work & plaster (inside & outside walls). (b) All Toilets [including Floor Tiles (Charu/Equivalent), Wall Tiles (Charu/Equivalent, 12"x20" or 12"x24"), Sanitary Fittings: (Brand: Haibali/Satter/Equivalent) & Plumbing Works with heavy duty pipe, Commode(Cotto), Padestal Basin/Counter Basin(Cotto) and other Accessories as per SJBPLC Standard). (c) Wooden Door (Wooden Flush Door may be given) for Toilets.
B. Other Spaces:		(a) 24" x 24" or 32" x 32" Mirror Polish Tiles (China) for floors. (b) Main Stair Tiles with S.S. Railing, (c) Collapsible Gate and Shutter for safety (d) Pantry Room with Floor and Wall Tiles (Charu/Equivalent, Size: 12"x20" or 12"x24"), Sink, Door etc. (e) Exterior Glass Work (Reflective/Curtain)

8/ 10



شاہ جلال اسلامی بینک بی ایل سی

Shahjalal Islami Bank PLC.



শাহজালাল ইসলামী ব্যাংক পিএলসি.

		(f) Grill works at front side of the premise, (g) Window Grill with Thai Aluminum Works. (h) All exterior works of the premise.
12. Generator Room	:	200.00 sft (10' x 20' but there will not be any column inside this area) Generator Room at ground floor of the building but with a shortest distance from main entry of the proposed branch premise.
13. Car Parking Facility (2 parking for each 3000 sft floor space)	:	
14. Signboard and Branding	:	For using branch signboard and necessary branding, external front wall/glass of your rented premise and the walls of main staircases of each floor, adjacent to your branch premise, will be kept free. Main entry of ground floor will also be kept free for signboard.
15. ATM (Min ^m 100 sft)	:	Location will be at ground floor or front side of the building. Rent, if any, to be mentioned separately in this row.
16. City Corporation Tax & Land Tax	:	To be borne by the space owner
17. VAT	:	VAT against rented space will be borne by the tenant.
18. Tax	:	Tax against rented space will be borne by the space owner.
All other expenses related to common facilities: To be borne by the Space Owner.		

I thank you and earnestly hope to receive your thoughtful consideration in my proposal.
Yours faithfully

Signature
Name
Contact No.

