

TERMS AND CONDITIONS FOR HIRING OF OFFICE SPACE AND TRANSIT CAMP AT GANDHINAGAR AND JAIPUR

SPECIFICATIONS FOR OFFICE SPACE:

1. The property being offered should be situated preferably in Sector-1/Sector-2/Sargasan/Infocity or any nearby area of the Gandhinagar and Tonk Road/Malviya Nagar or any nearby area in Jaipur.
2. The Covered area requirement is 1200 – 1500 Sq Ft.
3. In addition to the above, parking space for 3-4 vehicles preferable with EV Charging should be available. Provision of rooftop solar is preferable.
4. **The property must have a provision for an Inverter having a capacity of roughly 20 AH and 2 kVA.**
5. The lessor shall furnish the office with Air Conditioners for adequate cooling, 42 inches LED TV (1 No), Fridge, Microwave, LPG with Gas Stove etc and the cost of the same may be included in the Lease Rent per month. Office space with an inbuilt security system is preferred.
6. NTPC reserves its right to hire an office space with or without office furniture.

SPECIFICATIONS FOR SPACE FOR TRANSIT CAMP:

1. The property being offered should be situated preferably in sector-1/sector-2/Sargasan/Infocity or any nearby area of the Gandhinagar and Tonk Road/Malviya Nagar or any nearby area in Jaipur.
2. The property being offered should have a space of 3-4 BHK(with attached toilets) and the Covered area requirement is 1200 – 1500 Sq Ft.
3. In addition to the above, parking space for 1-2 vehicles preferably with EV Charging should be available.
4. The lessor shall furnish the property offered at his own cost with the following furniture items/ electrical/electronic appliances:
 - a. Each Room with Queen a size bed and side tables, with a new mattress, 02 Bed Sheets and 02 Pillows, pillow covers, study table, chairs, wardrobe/Almirah, night lamps ceiling fans, LED lights/tube lights.
 - b. 1 big hall with (3+2) sofa set, 01 Dining table with 6 chairs, 4 Centre Tables/tea tables, 1 Round table, 8 Chairs.
 - c. Geyser and Exhaust Fan in all washrooms with western toilet and quality bucket and mug
 - d. Ceiling fans in all rooms.
 - e. 01 fully automatic washing machine, 01 new double door refrigerator (300 ltr minimum), LED TV (Min 43 inch) in each room with DTH connections, Split AC (1.5 T in rooms, 2 T in Hall), RO Water System, mosquito net in all windows, mosquito killer machines, Solar Water Heater System (if geysers are not provided).
 - f. 01 Kitchen with modular furniture, gas oven with LPG connection, chimney, 01 microwave oven, 01 juicer mixer grinder, 01 RO system and basic utensils for bachelor accommodation.
 - g. All windows to be provided with office quality curtains with curtain/blind fittings.
 - h. Inverter System with the backup of 6 hrs of lightning and fans.
 - i. Wifi Broadband service.
 - j. Underground water tank with sufficient water capacity with submersible pump for OH tanks of sufficient capacity.

GENERAL TERMS AND CONDITIONS

1. NTPC Limited requires office space on lease for a period of 24 months which may be further extended for a period of another 24 months.
2. All Indian citizens/Companies may submit their offer. **Brokers/estate agents can also apply, However, no brokerage shall be paid by NTPC Limited to the brokers submitting their offer.**
3. Separate offers must be submitted against transit camp / Office space for each location in Two separate envelopes each for technical suitability and price bid. The envelopes must be superscribed with the following as applicable:
 - a. EOI for Transit Camp at Gandhi Nagar
 - b. EOI for Office Space at Gandhi Nagar
 - c. EOI for Transit Camp at Jaipur
 - d. EOI for Office space at Jaipur
4. Further, each of the above envelopes as applicable must contain technical details and Price bids in separate envelopes marked thereon with the Technical specifications and Price bid.
5. The property must be having a clear title in the name of the person submitting the offer or a Power of Attorney in his name executed by the person having the clear title of the property.
6. NTPC Limited will reimburse the charges for the consumption of electricity and water to the Lessor as per bills received by him. However, payments will be made by the Lessor.
7. Lessor shall pay all house taxes, rates, licence fees, ground rent and charges of whatever character assessed, levied, charged, and imposed by or payable to any lawful authority in respect of the demised premises.
8. No society Maintenance charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
9. Lessor shall effect all major repairs such as leakages in electricity, sanitary fittings, water pipes or cracks, etc. at his own cost immediately as and when such defects are notified to him by the NTPC. If not done, Lessee shall have an option but not obligatory to do it at the cost of Lessor.
10. Lessor shall arrange the whitewash, distemper, paints, polish the demised premises before occupation by the Lessee and thereafter once in three years during the lease period or extended lease period, at her cost.
11. The Lessor shall quote Lease Rent on a Per Sq Ft basis which shall include all charges and amenities provided by the Lessor.
12. The lessee shall not be terminable at the option of the Lessor before the expiry of the lease or extended lease period, except on breach of the terms and conditions by the Lessee but by giving 2 months advance notice.
13. The offeror shall submit proof of ownership along with their offer/quotation for Lease Rent.
14. **The monthly lease rent shall be fixed for the entire period of the lease and no escalation shall be claimed even for the extended period of up to 4 years.**
15. The standard lease deed shall be executed by the Lessor and Lessee.

I have read all the above terms and conditions given above and I agree to all terms and conditions.

DATE :

(SIGNATURE)

PLACE :

(Name of the Person)

The DGM (HR)

DATE: -----

NTPC Limited, WR1HQ,

2nd Floor, Samruddhi Venture Park, MIDC, Marol, Andheri (E), Mumbai – 93

Subject: TECHNICAL DETAILS FOR PREMISES ON LEASE RENT

This is w.r.t. your advertisement in the newspaper regarding the hiring of office Space and Transit Camp at Gandhi Nagar and Jaipur. I submit my offer for **Office Space / Transit Camp at Gandhi Nagar / Jaipur*** as per the following details:

PROPERTY OFFERED FOR (Please mention Office Space or Transit Camp, whichever is applicable)	
CITY Where the Property is situated	
ADDRESS OF PROPERTY	
OWNER OF PROPERTY	
COVERED AREA/CARPET AREA OF THE PREMISES IN SQ FT	
NAME AND ADDRESS OF THE PERSON SUBMITTING THE OFFER	
MOBILE NO	
RELATIONSHIP WITH THE OWNER OF THE PROPERTY	
WHETHER AGREE TO OFFER PROPERTY WITH FURNITURE	YES / NO
PHOTOCOPY OF THE TITLE DEED ATTACHED	YES/NO
PHOTOCOPY OF POWER OF ATTORNEY ATTACHED	YES/NO
Any other relevant details	

This is to confirm that I have read all the terms and conditions and I agree to the same. The signed copies of all the documents along with a copy of the title deed/Power of attorney are attached.

Thanking You
Yours sincerely
(SIGNATURE)

NAME AND ADDRESS WITH CONTACT DETAILS

Note: Separate offers may be submitted for Office Space/Transit Camp at Gandhi Nagar and Jaipur. Each Envelope must contain Two envelopes each for Technical details and Price Bid.

The DGM (HR)

DATE: -----

NTPC Limited, WR1HQ,

2nd Floor, Smruddhhi Venture Park,

MIDC, Marol, Andheri (E),

Mumbai – 93

Subject: PRICE DETAILS FOR PREMISES ON LEASE RENT

This is w.r.t. your advertisement in the newspaper regarding the hiring of office Space and Transit Camp at Gandhi Nagar and Jaipur. I submit my offer for **Office Space / Transit Camp at Gandhi Nagar / Jaipur*** as per the following details:

PROPERTY OFFERED FOR (Please mention Office Space or Transit Camp, whichever is applicable)	
CITY Where the Property is situated	
ADDRESS OF PROPERTY	
OWNER OF PROPERTY	
COVERED AREA/CARPER AREA OF THE PREMISES IN SQ FT	
OFFERED LEASE RENT (Per sq ft) PER MONTH WITHOUT FURNITURE	Rs ----- Per Square Ft
OFFERED LEASE RENT (Per sq ft) PER MONTH WITH FURNITURE	Rs ----- Per Square Ft
Any other relevant details	

This is to confirm that I have read all the terms and conditions and I agree to the same. The signed copies of all the documents along with a copy of the title deed/Power of attorney are attached.

Thanking You

Yours sincerely

(SIGNATURE)

NAME AND ADDRESS WITH CONTACT DETAILS

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