

## FORM FOR OFFER FOR BRANCH PREMISES TECHNICAL BID

To

The Zonal Manager, Bank of Maharashtra, Zonal Office, Goa Zone 1st 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 Bank 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.	Ground Floor 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.	



बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक

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)         7       Strong room -         8       ATM 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.         8       ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost         9       Ramp for Divyangjan is/will be provided by owner at his/her own cost         10       Whether parking space is available and the off provided by owner at his/her own cost         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, time required for completion / occupation, ethiling can be handed over to the Bank along with completion / occupation certificate	
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15 Description of other Establishments in and	
around the proposed building.	
1/ Landlard to make available three shares V/50 / NO	
16 Landlord to make available three phase YES / NO	
power supply with required / 20 KVA power load.	
The bank shall bear the actual charges for	
consumption of the electricity.	
17 Whether adequate safe drinking water YES / NO	
facility is /will be made available. Bank will	
bear the expense of water bill on actual	
usage.	
18 Whether proper wiring to bear the load of Air YES / NO	
conditioners is /will be made available	



19	<ul> <li>a) Whether proper sanitation / drainage system is / will be provided</li> <li>b) Landlord to provide two independent w.c./toilet blocks each for male and female as per bank's approved layout.</li> </ul>	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 with central locking facility and collapsible gate to be provided at the main entrance	YES / NO
	b) The windows should be double grilled as per bank's specifications	YES / NO
24	Lease period	15/20 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
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.	YES / NO
28	All civil works (Permanent nature) to be done by landlord.	YES / NO

#### Place

:

:

#### Signature/s

Date

Name (s) : Address :

# Enclosures-

- 1. Site plan clearly demarcating premises offered, with area statement on carpet basis
- 2. Approved Plan of the building
- 3. Photographs of the premises
- 4. Permission for commercial use
- 5. Completion/occupancy certificate
- 6. Non-encumbrance certificate
- 7. Structural Stability Report clearly indicating whether it can bear the load of strong room
- 8. Copy of Title deed
- 9. KYC document of landlord like PAN Card/Aadhar Card/Voter ID Card etc.