

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 branch and ATM 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 & ATM as per the financial details / terms  
and conditions given below:

**(Please note before giving quote that all Taxes including Property Tax/Grampanchayat Tax/Municipal Tax and other tax levied/leviable by Municipal/Panchayat and / or Govt. Authorities to be borne by landlord.)**

Sr. No.	Particulars	Quote of the landlord
1	Total Carpet Area** on offer (in sqft) **Carpet Area excludes all internal walls and shall be decided by joint measurement prior to fixing actual rent.	Ground Floor: ..... sqft Mezzanine : .....sqft Total Capet Area:
2	Rate per sq.ft. per month on carpet area (for Basement & mezzanine rate should be 50% of Ground Floor)	Ground Floor: Rs. ....psft Mezzanine : Rs.....psft
3	Rent per month* <b>*The rent shall start after 1 month from the date of actual handover the premises to bank or 1 month later to lease deed, whichever is later.</b>	Rs.
4	Interest free deposit (maximum 03 month rent refundable on vacation of premises)	Rs.
5	Lease Renewal terms (max. 9-15% every 05 years)	_____ % increase in rent after every 5 years period
6	Lease deed execution and registration charges ( to be borne equally by both parties)	50:50 sharing basis- YES/NO
7	All Taxes including Property Tax/Grampanchayat Tax/Municipal Tax and other tax levied/leviable by Municipal/Panchayat and / or Govt. Authorities to be borne by landlord and amount of tax per annum. <b>(attach last tax paid receipt)</b>	Accepted/Not Accepted
8	Amount of Society maintenance charge (if any) to be paid by & Amount per month	Landlord/Bank
9	GST amount, if applicable to be borne by	Landlord/Bank
10	Terms for bearing cost of repairs (Minor Repair by Bank & Major Repair by Landlord)	Accepted/Not Accepted
11	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.	Accepted/Not Accepted
12	Water tax (On actual consumption basis) to be borne by	Landlord/Bank
13	Income Tax as applicable shall be deducted from Rent	

Place :  
Date :

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