

**FORM FOR OFFER FOR BRANCH PREMISES**

**TECHNICAL BID**

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office,  
No.04, Sivagnanam Road,  
T-nagar, Chennai-600017

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	YES / NO
5	Floor and area of the premises offered Sq. ft. (carpet area)	Basement- Ground Floor- Mezzanine Floor- 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 a) Parking area available – whether covered / uncovered b) Will it be for exclusive use of Bank	YES / NO
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	Commercial area
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 3 / 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