

## FORM FOR OFFER FOR BRANCH/ATM PREMISES

### TECHNICAL BID

To

The Zonal Manager

Bank of Maharashtra

Ranchi Zonal Office, Ranchi

Dear Sir/Madam

Reg: Offer to let out Lease my/our building premises for the bank at .....

In response to your advertisement dtd..... in the daily..... I/ We offer to your Bank, My/our premises at ..... admeasuring..... sq.ft. (Carpet area) for opening of your Branch/ATM as per the details / terms and conditions given below:

Sr. No.	Particulars	
1	Name of landlords 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 use	
5	Floor and area of the premises offered Sq. ft. (carpet area)	Basement- Ground Floor- Mezzanine Floor- First Floor-
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	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost	YES/NO
9	Whether ramp for Divyangjan is/will be provided by owner at his/her own cost	YES/NO
10	Whether parking space is available a) Parking area available whether covered uncovered b) Will it be for exclusive use of Bank	YES/NO

11	Quality of flooring (Vitrified tiles of Bank's choice / colour to be provided by landlord for banking area)	
12	Whether the offer is for new/renovated or under construction building	
13	If under construction, time required for completion	
14	The date by which the building can be handed over to the Bank along with completion/ occupation certificate	
15	Description of other Establishments in and around the proposed building	
16	Whether three phase power supply with 20 KVA power load will be made available	YES/NO
17	Whether adequate safe drinking water facility is /will be made available	YES/NO
18	Whether proper wiring to bear the load of Air conditioners is /will be made available	YES/NO
19	Whether proper sanitation/drainage system is/ will be provided along with two independent w.c./toilet blocks.	YES/NO
20	Whether sufficient space for power back up/Generators is/will be provided	YES/NO
21	W Whether 'A' class earthing as per IS specifications is /will be provided	YES/NO
22	Premises to be painted as per Bank's colour and specification	YES/NO
23	Rolling shutter and collapsible gate to be provided at the main entrance	YES/NO
24	Lease period	15/20 years with ..... % increase in rent after every 5 years
25	Lease Deed will be executed as per Bank's approved format. Registration /stamp duty expenses to be shared by Bank & Landlord	50:50

**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
4. Permission for commercial use
5. Completion/occupancy certificate