

**FORM FOR OFFER FOR BRANCH PREMISES**

**TECHNICAL BID**

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Name  
Address

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 as per the details / terms and conditions given below:

Sr. No.	Particulars	
1	Name of landlord(s) 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	YES / NO

	/ uncovered b) Will it be for exclusive use of Bank	
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 Airconditioners 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	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

## Undertaking from Landlord

The Zonal Manager,  
Bank of Maharashtra,  
ZONAL OFFICE,  
Jaipur

Date:

Dear Sir,

**I / We hereby declare / undertake that –**

1	The offered building is constructed in ..... (Month & Year of construction). The building is structurally strong and safe. The building is constructed for commercial purpose. Permission for commercial purpose is obtained from local authority & is readily available. We will provide Ramp facility for physically challenged persons at our cost. We are ready to provide strong room constructions as per bank's specifications with two toilets, along with <b>ATM construction</b> & sufficient safe water. Adequate parking space exclusive for bank use.
2	The ownership / title of the proposed offered premises is clear and there is no dispute.
3	We also hereby confirm that no adverse letter has been received from Municipal Authorities stating the condition of premises or fines/ penalty for violations
4	We also confirm that all municipal /Corporation taxes are fully paid & No outstanding dues as on date and the electricity load to the building is as per norms, separate electric meter will be provided for the branch.
5	We further declare / confirm that there is no dispute with regards to ownership of the premises. The premises is without any dispute.
6	We will cooperate & provide all necessary documents/paper for legal search purpose to the bank.
7	We agreed to provide all necessary paper/ documents required for lease deed execution.
8	We do not have any objection for installation of lease line antenna on roof top for bank's use. Society permission if any will be obtain by us.

Yours faithfully,

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

Contact Number – .....

Document enclosed: 1) Building site plan, commercial use permission, Municipal tax paid receipt, Photographs of proposed premises,