

CORPORATE OFFICE ADDRESS: IFCI Financial Services Limited (IFIN) Kamak Towers,4th Floor, Plot No. 12-A (SP) Thiru-Vi-Ka Industrial Estate, Ekkattuthangal, Guindy, Chennai-600032



### GENERAL INFORMATION

IFCI Financial Services Limited (IFIN) desires to take premises on long term lease for office premises in Bangalore. Interested owners having carpet area approx. measuring 400 to 700 sq. ft. respectively preferably on the 1<sup>st</sup> & 4<sup>th</sup> floor with adequate parking space respectively may apply in the prescribed Application form. The completed applications are to be sent to the Administration Department in the address , IFCI Financial Services Limited (IFIN), Kamak Towers, 4th Floor, Plot No. 12-A (SP) Thiru-Vi-Ka Industrial Estate, Ekkattuthangal, Guindy, Chennai- 600032 within 29.06.2026 to 08.07.2026 before 5.30 pm on 08.07.26.

Tenders shall be in Two bid system i.e. Technical & Financial Bid. The Cover -A will contain Technical bid and Cover –B will contain only the Price Bid. Both the covers should be put in separate cover super scribing offer for Bangalore Branch. Only technically qualified bidder, Price bids (Cover-B) will be opened.

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 bid will be opened on 09-07-2026 and Financial Bids will be opened on 10-07-2026 at the aforesaid office address of IFIN by the Internal Committee in presence of the owners / Power of Attorney Holders or their authorized representatives only. Offers from brokers will not be considered.

Separate tender documents are to be submitted for each proposal.

Technical bid should contain the following details and documents copies to be submitted

- a) Application form
- b) Copy of identity proof like PAN / Aadhar of the landlord to be submitted.
- c) Certified true copies of documents / credentials like clear title, (Name of the region) Development Authority approved layout plan,
- d) NOC from the authorities, Occupation Certificate.
- e) Year in which the building was constructed
- f) Letter agreeing by landlord / Landlady for 6 months as rental advances for premises to be submitted.
- g) Letter from landlord / Landlady ensuring that building has not overcome any legal disputes or no pending legal issues to be submitted.
- h) If the building is subletted. Document true copies of subletting
- i) Copy of the last paid taxes like municipality/Corporation taxes, Maintenance charges and all other taxes/charges/levies for the building.
- j) 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. Further Fire NOC of the building / premises is mandatory or as applicable as per local regional rules and the same needs to be attached

It should reach the undersigned within 29.06.2026 to 08.07.2026 before 5.30 pm on 08.07.26, at the aforesaid office address.

The Internal Committee of IFIN shall screen the Bids received with reference to the parameters given in the advertisement and shortlist the Bids that are prima facie suitable for our requirements. The proposed shortlisted premises shall be inspected by IFIN and the offers made by the tenderers shall be evaluated strictly on the merits. Further the evaluation should be done taking into consideration with regard to carpet area as mentioned in the advertisement i.e. it cannot be more than 20% of the carpet area or less than 20% of the carpet area. The bids should be rejected if the criteria is not followed.

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.

#### General Conditions:

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, this will be subject to legal vetting.

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

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

#### 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 have 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.

#### Period of Lease:

The initial period of the lease for the premises shall be 3 (three) years with an option to renew the lease for further period two terms of 3 (three) years each.

Offer to quote the monthly lease rent on per sq. ft. of carpet area shall be inclusive of applicable taxes.

Rent will be enhanced at 15% of the prevailing rent at the time of lease renewal only, once in every 3(three) years. The above lease period will be subject to the requirement of branch

Rental Advance:

Landlord / Landlady agreeing for 6 months as rental advances for premises will be included in the Lease agreement.

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 three month 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:

Once the building is completed by the landlord/landlady in all respects including obtaining the necessary clearances from the local authorities, 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 08.07.2026, AFTER 5.30PM WILL NOT BE CONSIDERED.