



Repco Home Finance is looking for office space of approximately 20,000 sq ft on rent/purchase in Chennai (within 8 km radius in and around Guindy) with easy accessibility, connectivity with main business centers and adequate reserved parking space. The premise should preferably be located on a main road. The building should have at least BSNL broad band & lease line connectivity and if required, Tower/Tripod/Pole will be fixed at the building (additional rent will not be paid for the same).

Parties who are interested to rent/ sale out their readily available commercial premises are requested to send the details as per the prescribed format which may be downloaded. Applications sent by any other formats will not be accepted.

Applications in a sealed envelope super scribed with “**PREMISE ON OFFER - RENT/ SALE AT CHENNAI** “ may be deposited by hand in the Tender Box at the following address against receipt between 10 am to 5 pm from Monday - Friday) or sent by registered post to:

The General Manager (ADMIN)
Repco Home Finance Limited
Third Floor, Alexander Square, New No: 2,
Sardar Patel Road, Guindy, Chennai - 600 032

Last date for receipt of application is 10th May 2019 Company reserves the right to accept/reject any/all application without assigning any reason. **No brokerage will be paid.**

Very Important:

- It may please be noted that invitation of offer does not entail any commitment on part of the company for taking the premises on rent. Offer of the most suitable premises may be accepted by us and so intimated.
- It is the sole discretion of RHFL to increase/decrease the requirement of space depending on the availability.
- It is in the absolute discretion of the RHFL to accept or reject any offer without assigning any reasons.
- Selection of the premise will be based on the criteria fixed by the management committee of RHFL in this regard.

Format for sending "PREMISES ON OFFER" - RENT/SALE AT CHENNAI

To

The General Manager (ADMIN)
Repc Home Finance Limited
Third Floor, Alexander Square, New No: 2,
Sardar Patel Road, Guindy, Chennai - 600 032

Dear Sir,

The details of the premises which I/We offer on rent or for sale to Repco Home Finance Ltd are as under:

1. Building Address (Full):
2. Floor no:
3. Sq ft (Carpet Area):
4. Total number of Floors in the building:
5. No. of Lifts:
6. Availability of Power backups & Earthing (Yes/No):
7. Reserved 4 wheeler parking (no) & type (covered/semi-covered/open):
8. Reserved 2 wheeler parking (no):
9. Name, Address, Phone No of the Owner:

10. Share of each owner in case of Joint Ownership:
11. Ownership proof :
(Title deeds, tax receipts, legal opinions, EC etc)(to be closed):
12. Age of the building:
13. Layout of floor(plan/design to be enclosed):
14. Specification of Construction:
 - Floor:
 - Roof:
 - Wall:
 - Doors & Windows (grill erected: Yes/No):
15. No. of Toilets with specification (Indian/Western):
16. Furnishing available: Fully Furnished/semi furnished/unfurnished:

17. Availability of Data centre facilities: YES/NO

18. Ensure that the building has at least BSNL broad band Connectivity and lease line connectivity :
can also be installed, if required
19. Electricity Meter/Load details/ Availability of Genset with capacity:
20. 24 hours running water facility available: YES/NO
21. Air Conditioning: Centrally AC/
Cassette AC/Split AC (with capacity details):
22. Expected monthly Rent/ Sale rate per sqft:
23. Expected Advance (if rented):
24. Expected % increase in rent(frequency of increase to be mentioned):
25. Lease Period:
26. Terms of renewal/termination of contract:
27. Requirement of registration & cost sharing thereon:
28. Any other details the owner wants to provide:

I/We agree to execute lease deed/ register as per Company's standard format, bear the cost of execution and registration of lease deed. My/ Our offer will be valid for the next six months from the date of offer.

Signature of the Offeror/s

Place:

Name:

Date:

Address:

Encl:

1. Building Plan
2. Ownership Proof copy
3. At least one photograph from the road outside, 1 of lift,1 of staircase, 1 photo of parking lot, 4 to 5 photos of the interior taken from different angles