Renting out of office space/HACA/2025 Date 02/04/2025

To

Sir,

Sub: HUDCO Hyderabad Office renting out of Office space at HUDCO Office, 5-1-193, first floor, HACA Bhawan , Saifabad, Hyderbad -500004, Telangana state.

Housing & Urban Development Corporation Ltd., (HUDCO) a Public Sector Enterprise owned by the Govt. of India, with its Regional Office at 5-10-193, first floor, HACA Bhawan , Saifabad, Hyderbad -500004, Telangana state. desires to rent out a part of office space in First Floor at HUDCO Office situated at 5-10-193, first floor, HACA Bhawan , Saifabad, Hyderbad -500004, Telangana state. The lease period initially offered is for 3 years.This offer is only open to Central / State Govt./ Quasi Govt. agencies/PSU/Agencies of the Government including Public Sector Banks /Insurance companies etc. The details of area to be rented out and rent are enclosed along with this letter. In case any further information/ clarification is required, kindly contact officials from HUDCO, Sh. C Rajani Kanth, Sr. Manager (Admin), Mobile No. +919397308305 / Th Meera Devi.JGM(P) Mobile No. +919440322275.

Yours faithfully,

HUDCO-
Hyderabad
Regional Office

Notice Inviting Tender

Sub: Renting out of office space at HUDCO Regional Office, Hyderabad-Reg.

Housing & Urban Development Corporation Ltd. (HUDCO), a Government of India Navaratna Company, with its registered office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi-110003 and its Regional office at Hyderabad, invites sealed Bid for renting out office space admeasuring approx. 2974 sq ft.. at 5-10-193, 1st Floor, HACA Bhavan, Saifabad, Hyderabad 500 004, Telangana State on 'as is where is basis' for an initial period of 3 years. The offer is only open to Central/State Quasi Govt. Agencies Public sector Banks/Insurance Companies or any PSU or any agency of the Govt.

Interested organizations may submit their bids on the proforma enclosed herewith. The following general terms and conditions shall be applicable:

1 Bidders have to bid for the complete office space admeasuring approx. 3367 sq ft of built up area having shared/common entry/exit with HUDCO,s office at 5-10-193, 1st Floor, HACA Bhavan, Saifabad, Hyderabad 500 004, Telangana State. A schematic floor plan is appended as **Annexure - I**

2 The bids in two sealed covers containing Technical Bid as per **Annexure II** and Financial Bid as per **Annexure III** respectively and finally placed in one sealed cover super scribing on top "Bids for renting office space" with the name and full address of the organization should be sent to: -

The Executive Director
Housing and Urban Development Corporation Ltd
Hyderabad
Regional Office
5-10-193, 1st Floor, HACA Bhavan, Saifabad,
Hyderabad 500 004,
So as to reach latest by 3:00 p.m. on 23/04/2025.

3. The bids may be sent by post or deposited in tender box available at Reception in HUDCO Hyderabad Regional Office.

4. Bids should be complete in all respects and should reach latest by the stipulated date and time. Incomplete bids or bids received later than the stipulated date and time shall be summarily rejected.

5. The Bids should fulfill all requirements or else it is liable to be rejected without assigning any reason & any communication. In addition, the bidder shall be disqualified, if at any point it is found that information provided by them is incorrect. Any conditional bids shall not be entertained.

6. The Technical bids shall be opened on 23/04/2025 at 3:30 p.m. and the date & time of opening Financial bids of technically qualified bidders shall be notified to them through separate communication. The representative of bidders can participate in Tender Opening, if so desired

7. Any modification/change in the offer after opening of the bid, shall not be considered.

8. The minimum monthly base lease rental fee has been fixed @ ₹ 66/- per sq.ft (excluding applicable GST) per month and the highest bidder shall be offered the subject space on lease rent. An offer letter indicating the same shall be issued to the successful bidder.

9. The successful bidder shall be required to produce an offer acceptance letter within 30 calendar days of the date of offer letter, failing which the successful bid may be rejected. However, time extension may be granted if reasonable explanation according to HUDCO is provided by the successful bidder. Any extension of time as aforesaid shall be at the sole discretion of HUDCO.

10. A lease agreement shall be executed between the successful bidder and HUDCO for which, the stamp duty, other fees, GST etc., shall be borne by the lessee.

11. After acceptance of the offer by the highest Bidder, the lease rental shall start from the date of possession of premises, which shall be within a period of 2 months.

12. The lease rental fee shall be automatically increased at the rate of 5 % annually.

13. The renewal of lease deed after the expiry of 3 years shall be on the sole discretion of HUDCO and as per the new terms and conditions in the lease agreement including terms relating to lease rental fees.

14. All the charges, electricity charges, water charges will not form part of monthly lease rental fee and need to be paid separately by the lessee on actual basis to the authorities concerned and copy of the up-to-date payments of the same including arrears, if any, need to be submitted to the Lessor's office at the end of each financial year. However, common maintenance charges are to be paid separately by the lessee on pro-rata basis on the floor area occupied.

15. Payment of monthly lease rental fee shall be within 21st day of GST invoice.

16. Any non payment of rent to HUDCO beyond 45 days by PSUs, etc (except Govt. Agencies,Govt.Societies,Govt.Councils,Govt.Boards,Govt.Bureau etc)from the date of GST invoice shall attract penalty @ 9% per annum simple interest which shall be calculated after the 21 st day from the date of GST invoice to the date of payment on daily basis.

17.The bidder, before submitting bids, should clearly understand HUDCO's requirement and, in case of any further information / clarification, contact officials from HUDCO, Sh. C Rajani Kanth, Sr. Manager (Admin), Mobile No. +919397308305 / Th Meera Devi.JGM(P) Mobile No. +919440322275.

