



### निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

#### Sub: Tender document for "Hiring of Office Accommodation for BHEL Bhubaneswar"

Sir/Madam,

Bharat Heavy Electricals Limited (hereinafter referred to as **BHEL**) is a Central Public Sector Enterprise, having its Corporate & Registered Office at BHEL House, Siri Fort, New Delhi-110049 invites offer in sealed cover under two part bid system (Part-I: Techno commercial Bid & Part-II: Price Bid) from the competent agencies/individuals for "**Hiring of Office Accommodation for BHEL Bhubaneswar**".

#### SCHEDULE TO TENDER

|    |                                       |   |                                                                                                                                                                                                       |
|----|---------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Tender Reference No.                  | : | RE/BBR/OFFICE/ADMIN/2026/001                                                                                                                                                                          |
| 2  | Tender ID (CPP Portal)                | : | 2026_BHEL_844037                                                                                                                                                                                      |
| 3  | Tender ID (BHEL Portal)               | : | NIT_101140                                                                                                                                                                                            |
| 4  | Date of Issue of Tender               | : | 08-07-2026                                                                                                                                                                                            |
| 5  | Type of Tender                        | : | Open Tender (offline)                                                                                                                                                                                 |
| 6  | Type of Bid                           | : | Two-part bid system                                                                                                                                                                                   |
| 7  | Tender Title                          | : | "Hiring of Office Accommodation for BHEL Bhubaneswar"                                                                                                                                                 |
| 8  | Last date/ time for receipt of tender | : | 22-07-2026 02:00 PM                                                                                                                                                                                   |
| 9  | Date/ time of opening of bid          | : | 22-07-2026 03:00 PM                                                                                                                                                                                   |
| 10 | Place of submission of Tender/Bid     | : | Tenders can be submitted to the office mentioned below:-<br><b>Bharat Heavy Electricals Limited</b><br><b>Plot No-88, 1<sup>st</sup> Floor, Kharavela Nagar,</b><br><b>Unit-3, Bhubaneswar-751001</b> |
| 11 | Tender will be opened at              | : | Bharat Heavy Electricals Limited<br>Plot No-88, 1 <sup>st</sup> Floor, Kharavela Nagar,<br>Unit-3, Bhubaneswar-751001                                                                                 |
| 12 | EMD (₹)                               | : | Not Applicable                                                                                                                                                                                        |
| 13 | Minimum Validity of tender offer      | : | 60 days from the due date of submission of offer                                                                                                                                                      |
| 14 | Scope of Work                         | : | "Hiring of Office Accommodation for BHEL Bhubaneswar"                                                                                                                                                 |
| 15 | Duration of Contract                  | : | Four (4)Years                                                                                                                                                                                         |

Please submit your most competitive offer for the above subject work as per the tender terms & conditions.

All corrigendum, addenda, amendments, time extension, clarifications, etc. to the tender will be hosted on website <https://bhel.com> and <https://eprocure.gov.in> only. Bidders should regularly visit website till the due date of submission to keep themselves updated. Any clarification(s) regarding Notice Inviting Tender (NIT), if required, should be sought from the undersigned before the tender due date.

Thanking you.

*For any clarifications or queries related to this tender  
please contact:*

Landline : 0674-2396911  
Mobile No : 9853176316  
Email id: knpatir@bhel.in

Sr Dy. General Manager  
BHARAT HEAVY ELECTRICALS LIMITED  
Regional Operations Division  
Plot No-88, Kharavela Nagar, Unit-3  
Bhubaneswar-751001

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## SECTION-I

### GENERAL CONDITIONS OF TENDER

#### **1.0 GENERAL INSTRUCTIONS TO BIDDERS:**

##### **1.1. DESPATCH INSTRUCTION:**

- 1.1.1.** All pages of the tender documents (NIT) shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof. The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as per the tender terms & conditions.
- 1.1.2.** Documents not signed & stamped by the authorized signatory of the bidder will not be accepted and will not be considered for evaluation of bid.
- 1.1.3. COMMUNICATION & CORRESPONDENCE:** Bidder(s) has to provide at least one valid email ID for fast communications. Any change in e-mail ID should be properly communicated in person, e-mail & hard copy. If the bidders have any doubt about the meaning of any portion of the tender specification or find discrepancies or omissions in the tender document issued or require clarification on any of the technical aspects, scope of work etc., he/she shall at once, contact the authority inviting the tender for the same, well in time (so as not to affect last date of submission) before the submission of the tender or else, BHEL's interpretation shall prevail & shall be binding on the bidder. Bidder's request for clarifications shall be with reference to Section and Clause numbers given in the tender document. The specifications, terms and conditions shall be deemed to have been accepted by the bidder in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the bid.
- 1.1.4.** Bid should be free from correction, overwriting, using corrective fluid etc. Any interlineations, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection.
- 1.1.5.** No clause of the tender document should be altered /amended /edited etc. by the bidder under any circumstances.

##### **1.2. SUBMISSION OF BIDS:**

**Bids shall be submitted in hard copy form only.** Bids received after the stipulated date and time of submission shall be treated as 'Late Bids' and shall not be considered for evaluation under any circumstances.

##### **1.3. COST OF BIDDING:** No Cost

##### **1.4. TENDER OPENING:**

- 1.4.1.** Tender shall be opened at Bharat Heavy Electricals Limited, Plot No-88, Unit-3, Kharavela Nagar, Bhubaneswar-751001 on the scheduled date & time (or the extended date and time, if any) by the BHEL authorized committee members in the presence of representatives of bidders who would like to be present. The last date of submission (or the extended date of submission) and the date of opening of bids shall be same. Representatives of bidders attending the tender opening should carry a valid ID card and an authorization letter issued by the bidder.
- 1.4.2.** **Carrying/ use of mobile phone/ camera and any such recording device by vendors' representatives in the Tender Opening Room is prohibited.**
- 1.4.3.** Price-bid of all techno-commercially acceptable bidders shall be opened in the presence of representatives of techno-commercially acceptable bidders who would like to be present. Date and time of price bid opening will be intimated vide email. Representatives of bidders should carry valid ID card / authorization letter.

##### **1.5. LANGUAGE:**

- 1.5.1.** The bidder shall quote the "Rate" in English language and international numerals ONLY. The "Rate" shall be entered in figures as well as in words. "Rate" shall be considered up to TWO decimal points only. Digits beyond TWO decimal points will be ignored and not rounded off. No representations on this account shall be entertained.
- 1.5.2.** All correspondence and documents relating to the bid exchanged by the Bidder and BHEL shall be written in the English language. Any printed literature/certificate/any other document furnished by the Bidder may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purpose of interpretation of the Bid the English translation shall prevail.
- 1.5.3. Currencies of Bid & Payment:** Indian Rupees only.
- 1.5.4. Singular & Plural:** Words including the singular number shall also include the plural and vice versa, where the context requires.

