

**NOTICE INVITING TENDERS FOR LEASING OF
OFFICE PREMISES AT:**

**SASTRINAGAR, PAMMAL, PALLAVARAM,
MADIPAKKAM, PERUNGUDI,
KANTHANCHAVADI, INDIRANAGAR,
PALLIKARANAI, PUZHUVIVAKKAM**

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 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	
Rent expected During Certain Period :	Sq ft basis / Rs. Per sq ft Carpet / plinth / floor area
Escalation in rent during Option Period :	%
Rent expected (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)	Rs. Per sq ft.

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.