

COMMERCIAL LEASE APPLICATION FORM

FOR

LEASING NEWLY CONSTRUCTED 2271 SQ. FT. AT 2ND FLOOR, A-15, SECTOR 24, NOIDA.

A) Land Lord Information

Name	Apparel Export Promotion Council
Address	Apparel House, Sector – 44, Institutional Area, Gurgaon-122 003
Contact Person	Vinod Chaudhary, Manager, Assets Management Department
Phone	0124 – 2708111
E-mail	vinod.chaudhary@aepcindia.com

B) Lease Out Premise Information

Address	2 nd floor, A – 15, Sector 24, Noida – 201 301
Land Mark	Opposite Somerville School, Sector – 24, Noida.
Approach	On 60 ft. main Sector – 24 road.
Built up / leased area	Total: 2271 Sq. ft Hall 1: 511.14 Sq. ft. Hall 2: 544.01 Sq. ft. Room: 192.07 Sq. ft. Lift area: 29.29 Sq. ft. Toilet block: 98 Sq. ft. Fire Fighting system passage: 29.29 Sq. ft. Open area: 77.82 Sq.ft. Main Staircase: 192.07 Sq.ft. Fire exit staircase: 106.15 Sq.ft. Balcony: 44.56 Sq.ft. Water cooler area: 53.75 Sq. ft. Passage: 256.45 Sq.ft.
Plan of the floor	Placed at the end of the application form
Sanctioned Load from Uttar Pradesh Power Corporation Ltd.	125 KVA

Power Back up	Jakson Make Genset of Capacity 125 KVA with two nos. of diesel storage tank of capacity of 1000 ltr each
Heavy Electrical Devices	Building is equipped with 200 KVA Transformer, 200 KVA Servo Stabiliser, 11 KVA Load Break Switch and L.T.Panel
Air-Conditioning System	Two nos. of halls & one no. of room on the floor is equipped with split A/c of Daikin Make of Capacity 1.8 tonn. Corridors are equipped with fans.
Lift	Schindler Make Lift of Capacity of 8 persons
Fire Fighting System	Complete building is equipped with fire alarm system & fire fighting system
Flooring	Halls & Room – Vitrified Tiles Corridor - Kota Stone
Wall Finish	With Emulsion Paint of pleasant shades
Door	Flush laminated doors
Windows	Aluminium powder coated windows
Ceiling	Covered with false ceiling except Corridor
Light	Recessed light fitted in false ceiling
Staircase	2 Nos. of staircase approaching the floor
Water Storage	Over head tank of capacity 20,000 ltrs. and Underground tank of capacity 20,000 ltrs.
Other information regarding the building usage and area	<p>Plot Area: 715.30 Sq. mtr</p> <p>Basement : 4042.53 Sq. ft. - Parking Stilt Portion: 2301.38 Sq.ft. 1st floor: 2301.38 Sq.ft. 2nd floor: 2271 Sq.ft – To be leased out 3rd floor: 2271 Sq.ft - 4th floor: 2271 Sq.ft 5th floor: 2271 Sq.ft Total: 17729.29 Sq. ft.</p> <p>Stilt portion, 1st, 3rd, 4th, 5th, terrace shall be used by AEPC for running its apparel & garment training institute.</p>

C) Terms of lease

Anticipated possession date	01 st May, 2011
Lease Period	3 years
Extension of lease period	Can be extended on mutually agreed terms & Conditions after expiry lease period
Lock Period	6 months
Security Deposit	Interest free 6 months rent
Lease rent	In advance by 7 th of every month
Increase in monthly Rent by 01 st April every year	Increase in monthly rent shall be decided during the m/o January, however, minimum increase shall be 10%.
Electricity Charges	Separate meter shall be provided and payment to be made as per actual consumption by the tenant. However, the cost of load allotted to the tenant shall be charged extra.
Property tax	To be borne by AEPC
Municipal & other statutory charges	Shall be charged on proportionate area basis.
Water Charges	Shall be charged on proportionate area basis.
Maintenance Charge	Rs. 10 + service tax per sq.ft. shall be charged for maintenance. The maintenance shall include security services, wear & tear of lift, gen set, air-conditions (to the extent of 2 nd floor). However, in case of break down of air-conditioning units installed at 2 nd floor, it shall be responsibility of the tenant to get it in order.
Parking	No parking shall be given inside the building, however, one car outside boundary can be used at owner's risk.
Power backup from Genset	Separate meter shall be provided. Rs. 15 + service tax per unit consumed shall be charged for usage of gen set. Power back up shall be provided only on working days i.e. from Monday to Saturday and during office hrs. i.e. from 9.00 a.m. to 6.00 p.m. (except holidays). In case of gen set break down AEPC shall not be liable for power back up.
Modification in the floor	To be executed by the tenant with written consent of AEPC

D) Applicant Information

- 1) Business Name:.....
- 2) Address:.....

- 3) Established Since:.....
- 4) Operating as: (i) Sole Proprietor (ii) Partnership (iii) Pvt. Limited (iv) Limited (v) Public Limited (vi) Government department (vii) Other specify..... (Tick the concerned)
- 5) Website:.....
- 6) Description of Business Activity:.....
- 7) Name of the Representative of Applicant:.....
- 8) Designation:.....
- 9) Mobile No:.....
- 10) Phone No.:.....
- 11) Email id:.....
- 12) Intended use of premise.....
- 13) Number of Persons to be accommodated in the premise.....

E) Rent to be quoted here:

Rent per sq. ft. per month	Amount Quoted as Rs.....
Service tax on rent as applicable shall be paid by the tenant	

F) Other Information

- 1) Estate Brokers need not apply.
- 2) The terms of lease can be changed any time.
- 3) It is recommended that Interested Party may quote their offer after visit the premise
- 4) Interested Party may download this application form and submit in a sealed cover by 15.04.2011.
- 5) The applicant may attach an extra sheet for his specific submissions.
- 6) Place of submission
To,
The Additional Director,
Asset Management Department,
Apparel Export Promotion Council,
Apparel House, Sector 44, Institutional Area, Gurgaon 122 003.
- 7) For any other details or queries interested party may contact Mr. Vinod Chaudhary on 0124-2708111 or on vinod.chaudhary@aepcindia.com

Place:.....

Date:.....

Signature of the Applicant's Representative

