

Ministry of Human Resource Development
National Project Implementation Unit (NPIU)

4th Floor, Ed.CIL House, Plot no. 18A, Sector- 16A, NOIDA-201301 (U.P.)

HIRING OFFICE SPACE

Terms & Conditions

1. National Project Implementation Unit, herein after called as NPIU, requires office space **approx. 6000-8000 sq.ft.** within the radial distance of about 12 Kms from Shastri Bhawan, New Delhi with **Fully Furnished Accommodation.**
2. Interested parties/ authorized representatives are requested to submit their offers in the prescribed format that can be downloaded from our website www.edcil.co.in and www.npiu.nic.in . The last date to submit the duly filled in **Sealed Offers** shall be 15 days from the date of publication of the advertisement.
3. **EMD Amount** :- Earnest Money Deposit (EMD) of **Rs. 15,000/-** (Rupees Fifteen Thousand only) by Demand Draft only drawn in favour of EdCIL (India) Limited payable at Delhi/Noida. It will be return only after finalization of award of contract.

The EMD amount can also be deposited through on-line mode i.e RTGS/NEFT, for which the details are as under :-

Sr. No.	Particulars	Remarks
1	Beneficiary's Name	EdCIL India Ltd (NPIU)
2	Beneficiary's Bank Account No.	37157747813
3	Address	5 th Floor, Vijaya Building, Barakhamba Road, New Delhi-110001
4	Bank & Branch Name	State Bank of India, Barakhamba Road, New Delhi
5	Bank's Address	Barakhamba Road, New Delhi
6	Branch Code	18689
7	IFSC Code	SBIN0018689
8	PAN NO.	AAACE0575F
9	Contact No.	0120-2512001-06

In case of deposition of EMD amount through online mode, the system generated receipt/ reference number is to be attached with the application form. **Any bid received without EMDs shall be summarily rejected.**

4. The duly filled in offer must be submitted to the Central Project Advisor, NPIU – 4th Floor, EdCIL House, Plot No. 18A, Sector-16A, NOIDA – 201301, U.P. The envelope must be superscribed as “Offer for Office Space for NPIU”. The validity of the T&C (as quoted) shall be for 90 days.

5. The various provisions that must be available in the furnished accommodation are as under:-

S.No	Facility required	Remarks (Minimum Area)
1	Conference Room	02 numbers (01 with 600 sqft and 01 with 400 feet)
2	Workstations	20 numbers (approx. 1600 sq.ft)
3	Lockable cabins	04 numbers (approx. 600 sq.ft)
4	Visitor room/ area	100 sqft
5	Library	100 sqft
6	Record room	150 sqft
7	IT / Server room	200 sqft
8	Reception area	300 sqft
9	Dining cum Pantry Area	300 sqft
10	Toilets (For gents & Ladies- separate facility with separate entry & exit are required)	03 numbers
11	Photostat and Dispatch Area	200 sqft
12	Passages	Spacious and appropriate
13	Number of Reserved and Unreserved Parking	02- Reserved and 08 Unreserved

6. Also, while submitting the proposal, the parties have to submit the following certificate/ NOC/ compliance in respect of the offered premises.
- i. Documentry proof for ascertaining title/ possession as on date
 - ii. NOC from the concerned Fire department.
 - iii. Any other statutory compliance (Water Harvesting, recycling, Safety etc), which is a must as per the prevailing Law of the Land for the given purpose.
7. The approved layout/designs duly certified by the authorized architect shall also be produced along with the proposal to be submitted.
8. NPIU reserves the right to visit only those premises which prima-facie meet all requirements of NPIU. Decision of NPIU Management to visit the suitable premises for selection shall be final.
9. Any canvassing directly or indirectly by the applicant will disqualify the bidder without assigning any reason.
10. The proximity from the nearest Metro Station, Parking slot, Railway Station/ Airport is also to be provided along with the offer to be submitted by the bidder.

11. NPIU shall not be responsible for any postal delay or loss/non-delivery of the offers.
12. NPIU also reserves the right to reject any or all offer(s) without assigning any reason whatsoever.
13. The tenure for the hiring of the office premises will be initially for a period of Three years that will be extended on mutually agreed terms & conditions.
14. No brokerage or advance shall be paid by NPIU in any case.
15. In case of any difference in the rates quoted by the firms in words & figures, the rates quoted in words shall prevail.
16. Applications which are not in the prescribed format and received after the due date, without EMD OR through Fax are liable to be rejected without assigning any reason in this behalf.
17. For any disputes, CPA, NPIU is the final authority and CPA's decision in the regard shall be final and binding on both the parties.
18. All disputes subject to Delhi jurisdiction only.

Ministry of Human Resource Development

National Project Implementation Unit (NPIU)

4th Floor; Ed.CIL House, Plot no. 18-A, Sector- 16A, NOIDA-201301 (UP)

APPLICATION FOR OFFICE SPACE ON LEASE

(To be filled in by the Parties)

Part -A- Techno Commercial Bid

1.	Address of property along with its location	
2.	Name of Land Owner/Property Owner (Please mention the Mobile number and e-mail id)	
3.	Whether the building/property owned by single member or in partnership or in hereditary arrangements	
	In case of joint ownership, please specify the number of joint owners and respective share held by them	
4.	Distance from Shastri Bhawan, New Delhi-1 (approx.)	
	Distance from nearest Metro Station, Name of the Metro station to be mentioned	
	Distance from nearest Railway Station, Name of the railway station also to be mentioned	
	Distance from nearest parking slot	
5.	Area of property being offered	
	a) Total Area (in Sq.ft.)	
	b) Carpet Area (in Sq.ft.) excluding parking & amenities area	

6.	Details of floor of property being offered	
7.	Whether the space is furnished or unfurnished	
	If furnished, whether the same can be moved in immediately ?	
	If furnished, give details of the furniture & fixtures, AC arrangements etc.	
8.	Availability of facilities of Electricity, Water Supply, lift, Power backup, CCTV, Security Guard at Entrance etc. in the premises being offered for rental purposes. Please specify.	
9.	Minimum period of Lease offered	
	Please state the period after which the Lease agreement is to be revised (<i>please state the number of year & any proposed increase in the Lease Rent</i>)	
12.	No. of cars that could be parked in the Parking Area & free parking space offered.	
13.	Whether Electricity, Water charges are inclusive of Rates, if not, please specify the details.	
14.	Any other relevant information	

Date:

(Signature of Authorised person with seal)

Place:

Part -B- Financial Bid (Quoted/ offered price) - (Monthly basis)

Sr. no.	Particulars	Amount in rupees
1.	Rental Rate per Sq.ft. (In figures)	
2.	Rental Rate per Sq. ft. (In words)	
3.	Any other charges (in addition to the above price- please specify)	
Sub Total		
4.	Taxes/ duties/ statutory payment etc	
Grand Total		

Total quoted price / offered rent shall be Rs. _____ per month inclusive of all taxes, statutory liabilities , maintainance charges, Power Back-up etc

Date:

(Signature of Authorised person with seal)

Place: