



**EXPRESSION OF INTEREST (EOI)**

**FOR**

**LEASING OF OFFICE BUILDING**

**Property: B - 16, Sector - 153, Noida**

**UTILITY POWERTECH LIMITED  
(A JV of NTPC Ltd. & RINFRA Ltd.)  
W-24, Sector - 11, Noida  
Ph: 0120-7173900**



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### EXPRESSION OF INTEREST (EOI) FOR LEASING OF BUILDING

Utility Powertech Limited (UPL), a company having its Corporate Office at W-24, Sector-11, Noida, invites EOI from the interested parties for leasing out the following property on monthly rental basis:

Property:	Newly built 11 storey office space with FAR of around 3792.55 Sqm with two basements (not included in FAR) located at <b>B-16, Sector-153, Noida</b> for office purposes.			
	Details of the Building: -			
	Sl. No.	Floor Details	Area (FAR)	
	1	Floor 1 to 5	407.79 sq.m each	
	2	Floor 7 & 8	407.79 sq.m each	
	3	Floor 9	349.72 sq.m	
	4	Floor 10	264.30 sq.m	
	5	Floor 11	264.30 sq.m	
	<b>Details of Approximate Seating Capacity</b>			
	Floor	Cabins (avg. area- 13 sqm)	Workstation/ Seating Capacity	Other details/ remarks
	1 <sup>st</sup>	8	36	Meeting Room around 20Sqm.
	2 <sup>nd</sup>	2	16	Conference room-155.01.sqm, with partition, Refreshment area - 33.5 sqm
3 <sup>rd</sup>	8	36	Meeting Room ~20Sqm.	
4 <sup>th</sup>	8	32	Server Room ~20 Sqm- with false flooring	
5 <sup>th</sup>	Large cabin (50 Sqm) & Medium cabin (22sqm)	8	Area for senior official secretariat (11.5 sqm), Recreation Area (41 sqm), Library (43 sqm), Meeting room (20 sqm)	
6 <sup>th</sup>			Bare Structure, Service area - to be used for facilities like Auditorium, Gym, Health Club, Transit hostel etc.	
7 <sup>th</sup>		~50	Bare structure	
8 <sup>th</sup>		~50	Bare structure	
9 <sup>th</sup>		~30	Bare Structure	
10 <sup>th</sup>		~25	Bare Structure	
11 <sup>th</sup>		~25	Bare Structure	

Broad details of the building are given below:

- i. Total FAR for 11 floors is around 3792.55 Sqm excluding 6<sup>th</sup> floor, two basements.
- ii. Two Basements – Housing Electrical Room, Fire -fighting system, Water treatment plant and space for parking.
- iii. Stilt area – Reception, cafeteria and toilets, some VIP car parking area.
- iv. Floors 1 to 5 – Interiors viz. floor tiling, partitions for cabins, conference rooms, false ceiling, wiring up to workstations, AC ducting etc. are available.  
Furnishing for Cabins, Conference rooms & workstations to be done by occupant.
- v. Floors 6 to 11 – bare structure only. Power distribution board on each floor and main Firefighting piping done.
- vi. Floor 6 area is 467.80 Sqm, only to be used as a service area - not part of FAR.
- vii. Floor wise Split AC system installed in floors 1 to 5.
- viii. 2 DG sets – one 500 KVA & one 160 KVA, one solar panel set of 20KW available.
- ix. The building shall be used for office use subject to the condition that the activities considered to be a public nuisance / hazardous shall not be carried out.
- x. An applicant is required to apply for leasing as per their area requirement (**single floor / multiple floor**).
- xi. The service floor (6<sup>th</sup> floor) if opted, will be divided equally amongst the successful parties.

Prospective bidders can download the EOI document from UPL website [www.utilitypowertech.org](http://www.utilitypowertech.org) (free of cost). Interested parties fulfilling the eligibility criteria mentioned in the EOI document have to signed the entire EOI document and submit application online available on UPL website: [www.utilitypowertech.org](http://www.utilitypowertech.org) in the prescribed online form along with uploading the requisite documents as specified at point no. 3 of Section - A (of the EOI document).

