

**FORM FOR OFFER OF BRANCH PREMISES**  
**TECHNICAL PARTICULARS**  
**(to be furnished in sealed envelope clearly superscribing "TECHNICAL Bid")**

From:  
Name: -----  
Address: -----  
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-----  
Telephone No. /Mobile No. :

To,

The Zonal Manager  
Bank of Maharashtra  
Goa Zonal Office,  
M G Road,  
Panaji- 403001

Dear Sir,

**Offer to let out/Lease my building/premises for the Bank's Bank Branch-----**

-----In response to your Notice / advertisement dated ..... I /  
We..... (Name/names) offer to your bank .....  
sq. ft. (carpet area) for opening of your Bank's ATM / Bank Branch as per the details / terms  
and conditions given below:

1.Name of landlord/Owner and complete address for communication with Mob./Telephone numbers	
2. Complete Addressee of the premise to be offered by the owner/ land lord for long lease on Ground Floor.	
2. (a) The premises is bounded by	East: West: North: South:
3. Floor wise Area	Carpet area_____sq ft on .....floor  Carpet area_____sq ft on .....floor
4 (a) Year of Construction (b) Clear height of ceiling from ground floor level	



(c)Whether Occupancy/Completion Certificate obtained (d) Whether construction is as per sanctioned plan	
5. Location and address of the building offered with dimension/measurement, layout plan of premises etc. <b>(Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)</b>	
6.Whether in commercial area or in residential area and Floor	
7. Name of any Bank (Branch)/ Administrative Office/ other Govt. Office functioning in the same building or adjacent building or around the premises	
8. Strong room will be provided/Constructed as per RBI/Bank's specifications by the owner. The Bank will bear the cost of strong room door.	
9. Structural Stability Certificate from licensed Architect Engineer registered with appropriate authority	
10. Whether the structure can take / bear the load of Strong Room.	
11. Undertaking from the landlord for Structural Safety of the premises ( to be attached as per annexure-A) <b>Note: No offer shall be accepted without undertaking from landlord and Structural Stability Report from licensed Architect.</b>	Whether Enclosed/not enclosed
12. a). Whether parking space is available b) The area available, whether covered/ uncovered b) Will it be for exclusive use of Bank	
13. Quality of flooring (a) Simple(b) Mosaic c) Marble/tiles (d) Any other or specified	
14. If under construction, time required for completion(enclose the copy of approved plan )	



15. The date by which the premise/ building can be handed over to the Bank along with completion /occupation certificate.	
16. Whether three phase power supply with required power load and separate meter for this purpose will be made available in the name of bank. The bank shall bear the actual Charges for the consumption of the electricity. (Electricity connection/power load of 15 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.)	
17. Whether adequate/continuous water supply provision and storage is/will be made available. The bank shall bear the actual charges for the consumption of the water.	
18. Whether 'A' class earthing as per IS specifications is/will be provided.  Whether proper wiring to bear the load of Air Conditioners etc.is/will be made available	
19. a). Whether proper Sanitation/drainage system is/will be provided.  b). Landlord to provide two independent w.c./toilet blocks (Separate for ladies and gents) as per bank's layout policy once offer is accepted.	
20. Premise Lease period will be 15 years with upto 15% increase (maximum) in rent after every five Years.	
21. Registered Lease Deed :  As per Bank's approved format (To be obtained from Branch Head ) Registration/stamp duty of the lease deed will be shared equally by Bank & owner .	
22. a). Present Panchayat / Municipal Tax etc. amount (Copy of the paid latest property Tax / municipal tax /panchayat tax etc. to be enclosed)  b). Panchayat / Municipal Tax to be borne by  c). Property Tax to be borne by	
23. Income Tax at stipulated rate be deducted from rent if applicable.	



