



**EXPRESSION OF INTEREST (EOI)**

**FOR**

**LEASING OF OFFICE PREMISES**

**Property: Office No.37, 3<sup>rd</sup> Floor, Tower -F,  
Maker Tower, Cuffe Parade, Mumbai-400 005**

**Last date for submission: 09.07.2022**

**(Only from CPSUs/Nationalised Banks)**

***NTPC Limited***  
**(A Govt. of India Enterprise)**  
**Western Regional Office-1**  
**2<sup>nd</sup> Floor, Samruddhi Venture Park, MIDC, Andheri (East)**  
**Mumbai - 400 093**  
**Ph: 022- 28234846**



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### **EXPRESSION OF INTEREST (EOI) FOR LEASING OF OFFICE**

NTPC Ltd. (Formerly National Thermal Power Corporation Ltd.), Western Regional Office-1, Mumbai invites EOI from the interested PSUs/Nationalised Banks (Only) for leasing out the following properties on a monthly rental basis on “As is where is” & “As is what is” basis:

Property:	Furnished Office space admeasuring 780 Square Feet (Carpet Area) located at Office No.37, 3rd Floor, Tower-F, Maker Tower, Cuffe Parade, Mumbai - 400 005 for Office Purposes.
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Interested parties fulfilling the eligibility criteria may submit their Expression of Interest **on or before 09.07.2022 by 5.30 p.m.** at the following address, in the prescribed format along with the requisite documents. The EOI document can be obtained from the Western Region Office-1, Mumbai. Prospective bidders can also download the EOI document from our website: [www.ntpctender.com](http://www.ntpctender.com). The duly filled in EOI may be submitted in a sealed envelope superscribing “Expression of Interest for NTPC Maker Tower Property” to the **Deputy General Manager (HR), Human Resources Department, Western Regional Office-1, 2<sup>nd</sup> Floor, Samruddhi Venture Park, MIDC, Andheri (East), Mumbai - 400 093.**

Place: Mumbai  
Date: 15.06.2022

Sd/-  
Dy. General Manager (HR)

**A. Process for submission of BID:**

1. Interested parties may submit their EOI in the prescribed format given at Annexure-I (Party's Information) and Annexure-II (Undertaking) & the requisite documents at the following address on/or **before 09.07.2022** by 5.30 p.m.

**To: Dy. General Manager (HR), NTPC Ltd., Western Regional Office-1, 2<sup>nd</sup> Floor, Samruddhi Venture Park, MIDC, Andheri (East), Mumbai - 400 093.**

2. Interested parties may submit EOI based on their requirement. However, NTPC reserves the right to allot the premises on lease to the party based on expected rent and specific purpose for use as proposed.

3. The participants will have to submit self-attested copies of GST Registration Number, PAN/TAN Card, Certificate of Incorporation, Service Tax Registration, Shops & Establishment Registration, as may be applicable, Board resolution/Authority Letter approving participation and authorization for representing in the process along with their EOI.

4. Eligibility Criteria for Bidder Parties who are interested for hiring above property should fulfil the following eligibility criteria: They should be either a CPSU or a Nationalised Bank.

**B. General Terms & Conditions towards EOI:**

1. The EOI document can be obtained from the NTPC (WR-1), Mumbai or may be downloaded from website - [www.ntpctender.com](http://www.ntpctender.com)

2. In any case, the EOI received beyond the stipulated time will not be accepted.

3. Applications that are incomplete in any respect including submission of certified copies of documents as asked for or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondences will be entertained with such bidders.

4. Mere submission of EOI does not qualify any party for allotment of premises. Selection of suitable parties shall be based on the response received in EOI.

5. On scrutiny of EOI submitted by the bidders, NTPC would shortlist all eligible parties for bid evaluation discussions. It is categorically made clear that NTPC may allow other interested parties, who have not participated in the EOI, to participate in the said meeting for finalisation of bids. The bidder who offers the highest rental value in the meeting shall be declared as the successful bidder. In case any bidder

does not participate in the said meeting, his offer shall be taken as quoted in the column 10 of the detailed form furnished by him as per Annexure-1.

6. The participating bidders should attach necessary documentary proof with the EOI document, failing which the EOI shall be summarily rejected.

