

**COMMERCIAL BID**

The Zonal Manager,  
Bank of Maharashtra .  
Nagpur Zone

From:  
Date:-

Dear Sir,

**Re:-OFFER FOR PREMISES ON LEASE BASIS FOR YOUR \_\_\_\_\_ BRANCH**

In response to your advertisement in \_\_\_\_\_ new paper dated \_\_\_\_\_ I/we offer you our premises on lease basis as for your \_\_\_\_\_ Branch. described here below,

1. Name of the owner of premises : \_\_\_\_\_
2. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone Numbers : Office/Resi: \_\_\_\_\_  
Mobile No: \_\_\_\_\_
4. Address of the premises offered on lease : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5.A) Total carpet area of premises:- \_\_\_\_\_
- 5.B) Rent expected per month :

**(Note:** No separate rent for installation of dish antenna on the roof top)

6. Municipal Taxes to be borne by : Bank / Landlord
7. Any deposit for the premises } : Yes / No  
without interest }  
If yes, mention the amount : \_\_\_\_\_
8. Increase in rent after 5 years : By \_\_\_\_\_ % lease period \_\_\_\_\_
9. Other terms & conditions (if any) : \_\_\_\_\_  
\_\_\_\_\_

**Declaration:**

- I/We hereby declare that I/We shall bear 50% cost towards execution of lease deed
- I/We will carry out repairs to the premises as and when warranted.
- I/We shall also get the premises painted internally every **three** years at our own cost.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

**THIS DOCUMENT IS TO BE INVARIABLY SIGNED ONLY BY  
THE ABSOLUTE OWNER OF THE PREMISES**

**\* Kindly Note:** The Technical & Financial Bids are to be submitted **only in two separate sealed envelopes super-scribed respectively** as '**Technical Bid for \_\_\_\_\_ Branch**' and '**Financial Bid for \_\_\_\_\_ Branch**'

**\*\* OTHERWISE, YOUR APPLICATIONS MAY BE SUMMARILY REJECTED**