



National Institute of Electronics and Information Technology

Centre of Excellence in Chip Design

(Under ministry of Electronics and Information Technology, Govt. of India)
PS-1D, Arun Vihar, Sector 29, Noida, Distt. Gautam Budh Nagar
Enquiry No. 0120-2973975

**TENDER FOR HIRING FULLY FURNISHED SPACE
CPP PORTAL TENDER ID: 2026 DIT 897621 1**

NIELIT Centre of Excellence (CoE) in Chip Design, Noida invites bids for hiring suitable ready-to-move or bidder-customized fully furnished office accommodation having a super built-up area of approximately **7000–8000 sq ft**, ensuring a minimum usable carpet area of **5500 sq ft**. on single floor or two adjoining floors with sufficient parking space for minimum 04 four wheelers and 20 two wheelers. Only bonafide legal owners/lease holders of property/premises with clear title/lease deeds may apply. The proposed office space/premises must be at a convenient location within 15 kms from current NIELIT CoE Noida Office situated in Sector 29 Noida. Detailed requirement and terms and conditions are available in the tender document which may be downloaded from the NIELIT Website: nielit.gov.in/tender or from CPP Portal. The **last date and time for submission of bids is 02 March 2026 at 10:00 AM**.

Advt. No: NIELIT/GKP/259/02/2026

DIRECTOR



राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (NIELIT)
चिप डिज़ाइन उत्कृष्टता केंद्र (Centre of Excellence in Chip Design)

(इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार के अंतर्गत)
PS-1D, अरुण विहार, सेक्टर-29, नोएडा, जिला गौतम बुद्ध नगर
नंबर: 0120-2973975

**पूर्ण रूप से सुसज्जित कार्यालय स्थान किराये पर लेने हेतु निविदा
CPP पोर्टल निविदा आईडी: 2026 DIT 897621 1**

नाइलिट चिप डिज़ाइन उत्कृष्टता केंद्र (CoE), नोएडा द्वारा उपयुक्त रेडी-टू-मूव अथवा बोलीदाता द्वारा अनुकूलित पूर्णतः सुसज्जित कार्यालय परिसर को किराये पर लेने हेतु निविदाएँ आमंत्रित की जाती हैं। प्रस्तावित कार्यालय परिसर का सुपर बिल्ट-अप क्षेत्र लगभग **7000-8000 वर्ग फुट** होना चाहिए तथा न्यूनतम **5500 वर्ग फुट** का उपयोग योग्य कार्पेट एरिया सुनिश्चित होना चाहिए। कार्यालय परिसर एक ही मंज़िल पर अथवा दो परस्पर संलग्न मंज़िलों पर हो सकता है तथा न्यूनतम **04 चार-पहिया वाहनों एवं 20 दो-पहिया वाहनों** के लिए पर्याप्त पार्किंग सुविधा उपलब्ध होनी चाहिए। केवल स्पष्ट स्वामित्व/लीज़ दस्तावेज़ों वाले संपत्ति/परिसर के वास्तविक एवं वैधानिक मालिक अथवा लीज़ धारक ही आवेदन करने के पात्र होंगे। प्रस्तावित कार्यालय परिसर वर्तमान नाइलिट CoE नोएडा कार्यालय, सेक्टर-29, नोएडा से **15 किलोमीटर** की परिधि के भीतर किसी सुविधाजनक स्थान पर स्थित होना चाहिए। विस्तृत आवश्यकताएँ, नियम एवं शर्तें निविदा दस्तावेज़ में उपलब्ध हैं, जिन्हें एनआईईएलआईटी की वेबसाइट nielit.gov.in/tender अथवा **CPP पोर्टल** से डाउनलोड किया जा सकता है। निविदा जमा करने की अंतिम तिथि एवं समय **02 मार्च 2026 को प्रातः 10:00 बजे तक** है।

विज्ञापन संख्या: रा.इ.सू.प्रौ.सं./गो./259/02/2026

निदेशक

Open Tender for Hiring of Fully Furnished Office Space/Premises on Rental Lease for NIELIT – Centre of Excellence in Chip Design, Noida

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Section 1: Notice Inviting Tender

1. Offers are invited for hiring suitable ready-to-move or bidder-customised fully furnished office accommodation having a super built-up area of approximately **7000–8000 sq ft**, ensuring a minimum usable carpet area of **5500 sq ft**. on single floor or two adjoining floors only. NIELIT invites bids from the bonafide legal owners/lease holders of property/premises with clear title/lease deeds for “Hiring of Fully Furnished Office Space/Premises on Rental Lease for NIELIT Centre of Excellence in Chip Design Noida”. The proposed office space/premises must be at a convenient location within 15 kms from current CoE Noida Office situated in Sector 29 Noida.
2. The building space should be fully furnished with modular office work-stations, modular office tables, chairs, conference hall with tables and chairs, audio visual systems, server room, UPS room, Reception desk, security rooms & access control system, electrical point, workstations, network points, air conditioners, LED Fixtures, separate washroom for gents and ladies with urinals and toilets rooms, washbasins, drinking water dispensing equipment and supply points, access control, LED lighting & fixtures, power backup, air conditioners, carpet, etc. along with sufficient parking space for at least **4 Four Wheelers and 20 Bikes**. It is the responsibility of bidder to customize the furnished space as per the requirements of NIELIT.
3. NIELIT invites interested and eligible parties to download the detailed terms and conditions of the tender from NIELIT website www.nielit.gov.in/Tenders (under link Tenders) or from eProcurement Portal. The details are summarized as follows:

Name of Work	Hiring of Fully Furnished Ready to Move Office Space for NIELIT within a radius of 15 Kms approximately from current NIELIT CoE Noida Office situated in Sector 29 Noida.
EMD	Rs 50,000/- (Rupees Fifty Thousand Only) In form of Demand Draft in favor of “NIELIT GORAKHPUR CENTRE” payable at Gorakhpur from any of the Nationalized/Scheduled Bank in India.
Name of Organization	NIELIT
Tender Type	Open Tender
Tender Category	Services
Currency	Indian Rupees
Date of Issue/Publishing	09/Feb/2026; 10:00 AM
Last Date and Time for receipts of Bids	02/Mar/2026; 10:00 AM
Date and Time of Opening of Technical Bid	03/Mar/2026; 10:00 AM