7. NTPC reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

8. Contact Person : In case of any query, you may contact the following officials : **Shri Diler Singh Kuhar, DGM (HR), M: 9967870111, E-mail: dilersinghkuhar@ntpc.co.in or Shri Visanth Lal T, Sr. Manager (Law), M: 9427114995, E-mail : visanthalalt@ntpc.co.in**

9. All corrigenda or extension of scheduled dates or change in specifications or any other information will be uploaded for the information of the prospective bidders on NTPC's Website.

10. Interested parties will be allowed to 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.

11. The interested parties should make their own independent inquiries and satisfy themselves.

12. NTPC reserves the right to decide not to lease or to lease only a part of the premises or to decide the date of start of lease or to reject any or all offers, without assigning any reason.

13. NTPC reserves the right to call for any clarification/papers required for scrutiny from anyone including the Bidder.

14. The maximum period of lease shall be 5 years and further extension shall be subject to the approval of the competent authority.

15. The Lease can be determined/terminated by either party, after giving 1 months' advance written notice to the other party.

16. The Lease Rent shall not be less than Rs. 277000/- per month and the bidder shall quote the maximum rent which they would like to quote and the same shall be a guiding factor in decision making. The payment of rent shall only be by electronic mode and no separate receipt shall be issued for each payment but an annual statement shall be given, if required.

17. The Lease Rent shall be payable in advance and the first such payment shall be made on or before the date of execution of Lease Deed. The advance lease rent shall be calculated for 1 to 11 months' rent (monthly rent X 11 months) and the Lessee

shall pay the 11 months' rent in advance and thereafter on expiry of 11<sup>th</sup> month the next advance lease rent shall be payable.

18. The Lessee shall not be required to keep any refundable security deposit.

19. The Lease Rent shall be revised annually @ 10 % and the Lessee shall be required to pay such revised rent as above.

20. The Lessee shall also be liable to pay the GST, as applicable from time to time on the lease rent payable, which shall be over and above the lease rent fixed.

### **C. Other terms**

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

2. If there is any dispute in respect of the subject matter of lease or anything in connection with the leasing of the premises, the dispute shall be settled in terms of the Govt. guidelines, as applicable from time to time.

3. The successful bidder shall be required to execute the lease deed on standard format of NTPC Ltd.

4. The successful bidder shall be required to pay all charges such as building maintenance charges, electricity & water charges, property tax etc.

**ANNEXURE-1**

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

<b>No</b>	<b>Description</b>	<b>Details (as applicable)</b>
1	Name of the Applicant (Company/Govt. Department/Society/Others)	
2	Address	
3	Contact Details	
	a) Name of Contact Person	
	b) Tel. No. with STD Code	
	c) Mobile No.	
	d) E-mail Id	
4	PAN No./TAN No./CIN No./GST Regn. No./Shops & Establishment Regn. No. (Enclose copy of each document)	
5	Type of Bidder A) Indian Govt. Company/Public Sector Undertaking	
	B) Central/State Govt.	
	C) Central/State Govt. Dept.	
	D) Other Depts./Organization	
6.	Company Registration Details	
7.	Activities of the Bidder	
8.	POA/ Authorization Letter (to be submitted)	

9.	Any other information or remarks which the bidder thinks are appropriate to disclose as per the transparency norms may be mentioned here.	
10.	Price Bid: (minimum quoted amount (Lease Rent) shall not be less than Rs.277000/- per month)	Rs. _____ per month

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

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

Signature of authorized Person  
Full Name and Designation  
Company's Seal

**Undertaking**

We understand that:

- 1) I am /We are aware that NTPC will not pay any brokerage in the transaction to any agent or representative.
- 2) All payments would be made through digital mode only in connection with the lease.
- 3) I/We confirm having fully inspected the property and photocopies of available documents.
- 4) I/ We hereby confirm that, all the terms and conditions specified in this offer and / or the standard format of Lease Deed to be executed are acceptable to me/us and will form part of the lease agreement.
- 5) I/We are a bonafide user and require this for my/our own use or for the use of M/s. \_\_\_\_\_, whom I/We represent. The authority letter/ Power of Attorney from the company, I/ We represent are submitted.
- 6) I/We have read and understood the terms & of conditions of the EOI and I/We unequivocally accept the same.

Date:  
Place:

Signature of authorized person  
Full Name & Designation:  
Company's Seal