



**FORM FOR OFFER OF BRANCH PREMISES
TECHNICAL PARTICULARS**

From:

Name: -----

Address: -----

Telephone No. /Mobile No. :

To,

The Zonal Manager
Bank of Maharashtra
Goa Zonal Office,
M G Road,
Panaji- 403001

Dear Sir,

Offer to let out/Lease my building/Premises for the Bank's Bank Branch-----

-----In response to your Notice / advertisement dated I / We.....
.....(Name/names) offer to your bank _____ sq. ft. (carpet area) for
opening of your Bank's ATM / Bank Branch as per the details / terms and conditions given below:

1.Name of landlord/Owner and complete address for communication with Mob./Telephone numbers	
2. Complete Addressee of the Premises to be offered by the owner/ land lord for long lease on Ground Floor.	
2. (a) The Premises is bounded by	East: West: North: South:
3. Floor wise i] Rate of Rent per sq. ft. of carpet area ii] Total monthly rent	i] Carpet area_____sq ft onfloor Carpet area_____sq ft onfloor ii]
3 (a) Year of Construction (b) Clear height of ceiling from ground floor level	



<p>(c) Whether Occupancy/Completion Certificate obtained</p> <p>(d) Whether construction is as per sanctioned plan</p>	
<p>4. Location and address of the building offered with dimension/measurement, layout plan of Premises etc. (Please give dimensions. Plan Copy be enclosed. Offered area be marked in red)</p>	
<p>5. Whether in commercial area or in residential area?</p>	
<p>6. Name of any Bank (Branch)/ Administrative Office/ other Govt. Office functioning in the same building or adjacent building or around the Premises</p>	
<p>7. Strong room will be provided/Constructed as per RBI/Bank's specifications by the owner.</p> <p>The Bank will bear the cost of strong room door.</p>	
<p>8. Whether parking space is available</p> <p>a) The area available, whether covered/ uncovered</p> <p>b) Will it be for exclusive use of Bank</p>	
<p>9. Quality of flooring</p> <p>(a) Simple (b) Mosaic (c) Marble/tiles</p> <p>(d) Any other or specified</p>	
<p>10. If under construction, time required for completion (Copy enclosed of approved plan)</p>	
<p>11. The date by which the Premises/ building can be handed over to the Bank along with completion /occupation certificate.</p>	
<p>12. Whether three phase power supply with required power load and separate meter for this purpose will be made available in the name of bank. The bank shall bear the actual Charges for the consumption of the electricity. (Electricity connection/power load of 15 KVA to be provided by landlord in bank's name. Refundable Security Deposit to be paid by the bank and other non-</p>	



refundable charges to be paid by the landlord. Actual monthly consumption charges to be paid by bank.)	
13. Whether adequate/continuous water supply provision and storage is/will be made available. The bank shall bear the actual charges for the consumption of the water.	
14. Whether 'A' class earthing as per IS specifications is/will be provided Whether proper wiring to bear the load of Air Conditioners etc.is/will be made available	
15. Whether proper Sanitation/drainage system is/will be provided along with two independent w.c./toilet blocks (Separate for ladies and gents)	
16. Premises Lease period will be 15 years with upto 15% increase in rent after every five Years.	
17. Registered Lease Deed : As per Bank's approved format (To be obtained from Branch Head) Registration/stamp duty of the lease deed will be shared equally by Bank & owner .	
18. (a) Present Panchayat / Municipal Tax etc. amount (Copy of the paid latest property Tax / municipal tax /panchayat tax etc.) (b) Panchayat / Municipal Tax to be borne by (c) Property Tax to be borne by	Landlord / Bank Landlord
19. Income Tax at stipulated rate be deducted from rent if applicable.	Yes / No
20. GST to be borne by the owner / landlord.	Landlord / Bank
21.The owner/landlord to paint the Premises before delivery of possession and paint the Premises every three years as per color scheme approved by the Bank.	
22. Major repairs as and when necessary to be carried out by the landlords at his own cost.	
23. Adequate water supply and separate meter for water and electricity to be provided by landlord. Actual consumption charges to be borne by Bank.	



24. Adequate security arrangements such as grills, collapsible gate, rolling shutters and aluminum frame glass door etc. to be provided by landlord	
25. The land lord/owner should provide the copy of the Occupancy Certificate issued by Competent authority.	
26. Accessible to disabled persons in compliance with Statutory requirement on ground floor for branch/ATM Premises? (Disabilities Act)[Ramp should be provided by landlord]	
27. The Premises taken on lease must have permission from competent authorities for commercial use/banking services. The Landlord to submit permission/NOC from competent authorities.	
28. 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.	
29. Providing space for V-Sat antenna on roof top/terrace and 24X7 access to it for maintenance.	

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 150-300 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. All side walls 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.

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. as per requirement of the bank.
- Adequate drinking water supply and storage thereof.
- I agree to paint the Premises before delivery of possession/payment of arrears and **every 3 years thereafter as per colour scheme approved by the bank.**
- 3-phase electricity connection of approximately 15 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. 50 to 100 sq. ft. area part of the terrace free of any rental charges for installation of V-sat antenna, lease line 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 the said Premises for commercial purpose.
4. 8A/index 2/property card /Title deed / Sale deed of this Premises.
5. Approved building plan. It should be sanctioned by MC/TP/local authorities.