Date and Time of Opening of Financial Bid	To be informed later on the shortlisting of bids
No. of Covers	02 (Two Packet System) i.e., Technical & Price Bid
Bid Validity days	90 days (From last date of opening of tender)
Cost of Bid Document	NIL
Address for Communication	The Director, NIELIT Centre of Excellence(CoE), Chip Design, PS1D, Arun Vihar, IETE Campus, Sector 29, Noida-201303.
Contact Number	0120-2973975
Email Address	prashantpal@nielit.gov.in

4. Bidders are advised to update themselves for any modifications/corrigendum on this tender from website (www.nielit.gov.in or www.coenoida.in or <https://www.nielit.gov.in/gorakhpur/index.php>).
5. Bids shall be submitted by bonafide legal genuine owners/lease holders of property/premises with clear title/lease deeds of property/premises. No, brokers/agents are not allowed to participate in the tender. The bidders should not have been blacklisted by any of the Govt. organization in last three years.
6. NIELIT reserves the right to postpone the tender opening date and/or time and will intimate all the tenderers well in time, of such postponement along with notice of revised opening date and or time.
7. In case, due to some unforeseen circumstances, the date of receiving/opening of the tender happen to be a holiday/closed day, the tender will be received and opened on the immediate next working day.
8. NIELIT reserves the right to amend the terms and conditions of the tender as deems necessary and no queries whatsoever grounds shall be entertained.
9. The participation in the tender does not entail any commitment from NIELIT. NIELIT reserves the right to accept any bid and to reject any or all bids without assigning any reason and no queries whatsoever shall be entertained.
10. NIELIT shall not be responsible for any delay, loss or non-receipt of bid. Telex/Fax/Telegraphic/email offers shall not be accepted. Bid received after due date and time are liable to be rejected.
11. This letter shall form part of the contract document and shall be signed and returned along with the tender documents.
12. The Tender shall be addressed to:

The Director,
NIELIT Centre of Excellence(CoE), Chip Design,
PS1D, Arun Vihar, IETE Campus,
Sector 29, Noida-201303.

The bidders are requested to refer the following instructions:

- Instructions to Bidders- Section-II.
- Special Conditions of the Contract - Section-III.
- Format of Technical Bid Section-IV.
- Format of Price Bid Section-V

13. Corrigendum/Addendum, if any, to these tenders, would appear on NIELIT website only & will not be published in any other media, therefore, bidders are requested to visit above website regularly.
14. Interested Bidders or their representatives who would like to be present for the technical bid opening may be allowed to be present on the technical bid opening date at the office of The Director, NIELIT Centre of Excellence(CoE), Chip Design, PS1D, Arun Vihar, IETE Campus, Sector 29, Noida-201303.
15. Please note that the representatives (other than the property owners) should carry a letter of authorization by the Property Owner.
16. Rent shall remain **fixed and unchanged for the first three years** of the lease period.

SECTION II – INSTRUCTION TO BIDDER(S)

This Notice Inviting Tender/Quotation for hiring suitable ready-to-move fully furnished office accommodation having a super built-up area of approximately **7000–8000 sq ft**, ensuring a minimum usable carpet area of **5500 sq ft**. on single floor or two adjoining floors only. NIELIT invites bids from the bona fide legal owners/lease holders of property/premises with clear title/lease deeds for “Hiring of Fully Furnished Office Space/Premises on Rental Lease for NIELIT Centre of Excellence in Chip Design, Noida. It is the responsibility of bidder to customize the furnished space as per the requirements of NIELIT.

Terms and Conditions:

1. NIELIT intends to hire office space on lease with super built-up area approx. 7000-8000 sq. ft. with the following amenities through open tender:
 - HVAC/Air-Conditioned Office Space.
 - Fully Furnished Accommodation as per requirements of NIELIT.
 - Electricity Connection with adequate electrical fixtures with provision for installation.
 - 100% Power Backup for Light Load AC/Lighting.
 - Parking Space for at least 4 Four Wheelers and 20 Bikes.
 - At least two Lifts with Power Backup or One Lift (If One floor is Ground or First Floor of the building)
 - Internet and Telecom LAN Cabling and Wiring with Network Point.
 - The offered premises shall comply with accessibility requirements for Persons with Disabilities (PwD), including step-free entrance, wheelchair-accessible lift, accessible washrooms, and movement-friendly corridors, as per RPwD Act, 2016.
2. The proposed premises must be within a radius of approximately 15 Kms from NIELIT CoE Noida Office situated in Sector 29 Noida.
3. Interested parties/authorized representatives are requested to submit their offers in two separate sealed packets super scribed “Technical Bid for Office Space” and “Price Bid for Office Space” in the prescribed format (in printed hardcopy, duly signed) that can be downloaded from our website www.nielit.gov.in
4. The invitation to bid is open to legal owners/Lease holders/power of attorney holders of the properties located in the area mentioned in the Tender documents. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender

documents. Tender from intermediaries or brokers will not be entertained.

5. Rent shall remain fixed and unchanged for the first three years of the lease period.
6. The successful bidder will be declared as 'The Lessor' which means and includes not only the bidder but also his legal heirs, successors, legal representatives etc.
7. The bidder is expected to examine all the instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish the information as required in the bidding documents or submission of the bid not substantially responsive to bidding documents in every respect will result in the rejection of the bid.
8. The bidder shall sign all the papers of the bid. In case bidder/owner is partnership firm/Society/Company, all the documents should be signed by the authorized person with seal.
9. The price bid should be submitted in specified Proforma given in Part-B: Price Bid and shall not contain any other information/document and should be submitted in sealed envelope.
10. In case of co-owners/joint owners, the bid documents i.e. technical bid and Price bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an Authorization/ Power of Attorney to do so from the remaining owners.
11. The tender will be acceptable only from original owner/lease holder of the office space or person having valid power of attorney or who can under law let out the premises to NIELIT. The space offered should be free from disputes and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
12. In case a particular bidder owns/leases more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid and Price bid in respect of each such premises.

13. Earnest Money (EMD)

- (a) The bidder shall furnish along with bid an Earnest Money Deposit (EMD) amounting to Rs. 50,000/- (Rupees Fifty thousand Only) in the form of Demand Draft in favour of "NIELIT GORAKHPUR CENTRE" payable at Gorakhpur.
- (b) The bids received without EMD shall be summarily rejected. EMD shall be placed and submitted in the envelope/packet containing Technical Bid.
- (c) The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of Agreement whichever is earlier.
- (d) The EMD amount can also be deposited through on-line mode i.e., RTGS/NEFT , for which the details are as under: -

S NO	Particular	Remarks
1	Beneficiary's Name	NIELIT GORAKHPUR CENTRE
2	Beneficiary's Bank Account No.	1914002100094252
3	Address	MMMUT Campus, Deoria Road, Gorakhpur - 273010
4	Bank & Branch Name	Punjab National Bank, Kunraghat, Gorakhpur
6	Bank's Address	KUNRAGHAT, Gorakhpur (U.P.)-273010
7	IFSC Code	PUNB0191400
8	PAN NO.	AAATD0315M
9	Contact No.	+91-120-2973975 +91-8218724641

Note: In case of deposit of EMD amount through online mode, the system generated Unique Transaction Receipt Number is to be added with the Technical Bid. Any bid received without EMDs shall be summarily rejected.

