NOTICE INVITING TENDERS FOR LEASING OF OFFICE PREMISES AT:

SASTRINAGAR, PAMMAL, PALLAVARAM, MADIPAKKAM, PERUNGUDI, KANTHANCHAVADI, INDIRANAGAR, PALLIKARANAI, PUZHUDIVAKKAM

AND ATM SPACES AT:

PERUNGUDI, PALAVAKKAM, PALLIKARANAI(MAIN ROAD)

TENDER DOCUMENT FOR LEASING OF PREMISES FROM OWNERS

1. Sastrinagar 2. Pammal 3. Pallavaram 4. Madipakkam

5. Perungudi 6. Kandanchavadi 7. Indira Nagar – Adyar

8. Pallikaranai 9. Puzhuthivakkam.

For ATM space at:

1. Perungudi 2. Palavakkam 3. Pallikaranai.

Name of the owner	
Name of the co-	
owners/partners/Directors (wherever	
applicable) Location and correct postal address of	
the premises offered	
Area offered	
Area offered	
Specify whether the area is	
carpet/plinth/floor area	
Whether all requisite approval /	
sanction are obtained for the	
construction of the premises i.e.,	
there is no violation of any rules,	
guidelines locally or otherwise.	
Whether amenities such as water	
connection, electric connection, wiring	
etc will be provided at owner's cost	
Pont expected	Saft basis /
Rent expected During Certain Period :	Sq ft basis / Rs. Per sq ft
During Certain Feriod .	Carpet / plinth / floor area
	curper / pilitin / noon area
Escalation in rent during Option	%
Period :	
Rent expected	Rs. Per sq ft.
(carpet area means area of the	
premises less toilets, passage,	
walls/columns, staircase, verandah,	
lobby, balcony, kitchen, etc even	
though the same is given for branch	
use)	

All taxes including service tax (
present and future) payable by	
Loan required for the purpose of	
construction/alterations and additions	
(interest as per RBI directive)	
If the loan is not adjusted within the	
lease period whether the owner is	
agreeable for the extension of lease	
period as per bank terms till the	
adjustment of the loan?	
Details of alterations/additions to be	
done in the premises apart from the	
constructions of strong room and	
sanitary blocks etc., at owner's cost	
Estimate for the	
construction/additions and	
alternations including construction of	
strong room	
Owner's contributions towards	
construction/additions and alterations	
Security for the loan (market value of	
the building and land and nature of	
mortgage of the premises offered to	
be specified)	
be specified)	
Repayment schedule (to be from	
rental alone) Loan should be adjusted	
during the certain period of lease	
Rent deposit expected (maximum 3	
months rent only) if loan is sanctioned	
rent deposit will not be sanctioned	
Terms of lease	Cortain period years
Terms or lease	Certain period years From: To:
	From: To:
	Ontion period
	Option period years
	From: To:
Whathar the away has some through	with escalation
Whether the owner has gone through	
the prescribed lease agreement and	
whether he has agreed to execute and	
register the same at his cost	
(normally no change in approved	
lease agreement is permitted)	
Whether the owner had agreed to	
incur the legal expenses, Engineer's	
valuation expenses and insurance	
cover expenses if loan is required	
(normally to be borne by the owner)	

Whether agreeable for the installation of ATM within the premises, VSAT and compressor of split AC at the terrace of the building without any additional payment of rent.	
Whether the owner is agreeable for	
sublease of the premises	
Whether he/she is agreeable for	
maintenance such as repairs painting	
etc (normally owner to agree to the	
above condition)	
How soon the premises will be ready	
for occupation?	
Whether blueprint of sketch with	
necessary layout enclosed	
Offer open up to which date	
(minimum period of 3 months is	
required for perusing the proposal)	

Date:

Place: SIGNATURE OF THE OWNER

NB: In case of approval of this offer, a formal lease deed shall have to be executed incorporating other terms and conditions which may be agreed mutually in the proforma prepared by our advocate. The legal charges and other incidental expenses, i.e., stamp duty, registration fees etc., shall be borne and paid by lessors.