



**इंडिया एसएमई टेक्नोलॉजी सर्विसेज लिमिटेड
India SME Technology Services Limited**

**नई दिल्ली में
लीज अथवा लीव एंड लाइसेंस आधार पर परिसर की आवश्यकता**

**Premises required on lease or leave & license basis at New
Delhi**

निविदा सं/ Tender No. ISTSL/202627/OUT/7147

**संपर्क पता: - इंडिया एसएमई टेक्नोलॉजी सर्विसेज लिमिटेड (ISTSL)
12वीं मंजिल, आत्मा राम हाउस, 1, टॉलस्टॉय मार्ग, नई दिल्ली – 110001
दूरभाष: +91-11-23448445, 23448391, 23448450**

वेबसाइट: www.istsl.in

**Contact Address: - India SME Technology Services Limited
[ISTSL]
12th Floor, Atma Ram House, 1- Tolstoy Marg, New Delhi - 110001
Tel: Tel: +91-11-23448445, 23448391
www.istsl.in**

**भरी हुई आवेदन पत्र प्राप्त करने की अंतिम तिथि एवं समय:
11 मई, 2026, समय 17:00 बजे तक**

**Last Date and time for receipt of filled in application: May 11,
2026, 17:00 hours**

India SME Technology Services Limited [ISTSL]
Tender for Hiring of Office Premises on Lease / Leave & License Basis

India SME Technology Services Limited (ISTSL) invites offers from Property owners for suitable office premises admeasuring approximately having a carpet area of approximately 500–1000 sq. ft in Barakhamba Road / Tolstoy Marg, New Delhi or nearby surrounding areas (within a radius of approx. 2 km of Barakhamba Metro Station).

The premises should be available on Lease or Leave & License basis and preferably located in a well-maintained commercial building with lift facility (wherever applicable) and good connectivity.

The premises should be readily available and preferably furnished & air-conditioned or it shall be furnished / refurnished by the owner(s) at their own cost as per the company requirement / specifications. Unfurnished premises may also be considered. The detailed advertisement along with prescribed formats for Technical and Financial bids (to be submitted in separate sealed covers) may be downloaded from ISTSL's website <https://istsl.in/currentTender.html> or obtained from ISTSL New Delhi Office (12th Floor, Atma Ram House, 1- Tolstoy Marg, New Delhi – 110001 / Contact no. +91-11-23448445/ 23448391/ e-mail id istsl@istsl.in). Any corrigendum / addendum to the tender document will be published on ISTSL's website. Hence, prospective bidders are advised to visit the websites regularly. Last date for submission of offers is **May 11, 2026, 17:00 hours**. No brokerage shall be paid.

1. Critical Information

सं. SNo.	कार्यक्रम /Events	तिथि /Date	समय /Time
1	Pre-Bid meeting to be held at New Delhi office (<i>no clarifications would be given after pre-bid meeting</i>).	08 th May 2026	1500 hrs
2	Last date for submission of bids	11 th May 2026	1700 hrs
3	Date & Time of Opening of Technical bids	12 th May 2026	1100 hrs
4	Date and time of opening of Financial (Price) bids	To be intimated to shortlisted bidders at a later date	
5	Address for Bid Submission		
	As per details provided in Annexure-I of the RfP.		
6	Bid Validity	2 months from the last date of submission of Bids,	
7	Contact details of ISTSL officials		
	ISTSL Officers, 12th Floor, Atma Ram House, 1- Tolstoy Marg, New Delhi – 110001 Contact no. +91-11-23448445/ 23448391 E-mail id: istsl@istsl.in / accounts@istsl.in		

ISTSL reserves the right to change the above schedule. Any changes will be notified on the website

2. Introduction and Disclaimers

2.1. Purpose of RfP/Tender

1. India SME Technology Services Limited [ISTSL], hereinafter referred to as 'Company', invites offers/proposals from property owners for premises on lease or leave & license basis for commercial / office use.

The details of location requirements are given in Annexure-I.

2. The premises should have all facilities including adequate power load, water supply, parking space, provision for installation of generator and space for radio frequency antenna on rooftop (if required).
3. **The entire space should preferably be on a single floor. The premises should be ready for immediate possession/occupation.**
4. The selection process shall be based on be two bid system i.e., Technical Bid and Price Bid. Refer **Section 5 – “Evaluation and Shortlisting of Bidders”** of RfP for selection process.
5. Preference may be given to premises owned by Government Departments, Public Sector Undertakings (PSUs), or other reputed organizations/entities.
6. ISTSL reserves the right to accept or reject any or all offers without assigning any reasons, therefore.
7. **Brokers/ Intermediaries will not be entertained and no brokerage will be paid.**

2.2. Disclaimer

Subject to any law to the contrary, and to the maximum extent permitted by law, ISTSL and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RfP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of ISTSL or any of its officers, employees, contractors, agents, or advisers.

2.3. Costs to be borne by Respondents

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by ISTSL, will be borne entirely and exclusively by the Respondent.

2.4. No Legal Relationship

No binding legal relationship will exist between any of the Respondents and ISTSL until execution of a contractual agreement.

2.5. Errors and Omissions

Each Recipient should notify ISTSL of any error, omission, or discrepancy found in

this RfP document.

2.6. Acceptance of Terms

A Recipient will, by responding to ISTSL for RfP, be deemed to have accepted the terms of this RfP including Introduction and Disclaimer.

