



**Indian Sign Language Research and Training Centre (ISLRTC)**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
Module no. 403-405, 4<sup>th</sup> Floor, Nagpal Business Park,  
Okhla Industrial Estate, New Delhi-20  
Telephone: 011-26327558/50, Email- [islrtcnewdelhi@gmail.com](mailto:islrtcnewdelhi@gmail.com)

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File no. IS/01/06/1/2025/ISLRTC/D

Date: 24.04.2025

**NOTICE FOR INVITING QUOTATION FOR OFFICE SPACE**

Indian Sign Language Research and Training Centre (ISLRTC), New Delhi an Autonomous body under “Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment (MSJ&E), Govt. of India. The Centre invites quotation for providing office space having around 28,000 Sq. Ft., Carpet area in Delhi or in Delhi NCR for Institutional/Educational purpose, on lease rent basis.

The details of the requirement and the tender document can be downloaded from the website of ISLRTC ([www.islrtc.nic.in](http://www.islrtc.nic.in)), i.e. <https://islrtc.nic.in/tender/>.

Director



## NOTICE INVITING TENDER (NIT)

### Open Tender for Hiring of Fully Furnished Space on Rental Lease for Indian Sign Language Research and Training Centre (ISLRTC)

**NIT No: ISLRTC /Office Space/2025/01**

**Dated: 24.04.2025**

<b>Section – I</b>	<b>: Notice Inviting Tender/Quotation (s)</b>
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<b>Annexure-E</b>	<b>: Tentative Format of Standard Lease Agreement</b>



**Indian Sign Language Research and Training Centre (ISLRTC)**  
4th Floor, NSIC Business Park, Module No. 403-405,  
NSIC Estate, Okhla Phase III, Okhla Industrial Estate,  
New Delhi, Delhi 110020

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## **SECTION – I: NOTICE INVITING TENDER**

**NIT No. ISLRTC/Office Space/2025/01**

**Dt. 24.04.2025**

ISLRTC on behalf of Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment (MSJ&E), Govt. of India invites the offers from the bonafide legal owners/lease holders of property/premises with clear title/lease deeds for hiring suitable preferably ready to move (fully furnished) office accommodation of having a super built-up area of approx. 28,000 sq. ft. +/- 20% preferably on a single floor OR legal owner willing to furnish the offered space as per the requirement and specification of the ISLRTC at his own cost within 60 days from the date of LOI on Rental Lease for ISLRTC's Project Office. The tender document may be downloaded from the website of ISLRTC ([www.islrtc.nic.in](http://www.islrtc.nic.in)), i.e. <https://islrtc.nic.in/tender/>

The proposed office space/premises must be at a convenient location preferably in Delhi or in Delhi NCR that to **within 30 kms from CGO Complex, Lodhi Road, New Delhi.**

The details are summarized as under:

<b>Name of Work</b>	Hiring of Fully Furnished Ready to Move Office Space. For educational purpose.
<b>Earnest Money Deposit</b>	<b>Rs.1,00,000/- (Rupees One Lakh Only)</b> In form of Demand Draft in favor of <b>ISLRTC</b> payable at <b>New Delhi</b> from any of the Nationalized/Scheduled Bank in India.
<b>Name of Organization</b>	ISLRTC
<b>Tender Type</b>	Open Tender
<b>Tender Category (Services/Goods/works)</b>	Services
<b>Currency</b>	Indian Rupees (INR)
<b>Date of Issue/Publishing</b>	28.04.2025
<b>Pre-Bid meeting</b>	15.05.2025 Tentatively at 11.00 AM
<b>Last Date and Time for receipts of Bids</b>	19.05.2025 up to 1500 Hrs.
<b>Date and Time of Opening of Technical Bid</b>	20.05.2025 up to 1130 Hrs.
<b>Date and Time of Opening of Price Bid</b>	To be intimated later on shortlisting of bids
<b>No. of Covers</b>	02 (Two Packet System) i.e., Technical & Price Bid
<b>Bid Validity days</b>	90 days (From last date of opening of tender)
<b>Cost of Bid Document</b>	NIL
<b>Address for Communication</b>	Indian Sign Language Research and Training Centre (ISLRTC), 4th Floor, NSIC Business Park, Module No. 403-405, NSIC Estate, Okhla Phase III, Okhla Industrial Estate, New Delhi, Delhi 110020
<b>Contact No.</b>	011-26327558 / 26327550 , 8879096125
<b>Email Address</b>	islrtcnewdelhi@gmail.com

