



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

Bank of Maharashtra, Zonal Office, Goa, 1<sup>st</sup> Floor, Datta Prasad Building, MG  
Road, Panaji, Goa-403001, Tele:0832-2496-224

## Request For Proposal

FOR

ATM Premises for .....Branch

Bank of Maharashtra, Goa Zone

Name of Tenderer :

Address :

:

:

.....

.....

.....

E-mail:

Mob. No.

Tel. no.

**REQUEST FOR PROPOSAL FOR ATM premises AT**  
**GOA ZONE**

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 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p><b>गोवा अंचल कार्यालय</b> <b>एम जी रोड, पणजी 403001-</b> <b>Goa Zonal Office</b> <b>M. G. Road, Panaji- 403001</b> <b>Tel: 0832-223</b> <b>, E-mail: <a href="mailto:hindi_goa@mahabank.co.in">hindi_goa@mahabank.co.in</a></b></p>	  <p><b>भारत की जनगणना</b> <b>CENSUS OF INDIA</b> <b>2021</b> <b>जनगणना से जन कल्याण</b></p>
<p><b>प्रधान कार्यालय:</b> लोकमंगल, 1501, शिवाजीनगर, पुणे</p>		<p><b>5 -Head Office:</b> Lokmangal, 1501, Shivajinagar, Pune- 5</p>

AX-43/Premises/ATM Premises/2024-25

01.06.2024

**Advertisement Notification**  
**FOR ATM premises AT GOA ZONE**

1. Bank of Maharashtra, GOA ZONE intends to open on/off-site ATM at various branches as per list under Goa Zone. We intend to solicit for this purpose Technical & Financial Bids from the landowners/public at large on or before **15.06.2024 by 04.00 PM having premises of carpet area 80-120 sqft. exclusively on Ground Floor only.** The technical bids will be **opened on 15.06.2024 at 04:30 P.M.** The competent authority at Zonal Office shall visit the offered sites and Financial Bid shall be processed thereafter for the premises deemed found suitable by the bank.
2. Prospective landowner may collect the technical bid / financial bid format of RFP from concerned bank branches of **Bank of Maharashtra or from Premises Deptt. GOA ZONAL OFFICE, 1<sup>st</sup> Floor, Datta Prasad Building, MG Road, Panaji, Goa-403001.** The format can also be downloaded from bank website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) Tender section.

3. Important dates:

<b>Date of Commencement of offer</b>	<b>01.06.2024 10:00 A.M</b>
<b>Last date for submission of RFPs</b>	<b>15.06.2024 up to 04.00 P.M.</b>
<b>Opening of Technical Bid</b>	<b>15.06.2024 at 04:30 P.M</b>
<b>Opening of Financial Bid</b>	<b>After visit of the premises on offer, date shall be declared later</b>

4. No brokers/intermediaries shall be entertained.
5. The premises must be exclusively on Ground Floor only.
6. The property on offer shall be free from any encumbrances, built as per authorized plan and shall have certificate from competent authority for commercial use.
7. All conditions and parameters will be evaluated with reference to the extant premises policy of the Bank.
8. The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

(Anand Dingankar)  
Zonal Manager  
Goa Zone

**List of Branches where ATM Premises are required**

We require the ATM Premises for following branches suitably located on main road in market area or area of prominence with good approach and parking within the near vicinity of existing branch premises exclusively on ground floor.

<b>Sr. No.</b>	<b>code</b>	<b>Branch Name</b>	<b>Location of ATM</b>	<b>Floor Required</b>	<b>Area Required</b>
1	490	BANDORA	Offsite/Onsite	Ground Floor	80-120 sqft
2	1521	PRENEM	Offsite/Onsite	Ground Floor	80-120 sqft

Note: Kindly consider our requirement prior to making an offer.

