

Expression of Interest is invited from parties for hiring of fully furnished Office space for a period of 11 months/ 3 Year in the city of Nagpur, Maharashtra. For more details, kindly logon to www.eeslindia.org. Interested parties may submit their EOI with full details before 10-01-2019, by sending the hard copies through courier/post to: The Regional Head (MRO-II), Energy Efficiency Services Limited, 103-106, F-Wing, 1st Floor, Tower-2, Seawoods Grand Central, Nerul, Navi Mumbai - 400 706

OFFICE SPACE				
S.No.	City	Proposed Area/Location	Space Required (Carpet Area)	Type of Construction
1	Nagpur	Nagpur , Ramdaspath and Civil lines area will be preferred	Approximate range (1200 - 1500 sq.ft)	Commercial/ Building

Interested Parties are requested to submit the details along with the following documents:

1	Name and Address of the Office Space	
2	Name of Office Owner (Individual, Companies, Institutions etc.) Registration certificate from concerned Register to be enclosed in case of companies and institutions.	
3	Address & Telephone No./Mobile No.	
4	PAN No. (Xerox copy to be enclosed)	
5	GST NO. if any. (Xerox copy to be enclosed)	
6	Area of the Office Space offered	
7	Type of construction	
8	Dimensions of the Office Space Length / breadth / height (In feet)	
9	Blueprint of the Office	
10	Fire Fighting facility (Yes/No)	
11	Generator/ Backup Facility (Yes/No)	
12	Security Guard (Yes/No)	
13	Lift (Yes/No)	
14	Vehicle parking (Yes/No)	
15	Rent per Sq. Ft. (excluding GST)	
16	Maintenance per Sq. Ft.	
17	Construction year	
18	Continuous Water facility (Y/N)	

Terms & Conditions:

1. The construction of office space should be first class construction and as per the norms of Municipal Corporation/Local Governing Body.
2. The applicant must have PAN allotted by Income Tax Department and GST Registration Number (if any).
3. The rate should be quoted on "Per Sq. Ft Per Month" basis inclusive of all taxes/cess etc. except GST.

4. The contract will be effective from the date of occupancy of the particular office space.
5. Once rates are finalized no escalation in the rates will be accepted during the contract period for any reason and no extra charges will be paid by EESL.
6. Application should be submitted strictly in the prescribed form along with terms and conditions
7. All columns in the application form should be filled clearly and legibly. Application form found incomplete in any respect is liable to be rejected.
8. The office space should have adequate and proper arrangements for water storage and continuous water supply to the schedule property,
9. There should be separate meters for electricity connections in the office space.
10. Minimum 3 nos. of reserved car parking is required with the office space.
11. The office space owner shall bear and pay regularly the lease rent tax, land revenue, property tax, non-agricultural tax and/or other taxes and outgoings payable with respect to the schedule property and shall ensure that no such taxes/outgoings shall remain in arrears at any point of time.
12. The lock and key of the office space shall be under the custody of EESL.
13. The office agreement shall be renewed further as per the mutual consent.
14. EESL reserves it's right to accept or reject partly or fully any or all applications without assigning any reason thereof.

Documents Required

- a) Documents in support of ownership of building / Land and construction thereon.
- b) Copy of PAN No. of original owner of premises.
- c) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
- d) An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there is no pending payments against the same.
- e) Copies of approved plan/blueprint of the space offered.
- f) Updated copies of all Municipal/other applicable tax receipts.
- g) GST Registration