

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

From:  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Tel No. / Mobile No.: \_\_\_\_\_

Date:

To,  
The Zonal Manager,  
Bank of Maharashtra,  
Indore Zone.

Dear Sir,

**Re : OFFER TO GIVE ON LEASE/ OWNERSHIP BASIS THE PREMISES FOR  
YOUR PROPOSED \_\_\_\_\_ 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) 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 :  
(Strike out whichever is not applicable]

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 outstanding 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 / bank.

The present taxes are — Rs. p.a.

\* Service tax will be paid by me/us / bank

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 30-40 KVA electricity load on a separate meter in Bank's name. 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 expenses are to be shared equally by the Bank & the landlords]

(Strike out whichever is not applicable]

## **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 02 sq.mtr. 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 sft. 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 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 aluminum frame doors with 12 mm glass, grills, collapsible gates and mechanical shutters.

☐ Provision of aluminum 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.

☐ All bricks walls/ RCC for ATM cabin will be constructed by me/ us at our cost.

☐ 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.

**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 \_\_\_\_\_ 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 to bank before handing over the possession to bank (Applicable for premises under Residential category).

(Owners / Signature)  
(Strike out whichever is not applicable]

## **COMMERCIAL BID**

From:  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Tel No. / Mobile No. : \_\_\_\_\_

Date:

To,  
The Zonal Manager,

Bank of Maharashtra,  
Indore Zone

Dear Sir,

**Re: OFFER TO GIVE ON LEASE /OWNERSHIP BASIS THE PREMISES 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.

**1) Full Address of the Premises offered :  
on Lease/Ownership :**

**Commercial Bid Details:**

**Premises on Rental Basis**

- (1) **Carpet area of the premises in sq.ft**
- (2) **Floor**
- (3) **Rate of rent per sq.ft.**
- (4) **Basic Rent**
- (5) **Service charges/Amenity charges if any**
- (6)Rent per month**

**Premises on Ownership Basis**

- (1) **Carpet area of the premises in sq.ft**
- (2) **Floor**
- (3) **Rate per sq.ft.**
- (4) **Total compensation**
- (5) **Stamp duty & registration charges \***

\*Clarify sharing of the same.  
(strike out whichever is not applicable]

With effect from \_\_\_\_\_ i.e. the date of handing over vacant possession after completion of the construction repairs, renovation, additions, payable within 5th working day of the calendar month for which it is due.

For services like A/c, the respective service rent will be payable from the date of service is available.

**2. Loan:**

I / We may be granted a loan of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) that may be sanctioned as per the norms of the Bank. Repayment of loan will be done by adjusting the monthly rent as per the stipulations of the Bank. The estimate of cost of construction / renovation is Rs. \_\_\_\_\_.

Further, I/We undertake to offer the land and building as security for the loan granted for the construction of the building.

**3. Validity of Offer:**

The above offer is valid for \_\_\_\_\_ days from the date of this letter. All other details are given in "Technical Bid".

Yours faithfully,

(Signature of the owners)

(Strike out whichever is not applicable]