

Kerala Financial Corporation
Vellayambalam, Thiruvananthapuram -695033
Kerala, India; Phone: 0471-2737567, 2737537, 9447004006
Web: www.kfc.org, Email: hoadmin@kfc.org

NOTIFICATION

Notification No. KFC/ADMIN/ 380 /2024-25 dated 23.11.2024

Office Space on Rent/ Lease at Thiruvananthapuram

1. Kerala Financial Corporation (KFC), incorporated under the State Financial Corporations Act of 1951, is a trendsetter and path-breaker in the field of long-term finance, playing a major role in the development and industrialization of Kerala. Established as the Travancore Cochin Financial Corporation on 01.12.1953 and renamed as Kerala Financial Corporation consequent to the reorganization of states on linguistic basis in November 1956, KFC has now become a pioneer in industrial financing and is among the best SFCs in the country. KFC is an ISO-certified organization, posting profits continuously, having 16 MCBs and 03 LCBs with its Headquarters at Thiruvananthapuram and Zonal Offices at Kozhikode, Ernakulam and Thiruvananthapuram.

2. KFC proposal to take office space on rent/ lease for its following Branch offices and Zonal Office.

- a) Large Credit Branch (LCB), Thiruvananthapuram
- b) MSME Credit Branch (MCB), Thiruvananthapuram
- c) Stressed Asset Recovery Branch (SARB-SZ), Thiruvananthapuram
- d) Zonal Office (South Zone), Thiruvananthapuram

3. The requirement is for approximately 7000 sq. ft in a single building preferably in the ground or first floor in a ready for possession premise. The building should project a professional and aesthetically pleasing appearance and should be approved for office use.

4. The offered space / building should be situated preferably within 3 (Three) kilometer of Kerala Financial Corporation (KFC), Head Office, Vellayambalam, Thiruvananthapuram adjacent to the main road and easily approachable. Water, Electricity, and allied services should be available. The following criteria must be fulfilled:

- a) The requirement is for approximately 7000 sq. ft in a single building
- b) Being Branch Offices preference will be given to office area in the ground or first floor in a ready for possession premise.
- c) The building should be in good condition and well maintained, adjacent to the main road and easily approachable.
- d) There should be standby generator of sufficient capacity for uninterrupted power supply.
- e) 24 hours potable water supply.
- f) Lift facility if the building is of more than two floor (GF+ FF).
- g) The building shall have emergency exit and adequate fire protection facilities.
- h) There should be dedicated parking space within the premises (minimum 7 Nos).

- i) There should be adequate toilet facilities.
- j) Completion/ occupation certificate issued by the competent authority
- k) Bills pertaining to municipality taxes, water and electricity for the building should be regularly paid and updated.

5. The Corporation shall not be responsible for applications lost in Transit / Postal delay. The applications received after the due date and time will not be entertained. No Brokerage /Commission is payable.

6. Carpet area (excluding balcony, verandah, common area, pillars, walls, staircase etc.) should be the basis for quoting rent rate per sqft. Rent rate per sqft to be inclusive of all amenities including parking space, other conveniences, municipal taxes / surcharges, etc.

7. Carpet area offered should be within (-)10% or upto (+)10% of area for which offers are invited. Initial lease period to be minimum for 5/10 years and maximum rent escalation to be upto 15% after every 3 years. Security/Deposit to be upto maximum of six months' rent. Other terms and conditions will be as per Corporation's standard format of lease agreement.

8. Corporation reserves the right to accept or reject any or all the Offers without assigning any reasons whatsoever.

9. Interested parties possessing built-up areas as stated above, having clear legal title should fill up and sign the enclosed form and submit the same on or before 30.11.2024, 5 PM to the following address:

The Assistant General Manager (Admin),
Kerala Financial Corporation, Vellayambalam,
Thiruvananthapuram -695033
Phone: 0471-2737567, 2737537, 9447004006

Sd/-
Assistant General Manager (Admin)

Thiruvananthapuram
23.11.2024



KERALA FINANCIAL CORPORATION
VELLAYAMBALAM, THIRUVANANTHAPURAM -695033
Kerala, India; Phone: 0471-2737537, 2737567 & 9447004006
Web: www.kfc.org, Email: hoadmin@kfc.org

Ref: Your Advertisement for Office space on Rent/ lease dated 23.11.2024.