2.7. Recipient Obligation to Inform Itself

The Recipient must conduct its own Due investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

3. Technical Parameters /Requirement Details

The details of requirements are given as under:

S.No.	Parameters	Points
1	Carpet Area and Desired location	a) Location wise requirement of carpet area given in Annexure -I of this document. b) Area of the premises should be clearly mentioned as "Carpet Area" as per IS code 3861:2002 which shall be measured jointly by the company and the bidder / lessor. Area of Toilet(s) provided inside the premises will be added to the above area. Common toilets provided outside the premises will not be added.
2	Covered/ Open Parking Space	Preferably as per the Annexure -I of this document.
3	Amenities	24*7 hours water supply facility, generator power back-up,electricity, etc.
4	Possession	The premises offered should be Ready for possession/ occupation, within 30 days from date of Letter of Intent (LOI).
5	Statutory requirements and Approvals	a) Premises should be duly complete in all respects with the required Occupancy Certificate and other Statutory approvals of Competent local authority. b) The successful bidder/lessor shall arrange to obtain all necessary municipal licenses, NOCs, and statutory approvals required for commercial/office use of the premises, wherever applicable. c) Preference may be given to premises owned by Government Departments, Public Sector Undertakings (PSUs), or other reputed organizations/entities.
6	Stamp duty registration charges	To be shared in the ratio of 50:50.

7	Fitment Period	30 days rent free fitment period from the date of handing over of premises for completion of interior furnishing work by company meanwhile landlord can also do the civil works as indicated in para of Basic Furnishing.
8	Age of the Building	a) Should not be more than 20 years old. b) The same may be relaxable upto another 10 years(i.e. upto 30 years from date of occupation) subject to submission of structural stability certificate as per para no.1.17.
9	Title	The successful bidder should have clear, valid and absolute title to the premises. The company may undertake legal verification of the title through an advocate or legal consultant, and the cost of such verification shall be borne by the successful bidder.
10	Access	Premises should have an independent/ direct access from road and not through some other establishment. Premises should have 24x7 unrestricted access.
11	Space for Others	Space required for installation and running of the generator, provision of installation of AC Outdoors Units, ISTSL's Signage at front & side fascia, Earth stations, Radio frequency Antenna at roof top (4X4 ft), etc., will also have to be provided within the compound by the bidders/lessor to the company at no additional cost to the company.
12	Power Load	The required additional electrical power load, if required by ISTSL, will have to be arranged by the bidder/lessor at his/her cost from the State Electricity Board or any other authorized electricity distribution company, approvals and NOC.
13	Furnishing	a) Basic furnishing, as per S.N.14 of this table , shall be carried out by the owner/landlord. b) If there is any existing interior, company will see its suitability. However, if company feels existing interiors not suitable for ISTSL, the landlord should be ready/ agreeable to dismantle the existing interiors at his own cost and handover the premises with basic furnishing after carrying out necessary works as indicated below in S.N. 14 of this table . No extra rent shall be paid by the company towards using existing interiors by the ISTSL.

14	Basic Furnishing	<p>a) Basic furnishing shall generally include plastic emulsion paint to internal walls, exterior paint, flooring, windows with safety grill (preferably glazed lockable windows preferably of Aluminum or UPVC with security M.S. grills), Rolling shutter/ collapsible grill door, toughened glass door at entry, ramp with S.S (grade 304) railing for disabled/old people Toilets with all accessories and doors, sufficient no. of fans, electrical / power points, LED lights as per requirement of the company at their own cost.</p> <p>b) In case the condition of the flooring is not satisfactory, the same shall be replaced with double charged vitrified tile flooring of a reputed brand or equivalent make having Rs.70/- per sq.ft. as basic price.</p> <p>c) Separate toilets of adequate size for gents and ladies should consist of one corner wash basin and one European WC and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings.</p> <p>d) Interior works like loose furniture, dry wall partition system, cubicles, and cabins false ceiling, Air-conditioning, signage's, compactors for storage or any other need based necessary civil or electrical work will be done by the company at its own cost as per requirement.</p> <p>e) The inner walls could be finished with wall care putty (brands: Birla, Altek, etc.). The walls should be painted with atleast two coats of premium interior plastic emulsion paint of reputed brands like Asian / Berger / Nerolac etc. All wood/M.S are to be painted with two coats of Enamel paint. The shade/colour would be approved by company. Ceiling to be painted with white color. The front elevation and all external walls of the premises to be painted with APEX- ULTIMA.</p>
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4. Instruction to Bidders

The Bidders are expected to examine all instructions, Annexures, terms and specifications/parameters in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

4.1. Amendment to the bidding document

1. At any time prior to the date of submission of Bids, the company, for any reason, may modify the Bidding Document, by amendment.
2. Corrigendum, if any, can be issued upto One (1) day before the last date submission of Bids. Hence, Bidders are advised to visit ISTSL's website regularly till the date of submission.
3. In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the company, at its discretion, may extend the deadline for the submission of Bids.
4. The amendment will be posted on ISTSL website (<https://www.istsl.in>) only.
5. All Bidders must ensure that such clarifications/amendments have been considered by them before submitting the bid. ISTSL will not have any responsibility in case some omission is made by any bidder.

4.2. Period of Validity of Bids

1. Prices and other terms offered by Bidders must be firm for an acceptance period as mentioned in “**Critical Information**” Section from date of closure of this RfP.
2. In exceptional circumstances the company may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing.
3. ISTSL, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

4.3. Late Bids

Any bid received by the company after the deadline for submission of bids prescribed by the ISTSL will be rejected and returned unopened to the bidder.

4.4. Bid Currency

Bids should be quoted in Indian Rupee only.

4.5. Deadline for submission of Bids

1. The bids must be received by the ISTSL at the **RESPECTIVE LOCATIONS specified in Annexure -I** not later than the date specified in “**Critical Information**” section.
2. In the event of the specified date for the submission of bids, being declared a holiday for the company, the bids will be received up to the appointed time on the next working day.

3. The company may, at its discretion, extend the deadline for submission of Bids by amending the Bid Documents, in which case, all rights and obligations of the company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

4.6. Conditional Bids

Conditional bids shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of bids.

4.7. Canvassing

Canvassing in any form will disqualify the tenderer.

