

TERMS AND CONDITIONS FOR HIRING OF OFFICE SPACE AT SRINAGAR

A. SPECIFICATIONS FOR OFFICE SPACE:

1. **Location:** The property being offered should be situated in Srinagar preferably North of the City or within the vicinity of City Centre/Airport.
2. **Space:** The Covered area requirement is minimum 1300 Sq Ft. with a ground floor and/or First Floor.
3. **Accommodation:** One Hall with at least Two rooms/Cabin/Compartment. At least two Washrooms, Geyser and Exhaust Fan in all washrooms, One Kitchen with, gas oven with LPG connection, chimney, 01 microwave oven, 01 RO system. All windows to be provided with office quality curtains with curtain/blind fittings.
4. **Parking facility:** In addition to the above, parking space for 3-4 vehicles should be available.
5. **Electricity:** Separate Electricity Connection, Indoor Transformer of appropriate Capacity (if applicable), The property must have a provision for an Inverter having a capacity of roughly 20 AH and 2 kVA.
6. **Water:** Sufficient water capacity with submersible pump for OH tanks of sufficient capacity
7. **Furnishing:**
 - a. The lessor shall furnish the office with Air Conditioners for adequate cooling/Heating, Ceiling fans in all rooms, 42 inches LED TV (1 No) with Fibre/DTH Connection, Fridge, Microwave, LPG with Gas Stove, Gas Heaters at least (3) nos. etc and the cost of the same may be included in the Lease Rent per month.
 - b. Office Furniture for Sitting Arrangement with Meeting/Conference shall be provided, i.e Executive Tables (7), Executive Chairs (25), Conference table(1) with Chairs(10), Centre Tables/tea tables(4), 3+2 Sofa Set(1). Along with necessary carpeting/flooring/Curtains.

B. GENERAL TERMS AND CONDITIONS

1. NTPC Limited requires office space on lease for a period of 18 months which may be further extended as per requirements on mutually agreed terms and conditions.
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. Further, the above envelope as applicable must contain technical details and Price bids in separate envelope marked thereon with the Technical specifications and Price bid.
4. 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.
5. NTPC Limited will reimburse the charges for the consumption of electricity (separate meter for the premises), to the Lessor as per bills received by him. However, payments will be made by the Lessor.
6. Lessor shall pay all house taxes, rates, water charges, 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.
7. No society Maintenance charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
8. Lessor shall effect all major repairs such as electric fittings, leakages in water, 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.
9. Lessor shall arrange the whitewash, distemper, paints, polish the demised premises before occupation by the Lessee, at his cost.
10. The Lessor shall quote Lease Rent on monthly basis (including Taxes), which shall include all charges and amenities provided by the Lessor.
11. The Lessee shall not pay any security deposit or advance whatsoever to the lessor, and after the completion of month, the monthly payments shall be made to lessor, into his declared Bank Account & TDS shall be deducted as applicable.
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 for the extended period monthly lease shall be on mutually agreed basis.**
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 AGM (Consultancy)
NTPC Limited,
.....

DATE: -----

Subject: TECHNICAL DETAILS FOR PREMISES ON LEASE RENT

This is w.r.t. your advertisement in the newspaper regarding the hiring of office Space in Srinagar J&K .

I submit my offer for **Office Space at(Location), Srinagar** as per the following details:

| | |
|---|--------|
| PROPERTY OFFERED (TYPE) House/ Flat/others | |
| 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 | |
| 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 Srinagar. Envelope must contain Two envelopes each for Technical details and Price Bid.

The AGM (Consultancy)
NTPC Limited,
.....

DATE: -----

Subject: PRICE DETAILS FOR PREMISES ON LEASE RENT

This is w.r.t. your advertisement in the newspaper regarding the hiring of office Space at Srinagar J&K. I submit my offer for **Office Space at Srinagar... (Location)** as per the following details:

| | |
|---|---------|
| PROPERTY OFFERED (TYPE) House/ Flat/others | |
| CITY Where the Property is situated | |
| ADDRESS OF PROPERTY | |
| OWNER OF PROPERTY | |
| COVERED AREA/CARPET AREA OF THE PREMISES IN SQ FT | |
| OFFERED LEASE RENT PER MONTH WITH FURNITURE | Rs----- |
| 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 at Srinagar. Envelope must contain Two envelopes each for Technical details and Price Bid.