**FORM FOR OFFER FOR BRANCH PREMISES**

**TECHNICAL BID**

To

The Zonal Manager,

Bank of Maharashtra,

Zonal Office, Name

Address

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