4.8. Documents to be submitted

1. Bidders are required to submit their responses non-window sealed envelopes as detailed below:

S.No.	Bid Contents	Annexure
A. COVER 1 - TECHNICAL BID		
1	No. of Copies : <i>One Hard Copy</i>	
2	Cover Label: "TECHNICAL BID FOR OFFICE PREMISES AT ISTSL Office New Delhi (Delhi)".	
Cover Contents:		
3	(i) Terms & Conditions	Annexure -II
	(ii) Technical Bid.	Annexure -III
B. COVER 2 - PRICE BID		
1	No. of Copies: <i>One Hard Copy</i>	
2	Cover Label: "PRICE BID FOR OFFICE PREMISES AT ISTSL Office New Delhi (Delhi)".	
Cover Contents:		
3	(i) Price Bid	Annexure – IV

2. All the two individual sealed envelopes should be kept in one large envelope (outer cover) and superscribed "**Requirement of Premises on lease or leave basis for ISTSL Office New Delhi (Delhi)**".
3. All columns of the Bid documents must be duly filled-in and no column should be left blank.
4. All pages of the Bid documents shall be duly signed by the authorized signatory of the bidder / tenderer. Any overwriting or use of white ink shall be duly initialed by the tenderer. ISTSL reserves the right to reject the incomplete tenders.
5. Faxed copies of any submission are not acceptable and will be rejected by the ISTSL.

6. Responses should be concise and to the point. Submission of irrelevant documents must be avoided. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.
7. If the envelop(s) are not sealed and marked as indicated above, the ISTSL will assume no responsibility for the Bid's misplacement or its premature opening.
8. The bidder to note that, under no circumstances the Price Bid should be kept in Technical Bid Covers. The placement of Price Bid in Minimum Eligibility / Technical Bid covers will make bid liable for rejection.

5. Evaluation and Shortlisting of bidder

- 5.1. The shortlisting of bidder is based on two bid system i.e., Technical and Price bid.
- 5.2. The Technical Bid will be opened on the date and time as given in “**Critical Information Section**” or extended date, if any, in the presence of Bidders at the respective office, who choose to be present at the address given in Annexure-I.
All Bidders are advised in their own interest to be present on that date at the specified time.
- 5.3. After basic scrutiny, short listed bidders will be informed by the ISTSL for arranging site inspection of the offered premises.
- 5.4. During evaluation of Bids, the company, at its discretion, may ask the Bidders for clarifications of their Bids. The request for clarification and the response shall be in writing (Courier/e-Mail), and no change in the price of substance of the Bid shall be sought, offered or permitted.
- 5.5. All the premises will be visited by the committee to verify the suitability and the premises will be awarded marks based on following criteria

S.No.	Criteria & Marks	Max Marks
1	Location/ Prominence i. On main road: 15 ii. Inner side from Main Road: 5	15
2	Carpet area offered i. 750 – 1000 sq. ft.: 15 marks ii. 500 – 749 sq. ft.: 10 marks iii. Below 500 sq. ft.: Not eligible	15
3	Approach to the premises and surroundings i. Adequate natural light and ventilation: 10 ii. In-adequate natural light and ventilation: 0	10
4	Visibility and Frontage i. ≥ 40 feet : 10	10

S.No.	Criteria & Marks	Max Marks
	ii. >= 30 feet & <= 40 feet: 08 iii. >= 20 feet & <= 30 feet: 06 iv. >= 10 feet & <= 20 feet: 04	
5	Age of the Building i. New Up to 5 Years :10 ii. 5- 10 years old: 8 iii. 10-20 years old: 6	10
6	Readiness to occupy i. Within 30 days: 10 ii. Above 30 days to 45 days: 5 iii. More than 45 days: 0	10
7	Covered/ Open Parking Space	10
8	Government Authorities approval for the premises	10
9	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	10
	Total Marks	100

- 5.6.** Bidders / premises securing score of 70 marks and above shall be technically qualified and those who score less than 70 marks will be rejected. The technical score finalized by the ISTSL Committee will be final.
- 5.7.** Price bids of only Technically shortlisted bidders shall be opened on a pre-informed date and time. The final shortlisting of the bidder would be based on Least Cost Quoted, i.e., L1.
- 5.8.** Preference may be given to premises owned by Government Departments, Public Sector Undertakings (PSUs), or other reputed organizations/entities.
- 5.9.** The successful bidder has to execute the lease deed within 15 days from date of Issue of the LOI.

6. TERMS & CONDITIONS

6.1. Billing and Payment

- Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra, at applicable rate and manner.
- The landlord will be required to bill the concerned officer, of ISTSL every month for the Rent due to them indicating the GST component, if applicable, also in the bill separately.
- Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required.
- TDS and any other tax/es, as applicable, will be deducted at source while paying the rent. All taxes shall be borne by the lessee.

5. All payments to the landlord shall be made by the company electronically through RTGS/NEFT. In case of any change in Account details, it is landlord's responsibility to inform
6. Electricity charges will be borne by the ISTSL, but water supply should be maintained by the Landlord / owner within the rent.

6.2. Lease Agreement

The successful Bidder will have to execute the lease deed within 15 days of issue of Letter of Intent (LoI) as per draft lease deed given at Annexure - V of this RfP.

6.3. Lease Period

The initial period of lease will be 3 years and renewable for a further period of for 2 years, solely at the discretion of ISTSL. (viz. total lease period 5 years)

6.4. Interest free Deposit

Interest free security deposit payable by ISTSL (maximum equivalent to three months' rent shall be paid by the ISTSL). This deposit shall be paid on the date of handing over of the premises after completion of basic furnishing.

6.5. Corrupt and fraudulent practice

As per Central Vigilance Commission (CVC) directives, it is required that Bidders / Suppliers / Contractors observe the highest standard of ethics during the execution of this RfP and subsequent contract(s). In this context, the bidders to note the following:

1. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the company and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the ISTSL of the benefits of free and open competition.
3. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
4. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the ISTSL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
5. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process
6. The Company reserves the right to declare a bidder ineligible for a period of three years to be awarded a contract, if at any time it determines that the

bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

6.6. Compliance with Statutory and Regulatory Provisions

It shall be the sole responsibility of the bidder to comply with all statutory and regulatory provisions while delivering the services mentioned in this RFP, during the course of the contract.

