

- 1) Office Location – Salt lake sector 5,
- 2) Number of Offices – 1 nos
- 3) Size of the office – 1700 -2300 sq.ft. build up area.
- 4) Monthly Licence Fees Range –
  - i) Bare Shell (Unfurnished) Office: Upper cap Rs 60/- per sq.ft.
  - ii) Fully Furnished Office: Upper cap Rs 70/- per sq.ft.
- 5) Tenure – 5 Years
- 6) Parking Space – Minimum 1 four wheeler parking space for each office.
- 7) Title Clearance – The Title should be clear. The Conveyance Certificate (CC), Occupation Certificate (OC) and Purchase deed of the premise should be kept ready for inspection by Acuite’s legal team. Any further document related to the premises for the purpose of vetting the ownership / legality shall be called for by Acuite as it may deemed fit.
- 8) The office has to be made available for inspection for representative of Acuite at a mutually convenient time.
- 9) The submission of quote constitutes an expression of interest to lease by the Licensor and is not binding in any manner whatsoever on Acuite.
- 10) While the aforementioned requirements constitute basic terms for leasing the office, Acuite may call for / seek additional information during the course of evaluation.
- 11) For bare shell properties lowest bidder will be considered.
- 12) For furnished office, Acuite’s internal premises committee will evaluate the quality of the interiors on the following parameters, and only those applications will be considered that will meet the criteria. The premises committee’s decision shall be considered final in case any bid is disqualified on quality grounds.
  - a. Minimum 2 large meeting rooms
  - b. Minimum 2 cabins for senior management
  - c. Small but clean toilet
  - d. Small but clean pantry
  - d. Space for 25-35 seats
  - e. Common seating cum reception area
  - f. Quality vitrified flooring in good condition
  - g. Fire alarms, fire prevention system in good condition
  - h. Natural lighting
  - i. AC in good condition
  - j. Provision for access control

13) Other Terms & Conditions:

- a. Lock-in Period – Minimum 5 Years for Licensor & Licensee.
- b. Rent Revision - 5% yearly escalation on monthly rent from the second year onwards.
- c. Taxes - All Current & Future taxes will be paid by Owner(s) / Licensor(s).
- d. Stamp Duty & Registration Charges - To be borne by the Licensor and Licensee equally i.e. 50:50 % each.
- e. Monthly Common Maintenance charges and Property Taxes - Present and Future monthly maintenance charges and property taxes will be paid by the Licensors / Licensee
- f. Rent Free Period –
  - i. Bare Shell (Unfurnished) Office: 90 days from the date of execution of Leave & Licence Agreement.
  - ii. Fully Furnished Office: 60 days from the date of execution of Leave & Licence Agreement.
- g. Termination Notice Period – Two month's notice after the lock-in period in writing to be given by Licensor / Licensee.