



**EXPRESSION OF INTEREST (EOI) FOR NTPC GUEST HOUSE AT GUWAHATI ON  
LEASE RENT BASIS**

Sl. No	Particulars	Information to be furnished by the prospective Owner. Please fill details / Remarks / Acceptance etc. in the space provided. Please attach extra sheets if required
1	Location of Premises with Complete Address of the Property (Tower Nos., Floor Nos., Flat Nos., Area, Pin Code) <b>Preferable Localities:</b> Jalukbari, Lokhra, Boragaon, Beltola, Six Mile, Khanapara	
2	(a) No. of Rooms with respective sizes in square feet, (b) Furnishing status of each room (including washroom status). There should be at least 12 rooms in the property	
3	(a) Super built-up area of the property/flat in sq.ft./ carpet area of property/flat in sq ft. (b) Parking Space Area (c) Dimensions of all areas like Kitchen, Dining Space, Lobby, Open Space etc. to be specified. (d) Drawing of the premises with dimensions of all areas to be attached (e) Furnished or Unfurnished	
4	Status of Furniture and Equipment Provided in the Bedrooms (if furnished)	
5	(a) Furniture and Equipment Provided in the Living Hall/Room (if furnished) (b) Furniture and Equipment Provided in the Dining Space (if furnished)	
6	Furniture and Equipment in the Kitchen Space and Storeroom (if furnished)	
7	Availability of Caretaker/Security/Attendant room and washroom, along with the furniture and equipment available	
8	No of Electrical Meters available and sanctioned electrical load on each floor (if multiple floors).	
9	Power Backup details	
10	Availability of additional facilities and amenities in property/flat (Please give	



	details)	
11	Name & Address of the owner(s) / co-owner(s) / Company with mobile no. & email ID	
12	Registration Deed & occupancy certificate, approved building plan, and all other relevant documents related to electricity, water, sewage, rainwater escape etc. for the offered property. All documents valid in every respect as on the date of submitting the EOI.	
13	Copies of Most Recent Electricity Bills, Property Taxes, Municipal Taxes etc. of the flats to be attached.	
14	Type of Water Supply arrangement available in the flat / property, sewage, rainwater harvesting, water escape etc.	

**Notes:**

- 1) Monthly rent (Per Square Ft) price bids will be invited by NTPC from shortlisted property owners, based on evaluation of EOI, physical inspection of properties by NTPC officials and legal verification of documents. Monthly rent will be on per square ft basis which shall be inclusive of all charges. The property should be free of any encumbrance, loan, mortgage or any dispute/litigation.
- 2) On successful selection of the property, the Annual Maintenance Contract (after expiry of initial warranty) for electronic items and appliances provided in flats shall be arranged by the owner at their cost. Periodical maintenance and repair of furniture, fixtures, appliances etc. shall be arranged by the owner, at their own cost.
- 3) Hiring period shall be 5 years initially, which shall be lock-in period, which may be extended further on mutually agreed terms and conditions. In the extended period, the lease may be terminated by either side with a prior notice of three months.
- 4) All statutory taxes towards offered property like Electricity Bills, Property taxes, Municipal Taxes etc. shall be borne by the property owner during the period of hiring by NTPC. Rental Agreement Registration charges shall be equally shared by the Property Owner & NTPC.



- 5) Payment of monthly electricity bills and water supply charges shall be made by the property owner, which will be subsequently reimbursed by NTPC on submission of required bills / receipts
- 6) The water supply, sewage, rainwater harvesting, water escape system shall be maintained by the property owner during the period of hiring by NTPC.

Date:

Place: (Name and Signature of Property Owner/ Authorized Person)

The EOI, properly filled in all respects, along with necessary documents duly signed/attested as mentioned above, may be submitted in a sealed envelope superscribing "Expression of Interest for Leasing of NTPC Guest House in Guwahati" to **Asst. Law Officer (HR), 2nd Floor, New Administrative Building, NTPC Bongaigaon, Salakati, Kokrajhar, Pin 783369, PO- Salakati, Assam.** The EOI will be opened on the same day (if enough bids are received). Participating property owners who are interested can attend the bid opening.

**FOR INFORMATION AND ENQUIRY CONTACT:**

Assistant Law Officer (HR), NTPC Bongaigaon Office, Phone No. 8130988389/8368069859, Email: [shubhampandey@ntpc.co.in](mailto:shubhampandey@ntpc.co.in)

Senior Manager (C&M), NTPC Bongaigaon Office, Phone No. 9435678000/6002825917, Email: [utpalborah@ntpc.co.in](mailto:utpalborah@ntpc.co.in)