14. . The duly filled in offer must be submitted to the The Director, NIELIT Centre of Excellence(CoE), Chip Design, PS1D, Arun Vihar, IETE Campus, Sector 29, Noida-201303. Each of the separate and sealed "Technical Bid" and "Price Bid" envelope should be placed inside a sealed outer envelope and must be super scribed as "NIELIT Office Space". The validity of the bid with T&C (as quoted) shall be for 90 days.

15. The office offered should be structurally sound and should be suitable for use as office and preferably ready to be occupied with following facilities in place/fully working condition.

S No	Item Description	Particulars
1.	Space requirement	Super Built-up Area: 7000-8000 sq.ft. (approx.) Carpet Area (Minimum): 5500 Sq. ft.
2.	Fully Furnished Office Space	The offered office space shall be fully furnished and ready to use, and must include the following facilities: 1. Office Cabins & Workstations <ul style="list-style-type: none"> • Modular office cabins • Modular workstations and chairs • Adequate electrical and network points at all workstations • Wi-Fi, LAN and Intranet connectivity • Switches, routers and internal cabling

		<p>2. Meeting & Conference Facilities</p> <p>At least one conference/meeting room with a minimum capacity of 10 persons, furnished with tables, chairs and audio-visual facilities.</p> <p>3. IT, Electrical & Power Infrastructure</p> <ul style="list-style-type: none"> • Server room with racks and proper cooling • UPS room with required electrical load provision • 100% power backup for AC and lighting • Air-conditioning across the premises • LED lighting fixtures throughout <p>4. Security & Access Control</p> <ul style="list-style-type: none"> • Reception desk and waiting/lounge area • Security room • Access control system • CCTV surveillance in common and entrance areas <p>5. Utilities & Essential Amenities</p> <ul style="list-style-type: none"> • Separate Gents and Ladies washrooms with modern fittings • Drinking water dispensing points • Pantry • Store room • Covered cupboards for keeping office files and records <p>6. Parking</p> <ul style="list-style-type: none"> • Free parking for a minimum of 4 Four-Wheelers • Free parking for a minimum of 20 Two-Wheelers
3.	Director Room(01)	<p>Approximate Area Required: 180 sq ft approx.</p> <p>Executive table, chairs, visitor seating sofa, storage, AC, LAN & power points</p>
4.	Three (03) Furnished Cabins	<p>Approximate Area Required (for each cabin): 80–100 sq ft per cabin</p> <p>Total Area: 250–300 sq ft</p> <p>Modular furniture, chair, visitor chair, storage, electrical & LAN points, AC</p>
5.	Classrooms (01 Nos)	<p>One Class Rooms of 450-550 sq ft each (Min 40-seater classroom with AC, lighting, electrical points, projector space, 40 Chairs etc.)</p>
6.	Classroom cum Lab (02 Nos)	<p>Two Classroom cum Lab of 450-550 sq ft each with (Min. 30-seater with AC, lighting,</p>

		electrical points, projector space, Min 30 Chairs and 30 tables with 30 power sockets and 30 working LAN internet Points)
7.	VLSI Design Lab with furniture(01 Nos)	450-550 sq ft (Min. 30 workstations with executive chair, LAN cabling, lab tables, AC, UPS points, instructor desk)
8.	Embedded / IoT Lab(01 Nos)	450-550 sq ft (Min. 30 No. of lab benches, electrical points, AC, LAN cabling equipment space, storage racks, 30 No. of Chair etc.)
9.	IT Lab (01)	450-550 sq ft (30 No. of lab benches, electrical points, AC, LAN cabling, equipment space, storage racks, 30 No. of chairs etc.)
10.	Workstations for Staff / Trainees (for about 60 Staff/Trainees)	800-1000 sqft for Seating for about 60 with LAN cabling persons in one hall etc. (Excluding Class room, Lab, cabin etc.)
11.	Conference Room	200–250 sq ft, capacity minimum 10 persons, furnished with LAN cabling, Round table seating of corporate standards.
12.	Server Room	250 sq ft, dedicated AC, network racks
13.	UPS / Electrical Room	80–120 sq ft
14.	Reception & Waiting Area	250 sq ft With reception desk and chair
15.	Pantry	80–100 sq ft with adequate sitting
16.	Store / File Room	120–150 sq ft with lockable cabinates
17.	Washrooms	Separate Gents & Ladies washrooms with adequate fittings (as per building norms)
18.	Parking Requirement	Minimum 4 Four Wheelers and 20 Two Wheelers (free)
19.	Ambiance	Befitting the occupation of quality Corporates
20.	Ease of access	Closeness to the Metro Station is desirable.

Note:

- a) The area mentioned above are estimated area. However these facilities will be required, Area of Individual facilities may vary from estimated area. NIELIT will finalize the floor plan after rental space is finalized. **However, the minimum usable carpet area of 5500 sq ft is non-negotiable and cannot vary.**
- b) All the lab/class tables and chairs should be of a uniform theme and matching colour and should meet the corporate standards.
- c) All executive tables and chairs should be of a uniform theme and matching colour and should meet the corporate standards.