1. Details of Owner/ Builder/ Firm

Name and address	
Telephone No.	
Mobile No.	
E.Mail ID	

2. Details Of premises offered:

a) Address of the premises offered. ii) Period of lease offered	Years
b) i) Carpet area in sq.ft (excluding Balcony, staircase, Veranda, Common area etc. Rent rate will be considered on the basis of Carpet area only). (ii) Whether premises offered is in the shape of a Hall or rooms? (iii) No. of Halls or rooms	
c) (i) On which floor, the premises offered is situated? (ii) Is it a Multi-storied Building? If yes, mention the total no. of floors in the building.	
d) Usage of Property (As approved by Competent Authority) (Commercial/ Residential/ others)	
e) Year of Construction of the Building:	
f) Width of the road where the property is located	
g) No. of Toilets provided inside the premises	
h) No. of Toilets outside the premises for common use.	
i) Whether the premises ready for occupation	Yes/No.....
j) Enclose Lay-out plan of the building	Yes/No.....

3. Other Details

a) i) Whether the Premises is in good condition.	Yes/No.....
ii) Whether premises requires major repairs	Yes/No.....
b) Copy of completion/ occupation certificate issued by the competent authority	Yes/No.....
c) Whether there is cross-ventilation and provision for adequate sun light.	Yes/No.....
d) No. of parking slots available.	
e) Whether Lift facility is available. If so, give details.	Yes/No.....
f) Whether Generator/Power backup is available for offered premises.	Yes/No.....

4. Amenities

a) Whether water supply available round the clock	Yes/No.....
b) Whether 3-Phase Power supply available	Yes/No.....
c) Sanctioned Load of electricity.	KVA/MVA.....
d) Availability of Fire Station in the vicinity	Yes/No.....
e) Locality's proximity to the following places in Kms:	
1) Railway Station	KMs
2) Hospital	KMs
3) Bank	KMs
4) Bus stand	KMs
5) Kerala Financial Corporation, Head office, Vellayambalam.	KMs
f) Details of boundary and adjacent buildings:	
1) North by:	
2) East by:	
3) South by:	
4) West by:	
g) Safety and Security arrangement	Yes/No.....
h) Fire Exit	Yes/No.....
i) Is Proper sanitary/sewerage system available?	Yes/No.....

5.Details of Rent Claimed

a) Rent Rate per sq.ft. Carpet area (excluding balcony, common area, pillars, wall etc.)	Rs. Per month per Sqft(carpet area)
b) Any other charges payable by the lessee per month	Rs. Per month per Sqft

6.Term of Lease

a) Period of lease (minimum 5years)	_____ Years
b) Increase of rent after every 3 years	By _____ %
	By _____ %
c) Security deposit	_____ (Month)

I/We hereby confirm that, all the terms and conditions specified in paras 4, 5, 6 and 7 are acceptable to me. I further confirm that all the required details have been furnished and if this form is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of KFC.

I/We am aware that Corporation reserves the right to accept or reject this Offer without assigning any reasons whatsoever.

I/We further certify that I, am an authorized signatory of my Corporation and am, therefore, competent to submit the details asked for.

I/We hold clear title to the property and the lease is offered in compliance of local rules and regulations.

I/We are aware that the 'RENT' (Item No.5-(a)) mentioned above will be inclusive of all amenities including Parking space, other conveniences, municipal taxes, rates/Surcharges & Cess etc.

It is my/our duty to pay the statutory liabilities/dues relating to the premises offered above, to the appropriate authority within the due date & the Corporation shall have no responsibility other than payment of the rent as mentioned above.

Yours faithfully,

(Signature of the self / authorized signatory)

Name:

Designation:

PLACE :

DATE: