

NTPC Limited
NTPC Bhawan, Scope Complex, New Delhi
HR-ES(Proc. & Stores) Deptt

NOTICE INVITING EXPRESSION OF INTEREST

EOI No. :Scope/HR-Proc./2023-24/GH/EOI/01

Date : 11.01.2024

Expression of interest (EOI) are invited from the interested parties for offering their premises (independent premises for exclusive use of NTPC) on lease for Guest House in New Delhi.

1	Location of Guest House	Asian Games Village/Green Park/Safdarjung/Haus Khas/South Extension in New Delhi. The Premises should be well maintained, located in good area with an easy access from the main Road.
2	Premises should have	- Minimum 07 - 10 rooms with wardrobes and attached toilets of adequate size - Minimum 3000 sq.ft. area - Drawing and Dining Room - Kitchen with storage area. - Common toilet/wash room facility - Parking space for minimum 04 Cars - Secured Entry Gate.
3	Electrical connection & water storage	- The premises should have an adequate power connection and required power load and sufficient water storage. In case of need, should get load increased as per actual load requirement. - The building should be equipped with full power back-up arrangement (DG set) or should undertake to provide the same on selection.
4	Minor modification/ furnishing requirements	Minor modification/furnishing of rooms shall be carried out by NTPC as per requirement.

Following terms & conditions should be complied with for lease of the premises:

- a) The period for lease of the property shall be initially for 5 years. The same may be extended for further period on mutually agreed terms and conditions.
- b) The lease agreement may be terminated by NTPC during the currency of the lease period by giving three months advance notice in writing.
- c) No society Maintenance charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable
- d) 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 NTPC. If not done, Lessee shall have an option but not obligatory to do it at the cost of Lessor.

- e) Lessor shall arrange the whitewash, distemper, paints, polish the premises before occupation by the Lessee and thereafter once in three years during the lease period or extended lease period, at his cost.
- f) The owner of the premises shall be responsible to obtain consent/ permission, if any, from the appropriate authorities / association/ statutory bodies for using the premises as a Guest House.
- g) The premises owner must possess a clear title of the property.
- h) The premises owner should be ready to execute lease deed with NTPC.
- i) The owner of the premises will agree to bear all the statutory taxes, duties, and cess etc., related to the premises like Municipal Tax, Property Tax, etc.
- j) The owner of the premises shall also bear the cost for Registration of Lease Agreement.
- k) Offer shall be valid for a period of FOUR months from the date of submission of the offer.

Interested parties should submit documentary evidence in support of their fulfilling the requirements specified above in the first instance itself. NTPC reserves the right to evaluate offered premises based on details furnished in the prescribed proforma and may visit the property site, if required. All the EOI received will be evaluated by NTPC for meeting our requirements. Decision of NTPC will be final and binding on all. Acceptance or rejection for further consideration will solely be at the discretion of NTPC.

5	Submission of Offers	Applications along with the required documents may be submitted by the Owner(s) of premises or their representatives. In case the application is submitted by a representative of owner, the application must be enclosed with a "Letter of Authority" from the property owner in this regard. The application shall be considered null and void in case letter of authority is not found enclosed with the application. It is further stated that no brokerage is payable for Guest House by NTPC either to owner(s) or its representative (s) for this transaction of lease of premises.
6	EOI receiving Authority & Last date of submission	Interested parties fulfilling the above requirement and who are interested to participate are requested to fill the attached Annexure-I and II, sign on each page of this offer document including Annexure-II (Disclaimer) with documentary evidence, a copy of PAN Card & Aadhar Card and send to NTPC through "Post/Courier /By Hand" in two sealed envelopes with EOI No. :Scope/HR-Proc./2023-24/GH/EOI/01 and subject: Hiring of GH, to be super-scribed on the each envelope as to reach at the following address on or before 31.01.2024: 17.30Hrs: The first envelope will contain the details of the property, relevant documents, contact details, etc. and the second envelope will contain only the price bid. Sr. Manager (HR-C&P) NTPC Limited

		<p>Core-7, 1st Floor, Scope Complex, Lodi Road, New Delhi 110 003 (Contact No. 8004910747)</p> <p>EOI received after the due date & time mentioned above shall not be considered. NTPC will not be responsible for any loss of offer during transit/through courier/post office etc. or non-receipt of any of the same by NTPC in time.</p>
7	Process	<p>Interested bidders shall submit the bids in two envelopes. First envelope will contain the technical proposal such as details of property, proof of ownership, authority letter, etc. Second envelope will contain the Price Bid. Technical bids will be opened first on scheduled BOD .</p> <p>A committee of NTPC executives will examine the technical bids, evaluate the details and will also visit the premises for verifying its suitability. Price Bids of those bidders who are found to be qualified and technically suitable shall be opened at a later date under intimation to the qualified bidders.</p>
8	Special Instructions	<p>NTPC reserves the right to assess any party's capability and capacity using inhouse information and by taking into account other aspects to accept or reject any or all EOIs received without assigning any reasons.</p> <p>During the evaluation, the Parties may be asked to submit the original documents in support of the details provided by them.</p>

