



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

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Goa Zone  
1<sup>st</sup> Floor, Datta Prasad Building  
MG Road, Panaji, Goa-403001

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 \_\_\_\_\_ (name/names) offer to your Bank,  
My/our premises at \_\_\_\_\_ admeasuring \_\_\_\_\_sq.ft. (**Carpet area**), free from  
any encumbrances/litigation for opening of your Branch as per the details / terms and  
conditions given below:

Sr. No.	Particulars	Offer
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. (copy to be attached along with).	
2(a)	Carpet Area* Generally, the area of the premises is measured in Carpet Area basis, and the rent shall be fixed based on this measurement at the negotiated rate. The area has to be certified by an architect before entering into lease and fixing the rent.	i) Ground Floor: ii) Mezzanine :  Total Carpet Area:
2(b)	The premises is bounded by	East: West: North: South:
3	Whether in commercial area or in residential area	
4	Whether the building is having permission for commercial use (attach certificate ) Premises without commercial use certificate will not be considered.	
5	(a) Year of Construction	



	(b) Clear height (Ceiling height) from ground floor (c) Whether occupancy/completion certificate obtained-yes/no (attach certificate) (d) Whether the construction is as per sanctioned plan? -Yes/No (if no, proposal will not be considered).	
6	Name of any Bank (Branch / Administrative Office functioning in the same building or adjacent building)	If Yes, names of the Bank
7	Strong room – Strong room will be provided / constructed as per Bank's specifications by the owner at his/her own cost. Bank will bear the cost of strong room door.	YES / NO
8	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost	YES / NO
9	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	Landlord to make available three phase power supply with required / 20 KVA power load. The bank shall bear the actual charges for consumption of the electricity.	YES / NO
17	Whether adequate safe drinking water facility is /will be made available. Bank will bear the expense of water bill on actual usage.	YES / NO
18	Whether proper wiring to bear the load of Air conditioners is /will be made available	YES / NO



19	a) Whether proper sanitation / drainage system is / will be provided b) Landlord to provide two independent w.c./toilet blocks each for male and female as per bank's approved layout	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 before delivery of possession and after every three years thereafter.	YES / NO
23	a) Rolling shutter and collapsible gate to be provided at the main entrance b) The windows should be double grilled as per bank's specifications	YES / NO
24	Lease period	15/20 years with _____% increase in rent after every 5 years
25	(a) Lease Deed will be executed as per Bank's approved format. Registration /stamp duty expenses to be shared by Bank & Landlord (b) The payment of lease rent shall start one month after the actual handing over the premises.	50:50
26	Landlord to provide 24X7 access to roof top/balcony for installing V-Sat antenna and without any additional rent	YES / NO
27	Bank's signboard: As long as the premises are occupied by the Bank, lessor or any other person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-board.	
28	All civil works (Permanent nature) to be done by landlord.	

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



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

6. Non-encumbrance certificate
7. Copy of Title deed
8. KYC document of landlord like PAN Card/Adhar Card/Voter ID Card etc.