

## TECHNICAL BID

To,  
Assistant General Manager  
Bank of Maharashtra, Regional Office,  
McLeod House, 1<sup>st</sup> floor  
3 N.S.Road  
Kolkata-700001

Dear Sir,

Offer to let out/Lease my building/premises for Bank at \_\_\_\_\_.  
In response to your advertisement dated \_\_\_\_\_. I/ we offer to your  
Bank \_\_\_\_\_ sq.ft. (carpet area) for one of your offices branch as per the  
details/terms and conditions given below: -

Sr No.	Item	Remarks of the landlord
1	a) Name of landlord: b) Address for Communication with Telephone numbers	
2	Location and address of the building offered with dimension/measurement, layout plan of Premises etc.	
3	Whether in commercial area or in residential area	Commercial / Residential
4	Floor( Premises on Ground fl /1 <sup>st</sup> fl /basement)	
5	Whether ready to occupy furnished place about 1500 sq ft.	Yes / NO. Remarks if any
6	Whether parking space is available a) The area available, whether covered/ uncovered b) Will it be for exclusive use of Bank	
7	Quality of flooring	
8	Description of other Establishments in and around the proposed building. (Name of nearby Banks and Institution).	
9	Whether three phase power supply with required power load will be made available	
10	Whether two separate toilets are available for Gents and Ladies.	
12	Whether all the fittings and fixtures are of standard quality including the LAN cables and switches	

14	Mention the minimum and maximum Lease period.	
15	Lease Deed As per Bank's approved format. Registration/stamp duty will be shared equally by Bank & owner	
16	Any other facility to be provided	

Place  
Date  
Address:

Signatures:  
Name (s):

Please enclose:

- (i) Site plan clearly demarcating premises offered with area statement on carpet basis
- (ii) Plan of the Building along with photographs
- (iii) Completion/ occupation certificate to use said premises for commercial purpose
- (iv) Location map (Sketch)

## COMMERCIAL/FINANCIAL BID

To,  
Assistant General Manager  
Bank of Maharashtra, Regional Office,  
McLeod House, 1<sup>st</sup> floor  
3 N.S.Road  
Kolkata-700001

Dear Sir,  
Offer to let out/Lease my building/premises for the Bank  
at \_\_\_\_\_.

In the event of my proposal/offer dated \_\_\_\_\_ containing technical details to let out/lease my building premises to the Bank in response to your advertisement dated \_\_\_\_\_ being accepted for consideration, the financial/ commercial terms and conditions will be as under:-

a] Rate of Rent per sq. ft. of carpet area b] Total monthly rent	a] b]
Period of lease	
Renewal terms of the lease deed	
Cost of registered lease deed (to be borne equally by both parties)	
Water tax to be borne by	
Corporation/ property tax to be borne by	
Service Tax amount, if applicable, to be borne by	
Any other Tax Levied/Levi able by Municipal and/or Govt. Authorities to be borne by	
Service charges/maintenance charges if any to be borne by	
Terms for bearing cost of repairs/white washing/distemping and its periodicity	
Interest free Deposit/Security Deposit	

Place:  
Date:  
Address:

Signatures:  
Name (s):