

NOTICE INVITING EXPRESSION OF INTEREST

Expression of interest (EOI) are invited from the interested parties for offering their premises (independent premises for exclusive use of NTECL) on rent for Hiring of Accommodation for Office Space @ Ooty Town

Location of Office Space	Ooty Town preferably enroute to Upper Bhavani / Avalanche/Manjoor. The Office Space shall be in the vicinity of Ooty (i.e.) Within 5 KM radius from Ooty Town. The Premises should be well maintained, located in good area with an easy access from the main Road.
Premises should have	The Total Carpet Area of the Office Space shall be (approx.)1000 Sq.ft - Details of requirement as follows :
	01 no Room - (About 10x10 ft or 120 Sqft) attached Bathroom
	01 Hall Space - (20x10 ft or about 250 Sqft or equivalent) with attached Bath room
	Hall for Conference Room - (About 200 Sqft)
	01 room for Pantry - (7x7ft or 60 Sqft)
	Car Parking - at least for 02 Vehicles
Electrical connection & water storage	The premises should have an adequate power connection and sufficient water storage.
Minor modification/ furnishing requirements	Un-furnished Space. Minor Modification if any required shall be carried out by NTECL.

Following terms & conditions should be complied with for rental of the premises:

- a) The period for rental of the property shall be initially for 1.5 years (18 months). The same may be extended for further period on mutually agreed terms and conditions.
- b) The Rental agreement may be terminated by NTECL during the Rental period by giving One-month advance notice in writing.
- c) No Maintenance charges/ Water Charges/ Municipality Charges/Statutory Charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
- d) Lessor shall effect all major repairs such as leakages in electricity, sanitary fittings, water pipes or cracks, etc. at his own cost immediately as and when such defects are notified to him by NTECL If not done, Lessee shall have an option but not obligatory to do it at the cost of Lessor.
- e) Lessor shall arrange the whitewash, distemper, paints, polish the premises before

occupation by the Lessee and thereafter once in three years during the lease period or extended lease period, at his cost.

- f) The owner of the premises shall be responsible to obtain consent/ permission, if any, from the appropriate authorities / association/ statutory bodies for using the premises as a Transit Camp for NTECL.
- g) The premises owner must possess a clear title of the property.
- h) The premises owner should be ready to execute rental deed with NTECL.
- i) The owner of the premises will agree to bear all the statutory taxes, duties, and cess etc., related to the premises like Municipal Tax, Property Tax, etc.
- j) The owner of the premises shall also bear the cost for Registration of Rental Agreement.
- k) Offer shall be valid for a period of Three months from the date of submission of the offer.

Interested parties should submit documentary evidence in support of their fulfilling the requirements specified above in the first instance itself. NTECL reserves the right to evaluate offered premises based on details furnished in the prescribed proforma and may visit the property site, if required.

All the EOI received will be evaluated by NTECL for meeting our requirements. Decision of NTECL will be final and binding on all. Acceptance or rejection for further consideration will solely be at the discretion of NTECL.

Submission of Offers	Applications along with the required documents may be submitted by the Owner(s) of premises or their representatives. In case the application is submitted by a representative of owner, the application must be enclosed with a "Letter of Authority" from the property owner in this regard. The application shall be considered null and void in case letter of authority is not found enclosed with the application. It is further stated that no brokerage is payable for Hiring of Accommodation for Office Space @ Ooty Town either to owner(s) or its representative (s) for this transaction of lease of premises.
----------------------	---

<p>EOI receiving Authority & Last date of submission</p>	<p>Interested parties fulfilling the above requirement and who are interested to participate are requested to fill the attached Annexure-I and II, sign on each page of this offer document including Annexure-II (Disclaimer) with documentary evidence, a copy of PAN Card & Aadhar Card and send to NTECL through “Post/Courier /By Hand” in two sealed envelopes with EOI No. : ----- and subject: -----, to be superscribed in the each envelope as to reach at the following address on or before 07.03.2025: 17.30Hrs: The first envelope will contain the details of the property, relevant documents, contact details, etc. and the second envelope will contain only the price bid.</p> <p>Sr. Manager (Project Construction) or Sr. Manager(HR), NTECL Limited NTECL, UB - PSP (4 X 250MW), 23, East Sambandam Road, R. S. Puram Coimbatore - 641002, Ph. 91654 90867</p> <p>EOI received after the due date & time mentioned above shall not be considered. NTECL will not be responsible for any loss of offer during transit/through courier/post office etc. or non-receipt of any of the same by NTECL in time.</p>
<p>Process</p>	<p>Interested bidders shall submit the bids in two envelopes. First envelope will contain the technical proposal such as details of property, proof of ownership, authority letter, etc. Second envelope will contain the Price Bid. Technical bids will be opened first on scheduled BOD . A committee of NTECL executives will examine the technical bids, evaluate the details and will also visit the premises for verifying its suitability. Price Bids of those bidders who are found to be qualified and technically suitable shall be opened at a later date under intimation to the qualified bidders.</p>
<p>Special Instructions</p>	<p>NTECL reserves the right to assess any party’s capability and capacity using inhouse information and by taking into account other aspects to accept or reject any or all EOIs received without assigning any reasons. During the evaluation, the Parties may be asked to submit the original documents in support of the details provided by them.</p>
<p>For any query/ Clarification</p>	<p>Contact person: 1)Chandrasekar Somu, Sr.Manager (Project Construction) , UB-PSP, Contact No : 91654 90867 2) Ms. Sundari Pappu, Sr.Manager (HR-Dept), NTECL Vallur , Contact no : 94941 97756</p>

