

FORM FOR OFFER FOR BRANCH PREMISES
TECHNICAL PARTICULARS

To,
Zonal Manager
Bank of Maharashtra
Pune East Zone
568 Narayan peth,
Kesariwada, 2nd floor,
Pune- 411030

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 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 along 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	

Place

Signatures:

Date

Name (s):
Address:

Enclosures:

- (i) Site plan clearly demarcating premises offered. with area statement on carpet basis
- (ii) Plan of the Building

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

To,
Zonal Manager
Bank of Maharashtra
Pune East Zone,
568 Narayan Peth,
Kesariwada, 2nd floor,
Pune- 411030

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	
Renewal terms of the lease deed	.
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	

Place

Signatures:

Date

Name (s):

Address: