



*NTPC Limited*  
(A Govt. of India Enterprise)

**NTPC Bhawan , Scope Complex,  
7 Institutional Area, Lodhi Road,  
New Delhi-110 003  
Ph: 011- 24360100**

EOI Ref. No.: CC:HR: OFFICE-SPACE:2021

Date: 24.05.2021

**EXPRESSION OF INTEREST (EOI) FOR TAKING THE OFFICE SPACE OF NTPC LTD. ON LEASE AT SCOPE COMPLEX, LODHI ROAD, NEW DELHI.**

NTPC Ltd., NTPC Bhawan, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110003 invites EOI from the interested PSUs/Nationalised Banks only for taking the following office spaces on lease at Scope Complex, Lodhi Road, New Delhi on monthly rental basis on "As is where is" & "As is what is" basis:

Properties	<ol style="list-style-type: none"><li>1. Office space admeasuring 10526 Sqft Area located at 3rd Floor of Core-5.</li><li>2. Office space admeasuring 8665 Sqft Area located at 6th Floor of Core-6.</li><li>3. Office space admeasuring 12987 Sqft Area located at 7th Floor of Core-6.</li></ol>
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**A. Purpose of inviting EOI:**

1. Through this EOI, NTPC Ltd. intends to only identify the interested eligible parties who wants to take this office space on lease for their official use.
2. After identification of interested eligible parties through this EOI, NTPC shall start the bidding process to finalise the party quoting/offering the highest rental value.
3. The minimum rental value per sqft per month and annual increment on rental value shall be decided based on prevailing rent at the time of bidding process among interested eligible parties.

**B. Eligibility Criteria:**

Parties who are interested in hiring of above mentioned spaces should necessarily be either a CPSU or a Nationalised Bank.

**C. Terms & Conditions of EOI:**

1. EOI received beyond the stipulated time shall not be accepted.
2. Applications that are incomplete in any respect including attachment of required document or those that do not adhere to the attached format at **Annexure-I**, shall be considered non-responsive and may be liable for rejection.
3. **Mere submission of EOI does not qualify any party for allotment of space. NTPC shall start the bidding process to finalise the party quoting/offering the highest rental value at later stage among interested parties selected through this EOI.**
4. On scrutiny of EOI submitted by the bidders, NTPC would shortlist all eligible parties for calling for bids at later stage.
5. Interested party may inspect the aforesaid property on any day till the last day of submitting the EOI between Office Hours i.e. 10 am to 5 pm.
6. NTPC reserves the right to decide not to lease or to lease only a part of the premises without assigning any reason.
7. All corrigendum or extension of scheduled dates or change in specifications or any other information will be uploaded for the information of the interested parties/prospective bidders on [www.ntpctender.com](http://www.ntpctender.com).
8. NTPC reserves the right to call for any clarification/papers required for scrutiny from interested parties.
9. In case of any query, you may contact the following official :

**Shri Rajesh Sharma, DGM (HR-O&M), (O) 011-24387592 / 011-24387804 (M) 9650992973, E-mail: rajeshsharma@ntpc.co.in**

**D. Other conditions:**

1. The property is subject to the Public Premises (Eviction of Unauthorized Occupants) Act 1971, as amended from time to time.

2. The maximum period of lease shall be 5 years and further extension shall be subject to the mutual consent of both parties and approval of the Competent Authority of NTPC Ltd.
3. Apart from the rental charges per sqft per month, maintenance charges (common area electricity & water and other charges) on pro-rata basis and electricity charges of occupied premises as per actual shall be payable to NTPC Ltd. along with applicable taxes. The property tax shall be borne by NTPC Ltd.
4. The successful bidder among interested eligible parties, after bidding process which shall be carried out at later stage, shall be required to execute the lease deed on standard format of NTPC Ltd.
5. That all disputes/ differences between the parties hereto relating to said premises, the same shall be settled amicably at the Chief Executive level. In case of non-resolution of disputes as aforesaid, such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No.4(1)/2013-DPE (GM)/FTS-1835 dated 22-05-2018,as amended from time to time.

**E. Process for submission of EOI:**

1. Interested parties fulfilling the eligibility criteria shall submit their Expression of Interest in the prescribed format given at Annexure-I along with the requisite documents **on or before 23.06.2021 by 5.30 p.m.**
2. The duly filled EOI shall be submitted in a sealed envelope superscribing **"EXPRESSION OF INTEREST (EOI) FOR TAKING THE OFFICE SPACE OF NTPC LTD. ON LEASE AT SCOPE COMPLEX"** to:

**DGM(HR-O&M)  
Human Resources Department,  
NTPC Bhawan, Core-7, 1<sup>st</sup> floor,  
SCOPE Complex, 7 Institutional Area,  
Lodhi Road, New Delhi-110003**

**ANNEXURE-I**

**DETAILS OF THE INTERESTED PARTY (PROSPECTIVE BIDDER)**

No	Description	Details (as applicable)
1.	Name of the Applicant (CPSE/NATIONALISED BANKS ONLY)	
2.	Registered Office Address	
3.	Details of Authorised Person	
	a) Name of Authorised Person	
	b) Designation of Authorised Person	
	c) Tel. No. with STD Code	
	d) Mobile No.	
	e) E-mail ID	
4.	Ref No. of Authorization Letter in the name of authorised person (Authorisation letter to be attached)	
5.	Interested for taking office space at: <i>(Please tick in the box. Multiple choices may also be given)</i>	1. Core-5, 3 <sup>rd</sup> floor <input type="checkbox"/> 2. Core-6, 6 <sup>th</sup> floor <input type="checkbox"/> 3. Core-6, 7 <sup>th</sup> floor <input type="checkbox"/>
6.	We have read and understood the terms & of conditions of the EOI and interested in taking the space(s) on lease.	
7.	Any other information or remarks which the Applicant thinks are appropriate to mention.	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorized Person with Company Seal