

## TECHNICAL OFFER

To,  
The Zonal Manager  
Bank of Maharashtra, Zonal Office,  
1/14, Administrative Zone,  
Arera Hills, Bhopal-462011

Dear Sir,

Offer to let out/Lease my building/premises for Bank at \_\_\_\_\_

In response to your advertisement dated \_\_\_\_\_ I / we offer to your Bank \_\_\_\_\_ sq. ft. (carpet area) for opening of your \_\_\_\_\_ branch as per the details/terms and conditions given below: -

1. Name of landlord and address for Communication with Telephone numbers	
2. Location and address of the building offered with dimension/measurement, layout plan of Premises etc.	
3. Whether in commercial area or in residential area	
4. Floor	
5. Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building	
6. Strong room: a) Strong room will be provided/Constructed as per Bank's specifications by the owner at his own cost. b) Whether loan required for strong room constructions	
7. Whether parking space is available a) The area available, whether covered/ uncovered b) Will it be for exclusive use of Bank	
8. Quality of flooring	
9 Whether the offer is for new/renovated or under construction building	
10. If under construction, time required for completion	

11. The date by which the building can be handed over to the Bank along with completion /occupation certificate	
12. Description of other Establishments in and around the proposed building	
13. Whether three phase power supply with Minimum 15 KVA Electricity load with required power load will be made available	
14. Whether adequate/continuous water Supply provision is/will be made available.	
15. Whether proper wiring to bear the load of Air Conditioners is/will be made available	
16. Whether proper Sanitation/drainage system is/will be provided along with two independent w.c./toi let blocks	
17. Whether sufficient space for power Back up Generators is/will be provided	
18. Whether 'A' class earthing as per IS specifications is/will be provided	
19. Any other facility to be provided	
20. Lease period 15 years with -----	
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	

Place  
Date  
Address:

Signatures:  
Name (s):

Please enclose:

- (i) Site plan clearly demarcating premises offered with area statement on carpet basis
- (ii) Plan of the Building along with photographs
- (iii) Completion/ occupation certificate to use said premises for commercial purpose

## COMMERCIAL/FINANCIAL OFFER

To,  
The Zonal Manager  
Bank of Maharashtra, Zonal Office,  
1/14, Administrative Zone,  
Arera Hills, Bhopal-462011

Dear Sir,

Offer to let out/Lease my building/premises for the Bank at \_\_\_\_\_

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

a] Rate of Rent per sq. ft. of carpet area	a]
b] Total monthly rent	b]
Period of lease	15 years
Renewal terms of the lease deed	increase in rent after every 5 years period
Cost of lease deed (to be borne equally by both parties)	50 : 50
Water tax to be borne by	
Corporation/ property tax to be borne by	
Service Tax amount, if applicable, to be borne by	
Any other Tax Levied/Leviable by Municipal and/or Govt. Authorities to be borne by	
Service charges/maintenance charges if any to be borne by	
Terms for bearing cost of repairs/white wash/ing/distemping and its periodicity	
Interest free Deposit	

Place:  
Date:  
Address:

Signatures:  
Name (s):