- 1.5.5. Headings and Marginal Headings:** The headings and marginal headings in NIT are solely for the purpose of facilitating reference and shall not be deemed to be part thereof or to be taken into consideration in the interpretation or construction thereof or the contract.
- 1.6. PRICE DISCREPANCY / CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
- 1.6.1.** If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- 1.6.2.** If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 1.6.3.** If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of 1.6.1 and 1.6.2 above.
- 1.6.4.** If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser i.e. BHEL, the bid is liable to be rejected.
- 1.7. TENDER EVALUATION / EVALUATION OF BIDS:**
- 1.7.1.** Tender evaluation shall be carried out on the basis of documents required and commercial terms & conditions specified in the tender documents and changes thereof, if any, shall be communicated to all the bidders before Price bid opening.
- 1.7.2.** The Technical Bids submitted by the bidder(s) will be opened first and evaluated w.r.t documents required and other conditions in NIT/Tender documents, based on documentary evidences submitted by the bidder(s).
- 1.7.3.** The Price Bids of the techno-commercially qualified bidders shall be opened and considered for evaluation.
- 1.7.4.** Evaluation of Part-II (Price Bid) shall be carried out among the techno-commercially qualified bidders based on the lowest total rental amount (L-1) for a Leave and License period of four (4) years, subject to the minimum carpet area requirement of 2,500 sq. ft. In case two or more bidders quote the same total rental amount, the bidder offering the larger carpet area shall be considered as L-1. GST as applicable shall be payable extra. This clause shall be read in conjunction with the Price Bid Footnotes.
- 1.7.5.** "In the course of evaluation, if more than one bidder happens to occupy L1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders till single L-1 bidder is established. The discount is to be provided in sealed envelope on or before specified date & time by BHEL. Ranking will be done accordingly after arriving at single L1 bidder. BHEL's decision in such situation shall be final and binding.
- 1.7.6.** If the "Rate" is not filled up in the Price-bid and is not as per the requirements of the Bidding Documents, the same shall be omitted from evaluation.
- 1.7.7.** Reverse Auction will not be applicable.
- 1.8. VALIDITY OF OFFER:**
- Offers shall remain valid for **60 days'** period from the due date of submission of bids (including extension, if any). In case BHEL calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidder(s). In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', BHEL may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in writing or by email.
- 1.9. EARNEST MONEY DEPOSIT (EMD) & Bid Security:**
- EMD and bid security is exempted, hence not applicable.
- 1.10. REJECTION OF BIDS**
- 1.10.1.** BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case, bidder shall have no claim arising out of such action by BHEL. The acceptance of bid will rest with BHEL, not binding itself to accept the lowest tender.

- 1.10.2. BHEL also reserves the right to cancel the tender at any stage due to any administrative/internal reasons; whatsoever and in such case bidder(s)/successful bidder shall have no claim arising out of such action by BHEL.
  - 1.10.3. Unsolicited bids, bids which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
  - 1.10.4. If a bidder who is a proprietor expires after the submission of his bid or after the acceptance of his bid, BHEL may at their discretion, cancel such a bid. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BHEL may then cancel such tender at their discretion, unless the firm retains its character.
  - 1.10.5. If the bidder withdraws its offer in writing at any stage of the participation process, BHEL shall have the right to disqualify the said bidder from present and future tender participation.
  - 1.10.6. If the bidder deliberately gives wrong information in his bid, BHEL reserves the right to reject such bid at any stage or to cancel the contract if awarded and forfeit any money due.
  - 1.10.7. Canvassing in any form in connection with the bids submitted by the Bidder shall make his offer liable to rejection.
  - 1.10.8. In case the Proprietor, Partner or Director of the Company/Firm submitting the tender, has any relative or relation employed in BHEL, the authority inviting the tender shall be informed of the fact along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money, if applicable.
- 1.11. The offers of the bidders who are under suspension and also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website <https://www.bhel.com>. Integrity commitment, performance of the contract and punitive action thereof:
- COMMITMENT BY BHEL:** BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equality.
- COMMITMENT BY BIDDER/ OWNER:** The bidder/ owner commits to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- The bidder will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.
- The bidder/ owner will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.
- If any bidder/ owner during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ owner as per extant guidelines of the company available on <http://www.bhel.com> and/or under applicable legal provisions**".
- 1.12. The Bidder(s) along with its associate/ collaborators/ sub-owners/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <https://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
  - 1.13. The bid submitted by bidder(s) shall become the property of BHEL who shall be under no obligation to return the same to the bidder. However unopened price bids and late bids shall be returned to the bidders within maximum 01 month of contract finalization.
  - 1.14. BHEL shall not be responsible for any expense incurred by bidders in connection with the preparation & delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
  - 1.15. The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work. All the terms & conditions mentioned in this tender document shall form a part of the Contract-Agreement, which shall be executed between the successful bidder and BHEL.

- 1.16.** The Bidder will be responsible for the quality of the job and will immediately rectify the deficiency pointed out in the job performed.
- 1.17.** **SUBLETING:** The Bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him without permission of BHEL. The Bidder is solely responsible to BHEL for the work awarded to him.
- 1.18.** **INCIDENTS RESULTING IN TERMINATION OF CONTRACT:** Following incidents will be considered as reason for termination of contract prior to its conclusion and the completion of the services assignment as the case may be.

| S.N | Incident                                                                                                                                                                                                                                                                                                |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | In the event of external factors (like natural disasters) which are beyond the control of the Owner or BHEL.                                                                                                                                                                                            |
| b.  | In the event of Failure/inability of one party or the other.                                                                                                                                                                                                                                            |
| c.  | Without prejudice to any of the rights or remedies under this contract, if the owner dies, the accepting officer shall have the option of terminating the contract without compensation to the owner's authorized survivors.                                                                            |
| d.  | In the event of cancellation of any of the licenses or statutory permissions required for carrying out the services.                                                                                                                                                                                    |
| e.  | In case, the personnel deployed by the Bidder found to have indulged in any criminal activity in BHEL premises.                                                                                                                                                                                         |
| f.  | In case of any misrepresentation while claiming the payment.                                                                                                                                                                                                                                            |
| g.  | In case of non-compliance of any statutory obligations (as stated in this tender document) by the Bidder during the execution of Contract, may results into termination of Contract. In addition to the above, the Bidder shall also be liable for the penalties provided under the respective statute. |
| h.  | In case of repeated violation of any of the terms of the agreement despite giving warnings on different occasions.                                                                                                                                                                                      |
| i.  | If the Bidder fails to deliver any or all of the services within the time period(s) specified in the Contract, or any extension thereof granted by BHEL;                                                                                                                                                |
| j.  | If Bidder fails to perform any other obligation under the Contract;                                                                                                                                                                                                                                     |

- 1.18.1.1. The grounds mentioned herein (above) are not exhaustive but merely illustrative. BHEL reserves its rights to terminate the Contract (in whole or in part) at any time in the event the Bidder has contravened any provision of the Bidder or any other legal requirement or due to repeated/habitual non-adherence to the qualitative, quantitative and time requirements stipulated in the Contract after giving a notice of 15 days for rectification of the same. If the Bidder has not rectified/ corrected the deficiencies stated in the written notice issued by BHEL, within the period of 30 days from the date of issue of notice, then the Contract may be terminated by BHEL by giving a written communication to the Bidder.
- 1.18.1.2. In the event of the termination of the Contract for any reason whatsoever, BHEL's liability shall only extend to making payment to the Bidder of the Contract Price accruing (prorated, if necessary) up to the date of termination for actual services rendered by the Owner after making all deductions that BHEL is entitled to make pursuant to provisions of this Contract. BHEL shall not have any liability to pay to the Bidder any compensation or reimburse any costs incurred by the Bidder and the Bidder hereby waives any claim for compensation for losses/damages and/or reimbursement of costs.
- 1.19.** **RECOVERY FROM BIDDER:** Whenever under the contract, any sum of money shall be recoverable from or payable by the Bidder, the bidder shall pay the claim on demand without any terms & conditions.
- 1.20.** **CONCILIATION:** If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, execution, effect, interpretation or breach of the Contract, which the Parties are unable to settle mutually, arise inter-se the Parties, the same may be referred by either Party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority from the BHEL Panel of Conciliators. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration & Conciliation Act, 1996 or any statutory modification thereof and as provided in the BHEL Conciliation Scheme as applicable from time to time.
- 1.21.** **ARBITRATION:** In case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by BHEL.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties. Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be **Bhubaneswar**. The cost of arbitration shall be borne as per the award of the Arbitrator.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Bidder shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

In the event of any dispute or difference relating to the interpretation and application of the provisions of this NIT where bidder is a Central Public Sector Enterprise (CPSE)/ Port Trust or Government Department / Organization (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

**1.22. APPLICABLE LAWS AND JURISDICTION OF COURTS:** Indian laws both substantive and procedural, for the time being in force, including modifications thereto, shall govern the Contract including Arbitration proceedings. Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract shall lie only in the court of competent civil jurisdiction in this behalf at **Bhubaneswar or where the property offered is situated** and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

**1.23. DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK :**  
If the Service Provider / Owner fails to provide the required services as per the Contract and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Service Provider/Owner being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Service Provider/Owner being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Service Provider / Owner 's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Service Provider/Owner and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Service Provider / Owner and the Service Provider / Owner shall be liable to the purchaser for any excess costs provided that the Service Provider/Owner shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Service Provider / Owner shall on no account be entitled to any gain on such repurchases.

