

**General Instructions to bidders**

<b>Approx. Carpet Area of Premises required</b>	<b>Location</b>
1280 to 1420 sq.ft	Caranzalem, North Goa in Main Market / Prominent Place (on Main Road)

1. The proposed premises should be exclusively on ground floor with sufficient parking place and good frontage on lease rent basis for opening a bank branch and ATM.
2. The interested parties/ persons should submit their offers on the Bank's prescribed formats of **"Technical Bid" and "Commercial Bid" respectively in two separate sealed envelopes super-scribing "Technical Bid" /"Commercial Bid" respectively upto 03.00 PM on 20.12.2022.**
3. Address of the office where the bids in prescribed format shall be submitted/reach: **Zonal Manager, Bank of Maharashtra, Zonal Office, Goa, 1st Floor, Datta Prasad Building, MG Road, Panaji, Goa-403001.**
4. These formats can be obtained in person from above office/Banda Branch during office hours and also can be downloaded from Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) under sub head "Tender" section along with this tender advertisement.
5. Please note that all the taxes (municipal/gram-panchayat/property tax etc) to be borne by landlord. Bank will pay Signboard license fee, electricity and water charges on actual usage.
6. The Bank reserves the right to cancel/reject any offer without assigning the reason thereof.
7. No brokerage will be paid.
8. Incomplete and delayed proposals will not be considered. Please ensure to attach all related and required documents.
9. For further details contact us at [hindi\\_goa@mahabank.co.in](mailto:hindi_goa@mahabank.co.in) and phone number 9953821324.



**FORM FOR OFFER FOR BRANCH PREMISES  
TECHNICAL BID**

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Goa Zone  
1<sup>st</sup> Floor, Datta Prasad Building  
MG Road, Panaji, Goa-403001

Dear Sir/Madam,

**Reg: Offer to let out / Lease my/our building/premises for the bank's Branch & onsite ATM**  
**at :** \_\_\_\_\_ In response to your advertisement dtd. \_\_\_\_\_ in the daily  
\_\_\_\_\_, I / We \_\_\_\_\_  
(name/names) offer to your Bank, My/our premises at \_\_\_\_\_ admeasuring  
\_\_\_\_\_sq.ft. **Carpet area**, free from any encumbrances/litigation for opening of your Bank  
Branch & ATM as per the details / terms and conditions given below:

Sr. No.	Particulars	Offer
1	Name of landlord(s) and address for communication with Telephone numbers	
2(a)	Full postal address of the premises offered.	
2(b)	Offered premises dimension measurement, approved / proposed layout plan of premises etc. (copy to be attached along with).	
2(c)	Carpet Area* Generally, the area of the premises is measured in Carpet Area basis, and the rent shall be fixed based on this measurement at the negotiated rate. The area has to be certified by an architect before entering into lease and fixing the rent.	Ground Floor carpet area:
2(b)	The premises is bounded by	East: West: North: South:



3	Whether in commercial area or in residential area	
4	Whether the building is having permission for commercial* use (attach certificate )  <b>*Premises without commercial use certificate will not be considered.</b>	
5	(a) Year of Construction	
	(b) Clear height (Ceiling height) from ground floor	
	(c) Frontage and Depth of the offered premises (LXB approx..)	Frontage= Depth=
	(d) Whether occupancy/completion certificate obtained-yes/no (attach certificate)	
	(e) Whether the construction is as per sanctioned plan? –Yes/No (if yes, please attach sanctioned plan. If no, proposal will not be considered).	
6	Name of any Bank (Branch / Administrative Office functioning in the same building or adjacent building)	If Yes, names of the Bank
7	Strong room – Strong room will be constructed by landlord as per RBI/Bank's specifications at his/her own cost. Bank will bear the cost of strong room door and air ventilator.	YES / NO
8	ATM room with separate entrance & rolling shutter with central locking system is to be provided by owner at his/her own cost	YES / NO
9	Ramp for Divyangjan with side railing is/will be provided by owner at his/her own cost	YES / NO
10	Whether parking space is available a) Parking area available – whether covered / uncovered b) Will it be for exclusive use of Bank	YES / NO
11	Quality of flooring (Vitrified tiles of Bank's specification/choice / colour to be provided by landlord for banking area)	
12	Whether the offer is for new/renovated or under construction building	
13	If under construction, time required for completion	
14	The date by which the building can be handed over to the Bank along with completion / occupation certificate	



15	Description of other Establishments in and around the proposed building.	
16	Landlord to make available three phase power supply with required / minimum 20 KVA power load. The bank shall bear the actual charges for consumption of the electricity.	YES / NO
17	Whether adequate safe drinking water facility is /will be made available. Bank will bear the expense of water bill on actual usage.	YES / NO
18	Whether proper wiring to bear the load of Air conditioners is /will be made available	YES / NO
19	a) Whether proper sanitation / drainage system is / will be provided	YES / NO
	b) Landlord to provide two independent w.c./toilet blocks each for male and female complete as per bank's approved layout .	
20	Whether sufficient space for power back up/ Generators is / will be provided	YES / NO
21	Whether 'A' class earthing as per IS specifications is /will be provided	YES / NO
22	Premises to be painted as per Bank's colour and specification before delivery of possession and after every three years thereafter during currency of lease.	YES / NO
23	a) Rolling shutter with central locking facility and collapsible gate to be provided at the main entrance	YES / NO
	b) The windows should be double grided as per bank's specifications	YES / NO
24	Lease period	15 / 20 years .....
25	Lease Deed will be executed as per Bank's approved format. Registration /stamp duty expenses to be shared by Bank & Landlord	On 50:50 basis



26	Landlord to provide 24X7 access to roof top/balcony for installing V-Sat antenna and without any additional rent	YES / NO
27	Bank's signboard: As long as the premises are occupied by the Bank, lessor or any other person or firm will not put up any hoarding on the portion of the premises meant for Bank's own sign-board.	YES / NO
28	All civil works (Permanent nature) to be done by landlord prior to handing over the premises and during the lease period.	YES / NO

**Checklist for enclosures-**

Sl No.	Enclosure/Certificate Details		Please tick (✓)
1.	Copy of Title deed		
2.	Site plan clearly demarcating premises offered, with area statement on carpet basis		
3.	Approved Plan of the building		
4.	Permission for commercial use		
5.	Completion/occupancy certificate		
6.	Non-encumbrance certificate		
7.	Structural Stability Report clearly indicating whether it can bear the load of strong room		
8	KYC document of landlord like PAN Card/Aadhar Card/Voter ID Card etc	PAN Card	
		Aadhar Card	
		Voter ID Card	
9	Photographs of the premises		

**Place :**

**Signature/s**

**Date :**

**Name (s) :**

**Address :**