

GDO/Estates

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ANNEXURE A

Dear Sir,

Re: **Advertisement dated 20.01.2013 on lease of premises at second floor of Govardhan Bldg., Khadpabandh, Ponda, Goa.**

With reference to the above, we are giving the technical details and other particulars of the premises, for which we are inviting applications in the enclosed "OFFER FORM". Kindly submit Annexure 'A' and Annexure 'B' in a sealed envelope on or before 05.02.2013.

A) TECHNICAL DETAILS

Sr. No.	Particulars	Description
1	Location of the premises	2 <sup>nd</sup> floor (part), Govardhan Bldg., Khadpabandth, Ponda, Goa.
2	Ownership of land	1 <sup>st</sup> & 2 <sup>nd</sup> floor of the building purchased and possessed by LIC. It is a 3 storeyed building. Shops are at ground floor
3	Year of completion of construction	1997
4	Area and floor offered on lease	1404 sq.ft (rentable area) comprising of part of second floor
5	Electrical power load	Sufficient load can be provided.
6	Approach	One main approach road at front side of the building .
7	Existing tenants	No tenants.
8	Our neighbours	Sanskirit Sanvardhan Nyas at ground floor, Almeida School, etc. Premises is at 100m distance from old Bus stand
9	Facilities	a) One main stair case b) 24 hour security c) Uninterrupted water supply d) Building is having its own water connection and overhead tank

**B. OTHER PARTICULARS OF PREMISES OFFERED**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Description</b>
1	Monthly rent	To be quoted in the "Offer form" supplied as "Annexure B"
2	Period of lease	a) 3 years + 3 years + 3 years (max. 9 years) OR b) 5 years + 5 years (max 10 years)
3	Rental escalation	a) 25% after every 3 years OR b) 35% after every 5 years depending upon the lease period accepted as per (a) or (b) of sr.no. (B) (2)
4	House property tax	Lessee shall bear 100% house property tax pertaining to the second floor
5	Common maintenance charges	Lessee shall be charged common maintenance charges on quarterly basis which includes (i) Security (ii) water charges (iii) electricity charges
6	Electricity charges	Check meter will be provided at our cost. Electricity will be charged as per consumption shown in check meter plus actual proportionate demand charges by Elect Dept.
7	Stamp duty and registration	Charges towards stamp fee and registration charges 100% to be borne by the Lessee
8	Security Deposit	6 months' rent will be kept in security deposit which will not carry any interest on it as long as the same will be in deposit with LIC. Security Deposit shall be refunded upon expiry of lease period. Security deposit to be paid by DD drawn on any nationalized Bank payable at Panaji , Goa.
9	Possession	Upon execution of lease deed on LIC's Standard lease draft.

AGREED & ACCEPTED  
(APPLICANT'S SIGNATURE)  
OFFICE SEAL:

SR. DIVISIONAL MANAGER

DATE:

(Kindly return original letter "Annexure A" duly signed alongwith "price form Annexure B")