

FORM FOR OFFER FOR BRANCH PREMISES

TECHNICAL BID

To

The Zonal Manager,

Bank of Maharashtra, Zonal Office, Chennai

Dear Sir,

Reg: Offer to let out / Lease my building/premises for the bank at : _____

In response to your advertisement dtd. _____ in the daily _____, I / We offer to your Bank _____ sq.ft. (Carpet area) for opening of your _____ Branch as per the details / terms and conditions given below:

| S.No. | Particulars | |
|-------|--|----------|
| 1 | Name of landlord 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 purpose | |
| 5 | Floor of the premises offered | |
| 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 | Whether parking space is available a) The area available – whether covered / uncovered b) Will it be for exclusive use of Bank | |
| 9 | Quality of flooring (Vitrified tiles of Bank's choice / colour to be provided by landlord for banking area) | |
| 10 | Whether the offer is for new/renovated or under construction building | |

| | | |
|----|--|--|
| 11 | If under construction, time required for completion | |
| 12 | The date by which the building can be handed over to the Bank alongwith completion / occupation certificate | |
| 13 | Description of other Establishments in and around the proposed building | |
| 14 | Whether three phase power supply with 20 KVA power load will be made available | |
| 15 | Whether adequate / continuous water supply provision is /will be made available | |
| 16 | Whether proper wiring to bear the load of Airconditioners is /will be made available | |
| 17 | Whether proper sanitation / drainage system is / will be provided alongwith two independent w.c./toilet blocks. | |
| 18 | Whether sufficient space for power Back up Generators is / will be provided | |
| 19 | Whether 'A' class earthing as per IS specifications is /w ill be provided | |
| 20 | Premises to be painted as per Bank's colour and specification | |
| 21 | Rolling shutter and collapsible gate to be provided at the main entrance | |
| 22 | Lease period 15 years with _____% increase in rent after every _____ years | |
| 23 | Lease Deed as per Bank's approved format . Registration /stamp duty expenses to be shared equally by Bank & 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