



SOFTWARE TECHNOLOGY PARKS OF INDIA

Ministry of Electronics & Information Technology, Government of India

5, Rajiv Gandhi Salai, Taramani, Chennai – 600 113

NOTICE

Ref No. STPI/CHE/BDG/1007

Date: 01.10.2026

Availability of Office Space on Rental Basis for IT/ITES/ESDM Industries at STPI-Chennai

Software Technology Parks of India (STPI), Chennai has established state-of-the-art infrastructure for promoting and supporting companies in the IT/ITES/ESDM sector. STPI-Chennai invites applications from eligible IT/ITES/ESDM companies for availing the office space on rental basis.

SPACE AVAILABLE	22,200 Sq. Ft. (Approx.)
LOCATION	Ground Floor, STPI Chennai, Rajiv Gandhi Salai, Taramani, Chennai-600113

a) Salient Features of the Building

- Strategically located at Taramani, Chennai.
- Office space suitable for IT/ITES/ESDM companies.
- Customizable Workspace Layout.
- Excellent Connectivity to Major IT Hubs.
- Meeting/discussion facilities and other common amenities, as applicable.
- Power backup and other building infrastructure.
- Lift & Other common facilities as available at STPI-Chennai.

b) Terms and Conditions

1. Rental Period and Space

The available raw/warm-shell office space on the **Ground Floor** shall be leased to eligible IT/ITES/ESDM companies on a long-term lease basis.

2. Electrical Power

Electrical power shall be provided based on actual consumption, with the applicable charges payable accordingly.

3. Parking

One (1) car parking space shall be provided free of charge for every 2,000 sq. ft. of Super Built-up Area.

Three (3) two-wheeler parking spaces shall be provided free of charge for every 1,000 sq. ft. of Super Built-up Area.

Allocation of additional parking spaces, if required, shall be subject to availability and STPI's prevailing policies and applicable parking rules.

4. Rentals

The minimum rental rate shall be:

₹60/- per Sq.ft. per month, plus **building maintenance charges of ₹15/- per Sq.ft. per month**, plus applicable taxes.

The commercial bid shall not be below the above stipulated minimum rates.

5. Utilities

Electricity, water and other utility charges shall be payable extra, as applicable, based on actual consumption/usage.

6. DG Running Charges

DG running charges, wherever applicable, shall be payable on actual and/or pro-rata basis as determined by STPI.

7. Mandatory Eligibility Criteria

The applicant shall satisfy the following eligibility criteria:

- Indian company or foreign company registered under the applicable provisions of the Companies Act, 1956/2013 or LLP Act, 2008 and engaged in the development or delivery of services in the IT/ITES/ESDM sector.
- The company should have a satisfactory business track record.
- The company should have a minimum average annual turnover of **₹1.50 Crore during the last three financial years**.
- Audited financial statements for the last three financial years shall be furnished.

8. Selection and Award Criteria

i. Application Format:

Submission of Willingness-cum-Acceptance Letter along with the Commercial bid as per the format prescribed in **Annexure-1** of this notice.

ii. Highest Bidder Selection:

Allotment will be made to the **highest (H1) bidder** willing to occupy the entire available space.

iii. Tie Resolution:

In case of a tie between bidders, selection will be based on the highest cumulative turnover during the last three financial years.

9. Security Deposit

Security deposit payable by the successful company, equivalent to **6 month's rental charges**, as applicable.

10. Payment of Rentals

Rental and maintenance charges shall be paid **monthly in advance on or before the 7th of every month.**

11. Escalation of Charges

The rental charges shall be increased by **5% annually**, and the maintenance charges shall be increased by ₹0.50 per sq. ft. per month from the commencement of the second year onwards.

12. Registration Costs of the Agreement

All applicable agreement registration charges and related costs shall be borne by the selected company.

13. Fit-out-Works

The office space will be handed over in raw/warm shell condition. The selected company shall carry out the required interior fit-out works at its own cost, with prior approval from STPI-Chennai and in accordance with applicable building, safety and statutory requirements. All such works shall be completed without affecting the building's common infrastructure.

14. Termination Rights

STPI reserves the right to terminate, modify, cancel or withdraw the allotment process at any time without assigning any reason.

STPI makes no commitment, express or implied that this process will result in a business transaction with any applicant.

