

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-WND/29/2023-BM-WYD-03/2025-26 dated 19.12.2025

#### **Office Space on Lease at Wayanad**

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, 03 LCBs and 5 SARBs 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 MSME Credit Branch (MCB), Wayanad
3. The requirement is for approximately 1500-2000 sq. ft in a single building preferably in the ground/First/Second 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 existing MCB, Kerala Financial Corporation (KFC), Wayanad with access to the main road and easily approachable. Water, Electricity, and allied services should be available. The following criteria (attach necessary supporting documents) must be fulfilled:
  - a. The requirement is for approximately 1500-2000 sq. ft in a single building
  - b. Being Branch Offices preference will be given to office area in the ground/First/Second 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 2 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. The lease period is 15 years with rent escalation up to 15% every 3 years. The security deposit shall not exceed six months' rent. All other terms and conditions shall be as per the Corporation's standard lease agreement format.
  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 31.12.2025, 5.00 PM to the following address:

AGM (Admin),  
Kerala Financial Corporation- Head Office,  
Vellayambalam, Thiruvananthapuram.

Sd/-  
Assistant General Manager (Admin)

Thiruvananthapuram  
19.12.2025

**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 lease dated 19.12.2025.

**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	_____ <b>Years</b>
b) i) Carpet area in sq.ft (excluding Balcony, staircase, Veranda, Pillars, walls 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. ii) Whether premises requires major repairs	Yes/No..... 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, MCB- Wayanad, 1st Floor, Trident Arcade, Panangode Road, Kalpetta, Wayanad.	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, verandah, common area, pillars, walls, staircase etc.	Rs..... ... Per month area) per Sqft (carpet
b) Any other charges payable by the lessee per month	Rs..... ... Per month per Sqft

**6.Term of Lease**

a) Period of lease (minimum 15years )	_____ Years
b) Increase of rent after every 3 years	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: