

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

To
The Zonal Manager,
Bank of Maharashtra,
Zonal Office, Guwahati Zone,
1ST floor, Dwarka Centre, 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