



Bandhan Bank Ltd.

Office Premises required: Kolkata : New Town / Salt Lake Sector V

Bandhan Bank Limited (BBL) invites offers from property owners for the acquisition of a **ready-to-use, fully fitted office space** to accommodate approximately **450-500 employees** on a **short-term lease basis** for a period of **6 to 9 months** in **New Town or Salt Lake Sector V, Kolkata**.

Property Requirements

The premises should be strategically located in the commercial business districts of **New Town or Salt Lake Sector V**, with:

- Easy accessibility and connectivity.
- Adequate power supply and backup infrastructure.
- Sufficient parking facilities.
- Ready-to-occupy office fit-outs suitable for immediate operations.

Submission of Applications

Interested property owners are requested to submit their applications in the prescribed format, duly completed, signed, scanned, and emailed to corporateservices@bandhanbank.com

In addition, a hard copy of the application should be sent to:

Bandhan Bank Ltd.

*Projects and Relocation,
Floor 12, Adventz Infinity@5, BN 5, Sector V,
Salt Lake City, Kolkata – 700 091*

Last Date for Submission: Interested parties owning suitable premises may submit their proposals **on or before 15th August 2026**.

Applications received after 6:00 PM on 15th August 2026 will not be considered.

Important Notes

- Estate agents may submit offers only if accompanied by a valid authorization letter from the respective property owner/landlord.
- Offers must contain complete details of the property, including location, carpet area, amenities, parking availability, lease terms, and contact details of the owner.
- *No brokerage, commission, or service charges shall be payable by Bandhan Bank Limited.*
- Bandhan Bank Limited reserves the right to accept or reject any or all offers, wholly or partially, without assigning any reason whatsoever. The Bank's decision in this regard shall be final and binding.

Date: 10.08.2026

Sd/-
Authorized Signatory
Projects and Relocations

Bandhan Bank Ltd.

Floor 12, Adventz Infinity@5, BN 5
Sector V, Salt Lake City,
Kolkata – 700 091

OFFER OF SPACE FOR BANDHAN BANK Office Space in New Town / Salt Lake Sector V location.

With reference to the above, I / we would like to offer space on the following terms for opening of your proposed Bank. The details of the offer and the terms and conditions are as given below:

1	Full Postal Address of the premises with PIN Code {mention floor(s) – if any} Police station Pin No. State	
2	Name of the Owner (s) [a] Individual or jointly ownership [please tick] If Joint ownership – ratio in which property is held [b] Partnership Firm, Private. Ltd. Co., HUF [please tick] (Represented by Karta – name) Contact nos. : Email address : (proof of ownership, mutation and copy of title deeds).	
3	Whether the owner has clear title and mutation status of the property	
4	Area, with break-up of Carpet area in sq. ft. (mentioning carpet area only)	
5	Frontage of the premises and access details And Ramp provision Parking Space Space for Parking	Frontage(ft.) : Access from : Front/ Right side/Left side Ramp : Length x Width x Height
6	Expected Rent per sq ft carpet area (this is subject to actual measurement) calculated on the basis of carpet area/ floor-wise.	
7	Period of lease shall be 6-9 months	
8	Rent Escalation	
9	Exit/Termination Clause	
10	Municipal /Property Taxes / Water taxes/ Signage taxes Service Tax	Available/Not available

11	Municipal Approval for commercial usage/OC/ CC of the building	Available/Not available
12	Maintenance Charges, if any	
13	Provision of security aspects Toilets (male & female separate) and Pantry Sewerage requirement of the building should comply with approved plan and applicable building bylaws. Flooring Other Requirements: Floor to Ceiling clear height (Floor to Ceiling Bottom) should be minimum 10Ft 24x7 Potable Water supply	
14	Availability of Space/ terms for: VSAT / VPN Antenna DG Set Outdoor units of AC Fire NOC is mandatory	
15	Legal Charges	
16	Arrangement of appropriate power load (3 Phase) with capacity within 30 days from the possession of the premises (Power requirement : 1.8 KVA per 100 sq. ft).	3 phase 140 KVA power supply to be arranged by me/us (subject to actual requirement of the Bank) within 30 days of lease signing. All costs for availing of such electricity to be borne by the owner/s including payment of security deposit, if any, to the electrical authorities. Monthly consumption charges will however be paid by the Bank on actual meter reading basis. In the eventuality of Non-provision of full 3 phase power load within 30 days of lease signing then Bank will have an option to go ahead for operationalized the currency chest with DG power and the <u>incremental cost</u> attributable to this, to be borne by the owner/s.

17	Possession (Time Frame) of the premises and expected time frame for lease agreement signing, from the date of issuance of bank's LOI	
18	Existing lien/ mortgage/ any other charges	
19	Particulars of the adjacent buildings/ properties/ business on all sides and above floor.	
20	Approximate length & breadth with frontage of the plot	
21	Other details	Owner shall arrange for insurance cover of the superstructure of the building including payment of insurance premium, to protect against destruction, damage by earthquake, flood or any other natural calamity or act of God.

Thanking you,

Yours faithfully,

Signature: