

**EXPRESSION OF INTEREST FOR HIRING OF OFFICE PREMISES AT NOIDA**

1. Expression of Interest are invited for hiring of office premises in Noida.

<b>S.No</b>	<b>Description</b>
1.	Net Carpet Area of Premises: Approx. 40000 Sq. Ft. (+/-10%) and Car parkings
2.	Premises should be in Noida with connectivity to nearest DMRC Metro Line. The space offered should be an independent building or an independent floor in the building with a secured boundary wall and dedicated parking space.
3.	Premises shall be within the radius of 30 kms from India Gate

**Data Sheet**

<b>Item</b>	<b>Description</b>
Name of the Hirer	<b>EESL, 5<sup>th</sup> &amp; 6<sup>th</sup> Floor, SCOPE Complex, Lodhi Road, New Delhi- 110003</b>
Proposal Inviting Authority	<b>EESL, 5<sup>th</sup> &amp; 6<sup>th</sup> Floor, SCOPE Complex, Lodhi Road, New Delhi- 110003</b>
Proposal Name	<b>Hiring of Office Premises</b>
Language of EOI Submission	<b>English</b>
Currency	<b>Indian Rupees (INR)</b>
Name and Address for Communication and seeking clarification	
Period of Hiring	<b>Five years w.e.f. date of hiring and further extendable subject to mutual consent of both parties</b>

## **2. Proposal Conditions:**

### **A) Proposal Submission:**

- (i) Proposals shall be submitted through email/online & an attested copy must be shared to EESL Corporate Office.
- (ii) Not more than one Proposal shall be submitted by one applicant. However, in case a particular applicant owns more than one premises and he wishes to submit proposals in respect of those premises, he should submit separate proposal(s)
- (iii) Interested persons who are Legal Owner or authorized broker

### **B) The Proposal should be submitted online in two parts viz.**

(a) "Technical Proposal" which should contain technical parameters like address of the building, carpet area, year of construction, design of the premises, availability of sufficient parking space and other requirements as given in the terms and conditions attached herewith

- All the pages of Proposal being submitted must be signed and sequentially numbered by the Applicant

### **C) Technical Proposal:**

The following documents are to be furnished by the Applicant along with the 'Technical Proposal' as per the Proposal document:

- Signed and scanned copy of Permanent Account Number (PAN) & GST Registration.
- Signed and scanned copy of the 'Letter of Authorization to submit Proposals' if submitted by the person other than the Owner(s).
- Signed and scanned copy of the "Title Deed" showing the Ownership of the premises or copy of Power of Attorney with the land owner (Copy of proof of Ownership / Power of Attorney).
- Signed and scanned copy of the 'Affidavit' from Owner(s) regarding accommodation offered for hiring being free from any litigation / encumbrances / liability / pending dues and taxes.
- Signed and scanned copy of the approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the area offered for rent / hire, certified copy of Land Deed, Municipal Corporation Tax receipts.
- Signed and scanned copy of the Location Map of the proposed property.

- Signed and scanned copy of the Approved layout plan of the offered premises with exact measurement for carpet area.
- Signed and scanned copy of the 'Completion Certificate' / 'Occupancy Certificate' of the offered space / building from the competent authority.

### **TERMS AND CONDITIONS:**

1. The offers received from Public Sector Undertakings / Government bodies would be given preference.
2. The approved land use of the building from the respective State Government Authorities or Local Authority should be "Commercial".
3. The building should be conforming to all the building norms and safety norms as specified by local Development Authority / Municipal Authorities or other Govt. Agency.
4. The building should have all the necessary approvals / clearance from the concerned Local Development Authority / Municipal Authorities and Completion Certificate / Occupancy Certificate issued by the Competent Authority.
5. The premises offered must comply with the minimum amenities / facilities as specified below: -
  - i). The building should be located wide road and the approach to the offered building should be convenient and non- congested.
  - ii). The building should be operative 24 x 7 so that the office working in night shift hours and on non-working days is not hampered or stalled.
  - iii). Sufficient earmarked / reserved parking (minimum 40 for four wheelers and 80 for two wheelers) exclusively for use of the hirer must be provided. In addition to above parking space, ample space for car / two-wheeler parking should be available for visitors.
  - iv). The entire carpet area offered for rent should be located in one building and it should be contiguous.
  - v). The building should have provision for electrically operated lifts with assured power backup, if the offered office space is above 3rd floor. It would be preferred if the lift is reserved.
  - vi). The entire carpet area offered for rent should be for exclusive use of the hirer and no passage of any other person should be allowed through this area.
  - vii). The building should have adequate natural lighting and proper ventilation.
  - viii). In addition to above tentative requirement of rooms, suitable partitions need to be provided for sitting arrangements of various officers, visitor room, store room etc. as per office requirement.

- ix). The building should be fitted with lights, fans and other electrical and civil fittings and fixtures.
- x). The office should have adequate toilet facilities separately for Ladies and Gents.
- xi). The premises should have suitable power supply for commercial operations.
- xii). All internal and external walls should be painted with good quality paint at the time of handing over the premises.
- xiii). There should be provision of ceramic tiles / marble flooring in general areas.
- xiv). Throughout the period of lease, cleaning in common area and maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be responsibility of the Owner and the Owner shall also carry out periodical repairs. No additional /separate charges shall be paid for the same by the Department. The scope of maintenance would be broadly as under: -
- Round the clock general security to the premises, access control and regulating visitor movement.
  - Periodical maintenance of the building, which includes painting / cleaning of the exteriors and all the common areas of the building.
  - Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
  - Maintenance of all Elevators including payment of AMC.
  - Lighting of common area and provisions of consumables for the same.
  - Maintenance of water supply system.
  - Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
  - Provisions of signage pertaining to common services.
  - Maintenance and running of motors and water pumps installed at the premises.
  - Regulating vehicle movement within the premises.
- xv). The Department reserves the right to carry out suitable alterations by way of partitions, office fixtures, fittings etc. for the effective use of the office space hired during the lease period / extended lease period.
- xvi). The owner should be willing to make alteration / additions as per requirement of the hirer and suitable provision is to be made for physically challenged persons.
- xvii). There should be continuous water supply in the premises for various usages.

6. The premises offered should be secure and in reasonably ready condition and the owners of the premises will have to hand over the possession of the premises within 70 days from the date of acceptance of their offer.
7. If at any stage it is found that any of the details / documents furnished by the Applicant is false / misleading / fabricated, his/her Proposal would be liable for cancellation without intimation to the Applicant.
8. Expenses in connection with drafting and execution / registration of the lease agreement with the concerned authority will be borne by the Lessor.
9. The LESSEE shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the Owner by giving Three months' notice in writing. The Owner shall not claim / be entitled for any compensation / rent for the unexpired period of lease.

ANNEXURE-II (TECHNICAL PROPOSAL)

TECHNICAL PROPOSAL SHOULD INTER-ALIA CONTAIN DEATAILS AS FOLLOWS:

S. No.	Item	
1	Full particulars of the legal Owner /holder of Power of Attorney of the offered premises:	
	i) Name	
	ii) Address of office & Residence	
	iii) Telephone No./Mobile No.	
	iv) Tele Fax	
	v) E-Mail Address	
	vi) Permanent Account Number (PAN)	
	vii) The exact location and postal address of the premises / accommodation with map	
2	Full particulars of person(s) offering the premises on rent / lease and submitting the Proposal	
3	Status of the applicant with regard to the accommodation offered for hiring (enclose Power of Attorney also if the applicant is other than Owner)	
4	Type of building – whether commercial or not	
5	a) Complete Address and location of the building.	
	b) Details of the Accommodation offered for rent (viz. carpet area, no.of floors, floor wise area) (Enclose Certified sketch / Layout Plan also)	
	c) Name of Nearest Metro Station (DMRC) and Distance	
6	Detailed approved plan of the accommodation	
7	Date of Construction	
8	Exact carpet area offered for rent (Carpet area offered for rent does not include area of verandah, corridor and passage, staircases, basement / covered parking, toilets, wall / columns, balcony, portico, shafts, lift arches, air-conditioner ducts, lofts etc.)	
8.1	Super Area of the offered space	
9	Number of Floor(s) being offered if multi storey	
10	No. of floors in the building	