Location Wise Requirement of Premises

S.No.	Location	Contact Address for submission of bids	Preferred location for the proposed premises	Area in Sq.ft.
1	New Delhi	India SME Technology Services Limited [ISTSL] 12th Floor, Atma Ram House, 1-Tolstoy Marg, New Delhi - 110001	Near Barakhamba Road / Tolstoy Marg, New Delhi (Central Delhi area), with good connectivity to Metro (preferably within 2 km of Barakhamba Metro Station)-110001	500 – 1000 sq. ft. (46.45 – 92.90 sq. m.) Carpet Area
2	Four-Wheeler and Two-Wheeler Parking	01/02 in Nos (Indicative) – Four Wheelers 04 in Nos (Indicative) – Two Wheelers		

Place and Date:

Name & Signature of bidder/lessor

Instructions / Guidelines to Bidders / offerers for filling the Format

1. The bidders/offerers are required to complete the format in all respects with specific answers to all the questions / points.
2. The bidders /offerers shall enclose a copy of proof of ownership of the premises. The bidders /offerers shall also enclose copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc., indicating dimensions of the space offered.
3. The bidders /offerers shall arrange all permissions/ approvals (if required) from the concerned local statutory authorities at his own cost for using the premises for commercial purpose before handing over possession of the premises including providing space on the roof top for installing Radio Frequency (Wireless) antenna over a mast of around 9 meters height.
4. The bidders /offerers shall state the details of existing interior furnishing, amenities etc. provided, if any, and confirm his willingness to carry out the work of interior furnishing, amenities etc. as required by the company at his own cost details of which is given in technical and financial bid. For execution of interior work by the offeror, They shall appoint a professional architect having minimum experience of 5 years in the field and carry out interior furnishing work including supply/installation of the furniture items, Air conditioners etc. as per ISTSL's requirement. Based on the proof / bills, etc. or considering reasonable rates for the works carried out, the ISTSL may cross-check the actual expenditure and decide on proportionate rent thereof.
5. The rate quoted shall be per sqft. of carpet area of the premises offered and shall be inclusive of all applicable taxes (including municipal taxes), out-goings, maintenance charges, etc. GST shall be paid as applicable. The rate quoted should be competitive since other similar offers will be concurrently examined.
6. Possession of premises is to be handed over to the company as early as possible.
7. One certified copy each of the following documents to be submitted by the bidders/offerers who are finally short-listed by the ISTSL:
 - ❖ Title document (preferably with English translation)
 - ❖ Copy of proof of payment towards municipal / property tax
 - ❖ Occupancy / completion certificate and any other Clearance of Development authority/ local body obtained, if any in connection with the offered premises.
 - ❖ Permission for commercial use of the property
8. Stamp duty, Registration charges, etc. to be shared equally by both the parties.
9. Completed format with necessary enclosures to be submitted to ISTSL on the above mentioned address before the last date.

10. Description of property and other terms and conditions as prescribed in Technical Bid (TB) shall be submitted duly signed on each page by owner / authorized representative in COVER 1. No indication of rent/charges to be given in Technical Bid (TB). Instructions/ guidelines for filling the format, declaration and terms and conditions to be also submitted in Cover 1.
11. Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER 2.
12. The COVER 1 & COVER 2 shall together be put in a separate cover and addressed to the (authority and address), India SME Technology Services Limited. Name of the site / location being offered is to be mentioned on the top of this envelope.
13. Incomplete offers may be rejected.
14. The Cover 2 of offerers not satisfying the requirement of the company as per the advertisement shall not be opened.
15. The offers are irrevocable and shall be valid for acceptance for 120 days from last date of submission.

Note:

- a) company reserves the right to reject any or all the offers without assigning any reasons at any stage.
- b) Offers submitted by Real Estate consultants / Agents should be accompanied by an authority letter from the owner(s). No brokerage will be paid by the company and ISTSL does not have any Brokers.
- c) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid.

Sign and seal of offeror(s) and date

Annexure -II

TERMS & CONDITIONS (to be signed and submitted in Cover 1)

I / We hereby agree that:

a) Rent & Lease Period

- i) Lease rent shall be paid by India SME Technology Services Limited (ISTSL) (hereinafter referred to as 'Company) on sq. ft carpet area basis in the first week of succeeding month.
- ii) Lease rent shall be paid by the Company after a fitment Period of **30 Days** with effect from the date on which possession of the completed premises is handed over to the ISTSL along with necessary permissions required, power and water supply.
- iii) The initial lease period shall be for 3 years which can be extended for a further 2 years with maximum up to 25 % increase in rent. ISTSL shall have option to renew the lease for another term of 3/5 years on same terms and conditions with a maximum up to 25% increase in rent, necessary provision to this effect would be made in the Agreement.
- iv) Company will be at liberty of vacating the premises at any time during the lease period by giving 3 months' notice in writing.

b) Taxes / Rates

All existing and enhanced/ future Municipal taxes and cess will be paid by me / us. Applicable GST will be paid / reimbursed by the company as per actuals.

c) Payment of advance Rent / Security Deposit

ISTSL shall pay to me / us a sum, as will be agreed to by both the parties, being the interest free advance of rent deposit, which will be refunded to the company at the time of vacating the premises or ISTSL will be at liberty to adjust the amount against rent/ retain possession of the premises (without payment of rent) till the deposit is refunded. Such advance / deposit shall not exceed **3 months rent**.

d) Power and Water Connection

- (i) I / We shall provide adequate power connection for commercial use (with separate electricity meter) for operating AC, Computers, Light & Fans etc. at my/our own cost. We understand that approx. power load requirement of the company will be about 12 – 15 KW per 500-1000 sqft of carpet area.
- (ii) I / we shall provide 24 hrs. water supply in the premises.
- (iii) The company shall bear actual charges for consumption of electricity and water.

e) Provision of Toilet and Pantry

I / we shall provide toilets of adequate size for gents and ladies and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings, in the premises at my/our cost.