09	For any query/ Clarification	<p>Contact person:</p> <p>1). R N Sahu Sr. Manager(HR-C&P) NTPC Limited Core-7, 1st Floor, Scope Complex, Lodi Road, New Delhi 110 003 Contact No. : 8004910747 Email: rnsahu@ntpc.co.in</p> <p>2). Sri E Balakrishnan DGM(HR), NTPC Limited Core-7, 1st Floor, Scope Complex, Lodi Road, New Delhi 110 003 Contact No. : 9437103261 Email: ebalakrishnan@ntpc.co.in</p>
10	<p>Start Date for Issue / Downloading of EOI Documents.</p> <p>Closing Date for Issue / Downloading of EOI Documents.</p>	<p>11.01.2024</p> <p>29.01.2024</p>
11	<p>Last Date & Time for Submission of BID</p> <p>BID Opening Date & Time</p>	<p>31.01.2024: 17.30Hrs.</p> <p>01.02. 2024: 11.00 Hrs. (Only Technical Bid)</p>

(Signature of Lessor with stamped)

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Annexure – I

EOI No.: Scope/HR-Proc./2023-24/GH/EOI/01
Date : 11.01.2024

Expression of Interest for Guest house in New Delhi

Kindly fill in the vendor's response against each requirement / information and enclose relevant supporting documents:

Sl.no.	Description	Details
01	Name of owner (In case of joint ownership, please specify all names)	
02	Address of Owner(s) (with Contact Details – Phone/Mobile/ E-mail)	
03	Location of Premises (with Full Address)	
04	Details of Premises:	
a)	Building Area (Plinth area & Carpet Area)	
b)	Year of Construction (enclose completion certificate)	
c)	No. of Floors	
d)	No. of rooms with attached bathroom & toilets	
e)	No. of rooms without attached bathroom & toilets	
f)	No. of suite rooms	
g)	No. of kitchen	

h)	Availability of staff quarter for support staff No. of rooms, if available	
i)	Front road width (sq. ft)	Yes/No
j)	Available Parking Area (No. of Cars)	
k)	Garden / Lawn area within premises (sq. ft)	
l)	Common space for meeting - area (sq. ft)	
m)	Dining area (sq. ft)	
05	Municipality clearance for operating the premises as Guest House	
06	Power Back-up & capacity of DG set	
07	Clear title of Property (Enclose copy)	
08	Any other descriptions, if felt necessary, may be furnished	

Signature & seal of the owner

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Annexure-II

EOI No.: Scope/HR-Proc./2023-24/GH/EOI/01
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EXPRESSION OF INTEREST FOR GUEST HOUSE

PRICE BID

Specification	UOM	Qty.	Rate (Rs.)	Value (Rs.)
Monthly Lease Rent charges for the property to be leased to NTPC for Guest House for 1st year.	Month	12		

- **GST Extra as applicable**
- **Monthly lease rental will increase @ 5% per annum.**

Signature and Seal of the Property Owner

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Annexure-III

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DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the non-binding EOI and it is clarified that:

The purpose of this Expression of Interest (EOI) is to invite responses from the interested parties for offering their property on rent for operating as Guest house facility to NTPC. All data/documents received in this regard shall be treated in strict confidence and would be used only for our internal purposes. Submission of data/ documents will not imply that the party is qualified and/ or will not bind NTPC Limited to award the job.

NTPC is not bound to accept any or all the EOIs and also reserves the right to accept or reject any or all of EOIs received without assigning any reasons. No applicant shall have any grievances or claim against NTPC or its officers, employees, successors or assignees for rejection of EOI. NTPC shall be entitled to invite offers from entities other than the applicants who have submitted EOI. Each respondent shall be solely responsible for the fees, costs and expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. NTPC will under no circumstances be liable to any respondent for any such fees, costs, expenses, loss or damage whatsoever arising out of or in connection with the EOI process. Neither NTPC nor its officers & employees shall be liable to any interested party or any Entity under any law, including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise or be incurred, or suffered in connection with this document or any matter that may be deemed to form part of this document.

Further, this Expression of Interest is not a tender exercise but a process to obtain response from the interested parties. NTPC may not take any further action after the invitation of Expression of Interest exercise at its own discretion without assigning any reason thereof. NTPC may at its absolute discretion, but without being under any obligation to do so, update, cancel, amend or supplement, effect any change(s) to these guidelines for submission of Expression of Interest without assigning any reason thereof.

Signature and Seal of the Property Owner