Bidders can also collect the EOI documents from UPL Office and duly filled in EOI may be submitted along with requisite documents as specified at point no. 3 of Section - A (of the EOI document) in a sealed envelope superscribing - **“Expression of Interest for UPL Building.”**

**To,  
HoD (C&M)  
UPL House,  
W-24, Sector-11,  
Noida-201301.**

**Last date for submission for online / physical EOI will be 17/07/2024 05:30 PM**

Note: This entire EOI document has to be signed and submitted along with the online / offline application by the bidder, failing which the application is liable to be rejected.

HoD (C&M)

Place: Noida

Date:\_\_\_\_\_

**A. Process for submission of EOI:**

1. Interested parties may submit their EOI in the prescribed format given at **Annexure-I** (Party's Information) and **Annexure-II** (Undertaking on letterhead) & the requisite documents at the following address on/or before **17/07/2024 by 05.30 PM**.

**To,  
HoD (C&M)  
UPL House,  
W-24, Sector-11,  
Noida-201301.**

2. Interested parties may submit EOI based on their requirement. However, UPL reserves the right to allot the premises on lease to the party based on expected rent and specific purpose for use as proposed.

3. The participants will have to submit self-attested copies of GST Registration Number, PAN/TAN Card, Certificate of Incorporation, GST Registration, Shops & Establishment Registration, as may be applicable, Board resolution/Authority Letter/Power of Attorney (POA) approving participation and authorization for representing in the process along with their EOI, failing which the EOI shall be summarily rejected.

**B. General Terms & Conditions towards EOI:**

1. The EOI document can be obtained from the UPL office, Noida or may be downloaded from website – [www.utilitypowertech.org](http://www.utilitypowertech.org) free of cost.
2. In any case, the EOI received beyond the stipulated date and time as mentioned above will not be accepted.
3. Applications that are incomplete in any respect including submission of certified copies of documents as asked for or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondence will be entertained with such bidders.
4. Mere submission of EOI does not qualify any party for allotment of premises. Selection of suitable parties shall be based on the evaluation of responses received in EOI.
5. UPL reserves the right to accept or reject any or all the EOI without assigning any reasons thereof. Upon receipt of the EOI, UPL will scrutinize the same and take further course of action viz. inviting financial bids from the shortlisted parties and evaluation of the same.

6. Contact Person: In case of any query, you may contact the following officials:
- a) Shri. Vipul Sharma, Dy. Manager (C&M),  
Mob: 9810474152, Email: vipulsharma@uplmail.com

Or

  - b) Shri Pranav Dubey, Dy. Manager (HR)  
Mob: 9350739304, Email: pranav@uplmail.com
7. All corrigenda or extension of scheduled dates or change in specifications or any other information will be uploaded for the information of the prospective bidders on UPL's Website. Bidders are requested to periodically visit the UPL website for any updations and no separate correspondence will be made regarding the above.
8. Interested parties are advised to visit/ inspect the premises and assess before submission of EOI. UPL will not be responsible for any assumption or inadequate understanding on the part of the party while submitting the EOI. Interested parties will be allowed to inspect the aforesaid property on any working day till the last day of submitting the EOI between Office Hours i.e., 10 am to 5 pm (Monday to Friday) on prior intimation.
9. The interested parties should make their own independent inquiries and satisfy themselves by visiting the site before submission of EOI.
10. UPL reserves the right to decide to lease or not to lease either a part or full premises. The date of the start of lease will be decided by UPL.
11. UPL reserves the right to accept or to reject any or all offers, without assigning any reason.
12. UPL reserves the right to call for any clarification/ Additional papers/documents required for scrutiny from the Bidder and may ask the bidder's financial and bank statements which are to be submitted on demand by UPL.
13. The minimum period of the lease shall be for **05 years or more**, and further extension shall be subject to the mutual consent of both parties.
14. The Lease can be **determined/terminated** by either party, after giving 3 months' advance written notice to the other party.
15. The Monthly Lease Rent shall be payable in advance and the first such payment shall be made on or before the date of execution of the Lease Deed. Subsequently lease rent shall be paid in advance on or before the 7<sup>th</sup> day of every month.
16. The Lessee shall be required to deposit Two Months' rent as Security Deposit which shall be refunded at the time of termination of lease without any interest after deducting pending dues & services, compensation for any damage, if any.

