

**PREMISES REQUIRED ON RENT FOR OFFICE
ACCOMODATION AND TRANSIT CAMP IN
PORT BLAIR, A&N ISLANDS**

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(भारत सरकार का उद्यम)
Power Grid Corporation of India Limited
(A Government of India Enterprises)

NIT	ER2/NT/S- MISC/DOM/E00/26/00699
DATE	14.01.2026

Bidding Document

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SECTION- I

PREMISES REQUIRED ON RENT FOR OFFICE ACCOMODATION AND TRANSIT CAMP IN PORT BLAIR, A&N ISLANDS

NOTICE INVITING TENDER

PREMISES REQUIRED ON RENT

Power Grid Corporation of India Limited (POWERGRID) ER-II, Regional Head Quarter, CF-17, Action Area 1C, New Town, Kolkata -700156 invites offer/ bid from premise owner (s) whose premise are ready to occupy for site office cum Transit camp accommodation in an independent building.

Premises should be ready for possession / occupation. The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from POWERGRID website www.powergrid.in (Seller's tab--Tender--Tender/corrigendum). Preference will be given to the premises owned by the Govt. departments / public Sector Units. The offers in a sealed cover complete in all respects should be submitted to:

Sr. DGM (C&M)
Power Grid Corporation of India Ltd
ER-II, Regional Head Quarter
CF-17, Action Area 1C, New Town, Kolkata, WB, -700156

Contact Person: Sh. Kunmun Swain, Manager (HR)
Contact No.: 033- 2324 2846
Email: kunmunswain@powergrid.in

Sealed envelope/ bid must be submitted on or before 3:00 PM on 02/02/2026. First Envelope i.e. Techno-Commercial Part shall be opened on **03/02/2026** in the presence of the bidders' representatives who choose to attend in person at the address above at **03:00 PM**.

POWERGRID reserves the right to accept or reject any or all offers without assigning any reasons, therefore. Brokers will not be entertained.

Qualification Requirements

- (1) At least 7 rooms of minimum size 120 sqft out of which minimum 05 rooms should have attached toilets and rest may have common toilet or attached toilet.
- (2) All the Rooms are to be equipped with King/ Queen Size Bed with Mattress, Table and Chair, TV, AC and Washroom with Geyser.
- (3) At least one hall/room of minimum 150 sqft area should be there for office set up. Hall should have Air Conditioner and Toilet.
- (4) DG set (at least 3 KVA) should be available as alternate source of electricity.
- (5) At least one kitchen and one hall for dining facility with 6 seater dining table with chairs should be available.
- (6) Separate meter for Electricity and Water (if chargeable extra) should be available.
- (7) Parking facility for at least 02 Nos Four-Wheeler vehicles should be available.
- (8) The location of the property should be within 10 km of Srivijay Puram Airport.

SECTION- II

Important parameters

1	Occupancy required from	Tentatively from 01.03.2026
2	Building Type	Individual standalone building
3	Covered Parking Space (Preferable) OR Open parking area	02 Nos Four-Wheeler vehicles area to be provided within the rent.
4	Amenities	24 hours water facility, Electricity etc
5	Possession	Ready possession / occupation
6	Desired location	Within the radius of 10 KM from Sri Vijay Puram Airport
7	Preference	Premises duly completed in all respect with required Ownership Certificate & other approvals of local civic authority as necessary. Proof of Electricity Bill/ Landowner Certificate / Municipality Certificate / Mutation Certificate etc is to be attached.
8	Furnished premises	Furnishing of rooms and common area as mentioned at Notice
9	Maintenance of the property and Appliances	Maintenance and Daily Housekeeping of the property(common areas, rooms and toilets except Kitchen and associated areas) and Maintenance of the electrical and electronics items shall be the responsibility of property owner.
10	Initial period of lease	Initially for two years and may be extended for one year with an option to renew for a further period of as mutually agreed.
11	Selection procedure	Techno-commercial evaluation followed by Price Bids.
12	Validity of offer	4 months from the date of submission of the offer

Other Terms & Conditions

1. This tender consists of two Parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. **The Technical Bid and Price Bid** for the proposal should be kept in separate sealed envelopes and these two envelopes be placed in a single cover super scribing **"Tender for renting of Premises for POWERGRID."** to

Sr. DGM (C&M)

Power Grid Corporation of India Ltd

ER-II, Regional Head Quarter

CF-17, Action Area 1C, New Town, Kolkata, WB, -700156

2. The successful bidder should have clear and absolute title to the premises The successful bidder will have to execute the rent deed as per the standard terms and conditions finalized by the POWER GRID for the purpose. The initial period of rent will be 2years with provision of extension of further one year and with an option to renew for a further period of as mutually agreed. Lease Termination clause to facilitate full / part de-hiring of space by the Company only during the **extended tenure of the rent by serving two (2) months prior notice**. After 3 years, rent can be negotiated and finalized with mutual agreement so that new rent can be executed for further term of 2+1 **years**. Tender document received by POWERGRID after due date and time i.e. after 3:00 **PM of Dated 02.02.2026** shall be rejected.
3. All columns of the tender documents must be duly filled in, and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any overwriting or use of white ink is to be duly initiated by the tenderer. POWERGRID reserves the right to reject the incomplete tenders.
4. The offer should remain valid for at least for a period of 4 (Four) months to be reckoned from the last date of submission of offer i.e. 02.02.2026.
5. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet "list of deviations", if any.
6. The Technical Bid will be opened on **03.02.2025 at 3.00 PM** in the presence of tenderers who choose to be present at following address:

Power Grid Corporation of India Ltd

ER-II, Regional Head Quarter

CF-17, Action Area 1C, New Town, Kolkata, WB, -700156

All tenderers are advised in their own interest to be present on that date at the specified time.

