

TECHNICAL BID

The Zonal Manager,
Bank of Maharashtra .
Nagpur Zone

From:
Date:-

Dear Sir,

**Re:-OFFER FOR PREMISES ON LEASE BASIS FOR YOUR
_____ BRANCH**

In response to your advertisement in _____ new paper dated
_____ I/we offer you our premises on lease basis for your
_____ Branchas described here below,

1. Name of the owner of premises : _____

2. Address for correspondence :

3. Telephone Numbers : _____ Office/Resi:
_____ Mobile No. if any:

4. Address of the site offered : _____

5. Carpet area /Size of the premises : Carpet area in sq fts _____

Length: _____ feet
Width: _____ feet
Height: _____ feet

6. Floor : Basement / Ground / First

7. Location of the site/premises : _____

(Please give exact location i.e. on _____
which road, nearby landmark etc. _____

attach separate paper if required) _____

8. Year of construction : _____

9. Area : Carpet area _____ Sq. Ft
Type of construction _____
Whether sanctioned plan is available_ YES /NO

10. Amenities available :

11. Probable date of handing over possession of the premises :

12. Other details (if any) :

Permissions & Requirements:

a)	Are you in a condition to provide space (6x6) on roof for installation of roof top dish antenna? If the offered premises is in a society/complex, then permission from society/competent authority is required. <u>(No additional rent will be paid)</u>	YES/NO
b)	Whether the premise is having necessary electricity supply of 15 KVA with separate THREE PHASE meter?	YES/NO
c)	Is there sufficient parking place available in front of the premises offered? <u>(No additional rent will be paid)</u>	YES/NO

Work to be Completed by Landlord:

1. Strong Room as per specification of bank. (Strong room door & other accessories will be provided by the bank.)
2. Rolling shutter with centre locking facility at entrances.
3. Collapsible gate behind rolling shutters.
4. Double grilling of all openings (windows & ventilators).
5. Construction of 2 Toilet blocks for ladies & Gents.
6. Separate meter for drinking water.
7. Vitrified tiles on flooring.
8. Construction of ATM room. (If applicable)
9. Landlord to paint the premises before delivery of possession and every 3 years.
10. Other civil works if required by the Bank.

Declaration from landlord:

I/We hereby declare that if our premises is taken on lease

- I/We permit Bank to install dish antenna on roof top of the building of the premises offered with no additional rent. I will provide necessary permission from society (if required).
- I/We shall provide necessary electricity/power supply i.e. 15 KVA as required by the Bank with 3 phase meter.
- I/We will permit Bank to make necessary alteration/modifications in the site for installation of ATM, air conditioner, furniture, lighting arrangements etc.
- I/We undertake to complete the abovementioned work at my/our cost and expenses.

Note: The validity period of the offer should be minimum six months and the period of lease agreement should be a minimum of 15 years. Agreement of the offer should be in the name of Bank as per Bank's standard format.

Date: _____

Signature:

Place: _____

Name:

**THIS DOCUMENT IS TO BE INVARIABLY SIGNED ONLY BY
THE ABSOLUTE OWNER OF THE PREMISES**

***Kindly Note:** The Technical & Financial Bids are to be submitted **only in two separate sealed envelopes super-scribed respectively** as '*Technical Bid for _____ Branch*'
and '*Financial Bid for _____ Branch*'

**** OTHERWISE, YOUR APPLICATIONS MAY BE SUMMARILY REJECTED**