16. Also, while submitting the proposal, the bidders have to submit the copies of all necessary documentary proofs/certificate/ NOC/Commercial Electricity and Water Supply Connection statutory compliances in respect of the offered premises

S No.	Documents	Issuing Authority
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1	Documentary Proof for ascertaining Title/ Possession Deeds as on date	Appropriate Govt. Authority.
2	NOC from the concerned Fire & Safety Authorities.	Appropriate Govt. Authority.
3	Any other statutory compliance (Water Harvesting, recycling, Safety etc) which is a must as per the prevailing Law of the Land for the given purpose.	/Appropriate Govt. Authority.
4	Copy of Rent Agreement/Receipt of Last Tenancy, if any.	Standard prevailing formats

17. The location of Office space offered must be within a radius of 15 kms approximately near the existing CoE Noida Office in Sector 29, Noida.
18. The property in which the offered Office space is located shall have appropriate approvals for commercial/institutional use of the property.
19. The Office space shall have adequate security and fire safety measures installed, as per statutory requirements. All statutory clearances/No Objection Certificates from relevant Central/State/Municipal authorities for the property in which Office space is located, have to be obtained and renewed by the owner as per statutory requirements. In compliance of the foregoing, as a proof, bidder should necessarily submit copies of (i) Approved building plan, (ii) Ownership title deed, (iii) Receipt of latest Municipal tax paid for the subject property, (iv) Receipts of deposits paid for services like Electricity, sewerage connection, fire safety clearance, pollution control NOC etc., in support of details furnished in the Technical Bid.
20. The Office space shall have 3-phase electricity supply and ensure 24 x 7 power supply through suitable power back up provision. A separate electric meter (commercial) shall be installed exclusively for the use of the Office. The Office space shall have provision for 24 hour running water supply sufficient for both drinking and utility facilities.
21. Maintenance services of the Office space, including premises of the property in which Office is located, shall be undertaken by the owner. Such Maintenance services (such as minor civil works, minor electrical works, mechanical work, carpentry work, plumbing works etc., including consumables) shall be undertaken by the owner. The cost of providing such Maintenance services shall be factored into the Price bid by the owner.
22. The rent shall be payable from the date of handing over of possession to the Office.
23. Minor civil works or internal partitioning work, as required by the Office, shall be carried out by the owner of the Office space at his own cost as per timeline given by this Office. The Office may, during the lease rental period, carry out temporary alterations such as change in internal partitioning, change in Office fixtures and fittings, as per requirement, at its own cost.
24. The Office space offered shall be free from any liability/litigation/ encumbrances with respect to its ownership/ lease/renting, at the time of participation in this tender process.

25. There shall be a two-stage bidding process followed for hiring of Office space. At the first stage, technical bids received from owners of properties shall be opened and evaluated. Based on the declarations made by the owners in the technical bid, members of a Committee of this Office may visit the property concerned, in order to verify the status and quality of facilities on offer. Thereafter, the Office shall finalize the list of technically qualified properties. As the second stage, the Financial bids in the format specified at shall be opened by the Committee.

26. **BID EVALUATION CRITERIA (BEC):** A bidder shall be considered eligible for further evaluation only if the following criteria are fulfilled:

(i) The offered office space shall be located in a commercial/Institutional area within a radius of 15 km (by normal route) from existing NIELIT CoE Noida Office in Sector 29, Noida, preferably near a Metro Station, and shall be situated on a road having a width of 10–12 meters with proper approach.

(ii) The Bidder shall possess clear ownership/leasehold rights over the offered premises. The title deed/lease deed must clearly establish the Bidder as the lawful owner/leaseholder of the property.

(iii) The offered premises shall be free from all disputes, litigation, encumbrances, and pending dues at the time of bidding.

(iv) The offered premises shall have a super built-up area of approximately 7000–8000 sq.ft., ensuring a minimum carpet area of 5500 sq.ft., located entirely on a single floor or two adjoining floor. The floor must be serviced by two lifts or one lift (in case one floor is either ground or first floor).

(v) The Bidder shall submit a valid approved building plan of the offered premises, clearly indicating the covered area, layout, and all amenities as required under the tender.

(vi) Floor plan/layout and minimum 5 photographs of the building and interiors must be submitted.

(vii) The offered premises shall comply with accessibility requirements for Persons with Disabilities (PwD), including step-free entrance, wheelchair-accessible lift, accessible washrooms, and movement-friendly corridors, as per RPwD Act, 2016.

27. **EVALUATION CRITERIA:**

(i) Only the bids that meet all conditions prescribed under the Bid Evaluation Criteria (BEC) shall be considered for detailed evaluation.

(ii) After opening the Technical Bids, NIELIT shall constitute a Committee to carry out a physical inspection of the offered premises to verify compliance with the tender requirements, assess suitability for NIELIT operations, and validate documents submitted. The Committee shall verify and measure the actual usable carpet area during the site inspection. The measurement certified by the Committee shall be treated as final and shall form the basis for

technical qualification and financial evaluation. **If the actual usable carpet area measured by the Committee is lower than the area declared in the bid, the offer shall be rejected outright. Any discrepancy in area declaration shall be treated as misrepresentation and the bidder shall be disqualified.** Price Bids of only those bidders found techno-commercially compliant shall be opened.

(iii) Bidders must clearly indicate the carpet area of the offered premises. Evaluation will be based only on usable carpet area. Built-up or super areas will not be considered. For financial evaluation, the total monthly outgo quoted by the bidder, including:

- Lease Rent (for the total usable carpet area),
- Maintenance/Service charges (civil, electrical, plumbing, housekeeping, security, parking, etc.), and
- Any other fixed charges,

excluding GST, shall be considered.

The bidder offering the lowest total monthly outgo over the lease period of three (03) years shall be declared the lowest (L1) bidder.

28. NIELIT reserves the right to conduct site visits and inspections of premises that appear prima facie compliant with the tender requirements. The decision of NIELIT regarding selection of premises for inspection and technical shortlisting shall be final and binding.

29. SEALING AND MARKING OF BIDS:

The Bidders shall submit their bids duly signed on each page in TWO SEPARATE PARTS in separate sealed envelopes super-scribed with the subject of bid, due date and nature of bid (Technical or Price).

PART-A: Original TECHNICAL BID

PART B: Original of Financial BID

The following documents are required to be submitted in Technical Bid & Financial Bid:

TECHNICAL BID:

- (i) Technical bid should contain self-attested copies of
 - Approved building plan/blueprint
 - Ownership/leasehold proof
 - Completion/Occupancy Certificate
 - Possession Certificate
 - Latest property tax receipt
 - Fire & Safety NOC
 - Latest electricity bill
 - Internet Connection Bill
- (ii) Affidavit stating that the premises is free from any dispute and litigation.

- (iii) A self-attested copy of PAN Card,
- (iv) A self-attested copy of GST Tax Registration Certificate, if applicable. In case of non-applicability of GST, an undertaking is to be submitted by the bidder.
- (v) Power of Attorney to be enclosed if applicant is other than the owner
- (vi) Duly Signed and stamped copy of Tender documents as a token of acceptance of all terms & conditions of the tender.
- (vii) Duly signed and stamped of Annexure – A (DETAILS TO BE SUBMITTED BY THE BIDDER/ LESSOR IN RESPECT OF PROPERTY OFFERED ON LEASE).
- (viii) Duly signed and stamped of Annexure – B (Tender Acceptance Letter)
- (ix) Duly signed and stamped of Annexure – C

PRICE BID:

- (i) It should contain only quoted monthly lease rent (for Total usable carpet area), maintenance/services, parking etc strictly as per format given as per SECTION- IV. This envelope shall not contain any conditions whatsoever. The GST as applicable will be borne by the lessee and paid to the lessor at applicable rate along with the lease rent. All other taxes/charges/levies etc. shall be borne by the lessor himself/herself/ themselves only.

