



### **DBS Business Center : Proposal of hiring Private Office**

Please find below the proposal for Office Suite at DBS Office Business Center, Nariman Point Mumbai:

<b><u>FULL FACILITY PLAN</u></b>	<b><u>PLAN CHARGES</u></b>
<b>Private Office: 2341 with Director cabin</b>	
Office Suite Monthly Rate	Rs. 85000.00
Gst @18%	Rs. 15300.00
Refundable Security Deposit (3 month's plan chgs) + Refundable Security Support Services	Rs. 275000.00
Membership fees Rs.2,100 (inclusive of taxes)	Rs. 2478.00
<b><u>Grand Total</u></b>	<b><u>Rs. 377778.00</u></b>
<b>Private Office: 202</b>	
Office Suite Monthly Rate	Rs. 60000.00
Gst @18%	Rs. 10800.00
Refundable Security Deposit (3 month's plan chgs) + Refundable Security Support Services	Rs. 200000.00
Membership fees Rs.2,100 (inclusive of taxes)	Rs. 2478.00
<b><u>Grand Total</u></b>	<b><u>Rs. 273278.00</u></b>

The above charges are payable in advance in order to confirm your booking for the Full Facility Plan. **Please note all Office Suites are subject to availability.**

**The office charges are inclusive of:**

- Furnishings
- Furniture & Fittings
- Common Receptionist

Air conditioning  
Maintenance  
Electricity  
Pest Control  
Water Supply  
24-hour Security  
House Keeping  
Exclusive Mailbox  
Telephone Extension

**Use our full range of Support Services on a pay-by-use basis:**

Fax  
Postage  
Courier  
Pantry  
Photocopying  
Secretarial  
Car Parking

**Please note:**

1. Pay Refundable Deposit for Direct Phone Lines (**if reqd.**): Rs. 10,000/- per line & Rs.2,000/- surcharge would be applicable on the total actual bill per line per month **OR** if you wish to have your own WLL / direct lines, pay us Rs.2,000/- per line per month.
2. Each office is equipped with its own telephone extension. The calls (Local/National/International) made through the extension are charged as per the ancillary sheet attached. An extra Extension would be charged as **Rs. 500/-** per line per month.
3. Use our pay parking space for **Rs. 10,000/-** per month.
4. Use our Fax, Xerox & Pantry Service as per tariff sheet charges.
5. DBS working hours are 9:30 am to 6:00 pm, Monday to Friday and an Overtime charge of **Rs. 500/-** per hour (**per office**) would be applicable before 9:30 am and after 7 pm. Saturday's we would be open from 9:30 am to 1.30 pm, Overtime is applicable before 9:30 am and after 2pm.
6. On Sundays and Public holidays, an additional flat charge of **Rs. 3,000/-** per day is applicable.
7. We have in-house Conferencing, Seminar, Training Room which can be booked and paid for.

8. **Gst at 18% on all services & plan charges will be applicable as per Government of India Enactments.**

The Full Facility Registration form will be signed between DBS and your organization once confirmation is done from your end.

**In case you wish to terminate the Full Facility Plan with DBS kindly give us a notice of two months and on completing your stay for six months we shall require three months' notice.**

Exclusive mailbox is also provided for your office free of cost, in order to ensure confidentiality of all messages, faxes, etc received. Ancillary services like fax, mail, courier, pantry, photocopying, secretarial etc, are available on a pay by use basis, payable monthly (please refer to the ancillary sheet).

**Billing System:** - Please note that DBS has two main billing procedures.

- **Billing the Plan Charges** – *The suite rates shall be debited one month in advance. Hence the payments for the next month are expected to reach us by the **25<sup>th</sup> of the current month.***
- **Billing the Services utilized** – *Payments of services used in current month are expected to reach us by the **10<sup>th</sup> of the next month.***

**Any delay in the payments after the due dates shall attract Delayed Payment Processing Charges (DPPC)**

For any further queries please feel free to call on the below mentioned number.  
Looking forward for a longer association with you.

**Regards, Josephine Fernandes**