



REQUIRED - COMMERCIAL PREMISES ON RENT

Repco Micro Finance Ltd. (RMFL) is a subsidiary of Repco Bank (a Government of India enterprise), having its corporate office in Chennai. RMFL primarily engaged in lending micro credit to women SHGs and operating in southern states, i.e., Tamil Nadu, Puducherry, Kerala, Karnataka, & Andhra Pradesh. As part of business expansion, we are seeking commercial premises on a rental basis across various locations in Tamil Nadu for the establishment of our branches.

Interested premises owners agreeable to offer constructed/under-construction premises shall submit proposals in the prescribed format meeting the required criteria.

No brokerage will be entertained. Proposals involving brokers or agents will not be considered, and any additional charges related to brokerage will not be paid.

TABLE – 1

Premises having carpet area around 1000 Sq.ft to 1500 Sq.ft						
DISTRICT	S.No	LOCATIONS		DISTRICT	S.No	LOCATIONS
Chengalpattu	1	Chengalpattu		Tanjore	9	Kumbakonam
Chennai	2	Perungudi		Tirunelveli	10	Tirunelveli
	3	Royapuram		Tiruvallur	11	Avadi
Coimbatore	4	Coimbatore			12	Puzhal
	5	Valparai			13	Redhills
Kanchipuram	6	Kanchipuram		Tiruvarur	14	Tiruvarur
Kanyakumarai	7	Nagercoil		Villupuram	15	Tindivanam
Krishnagiri	8	Hosur				

TABLE – 2

Premises having carpet area around 400 Sq.ft to 600 Sq.ft						
DISTRICT	S.No	LOCATIONS		DISTRICT	S.No	LOCATIONS
Ariyalur	1	Senthurai			23	Sholinghur
Chengalpattu	2	Acharappakkam		Ranipet	24	Walajapet
	3	Madhuranthagam			25	Vazhapadi
Coimbatore	4	Sulur		Sivagangai	26	Thirupuvanam
Cuddalore	5	Panruti		Tanjore	27	Pabanasam
	6	Vadalur			28	Peravurani
Dindigul	7	Chinnalapatti			29	Sengipatti
	8	Guziliamparai		The Nilgiris	30	Manjur
	9	Nillakottai		Thiruvanamalai	31	Chetpet
	10	Vadamadurai			32	Seyyaru
	11	Vedasandhur			33	Thanipadi
Kallakkurichi	12	Madappattu			34	Vandhavasi
Karaikal	13	Karaikal		Tiruvallur	35	Poonamallee
Madurai	14	Madurai - North		Tirupur	36	Avinasi
	15	Tirumangalam		Trichy	37	Edamalaipattipudhur
	16	Usilampatti			38	Kattuputhur
Mayiladudurai	17	Tharangampadi			39	Thuvarankururuchi
Puducherry State	18	Madhakadipattu		Tuticorin	40	Eral
Pudukottai	19	Ilupur		Vellore	41	Kudiyatham
Ramanadhapuram	20	Kamuthi		Villupuram	42	Madappattu
	21	Mudukulathur			43	Marakkanam
	22	R.S. Mangalam		Virudhunagar	44	Kariyapatti
					45	Sivakasi

Important Points of required criteria –

1	Property Usage	Commercial purpose
2	Carpet area	Kindly refer to Table 1 & 2
3	Desired Floor	Preferable on Ground Floor / First Floor
4	Possession	Ready to occupy or to be hand overed within 1-2 months.
5	Parking space	Preferably a dedicated parking space for least of 4 Two-wheelers.
6	Amenities	24 hours water supply, preferably generator power back up and approx. 3-5 KW electrical power supply connection.
7	Power Supply	Commercial EB connection with 3-phase required
8	Initial period of lease	Initial for 9 years with predetermined increase in rent @ 5% yearly or 15% three years once.
9	Selection procedure	Offers will be considered on first come first serve basis subject to fulfillment of our requirement and legal clearance.
10	Brokerage/Agent Involvement	Proposals involving brokers or agents will not be considered, and any additional charges related to brokerage will not be paid

The above stated requirements are for guidance only. RMFL reserves the right to shortlist best premises amongst the offers received. RMFL reserves the right to accept or reject any / all offers without assigning any reasons thereof.

Premises owner will at his/her cost, arrange for separate electricity meter/sub meter having three phase electric connection up to 5 KW of load depending on actual requirement and electric points including power/AC points required for the branch as per company's requirements. Actual electricity charges shall be borne by the company.

Place: Chennai

Date: 09.08.2025

Sd/-
Authorized Signatory

OFFER LETTER

To
The Managing Director
Repco Micro Finance Ltd.,
Chennai-35

SUB: GENERAL & TECHNICAL INFORMATION ABOUT THE OFFERED PREMISES
(All pages to be duly signed by the premises owner and anybody willing
to offer for more than one premises, separate application to be submitted
for each premises)

With reference to your advertisement in the _____ dated _____

I/We hereby offer the premises owned by me/us for your branch / office on rental basis:

A. Premises Owner Details:

(i) Name of the Owner (s)	
(ii) Address	
(iii) Name of the contact person	
(iv) Mobile No.	
(v) E-mail address	

B. Premise Details:

(i) Name of the Building	
(ii) Door No.	
(iii) Name of the street	
(iv) Nearby Landmark	
(v) Name of the city	
(vi) Pin Code	

c. Technical Information (Mark the suitable choice(s) below)

Structure of the Premises –

(i) Building Type - Commercial ☐ Residential ☐

(ii) Building Plan Approval - Available ☐ Not Available ☐

(iii) Structure - RCC Framed ☐ Residential ☐

(iv) Year of construction and age of the building _____

(v) Building ready for occupation - Yes ☐ No ☐

(vi) No. of floors - _____

(vii) Flooring - Vitrified Tile / Granite / Marble Tile / Mosaic Tile

(viii) Toilet Facility - Inside ☐ Outside ☐

(ix) If building to be constructed, how much time will be required for occupation _____

Amenities available:

Electric power supply and sanctioned load for the floors

Offered in KW (3-5KW)

- Yes ☐ No ☐

Generator Facility

- Yes ☐ No ☐

Running Municipal / Bore Water Supply

- Yes ☐ No ☐

Whether III Phase EB Connection provided

- Yes ☐ No ☐

Whether direct access is available for the premises / floor

- Yes ☐ No ☐

Whether Lift facility available for the premises / floor

- Yes

No

Whether Parking space can be offered

- Yes

No

Exclusively to the Premises.

Whether Ventilation available

- Yes

No

D. Commercial Information of the offered premises:

Level of Floor	Floor Area (Sq.ft.)	Rent per Sq.ft, per month (Rs.)	Total rent per month of floor (Rs.)
Ground Floor			
First Floor			

Kindly send all correspondence regarding this offer to the contact details provided below and mention on the envelope cover as "Offer Letter for Rental Premises – Reg."-

Address for communication–

REPCO MICRO FINANCE LTD – CORPORATE OFFICE

PREMISE AND PROCUREMENT DIVISION

No.634, 2nd Floor, North Wing, Karumuttu Centre,
Anna Salai, Nandhanam,
Chennai - 600035.

Contact Numbers: 8939893115, 7825890433

Declaration:

I/ We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

I/ We also agreed to construct/ addition/ alteration of toilets with all fittings and fixtures, vitrified flooring, other works as per Branch specifications and requirement

I will hand over the possession of the building after getting it constructed / renovated as per Branch requirements. Payment of rent will be given effect from the date of handing over of the premises in all respects to the entire satisfaction of the Company.

Place:

Date:

Name & Signature of Premises owner