

**FORM FOR OFFER FOR BRANCH PREMISES**  
**TECHNICAL PARTICULARS**

To,  
Asstt. General Manager  
Bank of Maharashtra  
Goa Region  
Dattaprasad Building, M.G.Road  
Panaji- GOA

Dear Sir,

**Offer to let out/Lease my building/premises for the Bank at \_\_\_\_\_**

In response to your advertisement dated \_\_\_\_\_ I/We offer to your Bank \_\_\_\_\_ sq. ft. (carpet area) for opening of your \_\_\_\_\_ branch as per the details/terms and conditions given below: -

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	
4. Floor	
5. Name of any Bank (Branch)/ Administrative Office functioning in the same building or adjacent building	
6. Strong room Strong room will be provided/ Constructed as per Bank's specifications by the owner at his own cost.	
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 (a) Simple  (b) Mosaic  c) Marble/tiles  d) Any other	

9	Whether the offer is for new/renovated or under construction building	
10.	If under construction, time required for completion	
11.	The date by which the building can be handed over to the Bank along with completion /occupation certificate	
12.	Description of other Establishments in and around the proposed building	
13.	Whether three phase power supply with required power load will be made available	
14.	Whether adequate/continuous water supply provision is/will be made available.	
15.	Whether proper wiring to bear the load of Air Conditioners is/will be made available	
16.	Whether proper Sanitation/drainage system is/will be provided alongwith two independent w.c./toilet blocks	
17.	Whether sufficient space for power Back up Generators is/will be provided	
18.	Whether 'A' class earthing as per IS specifications is/will be provided	
19.	Any other facility to be provided	
20.	Lease period 15 years with 25% increase in rent after every five years.	
21.	Lease Deed As per Bank's approved format (To be obtained from Branch Manager) Registration/stamp duty will be shared equally by Bank & owner	

Place

Signatures:

Date

Name (s):

Address:

Please enclose:

- (i) Site plan clearly demarcating premises offered. with area statement on carpet basis
- (ii) Plan of the Building
- (iii) Completion/ occupation certificate to use sad premises for commercial purpose

**FORM FOR OFFER OF BRANCH PREMISES  
COMMERCIAL/FINANCIAL PARTICULARS**

To,  
Asstt. General Manager  
Bank of Maharashtra  
Goa Region  
Dattaprasad Building, M.G.Road,  
Panaji- GOA

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	15 years
Renewal terms of the lease deed	25% increase in rent after 5 years period.for center in Pune City & 15% for center outside Pune City area
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/Leviable by Municipal and/or Govt. Authorities to be borne by	
Service charges/maintenance charges if any to be born by	
Terms for bearing cost of repairs/white washing/distemping and its periodicity	

Place

Signatures:

Date

Name (s):  
Address: