IFCI LIMITED, IFCI TOWER, 61, NEHRU PLACE, NEW DELHI – 110019.
Telephone No.91-11-41792800; Fax No.91-11-26488471
Web Site: www.ifciltd.com
CIN: L74899DL1993GOI053677

Terms & Conditions for Leasing Office Premises:

IFCI TOWER, 61 NEHRU PLACE NEW DELHI:

<table>
<tr><th>S. No.</th><th>Particulars</th><th>Details</th></tr>
<tr><td>1.</td><td>Area sq. ft. (Super Built-up)</td><td>
<table>
<tr><th>Floor</th><th>Area</th></tr>
<tr><td>3rd (Full Floor)</td><td>14,616 sq. ft.</td></tr>
<tr><td>5th (Half Floor)</td><td>7,308 sq. ft.</td></tr>
<tr><td>7th (Half Floor)</td><td>7,293 sq. ft.</td></tr>
<tr><td>9th (Full Floor)</td><td>14,616 sq. ft.</td></tr>
<tr><td>12th</td><td>2400 sq. ft and above</td></tr>
<tr><td>13th(Full Floor)</td><td>14,616 sq. ft.</td></tr>
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Full floor areas can be leased on half floor basis also.
</td></tr>
<tr><td>2.</td><td>Minimum Rent (including electricity & common area maintenance for normal working hours (9.00 am to 7.00 pm -5 days) per sq. ft. per month (Exclusive of Service Tax).</td><td>i) Rs.215/- per sq. ft. p.m. (for unfurnished.
ii) Rs.225/- per sq. ft. p.m. (for semi-furnished)</td></tr>
<tr><td>3.</td><td>Basis of Rent</td><td>As is where is basis</td></tr>
<tr><td>4.</td><td>What facilities (electricity, AC, Power-back up are included/excluded in rent and who will pay for the same.</td><td>Yes, included for normal working hours 9.00 am to 7.00pm (Monday to Friday)</td></tr>
<tr><td>5.</td><td>Charges for Electricity & Air Conditioning:
a) Before and after normal working hours.

b) Saturday, Sunday and other IFCI holidays.</td><td>Before 9.00 a.m. & after 7.00 p.m. -Monday to Friday:
@ Rs.500/- per hour+ additional 500/- per hour if A/C used.

@ Rs.1500/- per hour+ additional 1500/- per hour, if A.C. used.

The charges for Extra Working Hours are for entire floor. However, for reduced area, the charges will be applicable on half</td></tr>
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		floor area basis i.e. 50% of the above rates.
6.	The Period of renting	9 years (3+3+3)
7.	Incremental	@ 15% on each renewal
8.	Interest Free Security Deposit	6 months' rental
9.	Lock-in-period	3 years. Thereafter 6 months' notice period.
10.	Parking charges per car	@ Rs.5,000/- p.m. per car (on availability)
11.	Brokerage	Nil
12.	Lease registration charges	To be borne by the Lessee

Other Details:

1. Interested parties may give offers either for one or more than one properties.

2. Offers once submitted cannot be changed/altered or withdrawn.

3. Interested parties shall furnish the details in the prescribed format; Annexure-I (Party's Information) and Annexure-II (Undertaking) alongwith requisite documents to the "General Manager (Estates), IFCI Ltd., IFCI Tower, 61, Nehru Place, New Delhi – 110019 so as to reach him on or before 19.01.2017 by 16:00 hours.

4. Parties are required to submit self-attested copies of PAN / TAN Card, Certificate of Incorporation, CIN No., Board resolution approving participation and authorization for representing in the process.

5. IFCI reserves the right to reject any or all the offers without assigning any reasons thereof.

6. Contact Person: In case of any query, you may contact any of the following officials:

   a) Shri Rajesh Kumar Sharma, AGM, (Mobile No.09990725661)
   b) Shri V. Subramanian, GM (Mobile No.09833740261)

7. All corrigenda or extension of dates or change in specifications or any other information will be uploaded for the information of the public on IFCI's Website.

8. IFCI has permitted the interested parties for visiting the aforesaid office premises on 05.01.2017 10.00 a.m. to 4.00 p.m.

9. The intending parties should make their own independent inquiries and satisfy themselves.

10. The prospective tenant should be an established company.

11. IFCI reserves the right to decide not to lease or to lease only a part of the premises or to decide on the floor combinations or to change the date of start of lease or to reject any or all offers, without assigning any reason.

12. IFCI reserve the right to call for any clarification / papers required for scrutiny from anyone.

Usage of Premises:

a) The use of the premises would be for office use only and terms of the same will form a part of the Lease Deed/Agreement to be executed subsequently.

b) The lessee will not be permitted to use the said premises in such a way which in the opinion of IFCI may cause prejudice, nuisance, annoyance or inconvenience to IFCI or for storing hazardous goods or for any purpose not permitted under the laws of land.

c) The LESSEE shall not under any circumstances use the premises for carrying on the business of a bar, restaurant and food outlet or to use the premises as a warehouse, shop or a retail outlet, carrying on the business of a Guest House or a Lodging House or running any commercial training Centre.

ANNEXURE-I

DETAILS OF THE INTERESTED PARTY:

Sr. No	Description	Details (as applicable)
1	**Name of Company**	
2	**Current Office Address**	
3	**Purpose of renting space**	
4	**Any past/current relationship with IFCI**	
5	**Property proposed to be taken on lease** (Please mention detail)	
6	**Contact Details:**	
	(a) Name of the contact person.	
	(b) Telephone no. with STD code	
	(c) Mobile No.	
	(d) Fax No.	
	(e) e-mail id:	
7	PAN No. TAN No. CIN No. (enclose copy each)	
8	Type of the bidder: A) A private business entity, limited company or limited liability partnership or partnership etc. B) Indian Government Company or a Public Sector Undertaking or a Public sector Bank. C) Indian/ State Government Department or Ministry or Body.	

9	Company Registration details: (enclose Certificate of Incorporation):	
10	Activities of the Company.	
11 (a)	Networth of the Company as per last audited accounts. (Annual Report or a certificate from the Statutory Auditor of the company / or Chartered Accountant)	
(b)	Average net profit for last 3 years. (Annual Report or a certificate from the Statutory Auditor of the company / or Chartered Accountant)	
(c)	Whether the Company/Firm is a compliant company under the Companies Act and other applicable Acts. (Declaration to be given by Company Secretary)	
(d)	Names of Directors/ Partners (as the case may be)	
(e)	Has the Company been debarred by any Government / Government agency?	
12.	Power of Attorney as the case may be (to be submitted)	
13.	Any Other information or remarks which the bidder thinks is appropriate to disclose as per the transparency norms may be mentioned here.	

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

ANNEXURE-II

Undertaking

I/We understand that:

1) I am / we are aware that IFCI will not pay any brokerage in the transaction to me or any of my agent or representative.
2) All payments would be made through demand draft/ bankers cheque or RTGS payable to "IFCI Ltd., New Delhi" in connection with the lease.
3) I / We confirm having fully inspected the property and photocopies of available documents
4) I/ We hereby confirm that, all the terms and conditions specified in this offer and / or the Lease Deed to be executed are acceptable to me/us and will form part of the lease agreement.
5) I / We are a bonafide user and require this for my/our own use or for the use of M/s. _____ whom I/ We represent. The authority letter/ Power of Attorney from the company, I/ We represent are submitted.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal