

## 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<br>Sq. ft. (carpet area)  | Basement-<br>Ground Floor-<br>Mezzanine Floor-<br>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   | YES / NO   |

|    |  |  |
|----|--|--|
|    | a) Parking area available – whether covered / uncovered<br>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