

RAJASTHAN URJA VIKAS NIGAM LIMITED

OFFICE OF THE DEPUTY DIRECTOR(HR)

Format of offer letter for Office premises on rent

Expression of Interest for Office Premises

(To be put in sealed cover envelope duly filled)

To,

The Deputy Director(HR),

Shed no.5/6, Vidyut Bhawan, Janpath,

Jyoti Nagar, Jaipu-302005.

Ref:- Your NIT no. HR ___/2019 dated.....in/on.....(Name of Newspaper)/RUVN's website for.....Office premises.

Dear Sir,

With reference to the NIT no. HR ___/2019 for premise of.....Office Premises, I/we, offer to give you on lease the premise described below:-

1.	Name	Name of the Owner/s	
2.	Address	Full Address of the premises	
3.	Distance	Distance from Vidyut Bhawan shall not be more than 1 Km	
4.	Carpet Area	Carpet Area(in sq. ft) (Upto 1500 sq. ft.) Note: Definition of carpet area is given in Annexure-I	
5.	Unit Rent Rate(Inclusive taxes except GST)	Monthly Rent(in Rs. Per sq.ft.) (Strictly on carpet area as defined above)	
6.	Monthly Rent(inclusive taxes except GST)	Carpet Area x Rent Rate per sq. ft.	

7.	Lease Period	(Should be minimum for 3 years), which can be further extended for 2 years (if needed)	
8.	Cost of execution / registration of lease deed	i) Will be borne by owner ii) Will be borne by owner & RUVN on 50:50	
9.	Enhancement	After 3 years%
10.	Goods & Service Tax	i) Whether Goods & Services Tax is applicable on rent . ii) Who will bear the goods & service tax on rent, if applicable iii) GST Registration No.	i) Yes/No ii) Landlord/RUVN iii) GST No.
11.	Parking Space	Minimum earmarked parking space required (free of cost) (i) Four wheelers (10Nos.) (ii) Two wheelers (15(Nos.))	Yes/No
12.	Water Supply	Water supply facilities available / to be made available	Yes/No
13.	Electric Connection	Electric connection has been obtained/ to be obtained	Yes/No
14.	Lift Facility	Lift facility with battery backup (if premise is on 2 nd floor or above) is available	Yes/No
15.	Experience with power sector company	No. of year of experience of providing premises on rent to any power sector company of Rajasthan	No. of years Name of company.....

- (A) I/We hereby confirm that all the above information furnished by me/us are true in best of my knowledge.
- (B) I/We am/are aware that the RUVN is not bound to accept my/our offers and may cancel it without assigning any reasons / notice whatsoever.
- (C) I/We am/are aware that the rent mentioned above will be inclusive of all the amenities including parking space and other conveniences provided by the landlords.
- (D) I/We am/are aware that all parameters/demands mentioned above and in Annexure-I will be qualified and will be loaded on rent rate.

Place_____

Signature

Date_____

Bidder/Offerer

Name of Bidder/Offerer/s:

Address.....

Mobile/Tel. Nos.

Annexure-I

(A) CARPET AREA FOR COMMERCIAL BUILDING-RENTABLE AREA

The Carpet area of any floor shall be the covered floor area worked out excluding the following portion of the building

- 1) Verandahs
- 2) Corridors and passages, except where used as internal passages and corridors exclusive to the unit.
- 3) Entrance halls and porches, vertical sun brakes box louvers, Balconies.
- 4) Staircase and munties.
- 5) Air-conditioning ducts and air-conditioning plant rooms shafts to sanitary piping and garbage ducts.
- 6) There must be carpet area upto 1500 sq. ft. on a single or adjoining floor.

(B) Pre-Qualification requirements:-

1. The interested parties have to deposit /bid must be accompanied by Bid security @ 2% (two percent) of tender value i.e. Rs.12960/- is payable in favour of AAO(EA/Cash),RUVNL,Jaipur through Demand Draft/Bankers' Cheque. The EMD will be refunded to unsuccessful bidders on finalization of tender by competent authority. The successful bidder may convert the EMD into performance security.
2. The bidder must have experience of giving premises on rent to any power sector company of Rajasthan.
3. There must be atleast 3 cabins with the facility of 02 no. Air Conditioner (AC), electrical fittings & appropriate lavatory facility and proper availability of water supply.
4. Building/floor have separate cabins or cubical partition for staff/ officers.
5. Building must be within the periphery of 01 Kms from Vidyut Bhawan.
6. Contract must be according to the Rent Control Act of state government of Rajasthan.
7. Ample parking space /area must be available free of cost either within the building or nearby atleast for 10 four wheelers and 15 two wheelers.
8. Building/ floor must be ready to shift & properly maintained.
9. Proposed basic rate/ tender value will be Rs.648000/-
10. Only actual owners/authorized signatory may apply . Brokers are regretted.