

FORM FOR OFFER OF BRANCH PREMISES
TECHNICAL PARTICULARS

To,

Zonal Manager

Bank of Maharashtra
Goa Zonal Office,
M G Road,
Panaji- 403001 GOA

Dear Sir,

Offer to let out/Lease my building/premises for the Bank at _____

In response to your advertisement dated _____ I / We offer to your Bank _____ sq. ft. (carpet area) for opening of your _____ branch as per the details / terms and conditions given below: -

| | |
|---|----------|
| 1.Name of landlord and address for communication with Mob./Telephone numbers | |
| 2. Location and address of the building offered with dimension/measurement, layout plan of premises etc. (Copy of Plan enclosed) | |
| 3.Whether in commercial area or in residential area and Floor | |
| 4 Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building or around the premises | |
| 5.Strong room will be provided/Constructed as per RBI/Bank's specifications by the owner at his own cost. | |
| 6. Whether parking space is available a) The area available, whether covered/ uncovered b) Will it be for exclusive use of Bank | |
| 7. Quality of flooring (a) Simple(b) Mosaic c) Marble/tiles d) Any other or specified by the Bank | |
| 8.If under construction, time required for completion(Copy enclosed of approved plan | |
| 9.The date by which the building can be handed over to the Bank along with completion /occupation certificate | |
| | -----2/- |

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| 10. Description of other Establishments in and around the proposed building | |
| 11. Whether three phase power supply with required power load will be made available | |
| 12. Whether adequate/continuous water supply provision is/will be made available. | |
| 13. Whether proper wiring to bear the load of Air Conditioners is/will be made available | |
| 14. Whether proper Sanitation/drainage system is/will be provided along with two independent w.c./toilet blocks | |
| 15. Whether sufficient space for power Back up Generators is/will be provided | |
| 16. Whether 'A' class earthing as per IS specifications is/will be provided | |
| 17. Any other facility to be provided | |
| 18. Lease period will be 5 years with 15% increase in rent after every five years. | |
| 19. Lease Deed As per Bank's approved format (To be obtained from Branch Manager) Registration/stamp duty will be shared equally by Bank & owner | |

Place:
Date :

Signatures:
Name (s):
Address:
Mobile/ Phone :

Please enclose:

- (i) Site plan clearly demarcating premises offered. with area statement on carpet basis
- (ii) Approved plan of the Building and copy of sanction from Govt. authority for commercial activity in the premises.
- (iii) Completion/ occupation certificate to use said premises for commercial purpose.