Both envelopes containing technical bid and Price bid respectively should be enclosed in larger envelope duly sealed and super scribing (Name/Subject of Tender/NIQ) and the name and address of the bidder/lessor.

30. OPENING OF PRICE BIDS: The Price Bids of only those bidders who are declared technically and commercially qualified shall be opened. The Price Bids shall be opened by the Committee constituted by the Competent Authority, in the presence of bidders or their authorized representatives who may wish to remain present.

31. Furnishing, Completion Timeline, Extension and Penalties:

- (i) The selected L1 bidder (Lessor) shall complete all furnishing, civil/electrical modifications, partitioning, air-conditioning, networking, lab setup, and all other works required to make the premises fully compliant with NIELIT's specifications within 45 (forty-five) days from the date of issuance of the Letter of Intent (LoI).
- (ii) The issue of LoI shall not constitute a binding lease. The formal Lease Agreement shall be executed only after the premises is fully furnished, inspected and certified as "Ready for Occupation" by a Committee constituted by NIELIT. No rent shall be payable during the furnishing period. Rent shall commence only from the date of actual possession taken by NIELIT after signing the Lease Agreement.
- (iii) NIELIT may, at its sole discretion and upon receipt of satisfactory written justification from the Lessor, grant a one-time extension of up to 15 (fifteen) days beyond the initial 45-day period (i.e., up to day 60) to complete pending works. No penalty shall be levied for any delay occurring during this one-time extension period. Grant of extension is

discretionary and shall not be treated as a matter of right.

- (iv) If the Lessor fails to complete the works by the expiry of the extension period (if granted) or by day 46 where no extension is granted, penalties shall apply from day 46/61 onwards (i.e., after the initial 45 days + the 15-day discretionary extension). Penalty shall be payable at the rate of 1% of an amount equivalent to two months' lease rent for every seven (07) days of delay or part thereof, proportionately calculated for delays shorter than seven days.
- (v) During the extended period, no rent or compensation shall be payable by NIELIT, and the Lessor shall not claim any additional amount or escalation for such extension.
- (vi) If the Lessor fails to complete the work even within the extended period, or if the progress is unsatisfactory, NIELIT shall have the absolute right to cancel the LoI, without any claim, compensation or liability of any kind on the part of NIELIT.

32. **PERIOD OF VALIDITY OF BIDS:** The Bids shall be kept valid for acceptance for 90 days from the date of opening of Technical Bid. In exceptional circumstances, NIELIT may solicit the bidder's consent for an extension of the period of space validity.

33. Any canvassing directly or indirectly by the applicant will disqualify the bidder without assigning any reason.

34. The bidders should not have been blacklisted by any of the Govt. organization in last three years.

35. NIELIT shall not be responsible for any postal delay or loss/non-delivery of the offers.

36. NIELIT reserves the right to reject any or all offer(s) without assigning any reason whatsoever.

37. The tenure for hiring the office premises will initially be for a period of THREE (03) years, which may be extended further on mutually agreed terms, subject to renewal of the Lease Agreement with NIELIT.

38. No brokerage/commission shall be paid by NIELIT in any case. Agents/Brokers/Property dealers are requested to refrain from bidding.

39. In case of any difference in the rates quoted by the firms in words & figures, the rates quoted in words shall prevail.

40. The Bid(s) submitted without proper marking and sealed would be summarily rejected.

41. NIELIT will initially shortlist the technically qualified bidders as per their declaration and our inspection by the Committee, thereafter select the successful bidder as per the lowest price quoted.

42. A maximum security deposit equivalent to three (03) months' monthly rent shall be payable by NIELIT to the successful bidder after execution of the Lease Agreement. The security deposit shall be interest-free and refundable in full to NIELIT upon expiry or termination of the lease and vacating of the premises, subject to deduction of dues, if any, duly supported by documentary evidence.

43. The bids, offers along with requisite documents which are not in the prescribed format and received after the due date, without EMD OR Offer or EMD received through Fax are liable to be rejected without assigning any reason in this behalf.
44. For any disputes, Director General, NIELIT is the final authority and Director General, NIELIT's decision in the regard shall be final and binding on both the parties.
45. The entire refurbishing of the premise space along with the furniture supply meeting NIELIT's requirements should be completed within 60 Days up to satisfaction of NIELIT on issue of LOA and nothing extra shall be paid by NIELIT for refurbishing or for the replacement of the furniture.
46. The bidder should provide at least 05 photographs of the approach to the building, premises and cross section of the interiors along with the technical bid.
47. Bidders may provide Floor Plan Layout, if available.

Section – III: Special Terms & Conditions of Contract

1. NIELIT intends to hire the office premises for a period of (03) Three years from the date of possession and accordingly lease agreement shall be executed on approval by NIELIT. However, the lease can be further extended by mutual consent of both the parties. On such renewal/extension, a fresh lease deed shall be executed.
2. Commencement of lease period and lease rent shall be from the date of actual possession of office accommodation.
3. The initial lock-in period shall be 36 Months from the commencement of lease (actual possession) for the leased premises. After the lock-in period, the Lessee and Lessor shall have the right to terminate the Lease any time during the lease term by giving three months' written notice in advance to the other party of its intention to terminate the lease. In the event of termination of lease or expiry of the lease period, NIELIT shall hand over peaceful and vacant possession of the office premises with all the fittings and fixtures intact on , as it is where is basis (fair wear and tear being accepted).
4. There should be a reserved parking space for at least 4 Four Wheelers and 20 Bikes, and it must be attached to the same building at ground floor. **Further, the area of parking space offered along with bid shall not be considered in the carpet area of the office premises and no additional payment shall be made for parking space. The bidder shall quote the rates accordingly.**
5. For the proposed offered office building, owner will re-assess and provide new electrical connection to NIELIT so that it is capable of taking full load of office facilities. NIELIT will not bear any charges for increase in load or otherwise. NIELIT shall pay electricity bills on actual meter reading. Electricity and water charges to be paid by NIELIT based on actual meter reading. Maintenance services (civil/electrical/plumbing/security/housekeeping) included in rent.
6. All the major repairs shall be carried out by the owner at his own cost. In case of failure on the part of party/Owner to carry out maintenance activities to the satisfaction of NIELIT, the same shall be

carried out by NIELIT at the risk & cost of owner and amount so spent shall be recovered from the payable lease rent.