7. POWERGRID reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. Canvassing in any form will disqualify the tenderer.
9. The short-listed bidder/lessor will be informed by the POWER GRID for arranging site inspection (if any) of the offered premises.
10. Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units.
11. The selection of premises will be done on the basis of techno commercial evaluation followed by Price Bid.
12. All the taxes, rates, license fees, ground rent and charges of whatever character assessed, levied, charges imposed or payable to any lawful authority in respect of the demised premises shall be payable by the OWNER of the property.
13. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes such as Property Tax / Municipality Tax / shall be borne by the Owner. While renewing the rent, the effect of subsequent increase/decrease in taxes shall be taken into account for the purpose of fixing the rent. However, the landlord will be required to bill POWERGRID within 5th of every month for the following month's rent indicating the GST component if applicable in the bill separately. The bill should also contain the GST number of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the POWERGRID to bear the burden of GST otherwise, the GST if levied on rent paid by landlord directly, shall be reimbursed by the POWERGRID to the landlord on production of such payment of tax to the Govt. indicating name, address and the GST registration number of the landlord. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the landlord shall be made by Account Payee Cheque or RTGS/NEFT.
14. Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra at an applicable rate and manner. However, while renewing the rent, the effect of subsequent increase/ decrease in taxes and service charges shall be considered for the purpose of fixing the rent.
15. **Electricity and water charges (if any) will be borne by POWERGRID.**
16. Advance amount of two (02) months rental value shall be payable with 15 days of signing of agreement.
17. Premises should have independent/ direct access from road and not through some other establishment. Premises should have 24x7 free access.

Section-III

TECHNICAL BID FORM

(to be submitted in separate sealed envelope)

With reference to your advertisement in the local dailies dated _____, I / we hereby offer the premises owned by us for office and Transit camp purpose of POWERGRID on Rent basis:

A. General Information:

1	Name of the Building	
2	Door No.	
3	Name of the street	
4	Name of the city	
5	Pin code	
6	Name of the Landlord	
7	PAN No. of the Landlord	
8	GST No. (if any)	
9	Address	
10	Name of the contact Person	
11	Mobile Number	
12	Email address	

B. Technical Information:

1	Whether located within 10 Km radius of Sri Vijay Puram Airport	
2	Independent house/Apartment (Yes/No)	
3	Year of completion of Building	
4	Building – Load bearing or Frame structure	
5	Type of building – Residential/Institutional/Industrial	
6	No. of floors (whether Ground/1st/2nd)	
7	No of Bedrooms with attached Bathroom	
8	No of Bedrooms without attached Bathroom	
9	Minium size of rooms	
10	No of Hall(s) for office set up and size of the hall	
11	No of common bathroom	
12	No of balcony	
13	No of kitchen & Dinning area /storage room	Kitchen:
		Dining area:
		Storeroom:
14	Details of furniture and appliances Room wise (List to be enclosed) As per requirement all the rooms are to be equipped with King/ Queen Size Bed with Mattress, Table and Chair, TV, AC and Washroom with Geyser	
15	Interior work, if any, such as Cupboards, wardrobe, interior finishing etc. Dinning area shall be equipped with six seater table with chairs.	
16	Type of flooring	
17	Power backup (DG) Available/Not Available:	
18	Availability of water & sewage connection from the corporation/Municipality	
19	Availability of Borewell with motor: Available/ Not Available:	
20	No of Car parking available	
	a) Closed Parking area available	
	b) Open parking area available	
21	Status of premises:	
I	Building ready for occupation – Yes / No	
II	If No, how much time will be required for occupation	

22	Amenities available:	
I	Electrical power supply - Yes / No	
II	Running water supply - Yes / No	
III	Whether plans are approved by the local authorities - Yes / No	
IV	Whether NOC from the department obtained - Yes / No	
V	Whether occupation certificate has been received - Yes / No	
VI	Whether direct access is available from the main road - Yes / No	
VII	Whether lift facility is available. Yes/No	
VIII	Mention the list of any other amenities provided	
IX	Any additional information	

Please Enclose the Following:

1	Property Registration document/
2	Recent Property tax receipt of proof for ownership
3	Recent Electricity or Water Bill
4	Lay out plan of building
5	Photo of the premises
6	Location Map/ Google Location

Place:

Date:

Name:

Signature of Property Owner /lessor:

FINANCIAL BID FORM

(to be submitted in separate sealed envelope)

With reference to your advertisement in the _____ dated __/__/20 and having studied and understood all terms and conditions stipulated in the newspaper's advertisement and in the technical bid, I/We offer the premises owned by us for housing your branch/office.

Details	Excluding applicable GST
Monthly Rent in Rs.	First Year-----Rs.....
	Second Year-----Rs.....
	Third Year-----Rs.....
TOTAL (for three years) =	Rs.....
Note: 1. Electricity and water charges (if any) will be borne by POWERGRID. 2. Maintenance and Daily Housekeeping of the property (common areas, rooms and toilets except Kitchen and associated areas) and Maintenance of the electrical and electronics items shall be the responsibility of property owner.	

Declaration

We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions if our offer of premises is accepted.

Place:

Date:

Name:

Signature of Property Owner /lessor

Draft Agreement

Enclosed at Appendix-I