

## TERMS AND CONDITIONS FOR HIRING OF OFFICE SPACE AT JAMMU CITY

### A. SPECIFICATIONS FOR OFFICE SPACE:

1. The property being offered should be independent and good condition and be situated in Jammu city preferably in Channi Himmat or Gandhi Nagar.
2. The property shall be with area 2500-3000 Sq Ft. with at-least 3 rooms, at least three washrooms/Toilet facilities (2 gents and one ladies) and one kitchen.
3. In addition to the above, parking space for 4-5 vehicles should be available without any interference of the nearby houses. Corner end property shall be preferred
4. The property shall have valid Separate Electricity Connection (3- Phase) with minimum sanction load of 10 KW with no backlog of due electricity charges. Separate electric meter shall be provided by the owner.
5. Indoor Transformer of appropriate Capacity (if applicable), Inverter System with 150 AH Battery with the backup of 6 hrs of lightning and fans.
6. Sufficient water capacity with motor & pump for OH tanks of sufficient capacity.
7. The office space shall be with facilities - Curtains installed for all windows, unhindered entry and exit to the office space for 24 hours for man and material.
8. The property shall have running water connection with underground and overhead tank storage. Each toilet and kitchen should have provision of running water. Provision for installation of RO shall be provided by the owner.
9. Interior and exterior of the demised premises should be in good order and condition (reasonable wear and tear and damage by fire earthquake flood, tempest, lightning, violence of any army or of mob or other irresistible or inevitable force or accident expected).
10. The property should have provisions for installation of 5 nos. split AC's, Fans installed in each room with sufficient lighting facility.
11. No sublet, assign or otherwise part with the possession of the demised premises.
12. The owner shall have no objection for installation of any equipment /connection - Internet Connection /WIFI, Printer etc as required for running the office work .

## 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 for a period of 6 months 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. Separate offers must be submitted against Office space for each location in separate envelopes each for technical suitability and price bid. The envelopes must be superscribed with the following as applicable:
  - a. EOI for Office Space at Jammu at .....(address)
4. Further, each of the above envelope as applicable must contain technical details and Price bids in separate envelope marked thereon with the Technical specifications and Price bid.
5. 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.
6. NTPC Limited shall pay the monthly electricity charges to the concerned authority.
7. 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.
8. No society Maintenance charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
9. 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.
10. Lessor shall arrange the whitewash, distemper, paints, polish the demised premises before occupation by the Lessee, at his cost.
11. The Lessor shall quote Lease Rent on monthly basis (including Taxes), which shall include all charges and amenities provided by the Lessor.
12. The Lessor shall not pay any security deposit or advance whatsoever to the lessee, and after the completion of month, the monthly payments shall be made to lessee, into his declared Bank Account & TDS shall be deducted as applicable.
13. 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.
14. The offeror shall submit proof of ownership along with their offer/quotation for Lease Rent.
15. **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.**
16. The standard lease deed shall be executed by the Lessor and Lessee.
17. Payment shall be made on monthly basis on certification of EIC as per the NTPC norms.

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 Jammu City J&K .

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

PROPERTY OFFERED (TYPE) House/ /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 Jammu. 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 Jammu J&K. I submit my offer for **Office Space at Jammu... (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	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 Jammu. Envelope must contain Two envelopes each for Technical details and Price Bid.**