18. For inspection of the premises, bidders can visit HUDCO office during working days (Monday to Friday between 10 a.m. to 5 p.m.). It may be noted that no clarification / information after closure of the last date of receipt of bids shall be entertained.

19.The initial period of lease shall be 3 years and the mechanisms of renewal, termination of agreement, revision of lease rental fee etc. shall be governed by the lease deed to be executed between the parties.

20. Successful bidder shall have to deposit a lumpsum amount corresponding to 6(six) months rent calculated at the agreed rent of first year as interest free security deposit.

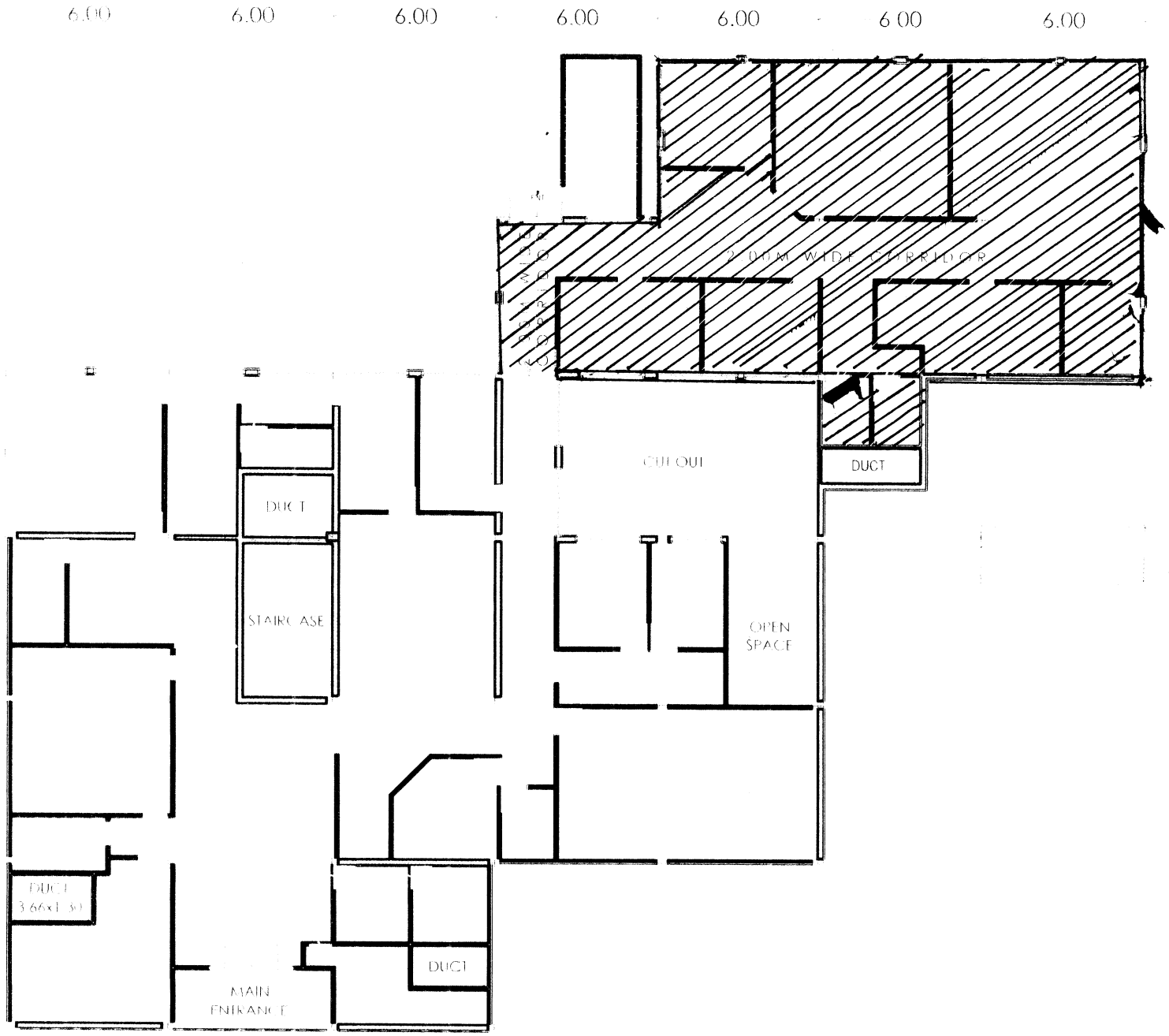
21. HUDCO reserves the right to accept or reject any or all the bids without assigning any reason.

22. All the matters of dispute arising out of or in connection with these presents, if any,shall be submitted to the jurisdiction of the courts at Hyderabad.

Thanking you,

Yours faithfully,

HUDCO-Hyderabad
Regional Office



HUDCO HYDERABAD OFFICE
SCALE NTS

ANNEXURE-I

Annexure: II

OFFER FOR HIRING OF OFFICE SPACE

TECHNICAL BID

(To be submitted in separate sealed envelope)

1	Name of the organization	
2	Status of the organization: Specify any one [*Central/State Quasi Govt. Agencies* Public sector Banks/Insurance Companies *orany PSU or any agency of the Govt.*]	
3	CIN No. PAN No. GST No.	
4	Nature of business	
5	Purpose of hiring the space	
6	Address for communication	
7	Name and designation of the concerned authorized officer.	

Signature:_____

Name & Designation (Office Seal)

Place: _____

Date: _____

Annexure: III

OFFER FOR HIRING OF OFFICE SPACE

FINANCIAL BID

(To be submitted in separate sealed envelope)

Lease rental fee quoted per sq. ft per month of Rs. _____

(Figures in words) _____only

Signature:_____

Name & Designation(Office Seal)

Place: _____

Date : _____