# FORM FOR OFFER FOR BRANCH PREMISES TECHNICAL BID

To

The Zonal Manager,

Bank of Maharashtra,

Zonal Office, Bhubaneswar Zone

1st Floor, Door Sanchar Bhawan,

Unit-IX, Near Rupali Square

Vani Vihar, Bhubaneswar

Pin-751022

Dear Sir/Madam,

Reg: Offer to let out / Lease my/our building/premises for the bank at :

In response to your advertisement dtd. in the daily , I / We offer to your Bank, My/our premises at admeasuring sq.ft. (Carpet area) for opening of your Branch as per the details / terms and conditions given below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Particulars |  | |
| 1 | Name of landlord(s) and address for communication with Telephone numbers |  | |
| 2 | Location and full postal address of the building offered with dimension measurement, layout plan of premises etc. |  | |
| 3 | Whether in commercial area or in residential area |  | |
| 4 | Whether the building is having permission for commercial use |  | |
| 5 | Floor and area of the premises offered Sq. ft. (carpet area) | Basement- Ground Floor- Mezzanine Floor-  First Floor- | |
| 6 | Name of any Bank (Branch/Administrative Office  functioning in the same building or adjacent building) |  | |
| 7 | Strong room – Strong room will be provided / constructed as per Bank’s specifications by the  owner at his/her own cost | YES / | NO |
| 8 | ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own  cost | YES / | NO |
| 9 | Whether ramp for Divyangjan is/will be provided  by owner at his/her own cost | YES / | NO |
| 10 | Whether parking space is available   1. Parking area available – whether covered   / uncovered   1. Will it be for exclusive us of Bank | YES / | NO |
| 11 | Quality of flooring  (Vitrified tiles of Bank’s choice / colour to be provided by landlord for banking area) |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 12 | Whether the offer is for new/renovated or under  construction building |  | |
| 13 | If under construction, time required for  completion |  | |
| 14 | The date by which the building can be handed  over to the Bank along with completion / occupation certificate |  | |
| 15 | Description of other Establishments in and around the proposed building |  | |
| 16 | Whether three phase power supply with 20 KVA  power load will be made available | YES | / NO |
| 17 | Whether adequate safe drinking water facility is  /will be made available | YES | / NO |
| 18 | Whether proper wiring to bear the load of  Airconditioners is /will be made available | YES | / NO |
| 19 | Whether proper sanitation / drainage system is /  will be provided along with two independent w.c./toilet blocks. | YES | / NO |
| 20 | Whether sufficient space for power back up/  Generators is / will be provided | YES | / NO |
| 21 | Whether ‘A’ class earthing as per IS specifications is /will be provided | YES | / NO |
| 22 | Premises to be painted as per Bank’s colour and specification | YES | / NO |
| 23 | Rolling shutter and collapsible gate to be provided at the main entrance | YES | / NO |
| 24 | Lease period | 15/20 years with % increase in rent after every 5 years | |
| 25 | Lease Deed will be executed as per Bank’s approved format. Registration /stamp duty  expenses to be shared by Bank & Landlord | 50:50 | |

# Place : Signature/s

Date : Name (s) :

Address :

Enclosures-

1. Site plan clearly demarcating premises offered, with area statement on carpet basis
2. Plan of the building
3. Photographs of the premises
4. Permission for commercial use
5. Completion/occupancy certificate
6. Title document of property along with latest property card