

**TECHNICAL BID**

The Zonal Manager,  
Bank of Maharashtra .  
Nagpur Zone

From:  
Date:-

Dear Sir,

**Re:-OFFER FOR PREMISES ON LEASE BASIS FOR YOUR \_\_\_\_\_BRANCH**

In response to your advertisement in \_\_\_\_\_new paper dated \_\_\_\_\_ I/we offer you our premises on lease basis for your \_\_\_\_\_Branchas described here below,

1. Name of the owner of premises : \_\_\_\_\_

2. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Telephone Numbers : Office/Resi: \_\_\_\_\_  
Mobile No. if any: \_\_\_\_\_

4. Address of the site offered : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Carpet area /Size of the premises : Carpet area in sq fts \_\_\_\_\_  
Length: \_\_\_\_\_ feet  
Width: \_\_\_\_\_ feet  
Height: \_\_\_\_\_ feet

6. Floor : Basement / Ground / First

7. Location of the site/premises : \_\_\_\_\_  
(Please give exact location i.e. on \_\_\_\_\_  
which road, nearby landmark etc. \_\_\_\_\_  
attach separate paper if required) \_\_\_\_\_

8. Year of construction : \_\_\_\_\_  
Type of construction \_\_\_\_\_

9. Area : Carpet area \_\_\_\_\_ Sq. Ft  
Whether sanctioned plan is available\_YES /NO

10. Amenities available : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Probable date of handing over possession of the premises : \_\_\_\_\_

12. Other details (if any) : \_\_\_\_\_

**Permissions & Requirements:**

a)	Are you in a condition to provide space <b>(6x6)</b> on roof for installation of roof top dish antenna? If the offered premises is in a society/complex, then permission from society/competent authority is required. ( <u>No additional rent will be paid</u> )	YES/NO
b)	Whether the premise is having necessary electricity supply of <b>15 KVA</b> with separate <b>THREE PHASE</b> meter?	YES/NO
c)	Is there sufficient parking place available in front of the premises offered? ( <u>No additional rent will be paid</u> )	YES/NO

**Work to be Completed by Landlord:**

1. Strong Room as per specification of bank. (Strong room door & other accessories will be provided by the bank.)
2. Rolling shutter with centre locking facility at entrances.
3. Collapsible gate behind rolling shutters.
4. Double grilling of all openings (windows & ventilators).
5. Construction of 2 Toilet blocks for ladies & Gents.
6. Separate meter for drinking water.
7. Vitrified tiles on flooring.
8. Construction of ATM room. (If applicable)
9. Landlord to paint the premises before delivery of possession and every 3 years.
10. Other civil works if required by the Bank.

**Declaration from landlord:**

I/We hereby declare that if our premises is taken on lease

- I/We permit Bank to install dish antenna on roof top of the building of the premises offered with no additional rent. I will provide necessary permission from society (if required).
- I/We shall provide necessary electricity/power supply i.e. 15 KVA as required by the Bank with 3 phase meter.
- I/We will permit Bank to make necessary alteration/modifications in the site for installation of ATM, air conditioner, furniture, lighting arrangements etc.
- I/We undertake to complete the abovementioned work at my/our cost and expenses.

**Note:** The validity period of the offer should be minimum six months and the period of lease agreement should be a minimum of 15 years. Agreement of the offer should be in the name of Bank as per Bank's standard format.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

**THIS DOCUMENT IS TO BE INVARIABLY SIGNED ONLY BY  
THE ABSOLUTE OWNER OF THE PREMISES**

**\* Kindly Note:** The Technical & Financial Bids are to be submitted only in two separate sealed envelopes super-scribed respectively as '*Technical Bid for \_\_\_\_\_ Branch*' and '*Financial Bid for \_\_\_\_\_ Branch*'

**\*\* OTHERWISE, YOUR APPLICATIONS MAY BE SUMMARILY REJECTED**