**1.24. FORCE MAJEURE:**  
A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side. Notwithstanding the punitive provisions contained in the contract for delay

or breach of contract, the supplier/provider would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

**1.25. DEVIATIONS:**

Deviations, if any, may be indicated in format enclosed (**Annexure-A**). Deviation mentioned elsewhere in the offer shall not be considered. BHEL reserves the right to accept or reject the deviation sought. Bidder may note that Bid shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.

**1.26. AGREEMENT TENURE & CONTRACT PERIOD:**

The contract will commence on the date as stipulated in the contract/agreement and will remain in force for a period of **Four (4) Years**. The Licensor and the Licensee shall be entitled to vacate and hand over possession of the demised premises at any time **after three(3) years** by serving at least three(3) months prior notice on either side.

**1.27.** In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc. or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before submission of offer, else BHEL's interpretation shall prevail. In this regard decision of BHEL shall be final and binding.

**1.28.** Unless specifically mentioned otherwise, bidder's quoted price shall deem to be following tender.

**1.29.** **BHEL reserves the right to cross-check / verify the genuineness of the documents submitted along with the offer by the bidder. At any stage, BHEL may also ask for original documents and bidder / owner has to submit the same. If at any stage, the document(s) submitted by bidder / owner is/are found incorrect/ false, the necessary action will be taken by BHEL against the bidder/owner as per extant guidelines / policies / terms & conditions of this tender.**

**1.30. No Claim Certificate:**

The Owner shall not be entitled to make any claim, whatsoever, against BHEL under or by virtue of or arising out of this contract nor shall BHEL entertain or consider any such claim after Owner shall have signed a "no claim certificate" as per BHEL prescribed format in favour of BHEL after the works are finally executed and expiry of contract.

**1.31.** The performance of the services will be continuously evaluated by the designated user groups nominated by BHEL.

**1.32.** **Liaisoning with local and state authorities:** Service Provider will co-ordinate with state and local authorities for the work being done by it, as needed.

**1.33.** **Due Diligence:** The Bidder is expected to examine all instructions, forms, terms & specifications in the bidding document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

## **SECTION-II**

### **SPECIAL TERMS & CONDITIONS OF TENDER**

#### **2.0 SPECIAL INSTRUCTION TO BIDDERS:**

- 2.1** All day-to-day liaisons with local authorities pertaining to this office shall also be maintained by the bidder.
- 2.2** The rate for hired space should be quoted on lump-sum basis including all levies and GST shall be payable extra for which owner has to produce documentary evidence of having paid the same with the concerned authority at required periodicity before release of next bill. The rates shall include complete 'Scope of Services' indicated above in Section-III.
- 2.3** The total Carpet area offered incorporating complete space requirement (as per scope of services mentioned in Section-III) shall be minimum 2500 Sq.ft Carpet area in same premises with any one of the following conditions:
- i. 100% carpet area on the Ground Floor; or
  - ii. 50% carpet area on the Ground Floor and 50% on the First Floor; or
  - iii. 100% carpet area on the First Floor; or
  - iv. 50% carpet area on the First Floor and 50% on the Second Floor; or
  - v. 100% carpet area on the Second Floor or above, subject to the availability of a fully operational passenger lift (inclusive in rent).
- The approach road shall be with a minimum width of 30 feet to ensure easy accessibility.
- 2.4** Obtaining a sufficient electricity connection from the concerned authority shall be in the scope of the Bidder. BHEL shall use its own electricity meter and a power load of up to 25 kW for the internal power consumption of the hired premises. BHEL shall pay the monthly electricity charges directly to the Electricity Provider (i.e., State Electricity Board/TPCODL) against the bills raised for such normal power consumption.
- 2.5** All major repairs such as leakage in Building and water pipes, cracks, other defects and electrical major defects shall be taken up by the bidder at his own cost immediately upon such defects being notified by BHEL. If the owner fails or neglects to make such repairs, BHEL shall get the same repaired and deduct the expenses of such repairs from the monthly rent of the premises.
- 2.6** The owner shall arrange whitewash, distemper, paint, make good the ceiling, flooring, polish the premises before occupation by BHEL.
- 2.7** The successful bidder shall go for Leave & License agreement with BHEL within 15 days of Letter of Intent (LOI) in the format attached with bid documents. The Leave and License Agreement shall be valid for a period of Four(4) years from the date of handover of the premises for occupation.
- The Leave and License shall remain under a lock-in period of 36 months from the date of agreement. Thereafter, either the Licensor or the Licensee may foreclose/terminate the agreement by giving three (3) months' prior written notice to the other party.
- 2.8** Cost of Stamp Duty and registration charges of Notarized Leave & License Agreement shall be borne by the bidder. Also, other administrative arrangements and expenses thereof for registration/notarization of Leave & License Agreement (if applicable) shall be borne by the bidder.
- 2.9** The clearance for renting, Fire and Electrical Installation (if applicable) from the local bodies/ Govt. agencies shall be furnished by the bidder before entering into the Leave and License agreement.
- 2.10** Insurance of all the properties, equipment, furnishings owned by the bidder and let out to BHEL shall be arranged by the bidder (if applicable).
- 2.11** Carpet area will be taken as covered area minus wall area, columns area, AHUs area, common lift lobby if used by other tenant on the same floor and stair case area. Proper calculation of covered area, carpet area and super area shall be indicated in the tentative floor plan incorporating requirements of BHEL. Approved floor plan to be shared by bidder.

- 2.12** Vacation by BHEL - While vacating the building, the facilities / items provided by the Bidders shall remain with the bidder. BHEL shall carry the items owned by BHEL.
- 2.13** After the submission of bids, BHEL shall identify the technically qualified bidders based on the qualifying requirements indicated in the tender document. However, for the final short-listing the technically acceptable properties shall be visited by the committee to ascertain the ambience of the property which being a subjective issue cannot be assessed based on the written information furnished by the bidders. The ambience of the property includes aspects such as approach road (should be broad enough for fire brigade, ambulance, cars/trucks to pass from either side), nature of activities being carried out in the surrounding properties, hygiene in the neighborhood (there should be no open drains for mosquitoes and no garbage dumps in the surrounding) etc., can only be judged during the site visit. Thus, properties with unacceptable ambience are liable to be rejected and the decision of this committee shall be final and binding.
- 2.14** The information regarding ambience of the property including approach roads, nature of activities being carried out in the surrounding properties, hygiene in the neighborhood etc. shall be furnished by the bidder on the letter head of the property owner along with techno commercial offer.
- 2.15** No security deposit is payable by BHEL to the successful bidder.
- 2.16** No brokerage, agency charges, services charges etc. shall be paid by BHEL.
- 2.17** **Penalty for Delay:**  
The successful bidder shall handover the hired space in a ready to move in acceptable condition as per scope of work within 15 days from the date of LOI. Failure to provide the space would attract a penalty of Rs.1000/- per day maximum upto Rs.30 thousand. The rent shall be paid by BHEL effective from the date of handing over the hired space in a ready to move in acceptable condition and penalty if any for delay in handing over of hired space will be deducted from the rent payable for the initial months. If BHEL has to get any work done mentioned in the scope of work then it shall be recoverable from the rent being paid. In such case of the owner is not able to handover the property within stipulated period of One (1) month beyond the handover period, then BHEL reserves the rights to cancel the contract. In such case BHEL shall be entitled not to consider said party in future participation of tender.
- 2.18** Legal ownership of premises (offered for hiring) is to be ensured by bidder. In case, our lawyer or representative request for presentation of original documents of premise, same is to be presented by bidder. The owner/bidder should not have encumbered, mortgaged, or assigned in any manner his right, title and interest in the Demised Premises. Owner/bidder should be fully entitled to enter into this Agreement in accordance with the terms and conditions herein. Owner should give Self Certification for clause 2.18.
- 2.19** In case premises is jointly owned by 2 or more owners, then NOC from other joint owner is to be provided.
- 2.20** BHEL shall make payment of the licence fee/rent only to a single bank account as furnished by the Licensor/Owner through the prescribed bank e-mandate. In the event the Licensor/Owner wishes to change the bank account for receipt of licence fee/rent, the same shall be intimated to BHEL in writing, along with a duly completed revised e-mandate form and supporting bank details, at least one (1) month in advance. The revised bank account details shall become effective only after verification and approval by BHEL, and until such approval, payments shall continue to be made to the existing registered bank account.
- 2.21** Name and details of Nominee / legal heir of the property and bank account are to be furnished.
- 2.22** In case of death of premises owner, during currency of leave and license agreement, fresh agreement with Nominee/ legal heir of property, on same rate, terms and condition will be executed. Till then payment will be continue to be made in owner's bank account.
- 2.23** In the event the Licensor, at any time during the period of licensing Agreement, sells and/or transfers its rights in the demised premises as a whole or in any part or parts thereof to any one person or persons, then in that event, the Licensor shall notify the Licensee in advance in writing. The Licensor shall in such event ensure that the prospective new owner of the demised premises shall confirm to the satisfaction of the Licensee and that the terms herein agreed to shall be binding on the said new owner. However, the Licensor should ensure that, the transfer of ownership is not resorted during the agreed lock-in period of three(3) years.