17. The Lease Rent shall be increased annually @10% (plus applicable taxes, if any) and the Lessee shall be required to pay such increased lease rent as above.
18. Any charges / requirement of Noida Authority regarding the lessee shall be payable by the lessee.
19. The Lessee shall also be liable to pay the GST, as applicable from time to time, on the lease rent payable, which shall be over and above the lease rent fixed. Paying GST to Government shall be the sole responsibility of Lessee.
20. The lease deed shall be got registered and the expenses including stamp value towards the same and other related expenses shall be borne by the lessee.
21. The said property shall be used for office purposes only.

### C. Other Terms & Conditions

1. The property is subject to the Public Premises (Eviction of Unauthorized Occupants) Act, as amended from time to time.
2. The building shall be used for office use subject to the condition that the activities considered to be a public nuisance / hazardous shall not be carried out. Any activity which is not permissible under prevailing laws rules and building regulations shall not be allowed.
3. That all disputes/ differences between the parties hereto relating to said premises, the same shall be settled amicably at the CEO, UPL level. In case of non- resolution of disputes as aforesaid, such dispute or difference shall be taken up by either party for resolution through Conciliation Mechanism as decided by UPL.
4. The successful bidder shall be required to execute the **lease deed** on standard format of UPL.
5. The successful bidder shall be required to pay all charges additionally such as building maintenance charges, electricity & water charges, insurance etc. at actuals.
6. The common security / lighting / Power backup / Water and other common charges for housekeeping shall be payable by the tenants proportionately.
7. The likely date from which the building will be available on lease shall be decided later by UPL.
8. No sub-letting or sub-leasing will be permitted.

**ANNEXURE - I****DETAILS OF THE INTERESTED PARTY (BIDDER)**

No	Description	Details (as applicable)
1	Name of the Applicant (Company/Govt. Dept. /Society/Others)	
2	Address	
3	Contact Details	
	a) Name of Contact Person	
	b) Tel. No. with STD Code	
	c) Mobile No:	
	d) E-mail Id:	
4	PAN No./TAN No./CIN No./GST Regn. No./Shops & Establishment Regn. No. (Enclose copy of each document)	
5	<u>Type of Bidder</u> a) Indian Govt. Company/Public Sector Undertaking	
	b) Central/State Govt. Dept.	
	c) Other Depts./Organization/Institution	
6.	Company Registration Details	
7.	Activities of the Bidder (specify broadly)	
8.	Intended purpose for taking building / floors on lease.	
9.	POA/Authorization Letter (to be submitted)	
10.	Any other information or remarks which the bidder finds it appropriate to disclose as per the transparency norms may be mentioned here.	
11.	Requirement of floor on lease:	a) Purpose of use ..... b) <u>For multiple floors</u> , please mention number of floor(s) required & Floor No..... c) Part of Service (6 <sup>th</sup> ) floor, if required (Yes / No): .....

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of authorized person)

Full Name and Designation

Company's Seal



**ANNEXURE-II**

**UNDERTAKING**  
(on company letter head)

We understand that:

- 1) I am /We are aware that UPL will not pay any brokerage in the transaction to any agent or representative.
- 2) All payments would be made through digital mode only in connection with the lease.
- 3) I/We confirm having fully inspected the property.
- 4) I/ We hereby confirm that, all the terms and conditions specified in this offer and / Or the standard format of Lease Deed to be executed are acceptable to me/us and will form part of the lease agreement.
- 5) I/We are a bonafide user and require this for my/our own use or for the use of M/s.\_\_\_\_\_, whom I/We represent. The authority letter/ Power of Attorney from the company I/ We represent are submitted.
- 6) I/We have read and understood the terms & conditions of the EOI document, and

I/We unequivocally accept the same.

Date:  
Place:

(Signature of authorized person)  
Full Name & Designation:  
Company's Seal