

**TECHNICAL BID FOR PREMISES OF \_\_\_\_\_ BRANCH**

**TO BE GIVEN BY THE LANDLORD/(s)  
OFFERING PREMISES ON LEASE/OWNERSHIP BASIS**

From:  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Date:

Tel No. / Mobile No. : \_\_\_\_\_

To,  
The Zonal Manager,  
Bank of Maharashtra,  
Mumbai South Zonal Office,  
45/47, Janmangal,  
Samachar Marg  
Mumbai-400001

Dear Sir,

**Re: OFFER TO GIVE ON LEASE/ OWNERSHIP BASIS THE PREMISES FOR ATM FOR  
YOUR \_\_\_\_\_ BRANCH.**

In response to your advertisement in \_\_\_\_\_ dated \_\_\_\_\_, I / We, offer to you on lease/ownership basis the premises described herein below for your \_\_\_\_\_ Branch.

- a) **Full Address of premises** :  
(Offered on Lease/Ownership Basis)
- b) Distance from main road / cross road :
- c) Whether there is direct access to the premises :  
from the main road. Enclose location map.
- d) Floor wise area : Carpet area \_\_\_\_\_ sq.ft. on \_\_\_\_\_ floor  
Plan copy enclosed. Offered area marked in red.
- e) e) Year of construction :
- f) If the building is new, whether occupancy :  
Certificate is obtained.
- g) **If the building is yet to be constructed** :
  - I. Whether the plan of the building is :  
approved (copy enclosed)
  - II. Cost of construction :
  - III. Time required for completing the :  
construction
- h) **If the building is old whether Repairs** :  
**/Renovation is required.**

- j) If so cost of repairs / construction :
- k) Boundaries :
- East :
- West :
- North :
- South :

Note: Rentable floor area includes carpet area of sanitary convenience, kitchen, pantry, canteen, store etc. and internal passage and corridor if any. Refer Bank's definition of rentable floor area.

l) **Lease Period:** [Bank would like to have 15 years lease period.]

- 1) \_\_\_\_\_ years certain from the date of handing over vacant possession [after completion of construction, repairs, renovations, additions, alterations etc.]. with a further period of \_\_\_\_\_ years at your OPTION with \_\_\_\_\_% enhancement in rent for the option period.
- 2) In case I/We, fail to discharge the entire loan [to be granted by the Bank for construction / repairs / renovation / addition of the premises) along with interest within the agreed period of lease, I/We, agree for further extension of lease at the same rental rates, as will be paid at the time of expiry of agreed lease period, till the loan with interest is cleared in full. This is without prejudice to the rights of the Bank to recover such outstandings by enforcement of the security or by other means such as may be deemed necessary by the Bank.
- 3) You are however at liberty to vacate the premises at any time during the pendency of lease by given three month's notice in writing, without paying any compensation for earlier termination.

m) **Taxes / Rates:**

All existing and enhanced Municipal Corporation taxes, rates and cesses will be paid by me/us. The present taxes are Rs. \_\_\_\_\_ p.a.

n) **Maintenance / Repairs:**

- 1) Bank shall bear actual charges for consumption of water. I/We undertake to provide separate meter for this purpose. I/We shall arrange electricity load on a separate meter in Bank's name as required. All expenses for the same except deposit payable to the Electricity Board will be paid by us.
- 2) All repairs including annual / periodical white washing and annual / periodical painting will be got done by me/us at my/our cost. In case the repairs and/or white/colour washing is/are not done by me/us as agreed now, you will be at liberty to carry out such repairs, white/colour washing at our cost and deduct all such expenses from the rent payable to us.
- 3) Rental Deposit:  
You have to give us a sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) being the advance rent deposit for **three months** which will be refunded to you at the time of vacating the premises or you are at liberty to adjust the amount from the last 3 month's rent payable by me/us by you before you vacate (**Applicable only where no loan component is involved**).

o) **Lease Deed / Registration charges:**

I/We undertake to execute regular lease deed, in your favour containing the mutually accepted / sanctioned terms of lease at the time of delivery of possession. I/We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of **50:50** between the Bank and me/us. [i.e. lease

## DECLARATION

- A) I/We, am/are aware that, the rent shall be calculated as per the **carpet area** 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) The concept carpet area for rental purpose was explained to me/us and clearly understood by me/us, according to which the area occupied by toilets, staircase, pillars, and service shafts more than 2 sq. mtrs. in area, balcony, common passage, A/c plant room, walls and other uncovered area, would be excluded for arriving at rental payments: (Strike out whichever is not applicable, particularly for toilets). C) I/We agree to provide the following amenities:
- Construction of Strong-Room as per RBI specifications and size of about 300 sq. ft. We will also raise a brick wall within the Strong-Room, with a Steel grill door segregating cash safe section from locker section. The walls of the Strong-room have to be 12" RCC reinforced with Steel 'Jala'. **Strong Room main door with grill door will be provided by the Bank.**
  - Construction of platforms in cement-concrete or brick work 22" wide, 6" high and length as per Architect's drawings for keeping lockers & safes etc. in the Strong-Room area.
  - Flooring in vitrified / porcelain tiles of colour and size specified by Bank's Architect.
  - Separate toilets for ladies and gents with provision of W/C, WHB, urinals and necessary faucets.
  - Construction / alteration of staircase if any as per Architect's drawings and specifications.
  - External finish given to the walls will be red / black granite stone 18mm thick.
  - All entry and exit points will be secured by aluminium frame doors with 12 mm glass, grills, collapsible gates and mechanical shutters.
  - Provision of aluminium frame windows with glass and MS grills as specified by the Bank's Architect.
  - All brick walls / CC platforms / cc lofts or any other civil work as may be required at the time of execution of Bank's interior work will be at the lessor's cost.
  - Painting of premises before delivery of possession and every 3 years thereafter. Major repairs as and when necessary to be carried out by the lessor's as and when required.
  - Bank will use part of the terrace of the building free of any rental charge for installation of V-SAT antenna and noiseless gen-set, in case of need.
  - 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.
- C) The construction cost is any for construction/modification for on-site ATM lobby will be borne by me.
- D) **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.**
- E) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be **borne by me/us**. Approved plan showing the offered area in red together with related papers/permissions etc are enclosed. List of amenities available are enclosed on separate sheet.
- F) 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.
- G) If my/our offer is acceptable, I/We will give you possession of the above premises on \_\_\_\_\_.
- H) I/We further confirm that this offer is irrevocable and shall be open for 90 days from date hereof, for acceptance by you. [minimum validity period 90 days]
- I) I/We undertake to obtain "No Objection Certificate" for letting out the premises from Society/Municipal Corporation etc. as the case may be to bank before handing over the possession to bank (Applicable for premises under Residential category).

(Owners / Signature)