

OFFER FOR PREMISES ON LEASE/RENTAL BASIS

TECHNICAL BID

From:

Name: -----

Address: -----

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 EXECUTIVE GUEST HOUSE at:-

1. EXECUTIVE GUEST HOUSE

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 : -----

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 onfloor
: Carpet areasq 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 (Residential / Commercial) :

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 3 years)

15. Notice of Vacation : Three months by Bank only

16. Electricity Connection :

(Electricity connection/power load of 20 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 Servant Quarter :
(one Servant Quarter with one Toilet to be provided by the landlords).

DECLARATION:

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./ or on lump sum basis.

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

- ❖ Flooring Vitrified/porcelain tiles of colour and size specified by bank`s architect.
- ❖ 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 20 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.

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 withindays of sanction.

g) 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. :

**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. EXECUTIVE GUEST HOUSE

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: -----

3. Commercial Bid Details: Expected Rent Details

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

4. Municipal & Other Taxes (Present & Future) :
(To be borne by the Landlord)

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

8. Interest Free Security Deposit : _____
(Bank allows security deposit maximum up to 3 months rental)

9. Any other conditions : _____

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

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