

**DETAILED EXPRESSION OF INTEREST (EOI) FOR HIRING OF FLATS IN  
KOLKATA FOR NTPC GUEST HOUSE**

Sl. No	Particulars	Information to be furnished by the prospective owners  Please fill details / Remarks / Acceptance etc. in the space provided. Please attach extra sheets if required
1.	Location address of premises offered to NTPC for Guest House Purpose (3 Nos 4BHK Flats): Preferably On EM By-pass near Science City to Ultadanga or Major Arterial Roads in New Town Action Area-1 and Action Area-2	
2.	Complete Address of the Luxury Project, Tower Nos., Floor Nos., Flat Nos. which is offered onRentalbasis to NTPC initially for 3 Years with provision of further extension.(NTPC Requirement is 3 nos 4BHK, 4T Flats with House help Room & Toilet)	
3.	Name & Address of the owner(s) / co-owner(s) / Company with mobile no. & email	
4.	Super built area of the flats in sq.ft. / Carpet Area of flats in sq ft. (4B,4T HK Spacious Flats with House help room & toilet, Super built up area preferably around 3000 sq ft for each flat)	

5.	Status of Registration Deed & Occupancy certificate for the offered flats. (Please attach copies)	
6.	No. of premium furnished bed rooms with attached washrooms with approx area for each bedroom. (4 Bedrooms, 4 Attached Washrooms in each flat required)	
7.	Availability of facilities and amenities in project (Please give details)	
8.	Furniture and equipment provided in Bed rooms & Attached Washrooms such as LED TV, Cable/Satellite connection, Split AC, Mini fridge, King /Queen size Bed or Twin beds&8" premium Mattress, sofa, work desk, chairs, coffee table, LAN / Wifi, Dressing table, Wardrobe, Hot water Geyser, Lighting, Fan, curtains, premium flooring etc.(Premium furniture, fixtures, furnishings and appliances required)	
9.	Furniture & equipment provided in Living Room such as sofa sets, centre tables, Large Size TV,Wifi, Cable/Satellite TV connection, cabinets and in Dining space such as dining table and chairs (minimum 6 persons), other Furniture, cabinets, curtains (Premium furniture, fixtures, furnishings and appliances required).	
10.	Kitchen space and store room --cabinets, appliances such as Large Refrigerator, chimney, RO, Induction heater, washing machine (7 kg+), cooking top, etc (Fully functional kitchen and washing area with all appliances required).	

11.	Availability of House Help room & washroom and furniture provided.	
12.	No. of Car Parking spaces with identification nos. flat wise. (2 nos. car parking spaces per 4 BHK flat is required)	
13.	No of Electrical Meters available and sanctioned electrical load	
14.	Power Backup details	
15.	Copies of Electricity Bills and Property Tax Bills of the flats to be attached	
16.	All statutory taxes towards offered property like Property taxes, Municipal Taxes etc. shall be borne by Property Owner during the period of hiring by NTPC.	
17.	Rental Agreement Registration charges shall be equally shared by the Property Owner & NTPC.	
18.	Type of Water Supply arrangement available in the flat / building. (To be maintained and ensured by Property Owner/Society).	
19.	Annual Maintenance Contract (After expiry of Initial Warranty) for electronic items & appliances provided in flats to be arranged by the OWNERS at their own cost. Periodical maintenance & Repair of Furniture & Fixtures, Appliances etc to be arranged by the OWNERS in case of defects at their own cost.	
20.	Repairs relating to Plumbing / water supply, washroom fixtures, Electrical fittings, waste pipes, LAN/wifi, periodical civil maintenance, painting of walls / windows / grills etc. as per requirement or in case of defects will also be in OWNER'S SCOPE.	

21.	<b>Payment of monthly Electricity Charges, Water supply charges, Wifi charges, Cable TV/satellite TV charges:</b> <b>Payment shall be made by the Property Owner which will be subsequently reimbursed by NTPC on submission of required bills / receipts.</b>	
22.	<b>Monthly Rent Price bids will be invited by NTPC from owners of properties shortlisted after evaluation of EOI bids, physical inspection of properties &amp; verification of documents. Monthly rent will be on per sq ft basis (Inclusive of all charges). Society Maintenance charges per sq ft per month to be quoted as extra. GST will be extra as applicable.</b>	
23.	<b>Hiring period of 3 years initially (Lock In period). Further extension on mutually agreed terms &amp; conditions. Provision for vacating the property with notice of three months by either side during the extended period. Refundable Interest free Security Advance of 3months Rent will be released by NTPC after signing of Rental Agreement.</b>	

Date :

Place : 1.

2.

**(Names & Signatures of Property Owners / Authorized persons)**

*The Filled in format along with necessary documents duly signed / attested as mentioned above, may be submitted in a sealed envelope superscribing **“Expression of Interest for hiring of NTPC Guest House”** to **AGM (INCHARGE), ER-I HQ-NTPC Kolkata office, Infinity IT lagoon, 10<sup>th</sup> floor, Block-EP&GP, Sector-V, Salt Lake, Kolkata - 700091.***

**Last date of receipt of EOI is 04 / 12 / 2023 upto 4:00 PM.** The EOI will be opened on same day at **4.30 pm** (if sufficient numbers of bids are received). Participating property owners who are interested can attend the bid opening.

**FOR INFORMATION AND ENQUIRY CONTACT : Sri S. R. Chakraborty, Manager (HR), NTPC, KOLKATA, Office Phone : 033-40699617 / M 6354797100, Email : [srchakraborty@ntpc.co.in](mailto:srchakraborty@ntpc.co.in) / [tnccckolkata@ntpc.co.in](mailto:tnccckolkata@ntpc.co.in)**