

FORM FOR OFFER FOR BRANCH PREMISES

TECHNICAL BID

To
The Zonal Manager,
Bank of Maharashtra,
Chandigarh Zonal Office
SCO 120-122, 1st Floor,
Above Godrej Interior,
Sector 17 C, Chandigarh

Dear Sir/Madam,

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

In response to your advertisement dated **24.07.2024 in Business Standard in English and in Amar Ujala in Hindi**. We offer to your Bank, my/our premises at _____
admeasuring _____sq. ft. (preferable Carpet area 2000-2500 sq. ft.) for opening of your Zonal Office as per the details / terms and conditions given below:

(Note: premises preferable on ground / first floor with an area of 2000-2500 sq. ft.)

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 - Will Strong Room 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? Parking area, if available – whether covered / uncovered? 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 25 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 Air conditioners 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 _____ 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

Signature/s

Place : _____ Name(s): _____
Date : _____ Address: _____

Enclosures-

- Site plan clearly demarcating premises offered, with area statement on carpet basis
- Plan of the building
- Photographs of the premises
- Permission for commercial use
- Completion/occupancy certificate

TECHNICAL BID		
SR	Particulars	
1	Name & Address of the Owners (Give share of each owner if under joint ownership)	
2	Telephone / Mobile No. and e-mail id	
3	Full address of premises offered on lease	
4	Distance from main road / cross road	
5	Distance from our Existing Branch at (in KM)	
6	Whether there is direct access to the premises: from the main road?	
7	Floor wise area (Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)	
8	Clear height from floor to ceiling	
9	Year of Construction	
10	Whether construction plan is sanctioned by appropriate authority or plan is yet to be sanctioned?	
11	Whether occupancy / Completion Certificate obtained? (Enclose copy)	
12	Whether construction is as per sanctioned plan / new construction is to be made?	
13	Whether the offer is for new / renovated / under construction property	
14	If under construction, time required for completion	
15	Type of the building : (Commercial / Residential - proof to be enclosed)	
16	Whether the premises is approved for Banking as per norms of local municipal body / concerned authority?	
17	Whether parking facility is available? (Please give details) Parking facility is essential	
18	Lease Period - (Bank expects minimum lease period of 15/20 years)	
19	Lease Deed will be executed as per Bank's approved format (To be obtained from Bank) Registration / stamp duty will be shared equally by Bank & owner	
20	_____ % Increase in rent expected after every five years	
21	Notice of Vacation: (Three months by Bank only)	

22	Name of any Bank (Branch) / Administrative Office functioning in the same building or adjacent building	
23	Electricity Connection: (three phase connection) (Electricity connection / power load of 25 KVA to be provided by landlord/s) Actual monthly consumption charges to be paid by bank.	
24	Water Connection / supply - (Water storage arrangement to be provided by landlord. Separate water connection to be provided by Landlord/s. Bank to pay actual consumption charges)	
25	Quality of flooring (Vitrified tiles of Bank's choice / color to be provided by landlord/s for banking area)	
26	Provision of Toilets: (Two toilets - one each for ladies and gents to be provided by the landlord/s)	
27	Strong room – Strong room will be provided / constructed as per Bank's specifications by the owner at his/her own cost	
28	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost	
29	Whether adequate safe drinking water facility is / will be made available?	
30	Premises to be painted as per Bank's color and specification	
31	Rolling shutter and collapsible gate to be provided at the main entrance	
32	Whether sufficient space for power back up / Generator is / will be provided without any extra rent?	
33	Whether ramp for Divyangjan is / will be provided by owner at his / her own cost?	
34	Building / Plot - Hypothecation / Mortgage	

Signature/s

Place : _____ Name (s): _____
Date : _____ Address: _____

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