

**EXPRESSION OF INTEREST FOR TAKING OFFICE PREMISES ON LEASE AT  
NEW DELHI**

UTI ITSL is interested in taking on lease basis office premises for its Regional Office at New Delhi and invites Expression of Interest from the owners of COMMERCIAL PREMISES admeasuring around **6000 to 8000 Sq. ft. area** (The area is approximate and UTI ITSL can take plus/minus10% of area mentioned) to be taken ON LEASE in the business area of the said location.

On receipt of such Expression of Interest, the said premises will be inspected for preliminary short-listing by a Committee and the financial bids will be invited from the owners of only short listed premises subsequently.

**Instructions:**

1. The Expression of Interest can be forwarded by Owner or owner's representative. Representative will have to enclose the letter of authority along with this offer on or before the invitation of Financial Bids. Otherwise the offer is liable to be considered null and void at any stage as per the decision of UTI ITSL.
2. The requirement is of premises for Office space on lease, if owner has more than one premise to be offered, a separate Expression of Interest has to be submitted for each of the premises to be given on lease.

The expression of interest form can be freely downloaded from the website of [www.utiitsl.com](http://www.utiitsl.com) or can be obtained free of cost from the office of **UTI Infrastructure Technology And Services Ltd, Ground Floor, Jeevan Tara Building, Opp. Patel Chowk Metro Station, 5 Parliament Street, New Delhi - 110 001.**

3. Expression of Interest Form for lease of premises is to be dropped in the Tender Box kept for the purpose at **UTI Infrastructure Technology And Services Ltd, Ground Floor, Jeevan Tara Building, Opp. Patel Chowk Metro Station, 5 Parliament Street, New Delhi - 110 001** on or **before 3.00 PM on 21<sup>st</sup> April, 2015** or it has to be sent by post so as to reach on the stipulated date by the stipulated time. The offers will be opened at **3.30 p.m. on the same day** and the applicant is invited to be present at the time of the opening.

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**Senders name & address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dtd. :**

**To,**

**The Regional Manager  
UTI Infrastructure Technology And Services Ltd,  
Ground Floor, Jeevan Tara Building,  
Opp. Patel Chowk Metro Station,  
5 Parliament Street,  
New Delhi - 110 001.**

**Sir,**

**Expression of Interest for Offering Office Premises on lease basis at  
New Delhi**

This offer is with reference to the advertisement released in the press/ put up on the website of UTI Infrastructure Technology And Services Ltd., for taking **premises on lease for Office space.**

We understand that:

- a) No brokerage is payable by UTI ITSL to us or our representative in this transaction.
- b) All payments would be made through bankers cheque / draft in connection of the lease.
- c) Preference would be given to the premises offered by Public Sector Undertakings/ Government Departments and other Government bodies.
- d) Preference would be given to the suitability of location of the premises.
- e) The premises with better amenities like lift, backup power/ DG set, etc. would be preferred. Similarly, the premises in good locations/ societies and better-maintained buildings would be preferred to others.
- f) Preference will be given to premises with parking space.
- g) The premises should be ready for possession and occupation with all the necessary documents required for giving premises on lease along with No Objection Certificate from concerned authorities and society as far as applicable. The owner has to produce the documents when demanded.
- h) The owners of the short listed offers would be asked to give a certificate to the extent that the property could be given on lease for office purpose legally.

- i) The area of the premises should be between **6000 to 8000 sqft.** However, this area is approximate and UTI ITSL reserves the right to take somewhat more or somewhat less area.
- j) The initial term of lease is for a period of 5 years with necessarily a renewal clause for next 5 years i.e. for a total of 10 years. Alternatively the lease could be for initial 3 years with 2 renewal clauses of 3 years each i.e. for a total of 9 years.
- k) The advertisement released in this context will form part of the contract.
- l) By submitting this offer the owner has permitted UTI ITSL or their representatives, with prior appointment, to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

