

## TECHNICAL BID

To,  
Dy. General Manager  
Bank of Maharashtra, Regional Office,  
4-3-379, 2<sup>nd</sup> floor, Bank Street, Koti,  
Hyderabad 500 001

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	Name of landlord and 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	
5	Ready to occupy furnished place ( about 800 to 1000 sq feet. Ten workspaces and one cabin for the in-charge. With all infrastructure like UPS, AC, 24 X 7 security, and power backup, fire alarm system etc;	Yes / NO. Remarks if any:
6	About 20 LAN points will be provided by the land lord along with 9 U rack.	Yes / NO
7	Whether parking space is available a) The area available, whether covered/ uncovered b) Will it be for exclusive use of Bank	
8	Quality of flooring	
9	Description of other Establishments in and around the proposed building	

10	Whether three phase power supply with required power load will be made available	
11	Whether toilets are common or independent for the unit premises being offered.	
12	Whether full power Back up will be provided.	
13	Whether all the fittings and fixtures are of standard quality including the LAN cables and switches.	
15	Mention the minimum and maximum Lease period.	
16	Lease Deed As per Bank's approved format. Registration/stamp duty will be shared equally by Bank & owner	
14	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

**COMMERCIAL/FINANCIAL BID**

To,  
Dy. General Manager  
Bank of Maharashtra, Regional Office,  
4-3-379, 2<sup>nd</sup> floor, Bank Street, Koti,  
Hyderabad 500 001

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	a]
b] Total monthly rent	b]
Period of lease	
Renewal terms of the lease deed	
Cost of 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	

Place:  
Date:  
Address:

Signatures:  
Name (s):