

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

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Guwahati Zone,  
1<sup>st</sup> floor Dwarka Centre,  
Soniram Bora Rd, Bora Service,  
Guwahati -781007

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 a) Parking area available – whether covered / uncovered b) Will it be for exclusive use 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