**SECTION-III**  
**SCOPE OF WORK / SERVICES**

**3. Scope of Services:**

This proposed office space shall be used as rented Office accommodation for BHEL Offices for a period of **Four (4) years** under a Notarized Leave & License Agreement. However, either the Licensor or the Licensee may terminate the agreement any time after completion of Three (3) years from the date of occupation by giving at least Three (3) months' prior notice to the other party.

**The scope of services is thus to provide (ready to move in) office space as per below requirement: -**

**3.1. Area & Floor Requirement:**

The premises offered shall have a minimum carpet area of 2,500 Sq. Ft. within the same building/premises and an approach road with a minimum width of 30 feet. Carpet area shall mean the usable covered area excluding wall area, column area, AHU area (where applicable), common lift lobby area shared with other tenants, and staircase area.

The accommodation may be offered in any of the following configurations:

- i. 100% carpet area on the Ground Floor; or
- ii. 50% carpet area on the Ground Floor and 50% on the First Floor; or
- iii. 100% carpet area on the First Floor; or
- iv. 50% carpet area on the First Floor and 50% on the Second Floor; or
- v. 100% carpet area on the Second Floor or above, subject to the availability of a fully operational passenger lift.

The lift facility, wherever applicable, shall be maintained by the owner, and all associated costs shall be included in the quoted rent.

**3.2. Location:** The Office space should be central with good connectivity to public transportation and essential services. The office space must be within a maximum radius of 7 KM from the existing BHEL office i.e Plot No-88, Kharavela Nagar, Unit-3, Bhubaneswar-751001 (road distance measured using Google Maps).

**3.3. Parking:** Minimum parking space for 4cars & 12 two-wheelers within the office compound or nearby office premises should be available.

**3.4. Interior & furnishing:**

The bidder shall provide and facilitate the following interior works and furnishings:

- 3.4.1. Tile/Marble/vinyl/carpet/laminate/engineered wood flooring on complete floor/office.
- 3.4.2. Plumbing/sewerage system shall be fully operational.
- 3.4.3. Full height three (3) toilets including doors with flush toilet with faucet, separate entry/ partition/ door, one wash basins, one exhaust fan and one separate tap. All sanitary wares shall have good look and shall be of reputed makes.
- 3.4.4. Sufficient Storage area should be available inside office premises for keeping Inverter & battery, Switch/ router, copier/ scanner and 3-4 printer machines.
- 3.4.5. Pantry (along with door) with sink of reputed made and adequate space for all fittings & fixtures such as refrigerator, water cooler, gas stove & cylinder etc.
- 3.4.6. Adequate space for workstations providing adequate space for reception area/visitor lounge.
- 3.4.7. Uninterrupted water connection sufficient for running office services.
- 3.4.8. Providing provision and doing necessary civil work (Installation of PVC Pipes etc. in walls) for outlet of drainage pipe of Split Air conditioners as per requirement of BHEL.
- 3.4.9. All other civil work not specifically mentioned here but required to make the system complete.
- 3.4.10. The owner shall arrange whitewash, distemper, paint, make good the ceiling, flooring, polish the premises before occupation by BHEL at his own cost.

### **3.5. Electrical:**

The bidder shall provide and facilitate the installation, operation, and upkeep of the following electrical fittings and fixtures:

- 3.5.1. Provision for concealed wiring for power supply. At least 2 power supply points with decorative receptacle (5 + 15 amp) at all locations. In addition to this, sufficient power points shall be provided in the area of other related facilities i.e. in pantry room, conference rooms, common areas, water cooler space, toilets, etc.
- 3.5.2. Provision for complete illumination system, modern energy efficient lighting using good quality for the complete interior space (All seats/workstations/cabins/pantry room, conference rooms, common areas, water cooler space, toilets etc.) as per requirement to do office work and for exterior space as per layout requirement.
- 3.5.3. Provision for installing adequate ceiling/wall mounted fans in cabins, rooms and other air-conditioned areas as per requirement.
- 3.5.4. Provision for Electrical power connection sufficient for running office services such as Air conditioning, lifts, common lighting, cabin lighting, workstation lights, fans etc. with provision of additional load in case required at later stage.
- 3.5.5. Provision for proper earthing & lightning protection for the total building.
- 3.5.6. All other electrical works not specifically mentioned here but required is to be provided to make the system complete.

## **SECTION-IV**

### **COMMERCIAL TERMS & CONDITIONS**

#### **4. COMMERCIAL TERMS & CONDITIONS:**

##### **4.1. Payment Terms:**

- 4.1.1. Rent shall be released within 10 working days of every month. Any clarification sought by BHEL, pertaining to respective bill, must be clarified by Owner /land lord at the earliest. Otherwise the delay in payment will be attributed to the Owner. Aforesaid timeline shall be applicable from the day on which the last clarification/queries sought by BHEL will be settled by the Owner.
- 4.1.2. Obtaining a sufficient electricity connection from the concerned authority shall be in the scope of the Bidder. BHEL shall use its own electricity meter and a power load of up to 25 kW for the internal power consumption of the hired premises. BHEL shall pay the monthly electricity charges directly to the Electricity Provider (i.e., State Electricity Board/TPCODL) against the bills raised for such normal power consumption.
- 4.1.3. The Owner will have to intimate the bank account number (Aadhar connected), and other details of the bank to enable BHEL to credit the payments into the account.
- 4.1.4. The Owner will have to intimate the PAN No./GST No./Aadhar No. (as applicable).
- 4.1.5. No interest shall be payable for delay in making the payments. The owner shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
- 4.1.6. While claiming the payment, the owner must certify on the bill (applicable for GST compliant owners) that the payment being claimed is strictly within terms of the contract and all the obligations on his part for claiming this payment have been fulfilled as required under the contract.
- 4.1.7. The bidder is liable to pay all statutory taxes & charges etc. for the premises. BHEL shall not reimburse any such charges. All statutory requirements, as and when amended, must be adhered to by the bidder
- 4.1.8. Common facilities such as Common Lift (if any), Lobby, Staircase, Electricity, Security, Maintenance charges etc. (if any) shall borne by owner of premises.
- 4.1.9. BHEL shall pay the monthly license/rent fee to the Bidder for use of the Demised Premises after deduction of Tax Deducted at Source (TDS), if applicable, in accordance with the provisions of the applicable laws. The payment shall be made on or before 10th day of every month as per the English calendar. In case the Leave and License Agreement is executed on any date other than the first day of a month, the License Fee/Rent for that month shall be paid on a proportionate basis for the period commencing from the date of execution of the Agreement till the end of that month.

