

**FORM FOR OFFER FOR BRANCH PREMISES**

**TECHNICAL BID**

To  
The Zonal Manager,  
Bank of Maharashtra,  
**ZONAL OFFICE, Ludhiana**  
**1<sup>st</sup> Floor, Jai Kartar Bhawan,**  
**Near Circuit House,**  
**Ferozpur Road, Ludhiana. 141001**

Dear Sir/Madam,

Reg: Offer to let out / Lease my/our building/premises for the bank.

In response to your advertisement dated \_\_\_\_\_ in \_\_\_\_\_. 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	YES / NO

	b) Will it be for exclusive use of Bank	
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 25 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 Air conditioners 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

<b>TECHNICAL BID</b>		
<b>SR</b>	<b>Particulars</b>	
1	Name & Address of the Owners (Give share of each owners if Joint ownership)	
2	Telephone/ Mobile No and and email id	
3	Full Address of premises offered on Lease	
4	Distance from main road / cross road	
5	Distance from our Existing Branch at (in KM)	
6	Whether there is direct access to the premises : from the main road	
7	<b>Floor wise area</b> (Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)	
8	Clear height from floor to ceiling	
9	Year of Construction	
10	Whether construction plan is sanctioned by appropriate authority OR plan is yet to be sanctioned	
11	Whether occupancy/Completion Certificate obtained (Enclose copy)	
12	Whether construction is as per sanctioned plan. OR new construction is to be made.	
13	Whether the offer is for new/renovated or under construction	
14	If under construction, time required for completion	
15	Type of the building : (Commercial/Residential - proof enclosed)	
16	Whether the premises is approved for Banking as per : - norms of local Municipal Body/ concerned authority	
17	Whether Parking Facility Available: (Please give details) Parking facility is essential.	
18	Lease Period-(Bank expects minimum lease period of 15/20 years)	
19	Lease Deed will be executed as per Bank's approved format (To be obtained from Bank) Registration/stamp duty will be shared equally by Bank & owner	
20	_____ % Increase in rent expected after every five years.	
21	Notice of Vacation: (Three months by Bank only)	
22	Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building	
23	Electricity Connection: - (three phase connection) (Electricity connection/power load of 25 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.	

24	Water Connection/supply - (Water storage arrangement to be provided by landlord. Separate water connection to be provided in Bank's name. Bank to pay actual consumption charges and refundable security deposit).	
25	Quality of flooring (Vitrified tiles of Bank's choice / color to be provided by landlord for banking area)	
26	Provision of Toilets:- - (Two toilets- one each for the ladies and gents- to be provided by the landlords)	
27	Strong room – Strong room will be provided / constructed as per Bank's specifications by the owner at his/her own cost.	
28	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost.	
29	Whether adequate safe drinking water facility is /will be made available.	
30	Premises to be painted as per Bank's color and Specification.	
31	Rolling shutter and collapsible gate to be Provided at the main entrance.	
32	Whether sufficient space for power back up/ Generators is / will be provided. Without any extra rent.	
33	Whether ramp for Divyangjan is/will be provided by owner at his/her own cost.	
34	Building/Plot- Hypothecation / Mortgage	

**Place :** **Signature/s**

**Date :** **Name (s) :**  
**Address:**

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