



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
एक परिवार एक बैंक

OFFER FOR PREMISES ON LEASE/RENTAL BASIS TECHNICAL BID

From:
Name: -----
Address: -----

Telephone No. /Mobile No. :

To,
Zonal Manager,
Bank of Maharashtra,
Solapur Zonal Office,
Zonal Office, Plot No.-94,
Gaikwad Building, Murarji Peth,
Pune Road, Solapur - 413002.

Dear Sir,

**REG. OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH AT _____ BRANCH
/Zonal Office**

This has reference to your advertisement in _____ dated _____/we offer to you on lease basis the premises described herein below for your branch.

1.	Name & Address of the Owners (Give share of each owners if Joint ownership)	
2.	Telephone/ Mobile No and and email id	
3.	Full Address of premises offered on Lease	
4.	The premises is bounded by	In North.... In South.... In East..... In West.....

5.	Distance from main road / cross road	
6.	Distance from our Existing Branch at (in KM)	
7.	Whether there is direct access to the premises : from the main road	
8.	Floor wise area (Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)	Carpet area_____ Sq. ft. on _____floor Carpet area_____ Sq. ft. on _____floor
9.	Clear Height from floor to ceiling	
10.	Year of Construction	
11.	Whether occupancy/Completion Certificate obtained (Enclose copy)	
12.	Whether construction is as per sanctioned plan.	
13.	Whether the offer is for new/renovated or under construction	
14.	If under construction, time required for completion	
15.	Type of the building : (Commercial/Residential - proof enclosed)	
16.	Whether the premises is approved for Banking as per : norms of local Municipal Body/ concerned authority	

17.	Whether Parking Facility Available : (Please give details) Parking facility is essential.	
18.	Lease Period- (Bank expects minimum lease period of 15 years)	
19.	Increase in rent after every five years	
20.	Lease Deed As per Bank's approved format (To be obtained from Bank) Registration/stamp duty will be shared equally by Bank & owner	
21.	Notice of Vacation: (Three months by Bank only)	
22.	Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building	
23.	Electricity Connection:- (three phase connection) (Electricity connection/power load of 40 KVA to be provided by landlord in bank's name. Refundable Security Deposit to be paid by the bank and other non-refundable charges to be paid by the landlord. Actual monthly consumption charges to be paid by bank.)	
24.	Water Connection/supply:- (Water storage arrangement to be provided by landlord. Separate water connection to be provided in Bank's name. Bank to pay actual consumption charges and refundable security deposit).	
25.	Provision of Toilets:-	

	(Two toilets- one each for the ladies and gents- to be provided by the landlords)	
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DECLARATION: -----

I. I/We, am/are aware that, the rent shall be calculated as per the carpet area (carpet area to be measured as per Bank’s guidelines & specifications) 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.

II. I/We agree to provide the following amenities:

- ❖ Construction of Strong-room as per RBI’s specifications and of the size of 150-200 sq. ft. as determined by the Architect with consultant to the Bank. We will also raise a brick wall within the Strong Room, with a Steel grill door segregating cash section from locker section. The walls of all side of the strong room to be 12" RCC reinforced with Steel 'Jala'. **Strong Room Door will be provided by the bank.**
- ❖ Flooring Vitrified/porcelain tiles of Colour and size specified by bank’s architect.
- ❖ External façade in granite stone.
- ❖ Separate toilets for ladies and gents with tiling as per specifications of bank and with provision of W/C, WHB/ urinals and necessary faucets.
- ❖ Powder coated Aluminum frame windows with glass secured by MS grills of 20 mm bars and rolling shutter.
- ❖ All entry and exit points of the premises to be secured by wooden door/aluminum glass door, collapsible door and rolling shutter.
- ❖ Painting of the premises before delivery of possession & after every 2 years thereafter. Major repairs as & when necessary to be carried out by the lessors as & when required.
- ❖ I am ready to construct strong room at my cost as per bank specifications. The Bank will bear the cost of strong room door.
- ❖ I agree to do adequate security arrangements such as grills, collapsible gate, rolling shutters, double grill on window and aluminum frame glass door etc.
- ❖ Adequate drinking water supply and storage thereof.
- ❖ I agree to paint the premises before delivery of possession/payment of arrears and every 2 years thereafter as per colour scheme approved by the bank.

- ❖ 3-phase electricity connection of approximately 40 KVA. The Bank will pay Security Deposit and monthly charges against proper demand of the concerned authority.
- ❖ Separate meters for electricity and water connections, so that Bank can pay the bills for actual consumption to the concerned authority.
- ❖ Any other necessary civil works & providing exclusive stairs in between the two floors.
- ❖ 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.
- ❖ Use of terrace: The bank can use approx. 100 sq. ft. area part of the terrace free of any rental charges for installation of V-sat antenna & noiseless Gen-set in case of need.
- ❖ Construction of ATM room and provide rolling shutter for ATM room as per requirement of the bank within the premises proposed to be let out to bank. No extra rent will be charged for the space of ATM room.

- III. **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. Copy of the ownership papers is enclosed.**
- IV. The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.
- V. 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.
- VI. If my/our offer is acceptable, I/We will give you possession of the above premises withindays of sanction.
- VII. I/We further confirm that this offer is irrevocable and shall be open fordays. (Expected Validity period of 90 days)

Owners/Signatures

Address:

Contact No. :

Date –

Please enclose-

1. Site plan clearly demarcating premises offered with area statement on carpet basis.
2. Plan of the Building along with photographs.
3. Completion/ occupation certificate to use said premises for commercial purpose.
4. 8A/index 2/property card /Title deed / Sale deed of this premises.
5. Please attached building plan. It should be sanctioned by SMC/TP/local authorities.