



**OFFER FOR PREMISES ON LEASE/RENTAL BASIS FOR BRANCH PREMISES**  
**TECHNICAL BID**

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

Date:

**To,**  
**Zonal Manager,**  
**Bank of Maharashtra,**  
**Zonal Office, Plot No.-94,**  
**Gaikwad Building, Murarji Peth,**  
**Pune Road, Solapur - 413002.**

Dear Sir,

**Subject. Offer to let out my premises on lease/ rental basis for the Branch \_\_\_\_\_.**

In response to your advertisement dtd. \_\_\_\_\_ in the daily newspaper \_\_\_\_\_, I / We offer to your Bank, My/our premises at \_\_\_\_\_ admeasuring \_\_\_\_\_sq.ft. (Carpet area) for opening of your Branch as per the details / terms and conditions given below:

1.	Name & Address of the Owners (Give share of each owners if Joint ownership)	
2.	Telephone/ Mobile No and and email id	
3.	Full Address of premises offered on Lease	
4.	The premises is bounded by	In North.... In South.... In East..... In West.....
5.	Distance from main road / cross road	
6.	Distance from our Existing Branch at (in KM)	
7.	Whether there is direct access to the premises : from the main road	
8.	Floor wise area of more than one floor	

	<b>(Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)</b>	Carpet area_____ sq. ft. on Ground floor  Carpet area_____ sq. ft. on Upper Ground floor
9.	Clear Height from floor to ceiling	
10.	Year of Construction	
11.	Whether construction plan is sanctioned by appropriate authority OR plan is yet to be sanctioned	
12.	Whether occupancy/Completion Certificate is obtained (Enclose copy)	
13.	Whether construction is as per sanctioned plan. OR new construction is to be made.	
14.	Whether the offer is for new/renovated OR under construction premises.	
15.	If under construction, time required for completion.	
16.	Type of the building : (Commercial/Residential- (proof enclosed)	
17.	Whether the premises is approved for Banking as per : norms of local Municipal Body/ concerned authority	
18.	Whether Parking Facility Available : (Please give details) Parking facility is essential.	
19.	Lease Period- (Bank expects minimum lease period of 15/20 years)	
20.	Lease Deed will be executed as per Bank's Approved format. Registration /stamp duty expenses <b>to be shared by Bank &amp; Landlord</b>	50:50
21.	_____ %Increase in rent expected after every five years.	
22.	Notice of Vacation: (Three months by Bank only)	Accepted / Not Accepted
23.	Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building.	
24.	Electricity Connection:- (Three phase connection)  (Electricity connection/power load of 7.5 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.)	
25.	Water Connection/supply:-  (Water storage arrangement to be provided by landlord. Separate water connection to be provided in Bank's name. Bank to pay actual consumption charges and refundable security deposit).	
26.	Quality of flooring (Vitrified tiles of Bank's choice / colour to be provided by landlord for banking area)	
27.	Provision of Toilets:-	

	(Two toilets- one each for the ladies and gents- to be provided by the landlords)	
28.	Strong room – Strong room will be provided / constructed as per Bank's specifications by the owner at his/her own cost.	YES / NO
29.	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost.	YES / NO
30.	Whether adequate safe drinking water facility is /will be made available.	YES / NO
31.	Premises to be painted as per Bank's colour and Specification.	YES / NO
32.	Rolling shutter and collapsible gate to be Provided at the main entrance.	YES / NO
33.	Whether sufficient space for power back up/ Generators is / will be provided. Without any extra rent.	YES / NO
34.	Whether ramp for Divyangjan is/will be provided by owner at his/her own cost.	YES / NO
35.	Any other	

## DECLARATION: (OTHER TERMS AND CONDITIONS)

- 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 OR as per Architecture's certificate.

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

- ❖ Construction of Strong-room as per RBI's specifications and of the size of 150-200 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 as per Bank specifications. **Strong Room Door will be provided by the bank.**
- ❖ Flooring Vitrified/porcelain tiles of colour and size specified by bank's architect.
- ❖ External facade 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 three years thereafter as per colour scheme approved by the bank.**
- ❖ 3-phase electricity connection of approximately 7.5 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 providing 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)

Note - Sealed offers should be addressed to Zonal Manager, Bank of Maharashtra, Zonal Office Solapur and super scribed as **"OFFER FOR PREMISES ON LEASE/RENTAL BASIS FOR \_\_\_\_\_ BRANCH (TECHNICAL BID)"** and send as to reach this office on or before 4.00 PM on 28/12/2020.

Owners/Signatures

Address:

Mobile No. :

Date –

**Please enclose following documents-**

1. KYC documents of premises landlord.
2. Photographs of offered premises.
3. Location (Google Map) with land marks.
4. Approved building plan. It should be sanctioned by Municipal Corporation /TP/local authorities.
5. Tax receipt & City Survey extract.
6. Permission for commercial use.
7. Completion / occupation certificate.
8. 7/12/ 8A/index 2/property card /Copy of Title deed of the property/ Copy of Sale deed of the property.
9. Site plan clearly demarcating premises offered with area statement on carpet basis.