<p>Start Date for Issue / Downloading of EOI Documents. Closing Date for Issue / Downloading of EOI Documents.</p>	<p>21.02.2025 07.03.2025</p>
<p>Last Date & Time for Submission of BID BID Opening Date & Time</p>	<p>07.03.2025: 17.30Hrs. (both Technical & Price bids in separate envelopes) 10.03. 2025: 11.00 Hrs. (Only Technical Bid) Price bids shall be opened after evaluation of technical bids.</p>

Annexure I

Expression of Interest		
Kindly fill in the vendor's response against each requirement / information and enclose relevant supporting documents:		
S.No	Description	Details
1	Name of owner (In case of joint ownership, please specify all names)	
2	Address of Owner(s) (with Contact Details – Phone/Mobile/E-mail)	
3	Location of Premises (with Full Address)	
4	Details of Premises:	
	Building Area (Plinth area & Carpet Area)	
	Year of Construction (enclose completion certificate)	
	No. of Floors	
	No. of rooms with attached bathroom & toilets	
	No. of rooms without attached bathroom & toilets	
	No. of kitchen	
	Availability of staff quarter for support staff No. of rooms, if available	
	Front road width (sq. ft)	
	Available Parking Area (No. of Cars)	
	Garden / Lawn area within premises (sq. ft)	
	Common space – area (sq. ft)	
	Dining area (sq. ft)	
5	Municipality clearance for operating the premises as Office Space @ Ooty Town	
6	Power Back-up (if any)	
7	Clear title of Property (Enclose copy)	
8	Any other descriptions, if felt necessary, may be furnished	

Signature & seal of the owner

EXPRESSION OF INTEREST

S.NO	Specification	UOM	Qty.	Rate (Rs.)	Value (Rs.)
1	Monthly Lease Rent charges for the property to be leased to NTECL for Hiring of Accommodation for Office Space @ Ooty Town for 18 months.	Month	18		

GST Extra as applicable
Monthly lease rental will increase @ 5%
after 18 months (if required)

**Signature and Seal of the
Property Owner**

Annexure III

DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the non-binding EOI and it is clarified that:

The purpose of this Expression of Interest (EOI) is to invite responses from the interested parties for offering their property on rent for operating as Hiring of Accommodation for Office Space @ Ooty Town . All data/documents received in this regard shall be treated in strict confidence and would be used only for our internal purposes. Submission of data/ documents will not imply that the party is qualified and/ or will not bind NTECL Limited to award the job.

NTECL is not bound to accept any or all the EOIs and also reserves the right to accept or reject any or all of EOIs received without assigning any reasons. No applicant shall have any grievances or claim against NTECL or its officers, employees, successors or assignees for rejection of EOI. NTECL shall be entitled to invite offers from entities other than the applicants who have submitted EOI. Each respondent shall be solely responsible for the fees, costs and expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. NTECL will under no circumstances be liable to any respondent for any such fees, costs, expenses, loss or damage whatsoever arising out of or in connection with the EOI process. Neither NTECL nor its officers & employees shall be liable to any interested party or any Entity under any law, including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise or be incurred, or suffered in connection with this document or any matter that may be deemed to form part of this document.

Further, this Expression of Interest is not a tender exercise but a process to obtain response from the interested parties. NTECL may not take any further action after the invitation of Expression of Interest exercise at its own discretion without assigning any reason thereof. NTECL may at its absolute discretion, but without being under any obligation to do so, update, cancel, amend or supplement, effect any change(s) to these guidelines for submission of Expression of Interest without assigning any reason thereof.

