

TERMS AND CONDITIONS FOR HIRING OF OFFICE SPACE AT BHUJ, GUJARAT

SPECIFICATIONS FOR OFFICE SPACE:

1. The property being offered should be situated **within Bhuj City.**
2. The Covered area requirement is around 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 inch LED TV (1 No), Fridge (1 No), RO with water Cooler, Microwave, LPG with Gas Stove etc and the cost of same may be included in the Lease Rent per month.
6. **Office space with inbuilt security system and fire safety equipments is preferred.** It is preferred that Lessor arranges for the round the clock security and Housekeeping of the Premises.
7. The lessor is required to provide the office space in furnished condition (plug and play) including cabin partitions, workstations, Printer with Scanner (2 nos), conference area, waiting area with center table and sofaset, internet connection with wi-fi, storage unit/space etc.
8. It is preferred that Lessor also provide Housekeeping services and Security.

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.
3. The property must be having clear title in the name of the persons submitting the offer or a Power of Attorney in his name executed by the person having the clear title of the property.
4. NTPC Limited will reimburse the charges for consumption of electricity and water to the Lessor as per bills received by him. However, payments will be made by the Lessor.
5. 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.
6. No society Maintenance charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
7. 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 at the cost of Lessor.
8. 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.
9. The Lessor shall quote Lease Rent on Per Sq Ft basis which shall include all charges and amenities provided by the Lessor.
 10. The lease 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.
 11. The offeror shall submit a proof of ownership alongwith their offer/quotation for Lease Rent.
 - 12. The monthly lease rent shall be fixed for the first two years of lease period. Suitable increase in lease rent shall be made after two years as per market practice. The escalation rate shall be decided at the start of lease deed.**
 13. The standard lease deed shall be executed by the Lessor and Lessee.
 14. The Offers must be submitted in a single envelope superscribed as **“OFFER FOR OFFICE PREMISES ON LEASE RENT AT BHUJ”**, containing Two separate envelopes each for **“TECHNICAL BID”** and **“PRICE BID”** and clearly marked thereon. Offers not meeting the criteria of submitting separate bids i.e. technical BID and Price Bid shall not be considered and will be rejected.

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

DATE :

(SIGNATURE)

PLACE :

(Name of the Person)

Sr. Manager (Solar),
NTPC Limited, Plot No. 11,
Seven sky bungalows, Airport Road,
Bhuj – 370001 (Gujarat).

DATE: -----

Subject: TECHNICAL DETAILS FOR OFFICE PREMISES ON LEASE RENT AT BHUJ

This is w.r.t. your advertisement in newspaper regarding hiring of office Space at Bhuj. I submit my offer for **Office Space at BHUJ** as per following details:

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 PROPERTY	
WHETHER AGREE TO OFFER PROPERTY WITH FURNITURE	YES / NO
WHETHER AGREE TO DEPLOY SECURITY GUARDS FOR ROUND THE CLOCK SECURITY	YES/NO
WHETHER AGREE TO PROVIDE HOUSKEEPING SERVICES	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 alongwith copy of title deed/Power of attorney are attached.

Thanking You
Yours sincerely
(SIGNATURE)

NAME AND ADDRESS WITH CONTACT DETAILS

Note: Each Envelope must contain Two envelopes each for Technical Bid and Price Bid and clearly mentioning the same on envelopes.

Sr. Manager (Solar),
NTPC Limited, Plot No. 11,
Seven sky bungalows, Airport Road,
Bhuj – 370001 (Gujarat).

DATE: -----

Subject: PRICE DETAILS FOR OFFICE PREMISES ON LEASE RENT AT BHUJ

This is w.r.t. your advertisement in newspaper regarding hiring of office Space at Bhuj. I submit my offer for Office Space at BHUJ as per following details:

ADDRESS OF PROPERTY	
OWNER OF PROPERTY	
COVERED AREA/CARPER AREA OF THE PREMISES IN SQ FT	
OFFERED LEASE RENT (Per sq ft) PER MONTH WITH FURNITURE	Rs ----- Per Square Ft
CHARGES PER MONTH FOR DEPLOYMENT OF GUARDS FOR ROUND THE CLOCK SECURITY	Rs ----- Per Month
CHARGES PER MONTH FOR HOUSEKEEPING SERVICES	Rs ----- Per Month
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 alongwith copy of title deed/Power of attorney are attached.

Thanking You
Yours sincerely
(SIGNATURE)

NAME AND ADDRESS WITH CONTACT DETAILS

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