



DRAFT ADVERTISEMENT TO BE PUBLISHED IN BANK'S WEB-SITE

Corporate Office: Estate Department,
254 – 260, Avvai Shanmugam Salai,
Royapettah, Chennai - 600014
Tel: 044 – 2813 4401 / 4498 / 4306
FAX: 044 28134021

Notice Inviting Offers for Leasing of Office Premises

Indian Bank, a Public Sector Bank invites sealed offers for leasing of Office space measuring 3570 Sq. Ft. Carpet area (approx.) in Ground Floor, South Wing of Bank's premises at Wellington Estate Building, 55, Ethiraj Salai, Chennai-600008. The space is suitable for a Call Centre or similar Office set up.

The details of the premises and terms and conditions of offer are furnished below:

The Offer Forms are available in Bank's web-site or can be obtained from the above address during office hours on all working days upto 01.09.2017, 5.00 P.M. .

Interested parties may submit their Sealed Offer to the undersigned in the enclosed format on or before 05.09.2017, 3.00 P.M. Incomplete offers / late offers / offers not in the form specified are liable to be rejected.

Conditional offers will not be accepted.

The Bank reserves the right to accept or reject any or all offers without assigning any reasons whatsoever.

Assistant General Manager (P&E)



DETAILS OF PREMISES	
Owner's Name	Indian Bank
Building Name	Wellington Estate
Address of the proposed premises to be leased out	No.55, Ethiraj Salai, Chennai-600008
Area (carpet) proposed to be let out	Approximately 3570 sq. ft. – Ground Floor, South Wing (subject to joint measurement)
Infrastructure available in the building	U.P.S., A.C.facility, 24 Hrs Generator, 24 Hrs Security, 50 work stations, 3 full height cabins, 1 store room, AMC for AC, Electrical & Building maintenance works.

TERMS AND CONDITIONS	
Specific details of the Space	The space is suitable for a Call Centre or similar office set up. The space can accommodate upto 100 resources working in shifts.
Minimum (Bench Mark) rent expected	Rs.5000/- per seat Plus GST (Minimum 50 seats to be taken) As and when the number of seats increases, the rent will also proportionately increase.
Lease period	3 years
Advance rent	Equivalent to 3 months rent. No interest will be paid on this advance rent.
G.S.T.	By lessee
Property Tax	All present & future taxes during occupancy to be paid by the Bank (Lessor)
Water / Electricity/ Maintenance Charges	Electricity charges to be paid by Lessee based on actual. All other Charges by the Lessor.
Cost of Stamp duty, collectors fees and other registration expenses	Equally by lessor & lessee
Other terms	<ul style="list-style-type: none">➤ The selection of the Highest Bidder will be based on the Total Monthly Rent Quoted (i.e. Rent per Seat X Number of seats Required)➤ The lessor & lessee on either side may surrender/take possession of the leased premises by giving three month notice to the other side.➤ No major structural change to be made in the premises without lessor's permission.➤ The lessee is entitled to use the premises for self use only or sub-letting to its office/branch but sub-letting to third party is not permitted.➤ The Furniture and Fixtures, Air-Conditioners in the premises to be kept in good conditions subject to normal wear and tear.➤ The lease may be renewed after 3 years based on the mutual consent of both the parties on the terms of lease.



OFFER LETTER (IN THE LETTER HEAD)

Indian Bank,
Corporate Office,
Premises, Estate & Expenditure Dept,
No. 254-260, Avvai Shanmugam Salai,
Royapettah, Chennai – 600 014.

Dear Sirs,

SUB: Invitation of offer for leasing of Office space measuring

I/We refer to your advertisement dated in..... regarding offer for leasing of Office space of 3570 Sq. Ft. Carpet area (approx.) in Ground Floor, South Wing of premises at 55, Ethiraj Salai, Chennai-600008. We have examined the details of premises and terms and conditions prepared by you and have satisfied ourselves as to the location of the premises and amenities available.

I/We hereby submit our offer for entering into a lease for occupation of the premises with a rent of Rs..... per Seat per month Plus G.S.T. (as applicable) for a lease period of 3 years.

The Total number of seats required by us is _____ (Minimum 50 seats) and the Monthly Rent payable is Rs._____ (Rent per Seat X Number of seats required) Plus applicable G.S.T.

As and when the number of seats increases, the Rent will also be proportionately increased.

In the event of this offer being accepted, I/We agree to enter into and execute the necessary lease agreement required by you.

I/We agree to keep our offer open for **90 (Ninety) days** from the date of opening of sealed offers for lease.

I/We enclose the completed offer documents duly signed in sealed envelope.

Thanking you

Yours faithfully,

[To be signed by the Authorized Representative of
Applicant who has the Power to do so]

Place:

Date :

Name:

Address:

Seal



STRUCTURE AND ORGANISATION

Sl. No.	Particulars	
1.	Name of the Firm	
2.	Address	
3.	Telephone Nos. Including Mobile	
4.	Fax No.	
5.	e-mail address	
6.	Constitution of the Firm	
7.	Names and Titles of Directors and officers with designation to be concerned with and authorized to act for the organization	

Yours faithfully,

[To be signed by the Authorized Representative of
Applicant who has the Power to do so]

Place:

Date :

Name:

Address:

Seal: