

EXPRESSION OF INTEREST FOR FURNISHED OFFICE SPACE

The NTPC Limited (A Govt. of India Enterprise) and a Maharatna Company established in the year 1975 having its registered office at "NTPC Bhavan", SCOPE Complex, 7, Institutional Area, Lodhi Road, New Delhi - 110003, and having one of its Regional Head Quarter at Bhubaneswar is involved in the power generation business.

NTPC Limited having its Eastern Region II Headquarter, Bhubaneswar proposes to have Lease space within the BMC limit on rental basis with clear & unambiguous title deeds for shifting up its ER-II Office (Presently at OLIC Building, Nayapalli), seeks expressions of interest from owners or their authorized agents. The requirement is approximately 20000 sq. ft. on a single floor or multiple floors of same building but having minimum 5000 Sq. ft on a single floor in a ready possession condition as per tentative requirement detailed below.

Cabin/ workstation requirement:

1. 1 No Cabin with Lobby, Ante Room, attached Rest room & ES room (Approx. 1500 Sq. ft.)
2. 2 Nos Cabin with attached Rest room & ES Room (Approx. 500 Sq. ft. Each)
3. 10 Nos Full height Cabin (Approx. 200 Sq. ft. Each)
4. 15 Nos Shoulder height Cabin (Approx. 150 Sq. ft. Each)
5. 10 Nos Shoulder height Cabin (Approx. 100 Sq. ft. Each)
6. 10 Nos Workstation with visitor chair (Approx. 50 Sq. ft)
7. 10 Nos Workstation without visitor chair (Approx. 35 Sq. ft)
8. 15-20 Nos small Workstation (Approx. 25 Sq. ft.)
9. 1 No small conference hall (Approx. 1000 Sq. ft.)
10. 1 No large conference hall (Approx. 2000 Sq. ft.)
11. 1 No Cafeteria with Kitchen space (Approx. 500 Sq. ft.)
12. Visitors waiting hall/ meeting hall (1 No per floor of adequate size)
13. Storeroom (1 No per floor of adequate size)
14. Server room
15. 1 no Video Conference Room (Approx. 300 Sq ft)
16. Common toilets (Separate for Gents & ladies at each floor)

Facility requirement:

1. Elevators
2. Firefighting system
3. CC TV & Security personnel in common areas
4. DG Power backup
5. Parking space (30 Four-wheelers & 50 Two-wheelers)
6. Air Conditioning

Furnishing requirement:

1. Flooring
2. False ceiling with adequate lighting
3. Air Conditioning
4. Furniture as required.

The building should project a professional & aesthetically pleasing appearance and should be approved for office use. The Initial period of agreement will be for 2 years with provisions of extension for further 1 year with same rate, terms & conditions. Agreement can be renewed on fresh terms and conditions at the end of Three years.

With other things being equal, preference will be given to,

1. Premises offered by PSUs/ Government Departments and other Government bodies.
2. Premises offering better amenities with separate entrance.
3. Premises ready for possession & occupation with all necessary permissions and approvals in place.
4. Fully furnished & ready to move in condition.

Interested parties fulfilling requirements as stated above, having clear legal title are invited to send their expression of interest to our office in the prescribed template enclosed herewith.

This is an expression of interest for available space and not an invitation to bid.

Selection of the property shall be made based on the details submitted in the EOI. The offered premises will be inspected for preliminary short-listing by NTPC. This may include carrying out the measurements and valuation of the offered premises. Selected locations will be informed subsequently for other terms and conditions.

Interested parties are urged to visit the Tenders section of www.ntpctender.com on regular basis for any updates related to schedule or corrigendum with respect to the above EOI. For any query/clarification please contact through Email Id akrout01@ntpc.co.in latest by 01.08.2021.

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The Dy.General Manager (HR), NTPC Ltd.
ER-II Head Quarter,
3rd, 4th, 5th, Floor, OLIC Building,
N-17/2, Nayapalli
Bhubaneswar - 751012

Sub: Expression of Interest offering Office Premises on Lease/ Rent basis at Bhubaneswar.

Sir,

This offer is with reference to the advertisement released in the press/ put up in tenders' section of www.ntpctender.com for taking office space on Lease/ Rent basis.

The details of the premises offered are as under:

DETAILS OF THE PREMISES OFFERED

Sr. No.	Particulars	Details
1	DETAILS OF VENDOR/FIRM / BULIDER/ OWNER / REPRESENTATIVE	
1.1	Name	
1.2	Address & Phone No: FAX No. & E-mail address:	
1.3	Constitution of vendor/ firm. (Whether Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd./ PSU/ Individual etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref: Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST no.	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	

2	DETAILS OF PROPERTY	
2.1	Location & Address of the property	
2.2	Usage of property (as approved by Competent Authority) a. Commercial b. Shopping Complex	
2.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	
3	BUILDING	
3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
3.4	Clear floor height from floor to ceiling	
3.5	Floor on which the offered premises is located	
3.6	Area of premises offered per unit. a) Super built-up Area b) Built-up Area c) Carpet area	Sq. ft. Sq. ft. Sq. ft.
3.7	Detailed floor plan/ drawing demonstrating the total carpet area offered with details of all facilities. No. of rooms, Conference Hall, Pantry, no of toilets & details of seating plan without layout (Layout plan to be submitted)	
3.8	Ready to occupy (Yes / No) Lead time for possession in months (Maximum 2.5 months)	
3.9	Furnished (Yes/ No) Complete in all respect e.g. office, furniture, lighting, flooring, AC, fire fighting, LAN connection etc.	
3.10	In not furnished, lead time for furnishing (maximum 2.5 months)	
3.11	Availability of Electricity connection (Three phase)	

3.12	Capacity of Electricity connection (kVA)	
3.13	Power Backup (Yes / No) % power backup wrt electrical load provided	
3.13	Server Room (Yes / No)	
3.14	Details of LAN connection	
3.15	Central AC (Yes / No) If yes capacity in BTU	
3.16	Latest Electricity Bill payment receipt and Property Tax Bill of the premises to be submitted	
4	AGE/ CONDITION OF THE CONSTRUCTION/BUILDING	
4.1	Newly constructed (within 3 years)	
4.2	Old construction – mention year of completion	
4.3	Under-construction – mention date of possession	
5	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
5.1	Boundary of the property a. North b. East c. South d. West	
6	CAR PARKING SPACE	
6.1	a. Car parking spaces b. No of Car Parking c. No. of Two-wheeler Parking	Reserved/ Open
7	COMPLETION / OCCUPATION CERTIFICATE (Only for ready premises)	
7.1	Whether completion / occupation certificate is issued by the competent authority (Copy to be enclosed)	

7.2	Designation of the authority which has issued the completion/ Occupation certificate	
8	OTHER INFORMATION	
8.1	Whether readymade office premises have been constructed and leased to any Government/ Semi- Government Institutions /Financial Institutions etc.? If so names and addresses of such clients to be given.	

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of NTPC.

I am aware that NTPC is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Offeror)

Printed Name

Designation

Seal

Date:

Business Address:

The filled in format along with necessary documents duly signed, as mentioned above, may be forwarded in a sealed envelope super scribing "Expression of Interest for Hiring of Furnished Office space on lease" to Sr. Manager (C&M), ER II Headquarter, NTPC Ltd, 3rd, 4th, & 5th floor, OLIC Building, N-17/2, Nayapalli, Bhubaneswar-751012.

Last date of receipt of EOI is 09.08.2021 upto 3:00PM. The EOI will be opened on same day at 3:30 pm in the presence of property owners or their authorized agents who are interested to attend the same.