11	Other Facilities and amenities available with the building	
12	Number of passenger lifts available /carrying capacity, provide details of its make, type, model and company if offered space is above 3rd Floor	
12.1	Number of Service Lifts available /carrying capacity, provide details of its make, type, model and company if offered space is above 3rd Floor	
12.2	Number of Dedicated Lifts for the applicant	
13	Parking space available for exclusive use of the department - Whether covered / open, location / Nos. of vehicles that can be parked 4-wheelers	
13.1	Parking space available for exclusive use of the department - Whether covered / open, location / Nos. of vehicles that can be parked 2-wheelers	
13.2	Whether EV Charging facility/provision can be provided in the dedicated parking	
14	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner)	
15	Clearances/no-objection certificate from the respective Central / State / Municipal authorities and Fire Department for use as office / commercial premises conforming the municipality laws	
16	a) water storage facility tank for round the clock supply. Please provide details	
	b) Whether sanitary and water supply installations have been provided for?	
	c) Availability of drinking water. Please provide details	
17	Whether separate electricity and sufficient installed capacity has been provided for?	
18	Sanctioned electricity load	
19	a) Details of power back-up facility / sanctioned Electricity Load	
	b) Whether electrical installation and fitting, power, plugs, switches etc. provided or not?	
	c) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor-wise)	

20	Details of Fire Safety Mechanism	
21	Specify the lease period (minimum five years and provision for extension)	
22	Specify if there are ready built rooms/ cabins	
23	Number of washrooms in each floor/ office unit	
24	Charges for centralised AC operating (for standard hours & after standard working hours)	
25	Charges for centralised AC operating (on non-working days)	
26	Details of Fire Safety Mechanism	
27	Total number of workstations (Penta)	
28	Total number of cabins	
29	Total number of half cabins	
30	Total number of pantry	
31	Total number of server room	
32	Total number of UPS Room	
33	Total number of store rooms	
34	Total number of EPBAX room	
35	Total number of conference room	
36	provision for reception in common area	
37	ATM in premises	

### **List of Enclosures:**

Attested / Certified Scanned copies of the following documents are required to be uploaded on CPP portal along with the Technical Proposal and to be sent at the mentioned email id before the deadline.

Technical Proposals received without these documents are liable to be rejected without any reference to the party whatsoever. Originals of these documents / certificates shall be produced at the time of execution of Lease Agreement.

1. "Title Deed" showing the ownership of the premises and / or copy of Power of Attorney with the land Owner (Copy of proof of Ownership / Power of Attorney).
2. Certified copies of approved drawings from LOCAL DEVELOPMENT AUTHORITY or any other competent authority of the area offered for rent / hire, certified copy of Land Deed, Municipal Corporation Tax Receipts.
3. Location Map of the proposed property.
4. Approved layout plan of the offered premises with exact measurement for carpet area.
5. Completion certificate / Occupancy Certificate of the offered space / building from the competent authority.
6. Affidavit from Owners regarding accommodation offered for hiring being free from any litigation / liability / pending dues and taxes

### **Email ID for Proposal Submission**

- Interested parties shall submit their proposal via email (along with all the mentioned documents) to [corporate\\_hr@eesl.co.in](mailto:corporate_hr@eesl.co.in).
- Last date of submitting proposal online is 06:00 PM, 21-Sep-2023

In case of any query, the interested parties can reach to [corporate\\_hr@eesl.co.in](mailto:corporate_hr@eesl.co.in); Shri Saurabh Raj, Additional Officer (HR), 011- 45801260.