**FORM FOR OFFER OF BRANCH PREMISES**  
**TECHNICAL PARTICULARS**

To,

**Zonal Manager**  
Bank of Maharashtra  
Goa Zonal Office,  
M G Road,  
**Panaji- 403001**

Dear Sir,

**Offer to let out/Lease my building/premises for the Bank's ATM at/Bank Branch-----**  
**-----**

In response to your Notice / advertisement dated ..... I / we.....

.....(Name/names) offer to your bank  
\_\_\_\_\_ sq. ft. (carpet area) for opening of your Bank's ATM as per the details / terms and conditions given below: -

1. Name of landlord and address for communication with Mobile No./ Telephone numbers	
2. Location and address of the building offered with dimension/measurement, layout plan of premises etc.	
3. Area on Offer in sqft. (Carpet area)	
4. Floor	Ground Floor
5. Whether in commercial area or in residential area	
6. Approval from local authority/ Govt. authority for the commercial use of the premises. Attach certificate. No premises without commercial usage certificate shall be considered.	
7. Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building	

<p>8. Whether parking space is available</p> <p>a) Parking area available,-- whether covered/ uncovered</p> <p>b) Will it be for exclusive use of Bank</p>	
<p>9. Quality of flooring</p> <p>(a) Simple (b) Mosaic c) Marble/tiles d) Any other</p>	
<p>10. If under construction, time required for completion</p>	
<p>11. The date by which the building can be handed over to the Bank along with completion /occupation certificate</p>	
<p>12. The property is bounded as:</p>	<p>East:</p> <p>West:</p> <p>South:</p> <p>North:</p>
<p>13. Whether three phase power supply with required power load will be made available. (Electricity connection/power load of 5 KVA to be provided by landlord in bank's name. Refundable Security Deposit to be paid by the bank and other non-refundable charges to be paid by the landlord. Actual monthly consumption charges to be paid by bank.)</p>	<p>Yes/No</p>
<p>14. Whether proper wiring to bear the load of Air Conditioners is/will be made available</p>	<p>Yes/No</p>
<p>15. Whether proper drainage system is/will be provided.</p>	<p>Yes/No</p>
<p>16. Whether sufficient space for power Back - up Generators is/will be provided</p>	<p>Yes/No</p>
<p>17. Whether 'A' class earthing as per IS specifications is/will be provided</p>	<p>Yes/No</p>
<p>18. Availability of space for positioning roof top antenna and 24X7 access to the area for maintenance</p>	<p>Yes/No</p>
<p>19. Lease period</p>	<p>15/20 years</p>

20. Ramp for ease of Divyangjan entry to premises provided/to be provided by the landlord	Yes/No
21. Lease Deed As per Bank's approved format (To be obtained from Branch Manager) Registration/stamp duty will be shared equally by Bank & owner	Yes/No
22. Bank's Sign Boards: As long as the premises are occupied by the Bank, lessors or any other person or firm will not put up any hoarding on the portion of the Premises meant for Bank's own sign-boards.	Yes/No
23. Major repairs as and when necessary to be carried out by the landlords at his own cost. (Minor repairs shall be taken up by Bank)	Yes/No
24. Adequate security arrangements such as grills, collapsible gate, rolling shutters and aluminum frame glass door etc. to be provided by landlord.	Yes/No
25. Landlord to provide ventilating window with Double grill at suitable height.	Yes/No
26. Income Tax at stipulated rate be deducted from rent if applicable.	Yes/No

**DECLARATION:**

a) I/We, am/are aware that, the rent shall be calculated as per the carpet area (carpet area to be measured

as per Bank's guidelines & specifications) which will be measured in the presence of landlord/s and Bank

Officials after completion of the building in all respects as per the specification/requirement of the Bank.

b) I/We agree to provide the following amenities:

- Flooring Vitrified/porcelain tiles of color and size specified by bank's architect.
- Powder coated Aluminum frame DOOR with glass secured by MS rolling shutter.
- Painting of the premises before delivery of possession & after every 3 years thereafter. Major repairs as & when necessary to be carried out by the lessors as & when required.
- 3-phase electricity connection of minimum 5 KVA. The Bank will pay Security Deposit and charges against proper demand of the concerned authority.
- Separate meters for electricity connections so that Bank can pay the bills for actual consumption to the concerned authority.

