



FORM FOR OFFER FOR BRANCH PREMISES  
**FINANCIAL / COMMERCIAL BID**

To  
The Zonal Manager,  
Bank of Maharashtra,  
Zonal Office, Goa Zone  
1<sup>st</sup> Floor, Datta Prasad Building  
MG Road, Panaji, Goa-403001

Dear Sir,

**Reg: Offer to let out / Lease my building/premises for the bank at \_\_\_\_\_**

In response to your advertisement dtd. \_\_\_\_\_ in the daily \_\_\_\_\_,  
I / We \_\_\_\_\_ (name/names) 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	Quote of the landlord
1	Total Carpet Area on offer (in sqft)	
2	Rent per sq.ft. per month on carpet area (for Basement & mezzanine rate should be 50% of Ground Floor)	Ground Floor: Basement : Mezzanine :
3	Rent per month	
4	Interest free deposit (refundable on vacation of premises)	
5	Renewal terms of the lease	_____% increase in rent after every 5 years period
6	Lease deed execution and registration charges ( to be borne equally by both parties)	50:50
7	Water tax to be borne by	Landlord/Bank
8	Amount of Corporation/Panchayat Tax to be borne by (attach last tax paid receipt)	Rs.....per annum Landlord/Bank
9	Amount of property tax per annum to be borne by (attach last tax paid receipt)	Rs.....per annum Landlord/bank
10	GST amount, if applicable to be borne by	Landlord/Bank
11	Any other tax levied/leviable by Municipal/Panchayat and / or Govt. Authorities to be borne by	Landlord/Bank
12	Service charges / maintenance charges if any to be borne by (only in case of apartments/societies)	Landlord/Bank
13	Terms for bearing cost of repairs (Minor by Bank & Major by Landlord)	Yes/No
14	Customer area to be provided with emulsion painting with putty as per bank's colour choice Once in 3 years. In case landlord doesn't paint, the Bank shall get the premises painted and cost incurred shall be adjusted from rent.	Yes / No

Place :  
Date :

**Signature/s**  
Name (s) :  
Address :