##### **4.2 Taxes & Duties:**

- 4.2.1. In case the Owner is registered under GST act, to enable BHEL to avail GST Input tax credit, Owner shall submit GST compliant Tax invoice for rent containing all the particulars as stipulated under Invoice Rules of GST Law. Payment shall be made to the Owner/ Land lord only after submission of GST compliant Tax invoice and the Owner shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- 4.2.1. BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
- 4.2.2. GSTIN of BHEL will be provided to the Owner/land lord along with the work order.
- 4.2.3. Any new/change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.

- 4.2.4. **All payments are subject to income tax deduction** at the applicable rates of the bill amount at source or as per Central Government Laws. Further Applicable GST-TDS will be deducted from Owner /land lord bill as per the provisions of the GST Act.
- 4.2.5. Applicable GST shall also be recoverable from the Owner /land lord in case of LD recovery/penalty on account of breach of terms of contract.
- 4.2.6. Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature – CGST, SGST, IGST mentioned separately, HSN (Harmonized System of Nomenclature) Code / SAC (Services Accounting Code) Code etc. (if any applicable).
- 4.2.7. The Owner /land lord has to give an undertaking that GST as mentioned in the invoice has been/will be paid and also file returns as per respective extant rule.
- 4.2.8. GST portion of invoice shall be released only when all the following conditions are satisfied by the Owner/Land lord (if any applicable):
- (a) Supply of goods/services have been received by BHEL.
  - (b) Original Tax Invoice has been submitted to BHEL.
  - (c) Owner has declared such invoice in his applicable GST return.
  - (d) Documentary evidence or undertaking regarding discharge of GST liability.

#### **4.3 Variation in Taxes & Duties:**

Any upward/downward variation in GST shall be considered for actual payment provided supply of goods and services are made within schedule date stipulated in the contract.

#### **4.4 Modalities of Tax Incidence on BHEL:**

Where GST law permits more than one option or methodology for discharging liability of tax/ levy/ duty; the owner shall approach BHEL before choosing any option to discharge his tax liability. BHEL shall have the right to direct the owner to adopt the appropriate option considering the amount of tax liability on BHEL as well as procedural simplicity with regard to assessment of the liability.

The option chosen by BHEL shall be binding on the owner for discharging the obligation of BHEL in respect of the tax liability to the owner.

Any loss to BHEL due to non-compliance of above noted clauses and/or provisions of the GST Act and/or Rules by the owner shall be to his account.

#### **4.5 Handing over:**

The successful bidder shall handover the hired space in a ready to move in acceptable condition within 15 days from the date of LOI. The **rent shall be paid by BHEL effective from the date of occupancy** of the hired space in a ready to move in acceptable condition.

## SECTION-V

### PRE-QUALIFYING REQUIREMENT (PQR)

- 5.1 Office space is required to be taken on rent within maximum radial distance of 7 km from the existing BHEL office located at Plot no-88, Unit-III, Kharavela Nagar, Bhubaneswar-751001, which shall be considered as center. The distance between the center and the building to be hired shall be measured from google map (road distance). The bidder shall submit screen shot of Google maps indicating distance between offered property and the existing office, Bhubaneswar.
- 5.2 The land use of the proposed property shall be suitable for carrying out the business functions of BHEL offices. The bidder shall submit an affidavit along with their bids (On Non-Judicial stamp paper of Rs.100/- duly attested by notary public) that they have obtained the necessary clearances and rent permission from the concerned competent Govt. agency/authority for running the offices of BHEL for business purpose (if applicable). Necessary clearances and rent permission should be available before bidding.
- 5.3 The Bidder shall submit the copy of proof of ownership/ Leave and License Deed of the property (if applicable) issued by the concerned competent Govt. agency/authority. In case land is developed under Joint Development model, the bidder shall submit a copy of joint development agreement. Latest utility bills (Electricity/Gas/Water/Phone) and Maintenance bill and NOC of society, if applicable, are to be submitted.
- 5.4 In case the bidder is not the current owner of the building, he/she shall submit a copy of power of attorney valid till contract period.
- 5.5 The bidder shall be a Resident of India / firm incorporated in India and submit copy of PAN card, Aadhar Card & GSTIN if applicable.
- 5.6 The bidder shall submit a self-certificate along with their bids that the offered space is free from all encumbrances/claims & disputes/liabilities & litigations with respect to its ownerships, Leave and License/renting and pending payments.
- 5.7 BHEL intends to hire office space minimum 2500 Sqft Carpet area in single premises. The bidder shall submit floor plan indicating total Carpet area offered.
- 5.8 Bidder shall offer office space as per scope of work.
- 5.9 **Parking:** Minimum parking space for four (4) cars and twelve (12) two-wheelers shall be provided to BHEL without any additional cost within the office compound or nearby place.
- 5.10 Any statutory / legal requirement (such as rent permission, NOC etc.), if required from local bodies for providing office space to BHEL on hire basis should be available with bidder. The bidder shall provide an undertaking in this regard along with the techno-commercial bid.
- 5.11 The clearance for Lifts (if applicable), Fire and Electrical Installation (if applicable) from the local bodies / Govt. agencies shall be furnished by the bidder.

## SECTION-VI

### DOCUMENTS REQUIRED APART FROM PRE-QUALIFYING REQUIREMENT DOCUMENTS

The Bidders must submit / furnish following documents (duly certified and stamped by their authorized signatory) with the offer; failing which the offer shall be ignored.

- 6.1 Bidder has to submit copies of appropriate business licenses / registrations like PAN and GST registration certificate.
- 6.2 "No Deviation/Acceptance Certificate" i.e. Annexure-A.
- 6.3 "Declaration Certificate" i.e. Annexure-B.
- 6.4 Duly filled "**Bidder's General Information**" placed in Annexure-C.
- 6.5 '**Letter of Authority**' as per Annexure-D.
- 6.6 "**E-Banking Mandate Form**" as per Annexure-E.
- 6.7 Duly signed Unpriced bid format (Annexure-F), by mentioning 'Q' in the column where quote is to be offered by the party.
- 6.8 Proforma of Leave & License Agreement i.e. Annexure – H.
- 6.9 Duly filled "Check-List" i.e. Annexure – I.
- 6.10 Duly filled "Check-list" as per Sec-V & VI of NIT i.e. Annexure – J.
- 6.11 Power of Attorney or a true copy thereof duly attested by a Gazetted Officer / copy of Board Resolution, in favour of the authorized signatory of the Bid, as per clause No.5.4, in case an authorized representative has signed the tender.
- 6.12 All forms, formats, annexures including **tender document** duly signed by the Authorized Signatory.
- 6.13 Undertaking in line with Clause. 2 (Section –II, Special Terms and Conditions of tender).
- 6.14 Document regarding ambience of property as mentioned in Section-II.
- 6.15 Owner has to give Self Certification as per clause no-2.18
- 6.16 Name and details of Nominee / legal heir of the property and bank account are to be furnished as per cl.no.2.21

#### **Note :**

Failure to furnish all information required by the Bid document or submission of a Bid not substantially responsive to the Bid document in every respect will be at the Bidder's risk and may result in the rejection of its bid.

## **SECTION-VII**

### **PROCEDURE FOR SUBMISSION OF TENDER**

- 7.1** The tender is to be submitted as required in two parts in separate sealed covers prominently superscripted as **Part-I “Techno-commercial Bid”** & **Part-II “Price Bid”** and also indicating on each of the covers the **tender number** and **due date & time** as mentioned in the tender enquiry: -

⇒ **Envelope-1: Part-I “Techno-commercial Bid”**  
shall contain documents required in Section-V and Section-VI above;

⇒ **Envelope-2: Part-II “Price Bid”**  
shall contain Price-Bid format (Annexure-G) only.

**These two-separate cover/envelopes 1 and 2** shall together be enclosed in **THIRD ENVELOPE** and this sealed cover shall be superscripted with **tender number** and **due date**.