Signature and Seal of the Property Owner

NOTICE INVITING EXPRESSION OF INTEREST

Expression of interest (EOI) are invited from the interested parties for offering their premises on rent for Hiring of Accommodation for Transit Camp at Ooty Town

Location of Transit Camp	Ooty Town preferably enroute to Upper Bhavani / Avalanche/Manjoor. The accommodation shall be in the vicinity of Ooty (i.e.) Within 3 KM radius from Ooty Town. The Premises should be well maintained, fully furnished, located in good area with an easy access from the main Road
Premises should have	The Total Carpet Area of the Transit Camp shall be (approx..)1200 Sq.ft - Details of requirement as follows :
	Minimum 04 rooms of size 100 sqft each with wardrobe and 04 bathrooms
	Living/ Drawing Room with Dining Space (200 sqft)
	Kitchen - 01 no (About 100 Sqft)
	1 Additional room of 100 Sqft
	1 room to be used as store room of 80 Sqft
	Car Parking - at least for 02 Vehicles (open/closed) within the Premises
Electrical connection & water storage	The premises should have an adequate power connection and sufficient water storage.
Minor modification/ furnishing requirements	An individual house or in combination of, furnished. Minor Modification if any required shall be carried out by NTECL.
Furnishings	Fans, lights, 05 no geysers, 5 beds, 06 Seater dining table with chairs, 5 seater sofa, centre table, TV's in each bed room .

Following terms & conditions should be complied with for rental of the premises:

- a) The period for rental of the property shall be initially for 1.5 years (18 months). The same may be extended for further period on mutually agreed terms and conditions.
- b) The Rental agreement may be terminated by NTECL during Rental period by giving One-month advance notice in writing.
- c) No Maintenance charges/ Water Charges/ Municipality Charges/Statutory Charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
- d) Lessor shall effect all major repairs such as leakages in electricity, sanitary fittings, water pipes or cracks, etc. at his own cost immediately as and when such defects are

notified to him by NTECL. If not done, Lessee shall have an option but not obligatory to do it at the cost of Lessor.

- e) Lessor shall arrange the whitewash, distemper, paints, polish the premises before occupation by the Lessee and thereafter once in three years during the lease period or extended lease period, at his cost.
- f) The owner of the premises shall be responsible to obtain consent/ permission, if any, from the appropriate authorities / association/ statutory bodies for using the premises as a Transit Camp for NTECL.
- g) The premises owner must possess a clear title of the property.
- h) The premises owner should be ready to execute rental deed with NTECL.
- i) The owner of the premises will agree to bear all the statutory taxes, duties, and cess etc., related to the premises like Municipal Tax, Property Tax, etc.
- j) The owner of the premises shall also bear the cost for Registration of Rental Agreement.
- k) Offer shall be valid for a period of Three months from the date of submission of the offer.

Interested parties should submit documentary evidence in support of their fulfilling the requirements specified above in the first instance itself. NTECL reserves the right to evaluate offered premises based on details furnished in the prescribed proforma and may visit the property site, if required.

All the EOI received will be evaluated by NTECL for meeting our requirements. Decision of NTECL will be final and binding on all. Acceptance or rejection for further consideration will solely be at the discretion of NTECL.

Submission of Offers	Applications along with the required documents may be submitted by the Owner(s) of premises or their representatives. In case the application is submitted by a representative of owner, the application must be enclosed with a "Letter of Authority" from the property owner in this regard. The application shall be considered null and void in case letter of authority is not found enclosed with the application. It is further stated that no brokerage is payable for Transit Camp @ Ooty Town by NTECL either to owner(s) or its representative (s) for this transaction of lease of premises.
----------------------	--