7. The premises/building should be secure enough to protect the property of NIELIT. The owner/lessor should have to keep insured the office building and other items provided by him. NIELIT will insure its own furniture, equipment and systems etc. belonging to NIELIT.
8. All the existing and future rates, taxes including Property tax, assessment charges and any other charges of any description whatsoever (except GST) levied by Local bodies and other statutory authorities shall be borne by Owner/Lessor and not to be paid by Lessee (NIELIT).
9. NIELIT shall pay the agreed rent to the lessor per month on or before 10th of each English Calendar month through e-banking by crediting the account of the Lessor. The lessor shall provide bank particulars as under at the time of execution of lease deed.

- i. Name of Bank:
- ii. Name of Branch:
- iii. Bank Account No.:
- iv. IFSC Code No:
- v. Beneficiary Name:
- vi. Type of Account:

10. Income Tax shall be deducted (TDS) as per Income Tax Act, 1961 as amended from time to time.
11. Currently, NIELIT normal working Hours is 9:00 hrs to 18:00 hrs with five working days in a week. **However, NIELIT can use all the infrastructure facility round the clock for 365 days for 24 x7 seven days even on Saturday/Sunday/Gazetted Holidays etc. as per requirement in emergencies/ exigencies of work.**
12. During the lease period, the owner shall not construct any structure in offered area or any alterations without written mutual consent from NIELIT.
13. On finalization, the selected party shall have to enter into a registered agreement with NIELIT. The charges towards stamp duty and registration of lease agreement shall be borne by LESSOR. The lease shall be for a minimum period of three (03) years subject to the conditions as contained in the draft Lease Deed attached with the tender as Section-V. All the other terms and conditions of the Lease deed shall also be applicable and will form part of this tender.
14. The Originals Title Deed showing the ownership of the premises and other documents/ certificates, as may be required, shall be produced by the Owner/Lessor at the time of execution of Lease Agreement.
15. Jurisdiction: The Courts of India at Gautam Budh Nagar(UP) will have exclusive jurisdiction to determine any proceeding in relation to this contract.
16. Arbitration:
“Except where otherwise provided in the contract all matters, questions, disputes or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach

thereof, or the respective rights or liabilities of the parties, whether during or after completion of contract or whether before or after termination shall after written notice by either party to the contract be referred to Director General, NIELIT for appointment of Sole Arbitrator.

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996, The Arbitration & Conciliation (Amendment Act, 2015) or any further statutory modification or re-enactment thereof and the rules made there under.

If the arbitrator to whom matter is referred, vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage, he may deem fit.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to NIELIT on the date of award of contract.

The Award of the arbitrator shall be final and binding upon the parties hereto. The cost of arbitration shall be borne equally by both the parties as directed by the Arbitral Tribunal.

17. The Contract shall be governed by and construed in accordance with the Laws of India.
18. The required Fire Fighting installations as per Government rules and norms are required to be provided in the premises by the owner as per extend norms.
19. The owner is required to take insurance for the premises during the period of the lease.
20. Fore Closure of Lease Agreement: NIELIT reserves right to foreclose the contract at any stage for administrative reasons after serving a notice of 90 days. NIELIT decision shall be final and binding in this regard and no claim of any kind shall be admissible in this regard.
21. Force Majeure
 - (i) If Force Majeure situation arises, either party shall promptly notify the other party in writing of the conditions and the cause thereof. Unless otherwise directed by the NIELIT writing, the lease shall continue as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
 - (ii) However, NIELIT may terminate this lease agreement by giving a written notice of minimum 07 days to the lesser, if as a result of Force Majeure the lesser is unable to continue the lease period of more than 30 days. Material portion of the services for the purpose of this clause is defined in terms of lease period. Termination pursuant to this clause will not prejudice any pre-existing claims which either party may have against the other party.

.....

Part –A- TECHNICAL BID
(To be filled in by the Bidders)

S. No	Item	Response		Pg. No.
1	Name of Bidder			
(i)	Location			
(ii)	Name of Building			
(iii)	Name of Street/Road		Any Government Issued Identity Document	
(iv)	Address of the Property Offered on Lease			
(v)	Pin Code			
(vi)	Mobile No:			
(vii)	Email ID:			
(viii)	PAN		Copy of PAN	
(ix)	GSTN		Copy of GSTN	
2	Address of Office Space Offered on Lease		Any Government Issued Address roof/ Previous Lease Agreement	
3	Is the Bidder, the Owner of the Office Space Offered (Yes/No)		Ownership Proof, if Yes	
4	Is the Bidder authorized to participate in the Bidding on behalf of Owner of Office Space Offered (Yes/No)		Authorization Proof, if Yes	
5	Type of Bidder Entity (Individual/ Proprietor/ Partnership/ Firm/ Company/ Society/ any Other) Proof of Bidder Entity Type		Proof of Bidder Entity Type	
6	Category of Offered Office Space as certified by relevant authority (Residential/ Commercial/ Institutional/ Industrial/ Any Other)		Proof of Category of Office Space	
7	Year of Construction of Property in which Office Space is Offered/Located Completion Certificate/ Undertaking by Bidder		Completion Certificate/ Undertaking by Bidder	
8	Is the Office Space offered is in Noida Authority Area (Yes/No)		Current Year Property Tax Receipt	

			from Tax collection authority	
	Current Year Property Tax Receipt from Authority or which body collects property tax-information about this			
9	Distance from NIELIT CoE, Noida			
10	Distance from nearest Metro Station, Name of the Metro station to be mentioned.			
11	Distance from nearest Railway Station, Name of the railway station also to be mentioned.			
12	Distance from nearest public parking slot			
13	Distance of offered space from Airport			
14	Area of property being offered (Area sq. ft. would be the essential criteria.)			
(i)	Super Area (in Sq. Ft.)			
(ii)	Plinth Area (in Sq. Ft.)			
(iii)	Carpet Area (in Sq. Ft.) excl. Common Area, Parking & Amenities area			
15	Floor in Case of multi-story building)			
16	<u>Details of Floor Plan/Layout of Property</u>			
17	Whether the premises owner confirming to provide furnished accommodation as per NIELIT's indicative design and requirement.			
18	Availability of Amenities & Facilities:			
(a)	Lifts to the floor			
(i)	No of Lifts			
(ii)	Capacity of Lifts			
(b)	CCTV Surveillance in Common Area			
(c)	Security Guard at Entrance			
(d)	Parking Facilities			
	No of Free parking of Cars (Minimum 04)			
	No of Paid parking of Cars			
	No of Free parking of Two Wheelers (Minimum 20)			

