

From: _____

Date: _____

To
The Zonal Manager,
Bank of Maharashtra,
Zonal Office,
Chandrapur 442401.

Dear Sir,

Reg: Offer to let out /lease my building /premises for your Branch at _____ .

In response to your advertisement published in newspaper _____ on _____, I
/we wish to apply for letting out my/our premises on rent to you under following terms and
conditions:

(TECHNICAL BID)

Sr No	Particulars	Offer of the landlord
1	Name of the landlord/s	
2	Residential Address with Contact no.	(M): _____
3	Location of the proposed premises(Address)	
4	Total Carpet Area (Rent shall be payable on carpet area only)	_____sq. ft.
5	Floor	_____ floor
6	Approach Road	
7	Type of structure like load bearing walls or RCC frame structure	
8	Year of Construction	
9	Details of Premises i.e.height from Floor to Ceiling .	_____ feets.

10	Nearest Police Station	Distance from the premises
	Major business establishments around the premises	
11	a. Other banks	Distance from the premises
12	b. Markets	Distance from the premises
13	c. Railway Station	Distance from the premises
14	d. Bus Stand	Distance from the premises
	e. Educational Institutions	Distance from the premises
	f. Others	Distance from the premises
15	Parking facility Available / Not available	If Available, details:
16	Electricity Connection	Sanctioned Load _____ KW . Whether Landlord ready to provide load upto 7 KW _____ (Electricity connection upto 20 KW load is to be provided by the landlord in Bank's name. Refundable security deposit shall be borne by the Bank and other non refundable charges shall be paid by the Landlord. Actual monthly consumption charges will be paid by the Bank.)
17	Whether Permission for commercial use obtained from competent Authority	(No Objection Certificate from competent authority to be obtained by the landlord ,if the premises is under Residential Category)
18	Whether the plan of the building is approved by competent Authority	
19	Whether the property is free from encumbrances and is not mortgaged to any other entity	

Other terms and Conditions

(Please Tick)

20	Whether Landlord is ready to provide Separate entry to the bank.	YES	NO
21	Whether Landlord is ready to provide 24 hours water facility	YES	NO
22	Whether Landlord is ready to construct strong room as per Bank's specification. Strong room door shall be provided by the bank.	YES	NO
23	Whether Landlord is ready to provide separate toilets for Ladies and gents.(Toilets will not be included in the carpet area)	YES	NO
24	Whether Landlord is ready to provide Shutter and Collapsible gate at the main door and other exit points.	YES	NO
25	Whether Landlord is ready to provide aluminum frame windows with glass and MS Grills as specified by the bank.	YES	NO
26	Whether Landlord is ready to provide flooring with vitrified tiles /porcelain tiles of colour and size as per Bank's specifications.	YES	NO
27	Whether Landlord is ready to provide space for V-Sat on roof-top free of charge .	YES	NO
28	Whether Landlord is ready to paint the premises before delivery of possession and every three years thereafter as per the Bank's colour scheme .	YES	NO
29	Whether landlord is ready undertake all major repairs as and when necessary.	YES	NO
30	Whether landlord is ready to provide space for putting up bank's signboard. As long as the premises is occupied by the Bank, the landlord or any other person of firm will not put any hoarding on the portion of the premises occupied by the Bank.	YES	NO

Any other conditions:

A copy of Sale Deed, Corporation tax receipt, Approved Plan and permission for commercial use is enclosed.

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 building in all respects as per specification /requirement of the Bank.

B) The concept of 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, service shafts, balcony, common passage, A/C plant room, walls and other uncovered area, would be excluded for arriving at rental payments.

C) I/we declare that I am/we are the absolute owner of the premises offered to you and having valid marketable title over the above.

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) The Bank shall be at the liberty to vacate the premises without assigning any reason, to determine and terminate the lease and to vacate from the premises by giving three calendar months notice to me/us and the I/we will not claim any damages / compensation for the same. I/We shall not terminate or determine the lease on any ground whatsoever except on the ground of non-compliance of any of the covenants by the Bank.

If my/our offer is acceptable to you, I/we shall execute the necessary work and shall give the possession of the said premises within _____ days.

This offer shall be valid for _____ days.

Yours faithfully,

From: _____

Date: _____

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Zonal Office,
Chandrapur 442401.

Dear Sir,

Reg: Offer to let out /lease my building /premises for your Branch at _____..

In response to your advertisement published in newspaper _____ on _____, I /we wish to apply for letting out my/our premises on rent to you under following terms and conditions:

(COMMERCIAL BID)

Sr No	Particulars	Offer of the landlord
1	Name of the landlord/s	
3	Location of the proposed premises(Address)	
4	Carpet Area (Rent shall be payable on carpet area only)	_____ sq. ft.
5	Floor	_____ floor
6	Rate of Rent	Rs. _____ per sq ft of Carpet area.
7	Monthly Rent	Rs. _____ .
8	Lease Period (Minimum 15 years term expected)	_____ Years.
9	Details of % rise in rent after 5 years, if required	_____ % rise in rent after every 5 years
10	Refundable Security deposit , if any (Maximum permissible : 3 month's rent)	Equivalent to _____ month rent . (the same shall be refundable on vacation of the premises)

11	Corporation Taxes (Present & future) to be borne by	LANDLORD / BANK /
12	Service Tax to be borne by	LANDLORD / BANK /
13	Lease Expenses to be borne by	LANDLORD / BANK / 50: 50 basis
14	Loan /Advance requirement, if any	If yes, Amount:_____Purpose :

Any other conditions:

Yours faithfully,

