



Eastern Cluster Office : 1st Floor, WECS Building, DN-53, Salt Lake. Sector-V, Kolkata - 700091 .

Require Office Space

EESL desires to take well-furnished office premises or property of minimum 3,000 sq.ft. on rent for 3 years period. Space/premises should be well maintained and should have separate secured entry.

1. Necessary requirements for the office, Interested bidder should mention against all the below points in quotation:

- a) Floor size (carpet area) & Lease agreement period : Minimum 3000 sq. ft. & for 3 years.
- b) Location : Very close to Salt Lake Sector V, Kolkata - 91. (Near Salt Lake City)
- c) Escalation on monthly rent : 5% escalation on monthly rent after every 11 months.
- d) Open space/parking area : Minimum 2 four wheelers & 2 bike parking.
- e) Water charges : No extra charges, to be included in the rent.
- f) Electricity charges & GST or any other tax : To be borne by EESL .

1. The detailed requirements of Partitions, Electrical items & Accessories are as given below :

A. Partition details (Layout will be provided as per the office space)	
1. Meeting Hall, 2. Officer room(Three), 3. Work Station areas(25 no.), 4. Waiting room cum Reception, 5. Store(one), 6. Toilet (2 no.) 7. Kitchen.	
Note: All partitions shall be fully packed to ceiling. Toilet & Kitchen should be in base structure of building.	

B. Electrical items		
S. No.	Items with Description	Qty.
1	Centralize AC	Full office
2	Fans & LED Lights	As Applicable

C. Furniture & other Accessories			
S. No.	Item	Description (All material shall be good in quality)	Qty.
1	Conference Table	12ft*4ft in size. Made up of 18 mm pre laminated particle board with edge banding	1
2	Senior table	5ft*3ft with side runner. 3 drawers with single locking system. Glass top	3
3	Work Stations	3 drawers with single locking systems. Keyboard tray and space for keeping CPU and UPS	25
4	Chair	3 nos. High back revolving chair with hydraulic system . Type chair	30
5	Curtains	As Applicable	

2. Interested bidders are required to submit the quotation (duly signed & stamped) in a sealed envelope mentioning the "Quotation to EESL for Office rent at Kolkata against the Advertisement dated 20.06.2020.on the Envelope, at the Regional Cluster office before the submission date & time mentioned below:

- Last Date & Time of submission: During office/working hours on any working day from 22.06.2020. to 30.06.2020 upto 1500 Hrs.
- For any clarification, kindly contact Regional office.

EESL reserves the right to accept or reject the offers without assigning any reasons whatsoever. No intermediaries/brokers please.

Date :

Regional Cluster Head (East),EESL Kolkata Office