

OFFER FOR PREMISES ON LEASE/RENTAL BASIS

TECHNICAL BID

From:

Name: -----

Address: -----

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Telephone No. /Mobile No. :

To,

Deputy Zonal Manager,  
Bank of Maharashtra,  
Delhi Zone,  
3rd Floor, 15, NBCC Tower,  
Bhikaji Cama Place, New Delhi-110 066.

Dear Sir,

**Re. OFFER TO GIVE ON LEASE THE PREMISES FOR ATM FOR Dr. Mukerjee Nagar, Delhi .**

**1. ATM for Dr. Mukerjee Nagar, Delhi -110019**

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This has reference to your advertisement in \_\_\_\_\_dt.\_\_\_\_\_  
I/We offer to you on lease basis the premises described herein below for your above said branch.

1. Name & Address of the Owners : \_\_\_\_\_  
(Give share of each owners if Joint ownership) \_\_\_\_\_

Telephone/ Mobile No. \_\_\_\_\_

2. Full Address of premises offered on Lease : -----  
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2(a) The premises is bounded by: In North:.....  
In South:.....  
In East:.....  
In West:.....

3. Distance from main road / cross road :

4. Whether there is direct access to the premises :  
from the main road

5. Floor wise area : Carpet area \_\_\_\_\_sq ft on .....floor  
: Carpet area .....sq ft on.....floor

**(Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)**

6. Clear Height from floor to ceiling :

7. Year of Construction :

8. Whether Occupancy/Completion Certificate obtained:

9. Whether construction is as per sanctioned plan :

10. Type of the building :  
(Commercial  
(proof enclosed)

11. Whether the premises is in conforming area :

12. Whether Parking Facility Available :  
(Please give details)

13. Boundaries :

East :  
West :  
North :  
South :

14 Lease Period :  
(Bank expects minimum lease period of 15 years)

15. Notice of Vacation : Three months by Bank only

16. Electricity Connection :

(Electricity connection/power load of 5 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.)

#### DECLARATION:

a) 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.

b) I/We agree to provide the following amenities :

- ❖ Flooring Vitrified/porcelain tiles of colour and size specified by bank`s architect.
- ❖ Powder coated Aluminum frame windows with glass secured by MS grills of 20 mm bars and rolling shutter.
- ❖ Painting of the premises before delivery of possession & after every 3 years thereafter. Major repairs as & when necessary to be carried out by the lessors as & when required.
- ❖ 3-phase electricity connection of minimum 5 KVA. The Bank will pay Security Deposit and 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.
- ❖ 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 part of the terrace free of any rental charges for installation of V-sat antenna & noiseless Gen-set in case of need.

c) **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.**

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

e ) 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.

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

g) 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. :

**OFFER FOR PREMISES ON LEASE/RENTAL BASIS  
COMMERCIAL BID**

Name: -----

Address: -----

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Telephone No. /Mobile No. : \_\_\_\_\_

Deputy Zonal Manager,  
Bank of Maharashtra,  
Zonal Office,  
3rd Floor, 15, NBCC Tower,  
Bhikaji Cama Place, New Delhi-110 066.

Dear Sir,

**Re.: OFFER TO GIVE ON LEASE THE PREMISES FOR ATM FOR Dr. Mukerjee Nagar, Delhi – 110019 .**

**1. ATM, Dr. Mukerjee Nagar, Delhi -110019**

This has reference to your advertisement in \_\_\_\_\_ dt.\_\_\_\_\_.

The details of Commercial Bid are as under:

1. Name & Address of the Owners : \_\_\_\_\_  
Telephone/ Mobile No. \_\_\_\_\_

2. Full Address of premises offered on Lease: -----  
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**3. Commercial Bid Details: Expected Rent Details**

Floor	Carpet Area of the premises in sq ft	Basic Rent per sq ft of carpet area	Service/Maintenance Charges, if any	Total Rent per month

4. Municipal & Other Taxes (Present & Future) :  
(Please state whether these are to be borne by the Landlord or Bank)

Amount of the present municipal taxes :

5. Service Tax on Rent :  
(Whether to be borne by Landlord or Bank)

6. Period of Lease & Rent Enhancement details :

7. Requirement of Loan & Repayment :

8. Sharing of Cost of Execution of Lease Deed : 50:50 ( To be equally born by both parties)

9. Interest Free Security Deposit :  
(Bank allows security deposit maximum up to 3 months rental)

10. Any other conditions :

I/We further confirm that this offer is valid for .....days from the date of this letter.

**Signature of the Owner/s  
Address & Contact No.**