**The details of the premises offered are as under:**

<b>Sr.No</b>	<b>Description</b>	<b>Details</b>
1	<b><u>Name of the Owner</u></b> (In case of the Joint ownership, please specify all the names, with whom the agreement Would be signed and monthly rental payment would be made).	
2	<b><u>Address of the Owner</u></b> Who is giving premises on lease, where the correspondence will have to be made.	
3	<b>Contact Details:</b>  (a) Telephone no. with STD code  (b) Mobile No.  (c) Fax No.  (d) e-mail	: : : :
4	<b>PAN No.</b> of the owner / owner's of commercial premises.	
5	<b><u>Name of owner of land (or society)</u></b> on which building/ premises is situated.	
6	<b>Address of the premises offered</b>	:
7	<b>Floor</b> on which the premises is located. (Ground or First Floor preferred).	:
8	<b>Details of the Building:</b>	

	a) Year of construction b) Total number of floors. c) Total number of lifts. d) Any other details e) Nearby landmark	: : : : :
9	<b><u>Carpet area of the office premises offered in sq. ft. / sq. mtrs.</u></b> For computation of the carpet area the definition adopted in this tender will be the covered areas excluding the outer walls. Inner walls, hall, rooms, toilets, kitchen, store, passage, covered balconies, will be counted. (Area subject to measurement) i.e. the total usable area within the walls of the premises.	
10	<b>Municipal approved plan</b> to be Enclosed/ provided on demand.	
11	<b>Completion/ Occupation certificate</b> to be Enclosed/ provided on demand.	
12 (a) (b)	<b>Structural Stability certificate</b> from a Structural engineer would have to be Enclosed/ provided on demand. Certificate of an Engineer/Architect/Fire norm of the municipality/statutory authority.	
13	Available electrical load (minimum 70 to 90 KW with 3 phase required)	
14	Availability of Space for installation of signage. No charges are payable separately for this.	Yes/ No.
	Available space for RF pole	
	Available space for DG Set	
15	Availability of water supply.	
16	Permission/ NOC to carry out interior work, including furniture & fixtures, electrical, AC, plumbing, and other minor civil works to be given by the Lessor.	Yes/ No.
17	<b>Other remarks, if any.</b>	

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**Procedure:**

- a) The premises which are not as per the location/city indicated would be summarily rejected even without inspection.
- b) The premises will be visited for short listing and a preliminary list will be prepared to limit the premises to the suitably best 2 or 3 premises.
- c) The owners of such shortlisted offers would be required to get their property documents examined by the Solicitors appointed by UTI ITSL to the extent that the property could be given on lease, and the decision of UTI ITSL solicitors in this matter would be final.
- d) A list of premises qualifying legally would be prepared from the premises selected in (b) above after step (c).
- e) The financial bids would be invited from the properties which are shortlisted and found legally suitable.
- f) The property, if mortgaged, required NOC would be provided to the satisfaction of UTI ITSL /solicitors on demand by UTI ITSL.
- g) The drafts of all documentation that may be finalized by UTI ITSL and/or its lawyer shall be final and binding.
- h) UTI ITSL is not bound to accept any or all the Expression of interest forms and will not be required to give any reason for rejecting any Expression of interest form.
- i) No financial aspects of the premises have to be given. If the premise is shortlisted then the financial bid will be called for separately only from the owners of shortlisted properties.

Other Conditions:

- A) The amenities to be provided by the owner / landlord are as under ( mention the amenities) :

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

B)

**Validity:**

- 1) The evaluation of suitability and shortlisting would be done within 15 days from date of opening EOI.

- 2) Financial bid will be opened within 7 days after completion of shortlisting as at (1) of this clause as above.
- 3) Financial bid shall be valid upto 30 days after opening of the financial bid as at (2) of this clause as above.
- 4) In view of 1, 2 & 3 as above the total validity of the bid would be 55 days from the date of opening of the technical bids.  
(The above validity can be extended by mutual consent)

**Signature**

**Name of the Signatory:** \_\_\_\_\_

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

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