f) Maintenance / Repairs

- i) All repairs including seepage/leakage, repairs to plumbing lines and painting in common area & external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, ISTSL will be at liberty to carry out such repairs and painting etc. at my/our cost and deduct all such expenses from the rent payable to us.
- ii) The premises shall be painted with plastic emulsion paint at my/our cost before handing over the possession to the company. The shade will be as advised by the ISTSL.
- iii) Company shall take care of day-to-day maintenance / repairs of premises, furniture & fixtures and keep them in good condition.

g) Lease Deed / Registration Charges

I / We undertake to execute lease agreement as per agreed terms and conditions on the ISTSL's proforma at any early date. I / We undertake to bear 50% charges towards stamp duty and registration / legal charges.

h) Usage of premises for commercial purpose

I/we confirm that the premises offered have been approved by the Local Municipality / Development Authority for using as commercial premises.

i) Ownership & payment of rental

I/we confirm that I am/we are the owner of the premises and ISTSL will pay rental to me/us after deduction of applicable income tax (TDS).

j) Insurance of the Premises

Premises and its contents provided by me/us shall be adequately insured by me/us during the lease period. No extra amount shall be payable for the same by the company.

Date:

Place:

(Sign and seal of offeror and date)

Annexure -III

The Format for Technical Bid (TB) (to be submitted in Cover – 1)

From,

.....
.....

Contact No. (Mobile and Landline)

To,

The Chief Executive Officer,

India SME Technology Services Limited
12th Floor, Atma Ram House,
1- Tolstoy Marg, New Delhi - 110001

With reference to your advertisement dated published in the Local Newspapers and posted at ISTSL Website, I / We hereby submit the technical bid for the office premises required by you. I / We confirm that I / We are the owners / authorized person to offer you the premises on lease basis / leave license basis by your company.

Sl. No.	Particulars	Details to be filled in by the Offeror
1.	Location of the premises (Mention full address with the landmark in the surrounding if any). Whether the Premises is located in the Residential / Commercial / Industrial area?	
2.	Present Age of premises and type of construction (mention whether 1st class RCC or tiled roof structure etc.) (Certificate from Chartered Engineer regarding structural stability / safety of the building to be produced, if demanded by ISTSL).	
3.	Total carpet area of the premises offered in sq. feet (carpet area means covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies,	

	staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall are not deductible. Area of AHUs and Toilets exclusively constructed for the premises will be included. Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the ISTSL with dimensions.	
4.	Mention the floor, at which the premises are being offered (should be located on single floor / level)	
5.	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parking's. (minimum reserved car parking) *.	Car parking's – ----- nos. (covered) ----- nos. (Open) Two-wheeler parkings ----- nos.
6.	Whether premises have independent and proper access for easy movement of staff, customers and company's assets.	Yes / No
7.	Name of the owner(s) of the property offered (Enclose proof of ownership)	1. 2.
8.	Whether Offerer is real owner or a Power of attorney holder. (Enclose documentary evidence)	
9.	Whether premises is constructed as per the approved plans of statutory authorities, having provision of fire safety as per local byelaws. Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purpose (enclose the documentary evidence)	Yes / No
10.	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	
11.	Whether independent water and electricity connections are available in the Owner's name / in any others name (Please specify).	Yes / No Electrical Power Load Available.....KW
12.	Whether power back-up (DG Set) is available If yes, give details.	Yes / No Electrical Power Load Available KW
13.	Availability of AC facility, if provided in offered premises give the details.	

14.	Whether Premises is (a) furnished (b) Willing to furnish as per ISTSL requirements at own cost.	Yes / No Yes / No
15.	Whether adequate frontage for fixing signboard available.	Yes / No
16.	Details of common facilities available in the building viz. lift, firefighting arrangement, cleaning / maintenance arrangement etc. (Mention specifically on all the facilities)	
17.	Whether 24 Hrs. Common Security is provided in the building?	Yes / No
18.	Whether separate toilets for Ladies and Gents provided within the premises or to be constructed.	Yes / No
19.	Whether premises is readily available? Please indicate time likely to be taken for handing over possession of completed premises.	Yes / No ----- month(s)
20.	Lease Period a) Initial lease period (3years) b) Option with company for renewal of lease for 5 years with maximum 25% increase in rent' c) Further option for renewal of lease for 3 – 5 yrs with maximum 25% increase in rent'	 Yes Yes Yes
21.	Interest free security deposit/advance rent payable (maximum equivalent to three months rent shall be paid by the ISTSL).	 ----- month(s)
22.	Any other details which the offerer would like to furnish.	

I / We have also read and understood the terms and conditions, Instructions / Guidelines to Bidders / Offerers for filling the Format as part of this Technical Bid and the same are being submitted duly signed as a token of acceptance. We also enclose the following documents in support of our offer:

- 1.
- 2.
- 3.

(Signature of the Offerer)

(This format shall be submitted in a separate sealed cover super scribing -
"TECHNICAL BID FOR OFFICE PREMISES AT ISTSL New Delhi "

Annexure – IV

The Format for Financial Bid (FB) (to be submitted in Cover – 2)

From,

.....

.....

Contact No. (Mobile and Landline)

To,

The Chief Executive Officer,

India SME Technology Services Limited
12th Floor, Atma Ram House,
1- Tolstoy Marg, New Delhi - 110001

Having read and understood the contents of detailed advt., Instructions, terms and conditions and Technical bid, I/we hereby submit (in separate sealed cover) our Financial Bid for the office premises and interior furnishing work offered by us on Lease/Leave and License basis.

Office Premises

Sl. No.	Particulars	Details to be filled in by the offerer
1.	Monthly rent per sq.ft. of carpet area. (carpet area means covered floor space excluding pillars / columns, walls thickness along the periphery, open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, mumties, shaft and rooms for lifts, common toilets and common areas etc.).	

	<p>Columns area inside the rooms / hall are not deductible. Area of AHUs and Toilets exclusively constructed for the premises will be included.</p> <p>a) *Rent for the premises –</p> <p>b) Rent for the existing facilities available (Airconditioning, interiors etc.)</p> <p>c) **Rent for interior furnishing as per the design and specifications of the company by appointing an architect, etc. (cost of new interiors considered at ` per sq.ft. approx.)</p> <p>(Note: Estimated cost of interior works may be considered between ` 500-` 1000 per sq.ft.)</p>	<p>..... per sq. ft.</p> <p>..... per sq. ft.</p> <p>..... per sq. ft.</p> <p>(Pl write in words also)</p>
2.	<p>Lease period</p> <p>a) Initial period (minimum 3 years)</p> <p>b) Renewal period (5 years) and % increase in rent. (Max. Twenty-Five Percent)</p> <p>c) ISTSL shall have option to renew the lease for another term of 3/5 years at same terms and conditions with maximum 25% increase in rent paid at the end of 05th year, necessary provision to this effect would be made in the Agreement)</p>	<p>----- %</p> <p>(Both in figure and words)</p> <p>Yes / No</p>
3.	Municipal and other Taxes are to be borne by the landlord	To be included in monthly rent.
4.	Service Tax	To be paid separately as per actuals
5.	Maintenance of common area / facilities and external painting to be done by the landlord & cost thereof shall be borne by the landlord.	To be included in monthly rent.
6.	DG Set charges per month, if any. Based on actual power consumption (meter reading) the bill will be paid by the ISTSL.	DG Set charges ` per unit
7.	Type of agreement to be executed (cost of stamp duty & registration charges is to be	Lease agreement / leave and licence agreement.

	borne by landlord & lessee at 50:50 each)	
8.	Whether rent as quoted above at Sl. no. 1 (a) should be reasonably split into basic rent and service / amenity charges. If so, at what ratio and also give details of such services / amenities provided in the premises to justify such splitting.	
9.	Any other charges payable (specify details)	
10.	Interest free deposit, if required to be paid by the ISTSL (Max. equivalent to -months rent)	Equivalent to..... months rent

*Monthly rent should also include charges such as municipal & other taxes (viz. property tax, water tax, sewer tax, etc.), maintenance charges for common area / facilities, parking charges and all other charges. Water and electricity charges for the rented premises will be paid by the ISTSL as per actuals.

**Monthly rent for interior work may be quoted considering lease period of 10 years. No rent of interior work would be payable after 10 years. Similarly, no increase in the rent of interiors would be admissible on renewal of lease.

Lease Agreement Format

This agreement made at _____ on this-----day of -----
2026 at _____.

Between

Shri ----- S/o Shri -----(hereinafter referred to as the 'Lessor' which expression shall unless it be repugnant to the subject or context thereof, include its respective legal representatives, heirs, administrators, executors, successors and assigns as the case may be) of the FIRST PART.

AND

India SME Technology Services Limited was incorporated under the Companies Act, 1956 on November 17, 2005, to take-over the activities of TBSE. ISTSL is a joint initiative of SIDBI and 4 public sector banks, viz. State Bank of India, Indian Bank, Oriental Bank of Commerce (now merged with Punjab National bank) and Indian Overseas Bank. and having its Register Office at '12th Floor, Atma Ram House, 1- Tolstoy Marg, New Delhi - 110001 at

_____ (hereinafter referred to as the "Lessee" which expression shall unless it be repugnant to the subject or context thereof, include its successors and assigns) represented through its Authorized Officer Shri -----, Chief Executive officer, of the SECOND PART. WHEREAS

- a. The Lessor is the owner of the premises situated at -----
----- (Address of the offered premises) (more fully described in the first schedule hereunder written and hereinafter referred to as the "said Property").
- b. The Lessor has at the request of the Lessee agreed to lease out to the Lessee, ---
-----, admeasuring about -----Sq.ft. (carpet area) located on the
XX floor of----- (Address of the offered premises) (herein after referred to as the "demised premises") (details whereof are more particularly shown and described in the second schedule hereunder written), together with all structures, fixtures and fittings (if any) including electrical installation therein and appurtenant thereto for its office use, initially for a period of 3 (Three) years commencing from date of possession of demised premises, on the payment of monthly lease rental@ --
-----per sq. ft on carpet area of -----sq. ft. amounting to----- (Rupees

-----only), inclusive of all Municipal taxes, common area maintenance, common security charges and other outgoing charges, excluding applicable GST thereon as applicable to be paid by Lessee. The lease for the demised premises may

be extended for a period of further 2 years on the terms mutually agreed between the parties.

c. The lessor shall furnish and complete Basic Furnishing, as described in the Tender document / RfP in all respect, within 15 (fifteen) days time from the date of issue of Letter of Intent, at their own cost and as per layout / plans and specifications approved by the Lessee. Lessor shall be liable for penalty of per day rent till completion of basic furnishing work and handing over the demised premises beyond 15 days period.

d. Lessee shall start paying rent for premises from the date of handing over of premises after completion of Basic furnishing of the premises and no rent shall be payable till handing over of the completely furnished premises.

NOW THIS AGREEMENT WITNESSETH AND IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS: -

1) That the Lessor hereby grants unto the Lessee, the Lease to occupy and use the demised premises with all structures, fixtures and fittings including electrical installations therein and appurtenant thereto, on the covenants, conditions and stipulations contained herein, for an initial period of 3 years on payment of monthly lease rental @ of ----- per sq. ft. amounting to -----/- (Rupees -----only), inclusive of all applicable taxes including Municipal Taxes, outgoings, maintenance charges, common security charges, non-occupancy charges and all other outgoings, etc., except GST. The lease may be extended for a period of further 2 years on the terms mutually agreed between the parties.

2) All the above payments shall be subject to tax deduction at source (TDS) as applicable from time to time under Income Tax Act 1961 or other applicable statutes.

3) There shall be an increment of 25% after every 5 years on the last paid lease rental inclusive of all Municipal taxes, common area maintenance, common security charges, and other outgoing charges, excluding applicable GST thereon as applicable paid by lessee.

4) The Lessee shall pay to the Lessor the monthly Lease rent on or before the 10th day in advance of the succeeding month during the term hereby granted. Such Lease rent will be paid after deducting TDS as applicable under the provisions of Income Tax.