**If the Part-II “Price Bid” Annexure G is not received in separate sealed envelope as described above, then the same shall be rejected and offer of such respective bidder(s) will not be evaluated further.**

- 7.2** **Envelope-1** containing Part-I **“Techno-commercial Bid”** will be opened first and evaluated for technical qualification. Bidders who qualify in Technical Bid will only be considered for opening of Envelope-2 **“Price Bid”** (Part-II). However, before opening of price bid for final shortlisting the technically acceptable properties shall be visited by empowered committee of BHEL to ascertain the ambience of the property in line with Clause-2 (Section –II, Special Terms and Conditions of tender). BHEL will finalize successful bidder by **opening of sealed paper price bid** of finally shortlisted technically qualified bidders.
- 7.3** Tender submitted by the bidders should strictly be in accordance with the tender terms & condition enclosed herewith.
- 7.4** Bidders are requested to note that they should necessarily submit their financial bid (price bid) in the format provided and no other format is acceptable and liable to be rejected. The price bid has been given in the standard formats at Annexure-G (uploaded at <https://eprocure.gov.in> and <https://bhel.com>) with the tender document.

**No Deviation/Acceptance Certificate**

(To be submitted along with Part-1 Bid)

**As part of Compliance Statement**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms & conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms & conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender in line with tender terms & conditions.

**Or**

We hereby accept all terms & conditions of the above tender except the following:  
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

**1.****2.****3.****4.****5.**

Note: Deviations may or may not be accepted by BHEL.

"I \_\_\_\_\_ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. \_\_\_\_\_ dtd. \_\_\_\_\_. Deviations if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

Signature  
With name, Designation & seal of the firm

**DECLARATION CERTIFICATE****(to be typed on bidder's letter head, if any)**

Dear Sir/Ma'am,

**SUBJECT:** Hiring of Office Accommodation for BHEL Bhubaneswar (Tender No. \_\_\_\_\_ dtd. \_\_\_\_\_)

Please find herewith our offer in line with requirement of BHEL's Tender document:

1. *We confirm that bid complies with the total requirements/ terms & conditions of the bidding document and subsequent addendum/corrigendum (if any) without any assumptions.*
2. *I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also, I / We have not been suspended / delisted / blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.*
3. *We hereby confirm that we have gone through and understood the bidding document and that our bid has been prepared accordingly in compliance with the requirement stipulated in the said document. We are submitting Check-List of bidding document as part of our bid duly signed in token of our acceptance. We undertake that the bidding document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of contract agreement. Further, we shall sign & stamp each page of this bidding document as a token of acceptance and as a part of the Contract in the event of award of Contract to us.*
4. *We further confirm that we have quoted prices in price bid considering detailed description of scope of work. We confirm that price quoted by us includes price for all works/activities/supply etc. as mentioned in this tender document.*
5. *We accept the scope of work as per section II.*
6. *We have statutory / legal requirement (such as rent permission, NOC etc.) from local bodies for providing office space to BHEL on hire basis.*
7. *We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by BHEL without any reference to us.*

Thanking you,

Very Truly Yours,

Signature  
With name, Designation & seal of the firm

**BIDDER'S GENERAL INFORMATION**

Photograph  
of bidder/  
authorised  
signatory  
holding power of  
attorney

| Sl. No. | Description                                                                              | Details |
|---------|------------------------------------------------------------------------------------------|---------|
| 1       | Name of bidder/company/Firm/Agency                                                       |         |
| 2       | Type of firm (in case of company/firm/agency)                                            |         |
| 3       | Name of proprietor/ Director of Company/Firm/Agency                                      |         |
| 4       | Full address of registered office with telephone no., Fax no. & E-mail Address etc.      |         |
| 5       | Full address of operating/branch office with telephone no, Fax no. & E-mail Address etc. |         |
| 6       | Permanent Account Number (PAN)                                                           |         |
| 7       | Aadhar card (if any)                                                                     |         |
| 8       | GST Registration No. (GSTIN) if any                                                      |         |
| 9       | Udyog Aadhar Memorandum (UAM No.) if any                                                 |         |
| 10      | Corporate Identification Number (CIN No.) if any                                         |         |
| 11      | Name of Bidder/ Contact Person                                                           |         |
| 12      | Phone No. of Bidder / Contact Person                                                     |         |
| 13      | E-mail Address of Bidder / Contact Person                                                |         |
| 14      | Name of Authorized Signatory                                                             |         |
| 15      | Address and Area of the premise offered by bidder                                        |         |
| 16      | % of ownership ( Completely owned or Jointly owned with certain %)                       |         |
| 17      | NOC from other joint owner (if any)                                                      |         |
| 18      | Details of Nominee or immediate legal heir in respect of the offered property            |         |

Signature  
With name, Designation & seal of the firm

**LETTER OF AUTHORITY**

(To be submitted along with Part-I Bid)

**(Proforma for Letter of Authority for Attending Bid Opening)**

Ref No:

Date:

To  
M/s BHELSub:  
Tender No:

Dear Sir,

I/We, \_\_\_\_\_ hereby authorise the following representative(s) for attending "Bid Opening", any "Negotiations"/"Meetings (Pre-Bid Meeting) and for any subsequent correspondence / communication against the above Bidding.

1. Name &amp; Designation \_\_\_\_\_ Signature \_\_\_\_\_

Phone /Cell:

Fax:

Email: \_\_\_\_\_

2. Name &amp; Designation \_\_\_\_\_ Signature \_\_\_\_\_

Phone /Cell:

Fax:

Email: \_\_\_\_\_

We confirm that, we shall be bound by all commitments made by aforementioned authorised representative(s).

Place:

(Signature of Authorised Signature of Bidder)

Date:

Name:

Designation:

Seal:

**Note:**

This "Letter of Authority" should be on the "letter head" of the Firm / Bidder and should be signed by a person competent and having the "Power of Attorney" to bind the Bidder. Not more than 'two (02) persons per Bidder' are permitted to attend bid Openings. Bidders authorized representative is required to carry a copy of this authority letter while attending bid opening, the same shall be submitted to BHEL.

**E-Banking Mandate Form**

(To be issued on bidder's letter head if any)  
(To be submitted along with Part-I Bid)

**A. Particulars of the Payee/Owner:**

| Sl.No. | Particulars                                        | Details |
|--------|----------------------------------------------------|---------|
| 1.     | Name of Owner/Firm/Company                         |         |
| 2.     | Address                                            |         |
| 3.     | Contact Number<br>- Land Number<br>- Mobile Number |         |
| 4.     | E-mail ID                                          |         |
| 5.     | PAN No.                                            |         |
| 6.     | GSTIN (if applicable)                              |         |

**B. Bank Account Details:**

| Sl.No. | Particulars                    | Details |
|--------|--------------------------------|---------|
| 1.     | Name of Account Holder         |         |
| 2.     | Name of Bank                   |         |
| 3.     | Branch Name                    |         |
| 4.     | Branch Address                 |         |
| 5.     | Account Number                 |         |
| 6.     | Account Type (Savings/Current) |         |
| 7.     | IFSC Code                      |         |
| 8.     | MICR Code                      |         |

I/We hereby authorize BHEL to release all payments due to me/us, including rent/license fee and any other admissible payments, directly to the above mentioned bank account through NEFT/RTGS or any other electronic mode of payment. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold BHEL responsible.

I/We certify that the particulars furnished above are true and correct. In the event of any change in the above bank details, I/we shall immediately intimate BHEL in writing and shall be solely responsible for any consequences arising due to failure to do so.

I/We understand and agree that BHEL shall not be responsible for any delay or non-credit of payment arising out of incorrect or incomplete bank particulars furnished by me/us.

**Enclosures:**

1. Cancelled cheque bearing printed account details.
2. Copy of PAN Card.
3. Copy of first page of passbook or bank statement showing account details.
4. Copy of GST Registration Certificate, if applicable.

Signature  
With name, Designation & seal of the firm

**Certification by Bank:**

Certified that the particulars furnished above are correct as per our records and that the account is operative.