	No of paid parking Two Wheelers			
(e)	Status of Fire Fighting Arrangements			
19	Confirmation of minimum period of 3 years Lease <u>Offered (Yes/No)</u>			
20	Confirmation of Monthly common maintenance charges are included <u>(Yes/No)</u>			
21	Other than electricity and water, confirm that NO other charges are payable <u>(Yes/No)</u> .			
22	Status of Approvals from Competent Authorities & Clearances /NOC from all the relevant <u>Central/State/Local Govt authorities for the usage.</u>			
23	Sketch and site plan of offered Office space enclosed? <u>(Yes/ No)</u>			
	<u>Furnishing Status with details</u>			
24	Adequate provision for drinking water and for utilities <u>(Yes/ No)</u>			
25	Adequate sanitation and water supply points installed <u>(Yes/ No)</u>			
26	Adequate power load for the Office space offered? <u>(Yes/ No)</u>			
27	Adequate power backup facility for the Office space <u>Offered? (Yes/ No)</u>			
28	Adequate electrical points for average occupancy of ? <u>(Yes/ No)</u>			
29	Adequate number of LED light fixtures for the Office space offered? <u>(Yes/ No)</u>			
30	Adequate number of fans for the Office space offered? <u>(Yes/ No)</u>			
31	Adequate Central Air conditioning/ ACs provided?			

	<u>(Yes/ No)</u>			
32	Clearance/No Objection Certificate from All relevant Central/State/Municipal Authorities? <u>(Yes/ No)</u>			
33	Adequate number of fire extinguishers for Office space offered? <u>(Yes/ No)</u>			
34	Is offered space free from liability/litigation/encumbrances as on current Date? <u>(Yes/ No)</u>			
35	Is provision related to lease agreement shall be entered into on the basis of Rental rate as per Price bid <u>(Yes/ No)</u>			
36	5 to 6 photographs (8" x 8" size) of the premises taken from different angles showing complete view (inside and outside, including road view)			
37	Is bidder willing and able to comply with Plug and Play facilities listed at Annexure 1 of Notice Inviting Tender. <u>(Yes/ No)</u>			
38	Is bidder willing and able to comply with Plug and Play facilities for Ready to Occupy Fully Furnished Office Accommodation as per Notice Inviting Tender <u>(Yes/ No)</u>			
39	Is bidder willing and able to comply with provisions of draft lease agreement at Annexure 4 of Notice Inviting Tender? <u>(Yes/ No)</u>			
40	Does the offered premises comply with PwD accessibility standards (Yes/No) – Documentary proof/undertaking to be attached			

Date:

Place:

(Signature of Authorized Signatory with Seal)

Note: Letter of Authorization to be submitted if the signatory is not the owner

Part –B- Financial Bid

(To be filled in by the Bidders to be filled and placed in a separate envelope super scribed Price Bid)

1. **Address of offered Office Space:**
2. **Bidder Name:**
3. **Bidder Identity Proof Document Type:**
4. **Bidder Identity Proof Document ID (enclosed):**
5. **Address (Office):**
6. **Address (Residence):**
7. **Mobile Number:**
8. **E-mail ID:**
9. **GST No of Owner/Bidder:**
10. **PAN of Owner/Bidder:**
11. **If Bidder is not Owner, relationship of Bidder with Owner of offered Office Space:**
12. **Is Bidder authorized to bid for the offered Office space (Yes/ No, enclose authorization if applicable):**
13. **The area of offered Office space (subject to physical verification by NIELIT):**
 - a. **Carpet Area:sq. ft.**
 - b. **Built Up Area:sq. ft.**
14. **The Rent Rate in Rupees per square feet of Carpet area per month as per Technical & Price Bid:**

S No.	Particulars	Amount in Rupees & Words
1.	Usable Carpet Area	
2.	Rental Rate per Sq. Ft. (In Figures) (Note: This should be for usable Carpet Area)	Rs...../-
3.	Rental Rate per Sq. Ft. (In Words)	(Rupees Only)
4.	Taxes/ duties/ statutory payment (please indicate if GST is applicable) etc.	Rs..... /- (Rupees Only)
5.	Total (Per month for three year)	

Note:

- (vii) The above per Sq. ft. Amount would be multiplied by the Carpet area (..... Sq. ft) to arrive at the payable rental.
- (viii) No additional charges except electricity/water shall be payable.
- (ix) Total quoted price/ offered rent shall be Rs...../-per month inclusive of all taxes, statutory liabilities, maintenance charges, Power Back-up, etc for first three year. Rent will not be changed for three years.
- (x) After Three Years, Rent will be decided through mutual agreement and market conditions.
- (xi) The tenant shall make payments towards electricity and water supply to the concerned authorities directly, based on actual consumption.
- (xii) I/ We have read through the terms and conditions in the Notice Inviting Tender and the draft lease agreement and have understood the same. I/ We undertake to abide by the prescribed terms and conditions.

Date:

Place:

(Signature of Authorized person with seal)

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID

S no.	Particulars of Document(s)	YES/NO
1	Complete Tender Document including all Annexure (except Price Bid)	Yes/No
2	Proof of ownership/Leasehold rights	Yes/No
3	Completion/ Occupancy Certificate	Yes/No
4	Possession Certificate	Yes/No
5	Receipt of latest Property Tax	Yes/No
6	Approved building plan/blue print	Yes/No
7	NOC from Fire & Safety department	Yes/No
8	Latest Electricity Bill	Yes/No
9	Copy of PAN Card	Yes/No
10	GST Registration Certificate (If applicable) or undertaking for non-applicability	Yes/No
11	Affidavit of free from any dispute and litigation.	Yes/No

Yours faithfully,
Name and Signature of the Bidder with Official Seal

TENDER ACCEPTANCE LETTER

To,
The Director,
NIELIT Centre of Excellence(CoE), Chip Design,
PS1D, Arun Vihar, IETE Campus,
Sector 29,
Noida-201303.

Sub: Acceptance of Tender Conditions for Hiring of Fully Furnished on Rental Lease for NIELIT.