5) The Lessee shall also pay to the Lessor, a refundable interest free advance of --- - -----/- (Rupees -----only), which is equivalent to three months lease rental for the said premises, as security deposit, at the time of execution of this lease agreement. The Lessor shall keep this refundable interest free advance, equivalent to three months rental for premises, as security deposit, which has been deposited at the time of execution of this lease agreement. This security deposit, equivalent to three months lease rent, shall be refunded by the Lessor to the Lessee on the end of lease term or termination of lease, as may be decided by Lessee. If for any reason, the said interest free advance, as mentioned above, is not refunded by the Lessor,

the Lessor shall be liable to pay to the Lessee interest at the prevailing Prime Lending Rate (PLR) of ISTSL on the unpaid amount till the amount is fully repaid.

6) The Lessor shall bear and pay all existing and future taxes, cess, levies, fees, penalties, surcharges, charges by whatever name called (including commercial tax, water tax, sewerage tax etc) in respect of demised premises to the municipal authorities, statutory and/or local bodies. Any increase in the taxes, levies, etc. shall also be borne by the Lessor. The Lessee shall not bear any incidence of tax, charges, fees as mentioned herein above.

7) The Lessor shall provide, without any extra charge, electric power connection of ___ KW power load with separate meter in ISTSL's name, at its own cost for the demised premises for operating lights, fans, Air conditioners, computers and other equipments. Necessary cabling upto the demised premises with a suitable distribution panel has also to be done by the Lessor. Security deposit at applicable rate will be payable by ISTSL to Electricity Department which will be recovered by ISTSL from Electricity Department at the time of vacating the premises.

8) The Lessor, through its appointed agency, shall make necessary arrangement for power back up / DG set, as and when required by Lessee.

9) The Lessor shall make, at its own cost, need based alterations (viz. readjustment of brick work/ walls/ partitions etc.) as per the requirement of the Lessee in the demised premises. The Lessee shall provide drawings to the Lessor after the lay out plan of the demised premises is provided to the Lessee. Further, any other genuine requirement that comes before handing over the possession of the demised premises shall also be completed by the Lessor.

10) The Lessee shall pay all the charges for the electricity consumed in respect of the demised premises directly to the authorities concerned.

11) The Lessor shall be solely responsible to arrange for full, adequate and timely maintenance and upkeep of the building, common areas, security of the building and for supply, repair and maintenance of water connections, sewerage, structures, amenities of whatsoever nature over the demised premises through the agency responsible for maintenance of the building (Name of the building) and other common area.

12) The Lessor shall, arrange to provide exclusive parking facility of ___ numbers of two-wheelers and ___ numbers of four wheelers at the basement and ground floor of the premises without any extra charge/ payment.

13) The Lessor shall arrange to provide 24 hours regular supply of adequate water for drinking and other purposes at all times in the demised premises from his own sources. If water supply arranged by the Lessor for the Lessee is not upto the satisfaction of the Lessee, the Lessor shall, on the notice of the Lessee, arrange the supply of adequate water within reasonable time in the demised premises for the Lessee, failing which the Lessee is entitled to retain/hold or deduct such sum of the lease rent from the Lessor as may be required for ensuring adequate water supply

including making other arrangements of any kind whatsoever for adequate water supply.

14) The Lessor shall make arrangement at its own cost to provide separate toilets of adequate size for gents and ladies and a pantry with granite top platform, water supply/drainage line, sink with necessary fittings, in the premises with round the clock water supply at their own cost, in the demised premises.

15) The Lessor shall provide vitrified flooring and skirting in the premises at their own cost. shade and quality of tiles to be approved by Lessee.

16) The Lessor shall provide entrance door of glass/rolling shutter/channel gate at the entrance to the premises and M.S. grills in windows either from inside or outside at their own cost.

17) The Lessor shall provide plastic emulsion paint (as per the shade chosen by Lessee) in the entire offered premises at their own cost before handing over the possession or during execution of interiors.

18) The Lessor shall provide adequate space with good visibility to the general public for Lessee's (ISTSLI) signage as per the requirement of the Lessee.

19) The Lessee shall not make any structural alternations or additions to the demised premises without the previous consent in writing of the Lessor or to cut, maim or injure or permit to be cut, maimed or injured any walls or structures therein or any portion thereof provided the Lessee shall have the right during the tenure of this lease at its own cost to install such partitions or cabins and fixtures and fittings and to make temporary additions or alternations into or upon the demised premises as may be necessary and advantageous for its use of the demised premises and such partitions and fixtures etc. shall remain the property of the Lessee which the Lessee shall be entitled to remove at any time during the currency of or on the expiry of the Lease. The Lessee shall be entitled to put up name plates at such places and of such sizes as it may deem fit.

20) The Lessee shall not, without the previous consent in writing of the Lessor, make any major alternations or addition to the external appearance of any part of the demised premises. The Lessee shall be entitled to put up sign board at such places and of such sizes as it may deem fit.

21) The Lessee shall use the demised premises only for its business purposes as also for accommodating the offices of any other institutions or bodies associated with or controlled by the Lessee, at its discretion, and may use a portion of the demised premises for a canteen, recreation and / or a dispensary for its staff for providing amenities to the staff etc.

22) In the event of the Lessee engaging the services of a contractor for catering food and drinks to the staff of the Lessee, it shall not create or grant any interest in the demised premises in favor of the contractor.

23) The Lessee shall not, except hereinbefore provided, let, mortgage, assign or otherwise part with the possession of the demised premises or any part thereof.

24) After giving notice in writing, the Lessor and/or any of its agents, Surveyors and workmen duly authorized by it, may enter into and upon the demised premises at all reasonable times for the purposes of either viewing the conditions of the demised premises or doing any work or things as may be necessary for any repairs, alternations, maintenance or improvements either to the demised premises or to the provisions or articles or things therein or thereon.

25) The Lessee, with prior intimation to the Lessor, shall deliver and/or hand over the peaceful vacant possession of the demised premises on the expiry or sooner determination of or the termination of the lease or after the expiry of such renewed period as the Lessee may opt for, in good and tenantable condition, except reasonable wear and tear and damage due to reasons beyond the control of the Lessee.

26) The Lessee shall keep, at its own cost, the demised premises in good and tenantable condition.

27) The Lessor shall permit the Lessee to enjoy all the amenities and/or all such amenities as may be provided in the demised premises during the currency of this Lease.

28) The Lessor shall arrange to keep the entrance doorways, lift, lobbies, staircase, landings and passage in the said building leading to the demised premises well and sufficiently cleaned and lighted. The Lessee shall be responsible for the general maintenance of the plumbing, sewerage and electrical within the demised premises.

29) Service charges for maintenance and operation of common services such as lifts, water pump charges, common lighting, security etc. shall be borne by the Lessor. The Lessor shall bear the electricity charges, if any, for lighting the passages, staircases, landings and lobbies outside the demised premises.

30) The Lessor shall insure and keep insured the said premises against damage for loss by earthquake, fire, riot and/or civil commotion etc. If the Lessor fail to insure as aforesaid, it shall assume responsibility for any loss or damage to the property of the Lessee. If at any time during the period of this lease agreement, the demised premises shall be destroyed or damaged by fire, tempest, earthquake, accident, Act of God or any irresistible force or any other means so as to become unfit for occupation, then the lease rent hereby reserved or a fair and just proportion thereof, according to the nature and extent of damages sustained (to be ascertained, if required, by reference to Arbitration as per provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof), will be suspended and cease to be payable until the demised premises shall have been again rendered fit for occupation or use provided that the provisions contained in this sub-clause shall be without prejudice to all other rights and remedies to which the Lessee may be entitled by statute or any other law or otherwise.

31) The Lessee, on paying the lease rent hereby reserved and observing and performing the several covenants and conditions on the part of Lessee, shall quietly

enjoy the demised premises during the term of this lease without interruption by the Lessor or any person lawfully claiming under or in trust for the Lessor.

32) The Lessor shall, without prejudice to the rights mentioned herein, be entitled to terminate this lease by giving three months notice in writing in the event of breach of any of the covenants by the Lessee, provided that before exercising this right, the Lessor should have given three months notice calling upon the Lessee to remedy the breach and the Lessee should have failed to remedy the same.

33) The Lessor agrees to permit the Lessee to install on the terrace of the building, a mast /Dish Antenna, without any extra charges /additional lease rent. The Lessor has also permitted the Lessee to carry out the structural work for that purpose on the terrace and to install thereon the necessary equipment ancillary to such mast /Dish Antenna and to lead wires/cables, etc. to and from such Dish Antenna and other equipment on the terrace, from and to the demised premises.

34) The Lessee may terminate the lease prior to the aforesaid term of the lease or prior to the expiry of any extended term of the lease after initial term of 3 years, as provided in this agreement, by giving three months notice to the Lessor, without being liable for any claim for damage or compensation for such earlier termination or sooner determination of the lease, and thereupon. The Lessee shall vacate and give peaceful and vacant possession of the demised premises to the Lessor on or before the expiry of the notice period and will also pay the lease rent becoming payable and all other charges payable under the lease up to the date of delivery of possession of the demised premises to the Lessor.

35) That any notice to be given by the Lessor to Lessee shall be deemed to be sufficiently and properly given to and served on Lessee if sent to it by Registered or Speed Post at its Head Office addressed to the General Manager (Premises) and copy whereof shall be addressed to the Branch Office of the Lessee at ----- for the time being and any notice to be given by Lessee to Lessor shall be deemed to be sufficiently and properly given and served on it if sent to it at its last known address, by Registered Post and any notice so sent, in either case, shall be deemed to have been delivered in the usual course of post.

36) The Lessor and Lessee shall be bound by all the local laws prevailing in the new Delhi, as may be applicable to the demised premises, whether in respect of grant of Lease or otherwise

37) The Lessor shall indemnify and keep indemnified the Lessee during the subsistence of these presents against any loss or damage incurred or suffered by the Lessee by reason of non-renewal of lease by the authority concerned / state government in favour of the Lessor or any adverse condition stipulated by the competent authority / state government while renewing the lease in favour of Lessor. In case any permission is required from any authority for the use of demised premises for commercial purpose, the Lessor shall obtain the same and also undertake to give indemnity to the Lessee in this regard.

38) During the lease period (tenancy) if Lessors become incapable/in case of any eventuality for looking after the Company's (ISTSL) Premises, then the Lessor shall appoint its authorized person under intimation to the Lessee, who will look after the Company's (ISTSL) Premises and he will be entitled to receive the rent from ISTSL.

39) This agreement of Lease shall be executed and registered with the office of Sub-Registrar at _____, as applicable based on location of the premises. The original shall be kept by the Lessee and the certified copy by the Lessor. If any permission is required to be obtained from any of the local authorities or rent controller, etc. for grant of Lease as contained herein, the same shall be obtained and complied with by the Lessor.

40) All the expenses of, and in respect of this agreement, such as stamp duty and registration, legal charges and any other charges incidental thereto shall be borne by the Lessor and the Lessee in equal proportion. However, each party shall bear its respective lawyer's charges, if any.

FIRST SCHEDULE

(Description of the entire immovable properties)

(Address along with boundaries)

North:

South:

East:

West:

SECOND SCHEDULE

(Description of the demised premises)

All those piece and parcel of the XX floor, admeasuring ----- sq. ft. carpet area together with electrical fittings, doors, windows, together with other permanent fixtures, fittings, bath-rooms etc. of the building situated at (Address of the building) which is bounded as follows –

North:

South:

East:

West:

IN WITNESS WHEREOF the Lessor and the Lessee have caused these presents and the duplicate hereto to be signed on their behalf on the day, month and year first herein above written SIGNED AND DELIVERED BY THE WITHIN NAMED LESSOR,

Shri

In the presence of Shri

SIGNED AND DELIVERED BY THE LESSEE

India SME Technology Services limited by the hand of Shri _____, Chief Executive Officer

In the presence of Shri-----