

THE STATE TRADING CORPORATION OF INDIA LTD
(A GOVT. OF INDIA ENTERPRISE)

OFFICE SPACE

SPACE AVAILABLE

5158.75 Sq Ft. Office space of First Floor is available on lease rent basis at “ **STC TRADE CENTRE**” A 29, Thiru Vi Ka Industrial Estate, Guindy, Chennai 32, in an A-class modern 3 storey building constructed by CPWD conforming to National Building Code in all respects.

FACILITIES

First Floor is attached with Separate Rest Rooms for Gents & Ladies. Ducting for Data, Communication and power lines, Centralized Air condition, False Ceiling Automated water sprinklers for Fire Fighting and 100% power back up.

Two wheeler parking is available in the Basement and covered car parking for 2- 3 cars and open Car parking space is also available in ground floor.

Two (2) lifts of 13 persons capacity in the entrance and 1 lift in the rear entrance with 8 persons capacity.

LOCATION : Nearer to Guindy railway Station and Guindy Bus Depot. 6.5 kilometres (approx) from Chennai Airport.

EMD amount of Rs.5,000/- (Rupees Five Thousand only) payable by way of DD drawn in favour of **The State Trading Corporation of India Ltd., Chennai** should be submitted along with the quotation or the said amount may be remitted to STC's A/c. as below:-

Beneficiary	::	The State Trading Corporation of India Ltd.,
A/c. No.	::	200999528664
Bank	::	INDUSIND BANK
IFSC	::	INDB0000007

Interested parties / Organisations may apply in the Tender form which is available in Annxure – I or the same may be collected from the Office Address as above. The quote should be addressed to “ The Branch Manager”, The State Trading Corporation of India Ltd., “ STC TRADE CENTRE “, 2nd Floor , A29, Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600 032, so as to reach us on or before 25.09.2017. The selected party has to sign a leave and license agreement as per our terms and conditions.

THE SITE CAN BE VISITED ON WEEKDAYS I.E. MONDAY TO FRIDAY BETWEEN 1100 AM TO 0400 PM.

RENTING OUT OFFICE SPACE

QUOTATION (On letter head)

1. NAME OF TENDERER :
2. ADDRESS :

3. TYPE OF ORGANISATION : SOLE PROPRIETORSHIP/LIMITED COMPANY
PUBLIC LTD. COMPANY/PUBLIC SECTOR
UNDERTAKING/GOVT.
4. CONTACT DETAILS OF AUTHORISED PERSON : CONTACT PERSON

: TELEPHONE NO.

: MOBILE NO.:

: FAX NO.:

: E MAIL ID :

5. LICENSE FEE (RENT) : Rs. PER SQ.FT. PER MONTH EXCLUDING
SERVICE TAX.

I/We, agree to all the terms and conditions MENTIONED IN Annexure - A

SIGNATURE OF TENDERER WITH COMPANY
SEAL

PLACE ::

DATE ::

TERMS AND CONDITIONS ::

1. The license fee payable for the demised premises shall be computed for a covered area of 5158.75 Sq Ft.
2. The License fee shall be payable in advance by 7th day of every month by way of NEFT/RTGS only. In case of delay in payment of rent by 7th of every month penal interest @ 14.5 % will be charged for the delayed period.
3. In addition to License fee as above, all other expenditure relating to Water, Electricity, Fuel Expenses, Security, Payment for Electrical Maintenance and other expenses for Common facilities shall be shared proportionately by the Licensee.
4. License fee is subject to escalation by 10.5% annually on the last paid.
5. Property tax, Water Tax dues, Cess & Surcharge shall be shared proportionately by the Licensee
6. The closing of tender is at 03.00 PM on **25th September 2017** and opening of the tender will be at 04.00 pm on the same day.
7. The Licensee has to furnish an interest free Security Deposit of 6 months license fee.
8. The purpose of licence is commercial
9. Quotation has to be filled and signed along with signed copy of Terms and Conditions as per Annexure A.
10. GST as applicable and shall be borne by the Licensee i.e. the licensee must possess GST No.
11. The Leave & License Agreement has to be registered and charges for the same shall be borne by the successful tenderer.
12. Any damage to the Premises to be made good by the Licensee at the time of vacation or the expenditure incurred on the same will be recovered from the security deposit of the Licensee as per rent & regulation rules as admissible.
13. Further, either party to the agreement shall have right to terminate the agreement by giving three calendar months notice in advance in writing to the other party.
14. The occupant shall not have the right to sub-lease the demised premises either in part or in whole

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15. The above terms and conditions are illustrative only and not exhaustive.
16. The occupant shall not make any additions or alterations with structural or otherwise to the demised premises or even a portion thereof

Management reserves the right to reject any or all the offers received without assigning any reasons.

THE SITE CAN BE VISITED ON WEEKDAYS I.E. MONDAY TO FRIDAY BETWEEN 1100 AM TO 0400 PM.

CONTACT PERSON :: MR. G Jayaraman, Dy General Manager Ph : 044 - 2250 0213

Cell : 90194494999

SIGNATURE OF TENDERER
WITH COMPANY SEAL

PLACE :

DATE: