



IFCI FINANCIAL SERVICES LTD
Continental Chambers, 3rd Floor
142 M G Road
Nungambakkam
Chennai 600034
Phone : 044 28306600

GENERAL INFORMATION

IFCI Financial Services Limited desires to take office premises on lease for office premises on plug and play mode at **CHENNAI**. Interested owners having an area **approx. measuring 6000 to 8500 sqft**(carpet area) respectively preferably on the First floor or above with adequate parking space (both 2 wheeler and 4 wheeler), respectively may apply in the prescribed Application form. The completed applications are to be sent to the ADMINSTRATION DEPARTMENT, Corporate Office, Chennai at the aforesaid address by **16th December 2024 by 4 PM.**

Tenders shall be in two bid system i.e. **Technical Bid(Cover-A)** and **Financial Bid(Cover-B)**. Cover–A should contain the Application form along with relevant papers. The Cover – B will contain only the Price Bid. Both the covers should be put in another cover super scribing **“OFFER FOR CHENNAI OFFICE”**. From the offers received, Cover-A will be opened first and assessment for Technical eligibility will be done. Price bids (Cover-B) of only those bidders will be opened, who qualify in Technical Bid.

Application received after stipulated time, will not be considered and IFIN will not be responsible for non-receipt or late receipt of any application sent by post/courier service. IFIN reserves the right to accept or reject any or all offer(s) without assigning any reason whatsoever.

The Technical Bids will be opened on **16th December 2024 by 5 PM** at the above office of IFIN by the Internal Committee in presence of the owners / Power of Attorney Holders or their authorized representatives only (in person or through virtual connect).The link for the virtual connect will be shared in the website well before the meeting time.Offer from brokers will not be entertained.

Separate tender documents are to be submitted for each proposal. The Technical bid (Cover-A) should contain the Application form and all the documents offered like certified true copies of documents / credentials like clear title, City Development Authority approved layout plan, NOC from the authorities, Occupation Certificate. The Price Bid (Cover-B) should be in a separate sealed cover superscribed with the heading "**FINANCIAL BID FOR CHENNAI OFFICE**". It should reach the undersigned by **4 p.m. on 16th December 2024**, at the address mentioned above.

The Internal Committee shall screen the Technical Bids received with reference to the parameters given in the advertisement and shortlist the Technical Bids that are prima facie suitable for the IFIN's requirements. The proposed shortlisted premises shall be inspected by the internal Committee and the offers made by the bidders shall be evaluated strictly on the merits.

After evaluating all Technical Bids, the Price Bids containing the cost of the qualified Technical Bid shall be opened by the Internal Committee and authorized representatives on a scheduled date and time which will be intimated to them well in time. 70% weightage will be given for Technical bids and 30% weightage will be given for Financial bids.

IFIN reserves the right to reject any or all of the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderers. No brokerage will be payable.

The prices offered by the owners/power of Attorney holders for the selected premises shall be subject to negotiations.

PREBID QUERY MEETING:

Pre-bid query meeting is scheduled on **9th December 2024 by 4 p.m.** Link for the meeting will be shared in our website i.e. www.ifinltd.in under Tender category well before the meeting time. Bidders those who want to participate can join the meeting to clarify the doubts if any.

GENERAL CONDITIONS / REQUIREMENTS :

The offer should be valid for three months from the date of submission of the offer.

The building should have clear marketable title. The copy of the document along with the other relevant papers and a copy of the latest Revenue Tax paid must be enclosed in the Cover-A, this will be subject to legal vetting.

The copy of the approved plan for the building should be enclosed in Cover-A.

Any modifications as per the requirements of IFIN will be taken up by the landlord/landlady at their own cost.

1. The declaration from the bidder that they are not black-listed by Government of India Central or other PSU / Public Sector Banks / Financial Institutions / Insurance Companies
2. Undertaking that landlord / landlady not convicted under Criminal law by High Court or higher.
3. Undertaking from the bidder that their company / firm has not been referred to NCLT by any creditor (applicable for Non-Individuals)

REQUIREMENTS FOR PLUG & PLAY MODE:

1. **Minimum number of work stations: 60***
 2. **Minimum Number of cabins: 5 (Executive cabins including one for MD) with dining and rest room***
 3. **Board Room: 1***
 4. **Server Room : 1**
 5. **EB Room / UPS room**
 6. **Centralised Air Conditioner**
 7. **Split A/c for cabins (provision atleast)**
 8. **Pantry with seating capacity of 20 to 25 at a time***
 9. **Wash room: Male: 3 Female : 3**
 10. **Car parking – Minimum 3**
 11. **Scooter parking – Minimum 30**
 12. **Power back up 24x7 (Genset)**
 13. **Cupboards for storage**
 14. **Reception area (modified with company logo) Lift**
 15. **Emergency exit**
- *Table and chair as per requirement**

No Objection Certificate :

No objection certificate or necessary approval should be obtained from the local Municipality / Fire Safety Dept. /(Respective region's) Development Authority for leasing and occupying the premises on commercial basis.

Clearance of all Taxes : Clearance Certificate of all statutory obligations should be available for leasing of the premises. The municipality/Corporation taxes, Maintenance charges and all other taxes/charges/levies for the building has to be borne by the landlord/landlady.

Occupation Certificate : The occupation certificate of the premises from the local municipality should be available for leasing of the premises.

Other Terms & Conditions :-

IFIN shall start paying the rent from the date of taking of possession from the landlord/landlady. Joint measurements of the premises will be taken based on carpet area.

Period of Lease :

The initial period of the lease for the premises shall be for 2 years with the agreement for 11 months with an option to renew the lease for further period of 11 months on mutually agreed terms.

Offer to quote the monthly lease rent on per sq.ft. shall be exclusive of applicable taxes. Other outgoings i.e., maintenance charges, society charges, if any to be mentioned separately.

De-Hiring of Premises :

In case of lease of multiple units, IFIN shall be at liberty to surrender / de-hire fully or any part of the premises during the tenure of the lease without payment of any compensation / rent for the unexpired period of the lease for which the Lessor shall not have any objection after serving two months' notice. In case of such partial surrender / de-hire of any portion or any area, the rent will be reduced according to the fresh measurement of the rented areas under occupation of the lessee.

Execution of the Document :

The lease deed as per the Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be shared equally between the landlord/landlady and IFIN

APPLICATIONS RECEIVED AFTER THE DUE DATE WILL NOT BE ENTERTAINED. APPLICATIONS NOT RECEIVED AS PER TERMS AND CONDITIONS OR WITHOUT PROPER ENCLOSURES WILL BE REJECTED.

Note – Please contact K Jayasudha – 044-28306625 for any clarification about the terms of the bid.