

TENDER NOTICE FOR LEASING OF OFFICE SPACE

Sir/ Madam,

HUDCO is desirous of leasing out office space admeasuring 6311.31 Sq.ft. (approx..) at prime location on Janpath, adjacent to UCO Bank Zonal Office, Master Canteen, Bhubaneswar.

The office premise is at 3rd Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar – 751 009. This Deendayal Bhawan Office building is having amenities like parking on ground floor, lift facility and staircase accessibility from two sides. This office building is strategically located like 500 mtr from Bhubaneswar Railway Station, 3 km from Biju Patnaik International Airport and 1 km from State Secretariat.

Sealed tenders are invited from the Central PSU's/State PSU's / Public Banks, govt. Sector Organizations for leasing of office space at 3rd Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswsar – 751 009.

Tender form can be obtained from the office at above address during office hours (9:30 AM to 6:00 PM) on any working days (Monday to Friday) and also can be downloaded from HUDCO Website www.hudco.org and Central Public Procurement Portal <http://eprocure.gov.in/>. Sealed tender is to be submitted only in the prescribed form on or before 29/01/2025 upto 15:00 Hrs. The sealed tenders to be dropped in tender Box kept at Reception at HUDCO Regional Office, 3rd Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar – 751 009. The tenders shall be opened on 29/01/2025 at 16:00 Hrs. The bidder or their authorised representative may witness the tender opening at the above-mentioned address.

TERMS & CONDITIONS

1. That the tenant will pay the rent on or before the 5th day of every month. The monthly rent should be paid within 21 days from the date of GST invoice. The rent will be initially fixed for a period of one year. The rent will be enhanced @ 5% after completion of every year. GST and/or any other tax levied by the Central/State Govt. on Rent shall also be payable.
2. Tenant will have to deposit interest free security deposit equivalent to six months rent in advance, which will be refunded without interest at the time of vacation of premises by the tenant subject to adjustment of unpaid rent, outstanding dues, cost of damages, if any. Tenant will have to deposit the proportionate security deposit at the time of every year rent enhancement.
3. Initially the period of agreement will be for a period of five years or co-terminus with the period of lease executed by BDA in favour of HUDCO whichever is earlier. Further the terms and conditions of lease deed executed between BDA and HUDCO shall be binding upon the tenant. In case of any dispute/interpretation or repugnancy of the terms and conditions and clauses arises between the parties, the terms of lease deed executed by BDA in favour of HUDCO shall be prevail. The cost of registration of the Lease Agreement is bearable by the tenant.
4. The landlord shall be responsible for payment of property / holding tax due to Municipal or other Local Bodies on account of the said premises. However, "Users Fee", if any levied by the Local Body shall be payable by the tenant.
5. The landlord may enhance the rate of rent if there is a change of method of assessment of property/ holding tax by the Local Body and/or substantial increase in such tax or imposition of any additional levy / taxes by local authorities and/or the Govt.

6. The landlord shall allow the tenant to use the said floor space for their own use only. No space shall be sublet or put to any other use by the tenant, without the written permission from the landlord.
7. The tenant shall not construct any permanent structure in the said floor space without prior written permission of the landlord. However, the tenant is free to construct temporary partition etc. of wooden/other materials from an agency of their own choice/ cost without affecting the structural stability, which shall be removable at the time of vacation of the premises without damaging the rented premises / building.
8. The landlord may terminate the tenancy at any time for his own occupation or for any default in paying Rent, Electricity/ Water Charges or any other dues payable by the tenant giving prior notice or at least three months. So also, the tenant shall issue three months advance notice in writing before vacating the premises. The tenant will handover the peaceful possession of the premises in a similar condition, as was handed over by the landlord initially. All partitions/ structures erected by the tenant should be removed by the tenant before handing over the premises back to HUDCO.
9. That, the tenant shall carry out the day-do-day maintenance of the premise taken on rent including regular repairs and maintenance as may be necessary from time to time.
10. The tenant shall pay the monthly water charges as applicable and electricity charges in accordance with the consumption as per the bill raised by Bhubaneswar Development Authority / Electricity Distribution Company.
11. Year marked parking space for 2/4 wheelers etc. shall be made available to the tenant in the ground floor of the building.
12. The tenant shall pay or reimburse to HUDCO, the maintenance charges including lift maintenance, common area lighting, security, etc. as may be levied from time to time by BDA and/or Building Maintenance Society / RWA.
13. Any unforeseen circumstances, controversy or problem of any nature whatsoever beyond the terms of this agreement if at all arises in future during course of such tenancy shall be settled by mutual discussion in between the landlord and the tenant. In case, the same cannot be amicably decided by mutual discussion then the case shall refer to a sole arbitrator appointed by CMD, HUDCO

For & on behalf of HUDCO

OFFER FORM

Ref. No. HUDCO/BBSR/362/2025/

Date : _____

Name of the Bidder/PSU/Organization :

Addresses of the Bidder/PSU/Organization :

Phone No.. :

Mobile No. :

Email :

Contact person :

Ref.: TENDER NOTICE FOR LEASING OF OFFICE SPACE.

Dear Sir,

We have inspected the office premises 3rd Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar – 751 009 and confirm our participation in the tender. We are pleased to submit our offer for leasing of your office space at the below mentioned rate :

A) RESERVE RENTAL RATE : Rs. _____ per sq.ft per month

B) PRICE BID :

Rental rate for leasing of office space at 3rd floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar – 751 009.

Rs. _____ per sq.ft per month **(Rs. in words:**
_____ per sq.ft. per month)

DECLARATION: I/We have read and acquainted myself/ourselves with NIT and its terms and conditions of tender. I/We agree to the terms and conditions and accordingly submitted this offer.

SIGNATURE OF TENDERER
(COMPANY / FIRM SEAL)

Place :

Date :