

**ANNEXURE "A-2"**

**FINANCIAL BID**

(Please read guidelines carefully. No point in the form should be left blank)

1) Name & Address of the Owner/ Tenderer of the Premises	::	
	::	
2) Location of the Premises	::	
3) Address of the proposed premises for hiring	::	
4) Rentable Area Offered	::	_____Sq.Ft.
5) i. Rent per Sq.Ft. on Rentable Area	::	Rs. _____
ii. Monthly Rent (Area will be measured as per Indian Standards 3861-1975, copy of which is available for perusal at concerned Branch Division/Regional Office)	::	Rs. _____(Rupees _____ _____only).
6) i. Whether Tax amount (if any) is to be borne by the tenant	::	
ii. If YES Amount per Month	::	Rs. _____(Rupees _____ _____only).
iii. Rate of Tax	::	
7) i. Whether any parking Charge is to be borne by the tenant	::	
ii. If YES Amount per Month	::	Rs. _____(Rupees _____ _____only).
8) i. Whether Lift Operation / Maintenance charges to be borne by the tenant	::	
ii. If YES Amount per Month	::	Rs. _____(Rupees _____ _____only).

\_\_\_\_\_  
Full Signature of the Tenderer.

9) i. Whether any Charges to be borne by the tenant (please specify)	::	-
ii. If YES Amount per Month	::	Rs. _____ (Rupees _____ only).
10) Percentage Increase in monthly rent, at which lease can be renewed	::	_____ %
11) Sharing of the Registration Expenses (for Lease deed)	::	
i. By the Owner	::	_____ %
ii. By the tenant	::	_____ %
12) ***Security Deposit/Advance, if any	::	Rs. _____ (Rupees _____ only).
13) ***Mode of Adjustment of Deposit / Advance	::	
14) Whether the rate, terms and conditions quoted above are negotiable or Final	::	

PLACE ::

DATE ::

\_\_\_\_\_  
Full Signature of the Tenderer.

\*\*\*NOTE :: Company can, at its discretion, consider depositing an interest free advance **(excluding taxes & service charges)** which would be adjusted against rent payable in **Twelve / Twenty-four instalments, respectively w.e.f the rent of the 1<sup>st</sup> month.**