

NATIONAL AUTOMOTIVE BOARD

REQUIREMENT OF OFFICE SPACE ON RENT

National Automotive Board is an autonomous body under Department of Heavy Industry, Government of India. For its office, it requires "Ready to move in furnished and air conditioned office space" in the range of approx. 5000-7000 sq. ft on rent/lease basis preferably located in Central Delhi preferably within 8 KM radius from Udyog Bhawan, New Delhi.

The offers should be neatly typed and submitted in a sealed envelope superscribing "**Offer of Office space for NAB**" latest by 5.00 PM on or before **20th March, 2014** at the below mentioned address in person or by speed post/courier.

Address: Director, DHI/NAB, Room No. 123 - C, Department of Heavy Industry, Udyog Bhawan, New Delhi - 110011 --Ph. 011-23062515

Interested parties may please see the following terms and conditions or visit websites www.dhi.nic.in or www.eprocure.gov.in

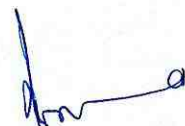
TERMS & CONDITIONS OF HIRING OF OFFICE SPACE BY NAB

The property owner(s) are advised to go through the following details and terms and conditions of rental lease:

1. The minimum area/ facility requirements(but not limited to) are tabulated below:

Sr. No.	Room Description	Minimum no/area required	Remarks
1	Work Stations	45 Nos.	
2	Executive Cabin	1 No.	Preferably with wash room facility.
3	Cabins	8 Nos.	
4	Conference Room	2 Nos. (1 Big& 1 Small)	Big - Min 20 Seating Small - Min 10 Seating
5	Reception	1 No	
6	Storage and space for files & Documents	Proportionate to work stations and cabins.	
7	Pantry	10ftX8 Ft	
8	Canteen	1 No.	Dining space 25 persons at a time.
9	Parking of 4 Wheelers	15 Nos	
10	Parking of 2 wheelers	Desirable	
11	Wash rooms/Urinals	For an occupancy of 60 persons.	Lady staff - 15 Nos
12	LAN/WAN/Server room	1 Lot	

2. The following details/ documents are required to be submitted along with the offer:
 - a. Complete address of property
 - b. Proof of ownership
 - c. Carpet area (Unit wise)
 - d. Copy of approved building plan
 - e. Rent demand per square feet of carpet area or lump sum. Percentage annual increase may also be indicated for extended period.
 - f. Terms & Conditions of offer from the property owner if any
3. Offers are invited from legal owners/their authorized representatives of commercial properties.
4. Office space would be hired only in a commercial building located within Central Delhi.
5. The rent/lease agreement required to be executed initially for a period up to 2 years. Rate to be quoted for First year & Second year separately. (extendable for further period with annual increase mentioned in the quote)
6. **No fees/commission/brokerage would be paid by NAB.**
7. Payment of all government taxes including Municipal taxes will be the liability of the property owner.
8. Payment to the maintenance charges to market association, if any, would be the liability of the owner.
9. The property owner (s) would be required to
 - a. Install independent electric meter with adequate sanctioned load at his/her/their own costs.
 - b. Provide adequate light fittings & fixtures as per the requirement of this office.
 - c. Install independent water meter, water pump and over head tank of sufficient capacity at his own cost.(If the building has common water supply - mention the same)
10. **The conditions that would govern the selection of a space are as follows:**
 - a. Preference would be accorded to space offered within 8 KM radius from Udyog Bhawan, New Delhi.
 - b. The overall suitability of the space offered for establishing this unit such as location, interiors including wooden work and other fixtures etc.
 - c. The rent amount/lease rate at which the office space is being offered.
 - d. The NAB reserves the right to accept any or reject all offers without assigning any reason.



(Niraj Kumar)
Director, DHI / NAB