<p>EOI receiving Authority & Last date of submission</p>	<p>Interested parties fulfilling the above requirement and who are interested to participate are requested to fill the attached Annexure-I and II, sign on each page of this offer document including Annexure-II (Disclaimer) with documentary evidence, a copy of PAN Card & Aadhar Card and send to NTECL through "Post/Courier /By Hand" in two sealed envelopes with EOI No. : ----- and subject: --- -----, to be superscribed in the each envelope as to reach at the following address on or before 07.03.2025: 17.30Hrs: The first envelope will contain the details of the property, relevant documents, contact details, etc. and the second envelope will contain only the price bid.</p> <p>Sr. Manager (Project Construction) or Sr. Manager(HR), NTECL Limited NTECL, UB - PSP (4 X 250MW), 23, East Sambandam Road, R. S. Puram Coimbatore - 641002, Ph. 91654 90867</p> <p>EOI received after the due date & time mentioned above shall not be considered. NTECL will not be responsible for any loss of offer during transit/through courier/post office etc. or non-receipt of any of the same by NTECL in time.</p>
<p>Process</p>	<p>Interested bidders shall submit the bids in two envelopes. First envelope will contain the technical proposal such as details of property, proof of ownership, authority letter, etc. Second envelope will contain the Price Bid. Technical bids will be opened first on scheduled BOD. A committee of NTECL executives will examine the technical bids, evaluate the details and will also visit the premises for verifying its suitability. Price Bids of those bidders who are found to be qualified and technically suitable shall be opened at a later date under intimation to the qualified bidders.</p>
<p>Special Instructions</p>	<p>NTECL reserves the right to assess any party's capability and capacity using inhouse information and by taking into account other aspects to accept or reject any or all EOIs received without assigning any reasons. During the evaluation, the Parties may be asked to submit the original documents in support of the details provided by them.</p>
<p>For any query/ Clarification</p>	<p>Contact person: 1) Chandrasekar Somu, Sr. Manager (Project Construction) , UB-PSP, Contact No : 91654 90867</p>

	2) Ms. Sundari Pappu, Sr.Manager (HR-Dept), NTECL Vallur , Contact no : 94941 97756
Start Date for Issue / Downloading of EOI Documents. Closing Date for Issue / Downloading of EOI Documents.	21.02.2025 07.03.2025
Last Date & Time for Submission of BID BID Opening Date & Time	07.03.2025: 17.30Hrs. (both Technical & Price bids in separate envelopes) 10.03. 2025: 11.00 Hrs. (Only Technical Bid) Price bids shall be opened after evaluation of technical bids.

Annexure I

Expression of Interest

Kindly fill in the vendor's response against each requirement / information and enclose relevant supporting documents:

S.No	Description	Details
1	Name of owner (In case of joint ownership, please specify all names)	
2	Address of Owner(s) (with Contact Details – Phone/Mobile/E-mail)	
3	Location of Premises (with Full Address)	
4	Details of Premises:	
	Building Area (Plinth area & Carpet Area)	
	Year of Construction (enclose completion certificate)	
	No. of Floors	
	No. of rooms with attached bathroom & toilets	
	No. of rooms without attached bathroom & toilets	
	No. of kitchen	
	Availability of staff quarter for support staff No. of rooms, if available	
	Front road width (sq. ft)	
	Available Parking Area (No. of Cars)	
	Garden / Lawn area within premises (sq. ft)	
	Common space – area (sq. ft)	
	Dining area (sq. ft)	
5	Municipality clearance for operating the premises as Transit camp/ Guest house	
6	Power Back-up (if any)	
7	Clear title of Property (Enclose copy)	
8	Any other descriptions, if felt necessary, may be furnished	

Signature & seal of the owner

EXPRESSION OF INTEREST

S.NO	Specification	UOM	Qty.	Rate (Rs.)	Value (Rs.)
1	Monthly Lease Rent charges for the property to be leased to NTECL for Transit Camp for 18 months.	Month	18		

GST Extra as applicable
Monthly lease rental will increase @ 5%
after 18 months, if extended

**Signature and Seal of the
Property Owner**

Annexure III

DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the non-binding EOI and it is clarified that:

The purpose of this Expression of Interest (EOI) is to invite responses from the interested parties for offering their property on rent for operating as Accommodation for Transit Camp at Ooty Town. All data/documents received in this regard shall be treated in strict confidence and would be used only for our internal purposes. Submission of data/documents will not imply that the party is qualified and/ or will not bind NTECL Limited to award the job.

NTECL is not bound to accept any or all the EOIs and also reserves the right to accept or reject any or all of EOIs received without assigning any reasons. No applicant shall have any grievances or claim against NTECL or its officers, employees, successors or assignees for rejection of EOI. NTECL shall be entitled to invite offers from entities other than the applicants who have submitted EOI. Each respondent shall be solely responsible for the fees, costs and expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. NTECL will under no circumstances be liable to any respondent for any such fees, costs, expenses, loss or damage whatsoever arising out of or in connection with the EOI process. Neither NTECL nor its officers & employees shall be liable to any interested party or any Entity under any law, including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise or be incurred, or suffered in connection with this document or any matter that may be deemed to form part of this document.

Further, this Expression of Interest is not a tender exercise but a process to obtain response from the interested parties. NTECL may not take any further action after the invitation of Expression of Interest exercise at its own discretion without assigning any reason thereof. NTECL may at its absolute discretion, but without being under any obligation to do so, update, cancel, amend or supplement, effect any change(s) to these guidelines for submission of Expression of Interest without assigning any reason thereof.

Signature and Seal of the Property Owner