

BHEL::BAP::RANIPET
HRM::ADMINSITARTION DEPARTMENT

BAP:HR:GH:POL

29/05/2009

I. SCOPE:

The company is desirous of occupying Apartment Flat or Individual House on rental basis for a lease period of 5 years for establishing and running a Transit Flat for its employees and guests at one of the following locations in New Delhi

GREATER KAILASH –I
GREATER KAILASH –II
EAST OF KAILASH

II.SPECIFICATION:

| | |
|--|---|
| Location | Greater Kailash – I (or) Greater Kailash – II (or) East of Kailash |
| Type | Apartment Flat preferably Ground Floor or individual house |
| Bedroom | 3-4 bed rooms with attached bath & toilet. Area of each room shall be Approximately 12' x 14'(excluding bath & toilet). Bath and Toilet room Should be tiled with facilities like, geyser, mixture taps, wash basin, WC with Flush, exhaust fan, Shower, toilet roll stand etc. Bed Rooms should have Adequate ventilation, ceiling fan with. built in wardrobe. Besides electrical facility to connect AC, TV, Room Heater, etc. |
| Dining Hall & Drawing Room | Adequate space for dining and drawing room purpose. |
| Kitchen | Aadequately spaced kitchen with appropriate plumbing, fixtures and fittings. |
| Servant Quarter (for housing care takers) | Well ventilated and spaced room with attached or Common bath & toilet |
| Car parking | To park minimum of 2 cars |
| Other Facilities | 24 hours electricity and water facilities. Three phase connection to connect ACs ,TVs, Geyser, Heater etc., Curtain Rods for all doors and windows. The property should be colour/white washed, painted and should look clean and elegant. |
| Period of lease | 5 years |
| Property | Documents to prove the ownership of the property. |

III. OTHER TERMS AND CONDITIONS

During the tenure of the lease,

- a) The regular maintenance works like white/colour washing, painting etc, should be carried out by the owner to the satisfaction of the company at periodicity agreed upon mutually.
- b) The relevant house/property taxes should be paid by the owner of the apartment/house within the prescribed time.

SIGNATUER OF THE OWNER

- c) All major maintenance works viz. breakdown motor, Electrical cabling, breakdown of water pumping motor, cracks etc., shall be attended to by the owner immediately. In the event of any failure on the part of the owner, BHEL shall have the right without any prejudice to other rights available as per law to get the work done through any other agency at the risk and cost of the contractor. The additional cost, loss, if any incurred by BHEL on account of such alternative arrangement will be recovered from the owner.
- d) However, minor maintenance works viz., leak in plumbing fittings, refixing of electrical fuse etc shall be borne by the company.
- e) The rent agreed upon by both the parties will remain firm throughout the tenure of the lease and no increase whatsoever will be entertained. Applicable taxes etc., payable at actual against documentary evidence. Applicable Income Tax will be deducted at source. In case of exemption from Income Tax, required certificate received from jurisdictional ITO to be submitted.
- f) Interested Flat/House owners as per the above specification are invited to submit their offer in sealed cover not later than 08/06/2009 14.30 hours to
Mr. S.S.Pillay
Additional General Manager/ CC
BHEL/ Corporate Communications
Jeevan Tara
No. 5, Sansad Marg
New Delhi-110001
Phone No. 23365279
- g) Please ensure that Annexure I & Annexure II are duly filled in and all the pages of this documents are signed by the owner.
- h) The owner shall execute a lease agreement with the company consisting the terms and conditions of the lease as may be agreed by both parties after finalization of the lease arrangement.

IV. PAYMENT TERMS:

The owner shall raise the bill on completion of the every month, which will be duly certified by the official in charge and the payment will be made within 45 days after submission of bills. Payment will be made through electronic mode or through A/C payee cheque at the discretion of BHEL.

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GENERAL INFORMATION OF THE OWNER

| Sl.No | Details | Remarks (to be filled by the owner for all the enquiries). Un filled offers may lead to rejection at the discretion of BHEL. |
|-------|--|---|
| 1 | Name of the Owner | |
| 2 | Location of the Property | |
| 3 | Type of the Property (whether Flat, Individual House, Ground Floor, 1 st Floor etc) | |
| 4 | Description of Property | Area : Number of Bed Rooms with attached Bath/Toilet: Number of Bed Rooms without attached : Area of Dining Hall and Drawing Room : Area of Kitchen : Servant quarters available or not : Car parking available or not : Other facilities available as per specification : |
| 5 | Acceptable Lease period | Years |
| 6 | Copy of Documents to be submitted: Ownership deed Current house tax receipts and all other statutory levies | |

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RENT QUOTATION

| DETAIL | AMOUNT (to be filled in both in figures and words) Rs. |
|---------------------------------------|--|
| Rent per month for first year | |
| Rent per month for second year | |
| Rent per month for third year | |
| Rent per month for fourth year | |
| Rent per month for fifth year | |

SIGNATUER OF THE OWNER