This notice does not constitute an offer by STPI. STPI reserves the right to accept or reject any or all applications/willingness letters without assigning any reason whatsoever.

15. Agreement Terms

The detailed terms and conditions governing the allotment and occupation of the premises shall be incorporated in the agreement to be executed between STPI-Chennai and the successful company.

16. Site Visit and Contact Details

Interested companies may visit the premises by obtaining a prior appointment.

Contact Person:

Dr. R. Gokulakrishnan

Scientist F, STPI-Chennai

Contact no.: **044-23703525, 9841090710**; E-mail id: r.gokul@stpi.in, chennai.bdg@stpi.in

17. Submission of Bid

The last date and time for submission of bids is **on or before 31.10.2026 ; 5:00 pm**

The offers shall be submitted in the prescribed format and deposited in the tender box placed at the Software Technology Parks of India (STPI), 3rd Floor, 5, Rajiv Gandhi Salai, Taramani Chennai – 600 113.

The envelope shall be superscribed:

“Willingness-cum-Acceptance with Commercial Quote for Availing the STPI-Chennai Office Space on Rental Basis.”

The bids shall be opened at the date and time specified in the notification.

All correspondence regarding this notice shall be addressed to:

The Director

Software Technology Parks of India (STPI)

5, Rajiv Gandhi Salai, Taramani

Chennai – 600 113

ANNEXURE – 1

Ref:

Date:

WILLINGNESS-CUM-ACCEPTANCE WITH COMMERCIAL QUOTE

To

The Director
Software Technology Parks of India (STPI)
5, Rajiv Gandhi Salai, Taramani
Chennai – 600 113

Sir/Madam,

Sub: Willingness-cum-Acceptance with Commercial Quote for availing STPI-Chennai Office Space on Rental Basis – Reg.

I/We have carefully gone through the Terms & Conditions contained in the STPI-Chennai Notice Ref. _____ dated _____ regarding availing of office space on rental basis located at STPI-Chennai.

The required details are furnished as per the prescribed format (**Appendix-A**)

I/We hereby declare that all the Terms & Conditions mentioned in the notice are acceptable to our company. I/We further certify that the undersigned is the authorized signatory of the company and is competent to make this declaration.

Commercial Quote

Sl. No.	Description	Rate quoted in INR per Sq.ft. per month
1	Rental Charges per Sq.ft per month (Not less than ₹60/- .) – A	₹ _____
2	Maintenance Charges per Sq.ft. per month (Not less than ₹15/- – B	₹ _____
	Total Charges per Sq.ft. per month (A + B)	₹ _____

Note:

1. The above quoted rates are exclusive of applicable taxes.
2. Bidders quoting less than the stipulated minimum rates shall be summarily rejected.
3. The bidder shall quote for the entire available office space.

Yours faithfully,

(Authorized Signatory)

Name: _____

Designation: _____

Company Name: _____

Seal: _____

APPENDIX – A

Ref:

Date:

Sl. No.	Description	To be filled by the participating company
1	Name of the Representative	
2	Designation	
3	Company Name	
4	Address of the Company	
5	GSTIN	
6	DIN (Director Name and Director Identification Number)	
7	CIN (Company Identification Number)	
8	Company PAN Number	
9	Telephone	
10	Mobile	
11	E-mail	
12	Website	
13	Nature of Business / Domain	
14	Company Turnover during the Last 3 Financial Years	FY _____ : ₹ _____ FY _____ : ₹ _____ FY _____ : ₹ _____
15	Major International Clients / Projects	
16	Quality Certifications, if any	
17	Company Profile (100–150 words)	
18	Proposed Use of the Facility	
19	Any Other Credentials / Information	

Mandatory Documents for Evaluation and Award of Allotment Letter:

Sl. No.	Mandatory Document	Submitted (Yes/No)
1	Company Profile	
2	Initial Deposit Proof	
3	Appendix-A	
4	Certificate of Incorporation	
5	GST Registration Certificate	
6	PAN	
7	Memorandum of Association & Articles of Association / LLP Agreement, as applicable	
8	Audited Financial Statements for the Last 3 Financial Years	

Authorized Signatory

Name: _____

Designation: _____

Company Name: _____

Signature: _____

Place: _____

Date: _____