

**FORM FOR OFFER FOR BRANCH PREMISES**

**TECHNICAL BID**

To

The Zonal Manager,

Bank of Maharashtra, Zonal Office, Chennai

Dear Sir,

Reg: Offer to let out / Lease my building/premises for the bank at : \_\_\_\_\_

In response to your advertisement dtd. \_\_\_\_\_ in the dail \_\_\_\_\_, I / We offer to your Bank \_\_\_\_\_ sq.ft. (Carpet area) for opening of your \_\_\_\_\_ Branch as per the details / terms and conditions given below:

S.No.	Particulars	
1	Name fo landlord and address for communication with Telephone numbers	
2	Location and full postal address of the building offered with dimension measurement, layout plan of premises etc.	
3	Whether in Commercial area or in residential area	
4	Whether the building is having permission for commercial purpose	
5	Floor of the premises offered	
6	Name of any Bank (Branch/Administrative Office functioning in the same building or adjacent building)	
7	Strong room – Strong room will be provided / constructed as per Bank’s specifications by the owner at his/her own cost	YES / NO
8	Whether parking space is available a) The area available – whether covered / uncovered b) Will it be for exclusive us of Bank	
9	Quality of flooring (Vitrified tiles of Bank’s choice / colour to be provided by landlord for banking area)	
10	Whether the offer is for new/renovated or under construction building	

11	If under construction, time required for completion	
12	The date by which the building can be handed over to the Bank alongwith completion / occupation certificate	
13	Description of other Establishments in and around the proposed building	
14	Whether three phase power supply with 20 KVA power load will be made available	
15	Whether adequate / continuous water supply provision is /will be made available	
16	Whether proper wiring to bear the load of Airconditioners is /will be made available	
17	Whether proper sanitation / drainage system is / will be provided alongwith two independent w.c./toilet blocks.	
18	Whether sufficient space for power Back up Generators is / will be provided	
19	Whether 'A' class earthing as per IS specifications is /w ill be provided	
20	Any other facility to be provided	
21	Rolling shutter and collapsible gate to be provided at the main entrance	
22	Lease period  15 years with _____% increase in rent after every _____ years	
23	Lease Deed as per Bank's approved format . Registration /stamp duty expenses to be shared equally by Bank & Landlord	

Place : Signature/s

Date : Name (s) :

Address :

Enclosures-

1. Site plan clearly demarcating premises offered, with area statement on carpet basis
2. Plan of the building
3. Photographs of the premises