

## FORM FOR OFFER FOR BRANCH PREMISES TECHNICAL PARTICULARS

To,  
Zonal Manager  
Bank of Maharashtra  
THANE ZONE  
B-37,WAGLE INDUSTRIAL ESTATE  
THANE 400604

Dear Sir,

Offer to let out/Lease my building/premises for the 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 as per RBI Specifications class B **Strong room will be provided/Constructed as per Bank's specifications by the owner at his own cost.**

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

- (a) Simple
- (b) Mosaic
- (c) Marble/tiles
- (d) Any other

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 long with completion /occupation certificate

12. Description of other Establishments in and around the proposed building

13. Whether three phase power supply 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 alongwith two independent w.c./toilet 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 15%/20% or 25% increase in rent after every five years.

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

**FORM FOR OFFER OF BRANCH PREMISES COMMERCIAL/FINANCIAL PARTICULARS**

To,  
Zonal Manager  
Bank of Maharashtra  
THANE ZONE  
B-37,WAGLE INDUSTRIAL ESTATE  
THANE 400604

Dear Sir,

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

In the event of my proposal/offer dated \_\_\_\_\_ containing technical details 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: -

Rent per sq. ft. of carpet area

Period of lease 15 years

Renewal terms of the lease deed .

(iii) cost of lease deed (to be borne

equally by both parties)  
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 born by  
Terms for bearing cost of repairs/white washing/distempering and its periodicity