

**FORM FOR OFFER FOR BRANCH PREMISES  
TECHNICAL BID**

To,  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Ahmedabad,  
Mavalankar Haweli, Vasant Chowk,  
Bhadra, Laldaewaja Ahmedabad.

Dear Sir,

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

In response to your advertisement dated. \_\_\_\_\_ in the daily \_\_\_\_\_, I / We offer to your Bank \_\_\_\_\_ sq.ft. (Carpet area) for opening of your \_\_\_\_\_ Branch as per the details / terms and conditions given below:

S.No.	Particulars	
1	Name of landlord 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 purpose	
5	Floor 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 @ rollin 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	
10	Whether parking space is available a) The area available – whether covered / uncovered b) Will it be for exclusive use of Bank	
11	Quality of flooring (Vitrified tiles of Bank’s choice / color 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	
17	Whether adequate / continuous water supply provision is /will be made available	
18	Whether proper wiring to bear the load of Air conditioners is /will be made available	
19	Whether proper sanitation / drainage system is / will be provided along with two independent w.c./toilet blocks.	
20	Whether sufficient space for power Backup Generators is / will be provided	
21	Whether 'A' class earthing as per IS specifications is /will be provided	
22	Premises to be painted as per Bank's colour and specification	
23	Rolling shutter and collapsible gate to be provided at the main entrance	
24	Lease period	15 years with _____% increase in rent after every _____ years
25	Lease Deed as per Bank's approved format. Registration /stamp duty expenses to be shared equally by Bank & Landlord	

Place :  
Date :

Signature/s  
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

## DECLARATION

- A) I/We, am/are aware that, the rent shall be calculated as per the **carpet area** which will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respects as per the Specification/requirement of the Bank.
- B) The concept carpet area for rental purpose was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, and service shafts more than 2 sq.mtrs. In area, balcony, common passage, A/c plant room, walls and other uncovered area, would be excluded for arriving at rental payments: (Strike out whichever is not applicable, particularly for toilets).
- C) I/We agree to provide the following amenities:
- Construction of Strong-Room as per RBI specifications and size of about 300 sft. We will also raise a brick wall within the Strong-Room, with a Steel grill door segregating cash safe section from locker Section. The walls of the Strong-room have to be 12" RCC reinforced with Steel 'Jala'. **Strong-Room main door with grill door will be provided by the Bank.**
  - Construction of platforms in cement-concrete or brick work 22" wide, 6" high and length as per Architect's drawings for keeping lockers etc. in the Strong-Room area.
  - Flooring in vitrified / porcelain tiles of colour and size specified by Bank's Architect.
  - Separate toilets for ladies and gents with provision of W/C, WHB, urinals and necessary faucets.
  - Construction / alteration of staircase if any as per Architect's drawings and specifications.
  - External finish given to the walls will be red / black granite stone 18mm thick.
  - All entry and exit points will be secured by aluminum frame doors with 12 mm glass, grills, collapsible gates and mechanical shutters.
  - Provision of aluminum frame windows with Glass and MS grills as specified by the Bank's Architect.
  - All brick walls / CC platforms / cc lofts or any other civil work as may be required at the time of execution of Bank's interior work will be at the lessor's cost.
  - Painting of premises before delivery of possession and every 3 years thereafter. Major repairs as and when necessary to be carried out by the lessor's as and when required.
  - Bank will use part of the terrace of the building free of any rental charge for installation of V-SAT antenna and noiseless gen-set, in case of need.
  - Bank's Sign Boards: As long as the premises are occupied by the Bank, lessors or any other Person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-boards.
- D) **I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above.**
- E) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be **Borne by me/us**. Approved plan showing the offered area in red together with related papers/permissions etc are enclosed. List of amenities available are enclosed on separate sheet.
- F) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room, partitions and other furniture put up by you.
- G) If my/our offer is acceptable, I/We will give you possession of the above premises on \_\_\_\_\_.
- H) I/We further confirm that this offer is irrevocable and shall be open for \_\_\_\_\_ days from date hereof, for
- I) Acceptance by you. [minimum validity period 90 days]  
I/We undertake to obtain "No Objection Certificate" for letting out the premises to bank before handing over the possession to bank (Applicable for premises under Residential category).

(Owners / Signature)

(Strike out whichever is not applicable)

**FORM FOR OFFER OF BRANCH PREMISES-  
FINANCIAL / COMMERCIAL BID**

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Ahmedabad.

Dear Sir,

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

In response to your advertisement dated. \_\_\_\_\_ in the dail \_\_\_\_\_, I / We offer to your Bank \_\_\_\_\_  
sq.ft. (Carpet area) for opening of your \_\_\_\_\_ Branch as per the details / terms and conditions given below:

S.No.	Particulars	
1	Rent per sq.ft. of carpet area	
2	Interest free security deposit	
3	Period of Lease	15 years
4	Renewal terms of the lease deed	_____ % increase in rent after _____ years period
5	Lease deed execution and registration charges ( to be borne equally by both parties)	
6	Water tax to be borne by	
7	Corporation/property Tax to be borne by	
8	Amount of tax being paid	
9	GST amount, if applicable to be borne by	
10	Loan if required	
11	Any other tax levied/leviable by Municipal and / or Govt. Authorities to be borne by	
12	Service charges / maintenance charges if any to be borne by (only in case of apartments/societies)	
13	Terms for bearing cost of repairs	
14	Customer area to be provided with emulsion painting with putty as per bank's color choice	Yes / No Once in _____ years

**Place** :  
**Date** :

**Signature/s**  
**Name (s)** :  
**Address:**