24. Service Tax: Service tax to be borne by the owner / landlord.	
25. The owner/landlord to paint the premises before delivery of possession and paint the premise every three years thereafter as per color scheme approved by the Bank.	
26. Major repairs as and when necessary to be carried out by the landlords at his own cost.	
27. Adequate water supply and separate meter for water and electricity to be provided by landlord. Actual consumption charges to be borne by Bank.	
28. Adequate security arrangements such as grills, collapsible gate, rolling shutters and aluminum frame glass door etc. to be provided by landlord	
29. The landlord/owner should provide the copy of the Occupancy Certificate issued by Competent authority.	
30. Accessible to disabled persons in compliance with Statutory requirement on ground floor for branch/ATM premise. (Disabilities Act)	Yes/No
If Yes, whether Ramp is in place with necessary support side wise for ease of Divyangjana entry.	Yes /No
31. The premises taken on lease must have permission from competent authorities for commercial use/banking services. The Landlord to submit permission/NOC from competent authorities.	
32. Bank's Sign Boards: As long as the premises are occupied by the Bank, lessors or any other person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-boards.	

## **DECLARATION:**

I. I/We, am/are aware that, the rent shall be calculated as per the **carpet area** (carpet area to be measured as per Bank's guidelines & specifications) which will be measured in the presence of landlord/s and Bank Officials after completion of the building in all respects as per the specification/requirement of the Bank.

## **II. I/We agree to provide the following amenities:**

☐ Construction of Strong-room as per RBI's specifications and of the size of 150-300 sq. ft. as determined by the Architect with consultant to the Bank. We will also raise a brick wall within the Strong Room, with a Steel grill door segregating cash section



from locker section. All side walls of the strong room to be 12" RCC reinforced with Steel 'Jala'. **Strong Room Door will be provided by the bank.**

- ☐ Flooring Vitrified/porcelain tiles of Colour and size specified by bank's architect.
- ☐ External façade in granite stone.
- ☐ Separate toilets for ladies and gents with tiling as per specifications of bank and with provision of W/C, WHB/ urinals and necessary faucets.
- ☐ Powder coated Aluminum frame windows with glass secured by MS grills of 20 mm bars and rolling shutter.
- ☐ All entry and exit points of the premises to be secured by wooden door/aluminum glass door, collapsible door and rolling shutter.
- ☐ Major repairs as & when necessary to be carried out by the lessors as & when required.
- ☐ I am ready to construct strong room at my cost as per bank specifications. The Bank will bear the cost of strong room door.
- ☐ I agree to do adequate security arrangements such as grills, collapsible gate, rolling shutters, double grill on window and aluminum frame glass door etc. as per requirement of the bank.
- ☐ Adequate drinking water supply and storage thereof.
- ☐ I agree to paint the premises before delivery of possession/payment of arrears and **every 3 years thereafter as per colour scheme approved by the bank.**
- ☐ 3-phase electricity connection of approximately 15 KVA. The Bank will pay Security Deposit and monthly charges against proper demand of the concerned authority.
- ☐ Separate meters for electricity and water connections, so that Bank can pay the bills for actual consumption to the concerned authority.
- ☐ Any other necessary civil works & providing exclusive stairs in between the two floors.
- ☐ Bank's Sign Boards: As long as the premises are occupied by the Bank, lessors or any other person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-boards.
- ☐ Use of terrace: The bank can use approx. 50 to 100 sq. ft. area part of the terrace free of any rental charges for installation of V-sat antenna, lease line antenna & noiseless Gen-set in case of need.
- ☐ Construction of ATM room and provide rolling shutter for ATM room as per requirement of the bank within the premises proposed to be let out to bank. No extra rent will be charged for the space of ATM room.

**III. I/We declare that I am/we are the absolute owner of the plot/building offered to you and having valid marketable title over the above. Copy of the ownership papers is enclosed.**

IV. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

V. You are at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room partitions and other furniture put up by you.

VI. If my/our offer is acceptable, I/We will give you possession of the above premises within .....days of sanction.

VII. I/We further confirm that this offer is irrevocable and shall be open for .....days. (Expected Validity period of 90 days)

Owners/Signatures

Address:

Contact No. :

Date –

**Please enclose-**

1. Site plan clearly demarcating premises offered with area statement on carpet basis.
2. Plan of the Building along with photographs.
3. Completion/ occupation certificate to use said premises for commercial purpose.
4. 8A/index 2/property card /Title deed / Sale deed of this premises.
5. Approved building plan. It should be sanctioned by SMC/TP/local authorities.
6. Structural Stability Report from licensed Architect Engineer registered with appropriate authority.
7. Undertaking from landlord regarding structural safety of the premises.
8. KYC Documents of landlord like Pan Card, Aadhar Card, Voter Card etc.

