

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

To  
The Zonal Manager,  
Bank of Maharashtra, Zonal Office, Pune City Zone

Dear Sir,

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

In response to your advertisement dtd. \_\_\_\_\_ in the Daily News Paper \_\_\_\_\_, 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 & Carpet Area of the premises offered	
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	Whether parking space is available a) The area available – whether covered / uncovered b) Will it be for exclusive use of Bank	
9	Quality of flooring Simple/Mosaic/Marble/tiles/Any other	
10	Whether the offer is for new/renovated or under construction building	

11	If under construction, time required for completion	
12	The date by which the building can be handed over to the Bank along-with completion / occupation certificate	
13	Description of other Establishments in and around the proposed building	
14	Whether three phase power supply with 35 KVA power load will be made available	
15	Whether adequate / continuous water supply provision is /will be made available	
16	Whether proper wiring to bear the load of Air-conditioners is /will be made available	
17	Whether proper sanitation / drainage system is / will be provided along with two independent w. c./toilet blocks.	
18	Whether sufficient space for power Back-up Generators is / will be provided	
19	Whether 'A' class earthing as per IS specifications is /will be provided	
20	Premises to be painted as per Bank's colour and specification	
21	Rolling shutter and collapsible gate to be provided at the main entrance	
22	Lease period-15 years with 15% increase in rent after every 3 years/ 25% increase in rent after every 5 years	
23	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) :  
Full Address :

Mobile

Enclosures-

1. Site plan clearly demarcating premises offered, with area statement on carpet basis
2. Plan of the building
3. Photographs of the premises