- Bank's Sign Boards: As long as the premises are occupied by the Bank, lessors or any other person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-boards.
- Use of terrace: The bank can use part of the terrace free of any rental charges for installation of V-sat antenna & noiseless Gen-set in case of need.

c) **I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above. Copy of the ownership papers is enclosed.**

d) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

e ) You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, room partitions and other furniture put up by you.

f) If my/our offer is acceptable, I/We will give you possession of the above premises within .....days of sanction.

g) I/We further confirm that this offer is irrevocable and shall be open for .....days. (Expected Validity period of 90 days)

Owners/Signatures

Place

Signatures:

Date

Name (s):

Address:

Please enclose:

- (i) Copy of the title deed of the property in the name of offerer landowner.
- (ii) Site plan clearly demarcating premises offered with area statement on carpet basis
- (iii) Approved Plan of the Building
- (iv) Completion/ occupation certificate to use said premises for commercial purpose
- (v) Copy of the Approval from the local authority / Govt. office for the commercial use of premises.
- (vi) KYC Document of landowner viz, Aadhar Card, Pan Card, Electricity Bill etc
- (vii) Property Tax paid bill (latest)
- (viii) Title Search Report.



**FORM FOR OFFER OF BRANCH/ATM PREMISES**

**COMMERCIAL / FINANCIAL PARTICULARS**

**The Zonal Manager**  
Bank of Maharashtra  
Goa Zonal Office,  
M G Road,  
**Panaji- 403001**

Dear Sir,

**Reg: Offer to let out / Lease my building / premises for the Bank's ATM Premises**  
**at..... (address of premises)**

In the event of my proposal/offer dated\_\_\_\_\_ containing technical details to let out/lease my building/ premises to the Bank in response to your Notice / advertisement dated ..... being accepted for consideration, the financial/commercial terms and conditions will be as under:

1	Carpet area offered (in sqft)	
2	a] Rate of Rent per sq. ft. of carpet area	a]
	b] Total monthly rent	b]
3	Period of lease	15 years
4	Renewal terms of the lease deed	.....% increase in rent after 5 years period
5	Cost of lease deed (to be borne equally by both parties)	Yes/No
<b>Please quote rates considering all taxes in present and future to be borne by landlord, and give the details as below with latest payment made receipts.</b>		
6	Property tax to be borne by Landlord <b>Amount of property tax per annum Rs..... Please attach last paid receipt.</b>	
7	Municipal/Panchayat Tax to be borne by Landlord <b>Amount of property tax per annum Rs..... Please attach last paid receipt.</b>	

8	Society Maintenance Tax (if any) Landlord Amt Rs..... per month / per annum to be borne by	
9	Any other Tax Levied/Leviable by Municipal and /or Govt. Authorities to be borne by Landlord	
10	GST amount, if applicable, to be borne by	Landlord/Bank
11	Terms for bearing cost of repairs. Minor repair to be borne by Bank. Major repair to be done by landlord.	Yes/No
12	Painting of the premises as per bank approved colour to be done by landlord every 03 years. If landlord does not paint the premises, bank may get the job done and expense incurred shall be adjusted from monthly rent.	Yes/No
13	Provision of Ramp for ease of access of divyangjan to be provided by landlord	Yes/No
14	Electricity Connection of desired/specified load be provisioned by landlord. Bank shall pay the bill on actual usage.	Yes/No
15	Lease Deed  As per Bank's approved format (To be obtained from Branch Manager) Registration/stamp duty will be shared equally by Bank & owner	Yes/No
16.	Income Tax at stipulated rate be deducted from rent if applicable.	

Place.....

Signatures:

Date .....

Name (s):

Address

Please enclose

1. Last paid receipt of property tax
2. Last paid receipt of municipal tax
3. Last paid receipt of society maintenance (if any)