Bank's Seal

Date:

Signature of Bank Official

**Un-Priced Bid****(TO BE SUBMITTED ALONG WITH "PART-I BID")**

Tender Ref. No: \_\_\_\_\_

| Description                           | Rent per month for 1 <sup>st</sup> year inclusive of all applicable taxes/duties/levies<br>(but excluding GST) (in Rs.) |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1                                     | 2                                                                                                                       |
| Rental Charges for Hired Office Space | <b>In Rs. =</b><br><br><b>In words =</b>                                                                                |

|                                             |  |
|---------------------------------------------|--|
| Annual increment in percentage (%) (if any) |  |
|---------------------------------------------|--|

**Price not to be quoted here**

- *N.B: Percentage (%) of Annual increment (if any) is to be mentioned in the price bid only and nowhere else. Otherwise it will be presumed as Nil annual increment over the contract period.*

**Vendor has to mention 'Q' in the column no-02**

**Prices are strictly not to be mentioned in the Un-priced bid. Bids of parties where prices are mentioned anywhere other than price bid format will be rejected.**

The column should be filled as mentioned above:

**Price Bid (Part-II) Evaluation:**

- Evaluation of Part-II (Price Bid) shall be carried out among the techno-commercially qualified bidders based on the lowest total rental amount (L-1) for a Leave and License period of four (4) years, subject to the minimum carpet area requirement of 2,500 sq. ft.
- In case two or more bidders quote the same total rental amount, the bidder offering the larger carpet area shall be considered L-1.
- GST as applicable shall be payable extra.

Signature  
With name, Designation & seal of the firm

**Price Bid**  
**(Part - II)**

**(TO BE SUBMITTED IN SEPARATELY IN SEALED ENVELOP SUPERSCRIBING AS “PRICE BID”- PART-II)**

Tender Ref. No: \_\_\_\_\_

| Description                           | Rent per month for 1 <sup>st</sup> year inclusive of all applicable taxes/duties/levies<br>(but excluding GST) (in Rs.) |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1                                     | 2                                                                                                                       |
| Rental Charges for Hired Office Space | <b>In Rs. =</b><br><br><b>In words =</b>                                                                                |

|                                             |  |
|---------------------------------------------|--|
| Annual increment in percentage (%) (if any) |  |
|---------------------------------------------|--|

- *N.B: Percentage (%) of Annual increment (if any) is to be mentioned in the price bid only and nowhere else. Otherwise it will be presumed as Nil annual increment over the contract period.*

The column should be filled as mentioned above:

**Price Bid (Part-II) Evaluation:**

- Evaluation of Part-II (Price Bid) shall be carried out among the techno-commercially qualified bidders based on the lowest total rental amount (L-1) for a Leave and License period of four (4) years, subject to the minimum carpet area requirement of 2,500 sq. ft.
- In case two or more bidders quote the same total rental amount, the bidder offering the larger carpet area shall be considered L-1.
- GST as applicable shall be payable extra.

Signature  
With name, Designation & seal of the firm

## Proforma of DEED OF Leave &amp; License (Draft)

THIS DEED OF Leave & License made on this \_\_\_\_\_ day of \_\_\_\_\_, 2026, at Bhubaneswar, Odisha,

BETWEEN

\_\_\_\_\_ owner of \_\_\_\_\_, residing in \_\_\_\_\_  
(hereinafter referred to as the "Licensor" which expression shall, unless repugnant to the context, mean and include his/her heirs, successors, legal representatives and assigns) of the FIRST PART,

AND

M/s BHARAT HEAVY ELECTRICALS LIMITED (BHEL), a company incorporated under the Companies Act, 1956 and having its registered office at BHEL House, Siri Fort, New Delhi -110049 through its Regional Operations Division at Bhubaneswar (hereinafter referred to as the "Licensee" which expression shall, unless repugnant to the context, mean and include its successors, permitted assigns, subsidiaries, group companies, affiliates, and nominees) of the SECOND PART.

**NOW THIS DEED WITNESSETH AS FOLLOWS:**

**1. Grant of Leave & License**

The Licensor hereby grants, transfers, and demises unto the Licensee the premises admeasuring \_\_\_\_\_ Sq. Ft. (\_\_\_\_\_) carpet area at \_\_\_\_\_ ("Demised Premises"), together with the right to use entrances, passages, staircases, lifts, common areas, parking spaces and all other appurtenances, for office/official purposes of the Licensee, for a period of Four (4) years commencing from \_\_\_\_\_, subject to the terms herein.

**2. Rent & Escalation**

The Licensee shall pay to the Licensor a monthly rent of Rs. \_\_\_\_\_ (in words \_\_\_\_\_) payable on or before the 10th day of each English calendar month by NEFT/Net Banking, subject to a cumulative increase of \_\_\_\_\_. A grace period of 10 working days shall be allowed to the Licensee.

**3. Termination & Renewal**

- (a) Both the Licensee and Licensor may terminate this Leave & License Agreement at any time after three(3) years by serving at least three (3) months' prior written notice, without assigning reasons.
- (b) Renewal shall be on mutual written agreement.

**4. Obligations of the Licensee**

- To pay rent as agreed.
- To pay electricity, water consumption charges directly to authorities.
- To keep the licensed premises and the floor, walls, ceilings, doors, windows, electricity installations, water taps and other fittings, fixtures thereof in good repair and condition. The Licensee has to bear petty/minor expenses caused due to repair or replacement of water taps, furniture, electrical & sanitary fittings etc. except any major expenses for structural defects/damages.
- If temporary fittings/partitions and equipment is installed, Licensee agrees that installation will be done professionally without any permanent adverse impact on the property.
- To use the premises for lawful commercial/official purposes.
- To permit reasonable inspection by the Licensor with 48 hours' prior written notice.
- To handover vacant possession on expiry/termination, subject to removal of temporary fittings/partitions.

## 5. Rights of the Licensee

- Right to peaceful possession, use, and enjoyment without interference.
- Right to install signage, furniture, equipment, partitions, subject to safety norms.
- Right to sublet/assign/part with possession to group companies/affiliates with prior written intimation to the Licensor (consent shall not be unreasonably withheld).
- Right to claim indemnity from the Licensor against any third-party claims, defects in title, or interruption of possession.

## 6. Rights of the Licensor

- Obligations of the Licensor
- To hand over the premises in good condition, freshly whitewashed/painted, with water, electricity, and sanitation connections.
- To carry out all major structural repairs (leakages, cracks, pipelines, electrical systems).
- To pay property tax, ground rent, municipal charges, license fees, and other statutory levies.
- To provide receipts for all payments received from Licensee.

## 7. Obligations of the Licensor

- To hand over the premises in good condition, freshly white washed/painted, with water, electricity and sanitation connections.
- To carry out all major structural repairs (leakages, cracks, pipelines, electrical systems).
- To pay property tax, ground rent, municipal charges, license fees and other statutory levies.
- To provide receipts for all payments received from Licensee.

## 8. Force Majeure

Neither party shall be liable for failure to perform obligations due to acts of God, government orders, natural calamities, epidemics, or other events beyond reasonable control.

## 9. Dispute Resolution & Jurisdiction

All disputes shall first be settled amicably. Failing that, they shall be referred to Arbitration under the Arbitration and Conciliation Act, 1996, with a sole arbitrator jointly appointed (failing agreement, as per Act). The venue shall be Bhubaneswar, and the language shall be English. Courts at Bhubaneswar shall have exclusive jurisdiction.

## IN WITNESS WHEREOF

The parties have executed this Deed in duplicate, the original to be retained by the Licensee and the duplicate by the Licensor.

SIGNED AND DELIVERED BY THE LICENSOR WITHIN NAMES IN THE PRESENCE OF:

WITNESS:

1.

(SIGNATURE OF THE LICENSEE)

2.

(SIGNATURE OF THE LICENSOR)

SIGNED AND DELIVERED BY THE LICENSEE WITHIN NAMES IN THE PRESENCE OF:

WITNESS:

1.

(SIGNATURE OF THE LICENSEE)

2.

