

**OFFER FOR PREMISES ON LEASE/RENTAL BASIS**

**TECHNICAL BID**

From:

Name: -----

Address: -----

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-----

Telephone No. /Mobile No. :

To,

Deputy Zonal Manager,  
Bank of Maharashtra,  
Delhi Zone,  
3rd Floor, 15, NBCC Tower,  
Bhikaji Cama Place, New Delhi-110 066.

Dear Sir,

**Re. OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH at:-**

**1. Sohna Road Gurgaon**

This has reference to your advertisement in \_\_\_\_\_ dt. \_\_\_\_\_  
I/We offer to you on lease basis the premises described herein below for your above said branch.

1. Name & Address of the Owners : \_\_\_\_\_  
(Give share of each owners if Joint ownership) \_\_\_\_\_

Telephone/ Mobile No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Full Address of premises offered on Lease : -----  
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2(a) The premises is bounded by: In North:.....  
In South:.....  
In East:.....  
In West:.....

3. Distance from main road / cross road :

4. Whether there is direct access to the premises :  
from the main road

5. Floor wise area : Carpet area \_\_\_\_\_sq ft on .....floor  
: Carpet area .....sq ft on.....floor

**(Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)**

6. Clear Height from floor to ceiling :

7. Year of Construction :

8. Whether Occupancy/Completion Certificate obtained:

9. Whether construction is as per sanctioned plan :

10. Type of the building :  
(Commercial  
(proof enclosed)

11. Whether the premises is in conforming area :

12. Whether Parking Facility Available :  
(Please give details)

13. Boundaries :

East :  
West :  
North :  
South :

14 Lease Period :  
(Bank expects minimum lease period of 15 years)

15. Notice of Vacation : Three months by Bank only

16. Electricity Connection :

(Electricity connection/power load of 30-40 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.)

17. Water Connection :

(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).

18. Provision of Toilets :

(Two toilets- one each for the ladies and gents- to be provided by the landlords. The area of toilets will not be included in the measurement of carpet area)

#### DECLARATION:

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a) 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.

b) I/We agree to provide the following amenities :

❖ Construction of Strong-room as per RBI's specifications and of the size of 200-300 sq ft as determined by the Architect of 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 the strong room to be 12" RCC reinforced with Steel 'Jala'. **Strong Room Main Door with grill 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 3 years thereafter. Major repairs as & when necessary to be carried out by the lessors as & when required.
- ❖ Adequate drinking water supply and storage thereof.
- ❖ 3-phase electricity connection of minimum 40 KVA. The Bank will pay Security Deposit and 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 sft 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.

c) **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.**

d) The charges/fees towards scrutinizing the title deeds of the property by the Bank's approved lawyer will be borne by me/us.

e ) 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.

f) If my/our offer is acceptable, I/We will give you possession of the above premises within .....days of sanction.

g) I/We further confirm that this offer is irrevocable and shall be open for .....days. (Expected Validity period of 90 days)

Owners/Signatures

Address:

Contact No. :

**OFFER FOR PREMISES ON LEASE/RENTAL BASIS  
COMMERCIAL BID**

Name: -----

Address: -----

-----

Telephone No. /Mobile No. : \_\_\_\_\_

Deputy Zonal Manager,  
Bank of Maharashtra,  
Zonal Office,  
3rd Floor, 15, NBCC Tower,  
Bhikaji Cama Place, New Delhi-110 066.

Dear Sir,

**Re.: Re. OFFER TO GIVE ON LEASE THE PREMISES FOR YOUR BRANCH at:**

**1. Sohna Road Gurgaon**

This has reference to your advertisement in \_\_\_\_\_ dt. \_\_\_\_\_.

The details of Commercial Bid are as under:

1. Name & Address of the Owners : \_\_\_\_\_  
Telephone/ Mobile No. \_\_\_\_\_

2. Full Address of premises offered on Lease: -----  
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**3. Commercial Bid Details: Expected Rent Details**

Floor	Carpet Area of the premises in sq ft	Basic Rent per sq ft of carpet area	Service/Maintenance Charges, if any	Total Rent per month

4. Municipal & Other Taxes (Present & Future) :  
(Please state whether these are to be borne by the Landlord or Bank)

Amount of the present municipal taxes : \_\_\_\_\_

5. Service Tax on Rent : \_\_\_\_\_  
(Whether to be borne by Landlord or Bank)

6. Period of Lease & Rent Enhancement details :

7. Requirement of Loan & Repayment : \_\_\_\_\_

8. Sharing of Cost of Execution of Lease Deed : 50:50 ( To be equally born by both parties)

9. Interest Free Security Deposit : \_\_\_\_\_  
(Bank allows security deposit maximum up to 3 months rental)

10. Any other conditions : \_\_\_\_\_

I/We further confirm that this offer is valid for .....days from the date of this letter.

**Signature of the Owner/s  
Address & Contact No.**