

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)	
2.	Address for communication with Mobile number	
3.	Location and full postal address of the building offered with dimension measurement, layout plan of premises etc.	
4.	Whether in commercial area or in residential area	
5.	Whether the building is having permission for commercial use	
6.	Floor and area of the premises offered Sq. ft. (carpet area)	Ground Floor-
7.	Name of any Bank (Branch/Administrative Office functioning in the same building or adjacent building)	
8.	Strong room – Strong room will be provided / constructed as per Bank's specifications by the owner at his/her own cost	YES / NO
9.	ATM room with separate entrance & rolling shutter is to be provided by owner at his/her own cost	YES / NO
10.	Whether ramp for Divyangjan is/will be provided by owner at his/her own cost	YES / NO
11.	Whether parking space is available a) Parking area available – whether covered / uncovered b) Will it be for exclusive use of Bank	YES / NO

12.	Quality of flooring (Vitrified tiles of Bank's choice / colour to be provided by landlord for banking area)	
13.	Whether the offer is for new/renovated or under construction building	
14.	If under construction, time required for completion	
15.	The date by which the building can be handed over to the Bank along with completion / occupation certificate	
16.	Description of other Establishments in and around the proposed building	
17.	Whether three phase power supply with 20 KVA power load will be made available	YES / NO
18.	Whether adequate safe drinking water facility is /will be made available	YES / NO
19.	Whether proper wiring to bear the load of Airconditioners is /will be made available	YES / NO
20.	Whether proper sanitation / drainage system is / will be provided along with two independent w.c./toilet blocks.	YES / NO
21.	Whether sufficient space for power back up/ Generators is / will be provided	YES / NO
22.	Whether 'A' class earthing as per IS specifications is /will be provided	YES / NO
23.	Premises to be painted as per Bank's colour and specification	YES / NO
24.	Rolling shutter and collapsible gate to be provided at the main entrance	YES / NO
25.	Lease period	15/20 years with _____% increase in rent after every 3/5 years
26.	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