Ref:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the tender advertisement and I/we shall abide by the terms/ conditions / clauses contained therein.
3. The Corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / Corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that I/we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking for participation in bid
6. I/We certify that all information furnished by me/us is/are true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.
7. I/We hereby declared that none of the employee of NIELIT is/are related to me/us” or My / Our following close / distant relative(s) are working in NIELIT, with detailed particulars:
8. Declaration: I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality. It is hereby declared that all the particulars of the building, etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the NIELIT may wish to take.

Name of the Bidder
Authorized Signatory
Seal of the Organization

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,
The Director,
NIELIT CoE, Chip Design,
PS1D, Arun Vihar, Sector 29,
Noida-201303.

Sir,

In response to the Tender No. NIELIT/..... dated....., I/We hereby declare that presently our organization is not declared ineligible/black listed/debarred for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,
Yours faithfully,
Name of the Bidder
Authorized Signatory
Seal of the Organization

FORMAT OF STANDARD LEASE AGREEMENT (SLA)

THIS AGREEMENT is made on this day of 20....., BETWEEN, hereinafter referred to as the “**Lessor**” (which expression shall include its successors, assigns, administrators, representatives, liquidators and receivers, wherever the context permits),

AND

National Institute of Electronics and Information Technology (NIELIT), hereinafter referred to as the “**Lessee**”.

Both parties hereby agree and declare as under:

1. DEMISE OF PREMISES:

In consideration of the rent and conditions hereinafter contained, the Lessor hereby leases to the Lessee, and the Lessee hereby takes on lease, the land and premises together with all buildings, erections, fixtures and fittings standing thereon (hereinafter referred to as “**the Said Premises**”), more fully described in **Schedule–A**.

2. TERM OF LEASE:

The lease shall commence from (the “**Commencement Date**”) and shall continue for a period of three (03) years, unless terminated earlier in accordance with this Agreement. The Lessee shall have the option to extend the lease for a further mutually agreed period as per Clause 12.

3. RENT:

- 3.1 The Lessee shall pay to the Lessor a fixed monthly rent of Rs./- (Rupees only), which includes all maintenance, service charges, taxes and levies payable by the Lessor under this Agreement.
- 3.2 The rent shall remain fixed and unchanged for the entire initial lease period of three years, with no annual increment or enhancement.
- 3.3 In the event of termination during any calendar month, rent shall be payable proportionately for the period of actual occupation.

4. FIXTURES AND FITTINGS:

The Said Premises shall be deemed to include the fixtures and fittings listed in **Schedule–B**. At the end of the lease or any renewal thereof, the Lessee shall hand over the premises (including fixtures and fittings) in the same condition as at commencement, fair wear and

tear and damage caused by force majeure excepted. The Lessee shall not be liable for structural damages not caused by its negligence.

5. USE OF PREMISES

The Lessee may use the Said Premises for any lawful office-related purpose. The Lessee may sublet any part of the premises with the Lessor's prior written consent, while remaining responsible for the rent obligations. The term of any sublease shall not exceed the term of this Agreement.

6. TAXES AND OUTGOINGS

6.1 All existing and future municipal taxes, property taxes, building taxes, assessments or other statutory outgoings in respect of the premises shall be borne and paid by the Lessor.

6.2 In case of enhancement of property tax by the authorities, the Lessor may recover the proportionate enhanced amount from the Lessee on actual basis.

6.3 In case of default by the Lessor, the Lessee may pay such statutory dues directly and deduct the same from the rent payable, after giving 15 days' prior written notice to the Lessor.

7. ELECTRICITY & WATER CHARGES

The Lessee shall pay electricity and water charges based on **actual consumption** as per meter readings or bills issued by the concerned agencies.

8. REPAIRS AND MAINTENANCE

8.1 The Lessor shall carry out all major structural and preventive repairs.

8.2 If the Lessor fails to execute essential repairs within the time specified in writing by the Lessee, the Lessee may execute the repairs at the Lessor's cost and deduct such expenses from the rent.

9. ADDITIONS AND ALTERATIONS BY LESSEE

The Lessee may install partitions, fixtures, fittings, furniture, workstations, electrical installations and other removable improvements. Such installations shall remain the property of the Lessee and may be removed at the end of the lease, subject to restoring the premises to its original condition (fair wear and tear excepted).

10. FORCE MAJEURE AND UNINHABITABILITY

If the premises or any part thereof becomes uninhabitable due to fire, natural calamity, riots, civil commotion, enemy action or reasons beyond the Lessee's control, the Lessee shall not be required to pay rent for the affected portion for the period of such uninhabitability. The Lessee may also terminate the lease immediately without penalty.

11. QUIET ENJOYMENT

Upon payment of rent and due observance of the conditions herein, the Lessee shall peacefully occupy and enjoy the premises without interruption by the Lessor or any person claiming under or on behalf of the Lessor.

12. RENEWAL OF LEASE

12.1 The Lessee may opt to renew the lease for a mutually agreed further term by giving written notice to the Lessor at least three months prior to the expiry of the lease.

12.2 Pending finalization of renewal terms, the Lessee may continue occupying the premises on existing rent, which shall remain unchanged until the renewal is finalised.

12.3 The Lessor shall extend full cooperation for execution of the renewed lease.

13. TERMINATION

Either party may terminate this Agreement by giving three (03) months' prior written notice. The Lessee may, however, terminate the lease earlier if the premises become unusable for reasons not attributable to the Lessee.

14. NOTICES

All notices shall be in writing and sent by Registered Post/Speed Post or email to the last known address of the parties. Notices shall be deemed delivered in the normal course of post.

15. DISPUTE RESOLUTION

Any dispute arising out of or in connection with this Agreement shall be referred to arbitration. The Director General, NIELIT shall appoint a Sole Arbitrator, whose decision shall be final and binding. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, as amended. The venue of arbitration shall be New Delhi, and the proceedings shall be conducted in Hindi or English. The cost of arbitration shall be borne as directed by the Arbitrator.

16. EXECUTION OF AGREEMENT

This Agreement is executed in duplicate. One copy shall be retained by the Lessor and the other by the Lessee.

SCHEDULE – A

Description of the Said Premises:

(Detailed description of floor, building name, address, boundaries, survey numbers etc.)

SCHEDULE – B

List of Fixtures, Fittings and Installations Provided by Lessor

IN WITNESS WHEREOF, the parties have executed this Lease Agreement on the day, month and year first written above.

For and on behalf of NIELIT (Lessee)

(Signature)
Name:
Designation:

Witnesses:

1.
2.

(Signature)
Name:
Address:

Witnesses:

1.
2.

(In case of Lessor is a Company, Firm or Society Add:
For and on behalf of having authority to sign on behalf of the Lessor
..... vide resolution dated of)