(SIGNATURE OF THE LICENSOR)

**CHECK-LIST (TECHNICAL BID)**  
**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**  
 (To be submitted along with Part-I Bid)

| Sl. No. | Description of requirement                                                                                                                                                                                             | Compliance |    |    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|
| 1       | No Deviation/Acceptance Certificate i.e. <b>Annexure-A.</b>                                                                                                                                                            | Yes        | No | NA |
| 2       | Declaration Certificate i.e. <b>Annexure-B</b>                                                                                                                                                                         | Yes        | No | NA |
| 3       | Bidder's General Information i.e. <b>Annexure-C.</b>                                                                                                                                                                   | Yes        | No | NA |
| 4       | Letter of Authority (for attending Bid Opening) i.e <b>Annexure-D</b>                                                                                                                                                  | Yes        | No | NA |
| 5       | E-Banking Mandate Form i.e <b>Annexure-E</b>                                                                                                                                                                           | Yes        | No | NA |
| 6       | Un-priced BID i.e. <b>Annexure-F</b>                                                                                                                                                                                   | Yes        | No | NA |
| 7       | PRICE BID i.e. <b>Annexure-G</b>                                                                                                                                                                                       | Yes        | No | NA |
| 8       | Proforma of Leave & License Agreement i.e. <b>Annexure-H</b>                                                                                                                                                           | Yes        | No | NA |
| 9       | "Check-List" (Technical Bid) i.e. <b>Annexure -I</b>                                                                                                                                                                   | Yes        | No | NA |
| 10      | Signed & stamped complete tender document along with documents required in Section V and Section VI                                                                                                                    | Yes        | No | NA |
| 11      | All forms, formats, annexures including tender document duly signed by the Authorized Signatory.                                                                                                                       | Yes        | No | NA |
| 12      | Copy of the PAN card.                                                                                                                                                                                                  | Yes        | No | NA |
| 13      | Copy of Aadhar card                                                                                                                                                                                                    | Yes        | No | NA |
| 14      | Copy of GST registration certificate (GSTIN)                                                                                                                                                                           | Yes        | No | NA |
| 15      | Power of Attorney or a true copy thereof duly attested by a Gazetted Officer / Copy of Board Resolution, in favour of the authorized signatory of the Bid, in case an authorized representative has signed the tender. | Yes        | No | NA |

Signature  
 With name, Designation & seal of the firm

**CHECK LIST AS PER SECTION-V & VI OF NIT TO BE QUALIFIED FOR PRICE BID OPENING**

(To be submitted along with Part-I Bid)

| Sl. No | Description of requirement                                                                                                                                                                                                               | Compliance (Yes/ No/ Not applicable) | Page No |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------|
| 1      | Name of the Party                                                                                                                                                                                                                        |                                      |         |
| 2      | Address                                                                                                                                                                                                                                  |                                      |         |
| 3      | Name of Contact Person                                                                                                                                                                                                                   |                                      |         |
| 4      | Contact No                                                                                                                                                                                                                               |                                      |         |
| 5      | Valid email ID                                                                                                                                                                                                                           |                                      |         |
| 6      | Signed copy of NIT submitted (Yes/No) as per cl.1.1.1, Section-I                                                                                                                                                                         |                                      |         |
| 7      | Offer submitted in Two parts (Yes/No)                                                                                                                                                                                                    |                                      |         |
| 8      | Price bid in sealed cover (Yes/No)                                                                                                                                                                                                       |                                      |         |
| 9      | Radial distance from the existing BHEL office located at plot no-88,Unit-3, Kharavela Nagar Bhubaneswar-1, screen shot of google map indicating distance, submitted (Yes/No) as per clause no-5.1 of Section-V (PQR).                    |                                      |         |
| 10     | Rent clearance Certificate submitted (Yes/No) as per cl.no-5.2 of Sec-V (PQR)                                                                                                                                                            |                                      |         |
| 11     | Copy of proof of ownership/Leave and License deed of property submitted (Yes/No) as per cl.no-5.3 of Section-V (PQR)                                                                                                                     |                                      |         |
| 12     | Power of Attorney (if required) submitted (Yes/No) as per cl.no-5.4 of Section-V (PQR)                                                                                                                                                   |                                      |         |
| 13     | Copy of PAN card, Aadhar Card & GSTIN submitted (Yes/No) as per cl.no-5.5 of Section-V (PQR)                                                                                                                                             |                                      |         |
| 14     | Self certificate that space is free from all encumbrances claims & disputes/liabilities & litigations with respect to its ownerships, Leave and License/renting & pending payment submitted (Yes/No) as per cl.no-5.6 of Section-V (PQR) |                                      |         |
| 15     | Area/space offered (2500sqft) along with floor submitted (Yes/No) as per clause no-5.7 of Section-V(PQR)                                                                                                                                 |                                      |         |
| 16     | No Deviation/Acceptance Certificate (Annexure-A) as per Check List (Technical Bid) compliance to requirement of tender                                                                                                                   |                                      |         |
| 17     | Declaration Certificate (Annexure-B) as per Check List (Technical Bid) compliance to requirement of tender                                                                                                                               |                                      |         |
| 18     | Bidder's General Information (Annexure-C) as per Check List (Technical Bid) compliance to requirement of tender                                                                                                                          |                                      |         |
| 19     | Letter of Authority (Annexure-D) as per Check List (Technical Bid) compliance to requirement of tender                                                                                                                                   |                                      |         |
| 20     | E-Banking Mandate Form (Annexure-E) as per Check List (Technical Bid) compliance to requirement of tender                                                                                                                                |                                      |         |
| 21     | Unpriced bid format (Annexure-F) as per Check List (Technical Bid) compliance to requirement of tender                                                                                                                                   |                                      |         |

|    |                                                                                                                                                                  |  |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 22 | Proforma of Leave & License Agreement (Annexure-H) as per Check List (Technical Bid) compliance to requirement of tender                                         |  |  |
| 23 | Check-List (Annexure-I) as per Check List (Technical Bid) compliance to requirement of tender                                                                    |  |  |
| 24 | Validity of Tender Offered as per clause no-1.8 of Section-I                                                                                                     |  |  |
| 25 | Self Undertaking as per Clause-2.1, Section-II submitted (Yes/No)                                                                                                |  |  |
| 26 | Approved Floor plan as per Clause-2.11, Section-II submitted (Yes/No)                                                                                            |  |  |
| 27 | Self certificate w.r.t current owner submitted (Yes/No)                                                                                                          |  |  |
| 28 | Occupancy Certificate submitted (Yes/No)                                                                                                                         |  |  |
| 29 | The clearance for renting, Fire and Electrical Installation (if applicable) from the local bodies/ Govt. agencies submitted (Yes/No) as per Sec-II clause No-2.9 |  |  |
| 30 | In case premises is jointly owned by 2 or more owners, then NOC from other joint owner is to be provided as per clause no-2.19                                   |  |  |
| 31 | Name and details of Nominee/legal heir of the property and bank account are to be furnished as per cl.no.2.21                                                    |  |  |
| 32 | Approach road of 30ft/9 meters or more as per Section-III cl.no-3.1                                                                                              |  |  |
| 33 | Provision of Water Supply as per cl.no-3.4.7 of Section-III                                                                                                      |  |  |
| 34 | Provision of Electricity Supply & others as per cl.no-3.5 of Section-III                                                                                         |  |  |
| 35 | In case of offered premises is located within a complex comprising multiple buildings/towers, the main entrance/gate of the complex should be min 39ft/9mtrs     |  |  |
| 36 | Parking as per Section-III cl.no-3.3                                                                                                                             |  |  |
| 37 | Interior & furnishings as per Sec-III cl.no-3.4                                                                                                                  |  |  |
| 38 | No. of Wash Room as per Section-III cl.no-3.4.3                                                                                                                  |  |  |
| 39 | Whether ready to move in acceptable condition as per cl.no-4.5 of Section-IV                                                                                     |  |  |
| 40 | NOC from Bhubaneswar Municipal Corporation (if applicable)                                                                                                       |  |  |
| 41 | Permission from BDA (if applicable)                                                                                                                              |  |  |

Signature  
With name, Designation & seal of the firm