### **Note:**

- (i)** This document shall form part of the contract document and shall be signed and returned along with the tender documents.
- (ii)** Bids shall be submitted by bonafide legal genuine owners/lease holders of property/premises with clear title/lease deeds of property/premises. No brokers/agents are not allowed to participate in the tender. The bidders should not have been blacklisted by any of the Govt. organization in last three years.
- (iii)** The complete Tender Documents along with Bid Evaluation Criteria (BEC) are available on ISLRTC website ([www.islrtc.nic.in](http://www.islrtc.nic.in)), i.e. <https://islrtc.nic.in/tender/> (under link Tenders) which can also be downloaded from the website. Bidders are also advised to update themselves for any modifications/corrigendum on this tender from ISLRTC's website.
- (iv)** ISLRTC reserves the right to postpone the tender opening date and/or time and will intimate all the tenderers well in time, of such postponement along with notice of revised opening date and or time.
- (v)** In case, due to some unforeseen circumstances, the date of receiving/opening of the tender happen to be a holiday/closed day, the tender will be received and opened on the immediate next working day.

- (vi)** ISLRTC reserves the right to amend the terms and conditions of the tender as deems necessary and no queries whatsoever grounds shall be entertained.
- (vii)** The participation in the tender does not entail any commitment from ISLRTC and ISLRTC reserves the right to accept any bid and to reject any or all bids without assigning any reason and no queries whatsoever shall be entertained.
- (viii)** ISLRTC shall not be responsible for any delay, loss or non-receipt of bid. Telex/Fax/Telegraphic/email offers shall not be accepted. Bid received after due date and time are liable to be rejected.
- (ix)** The Tender shall be addressed to Director, ISLRTC, 4<sup>th</sup> Module no. 403-406, NSIC Business Park, Okhla Industrial Estate, New Delhi-110020. The bidders are requested to refer the following instructions:

Section-I: Notice Inviting Tender

Section-II: Instruction to Bidder(s)

Section-III: Special Terms and Conditions of Contract

Section-IV: (i) Part-A: Technical Bid and (ii) Part-B: Price Bid

- (x)** Queries, if any, may kindly be sent on [islrtnewdelhi@gmail.com](mailto:islrtnewdelhi@gmail.com) latest by 14.05.2025.
- (xi)** Interested Bidders or their representatives who would like to be present for the technical bid opening may visit at ISLRTC, 4<sup>th</sup> Floor, Module no. 403-406, NSIC Business Park, Okhla Industrial Estate, New Delhi-110020. The representatives (other than the property owners) should carry a letter of authorization by the Property Owner.

Dy. Director, ISLRTC,  
4th Floor, NSIC Business Park,  
Module No. 403-406,  
NSIC Estate, Okhla Phase III,  
Okhla Industrial Estate,  
New Delhi, Delhi 110020

## **Section – II: Instruction to Bidder(s)**

### **Terms & Conditions:**

1. ISLRTC, is an Autonomous Body under administrative control of the Department of Empowerment Persons with Disabilities (DEPwD), Ministry of Social Justice and Empowerment (MSJ&E), Govt. of India. ISLRTC intends to hire office space on lease with super built-up area approx. 28,000sq. ft. +/- 20%. Bidders may also specify additional area (super built-up area) if available for future expansion as per the requirement of ISLRTC.
2. The invitation to bid is open to legal owners/Lease holders/power of attorney holders of the properties located in the area mentioned in the Tender documents. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents. Tender from intermediaries or brokers will not be entertained.
3. No brokerage/commission shall be paid by ISLRTC in any case to any Agents/Brokers/Property dealers etc.
4. The successful bidder will be declared as 'the Lessor' which means and includes not only the bidder but also his legal heirs, successors, legal representatives etc.
5. The bidder is expected to examine all the instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish the information as required in the bidding documents or submission of the bid not substantially responsive to bidding documents in every respect will result in the rejection of the bid.
6. The bidder shall sign all the papers of the bid. In case bidder/owner is partnership firm/Society/Company, all the documents should be signed by the authorized person with seal.
7. The price bid should be submitted in specified Proforma given in Part-B: Price Bid and shall not contain any other information/document and should be submitted in sealed envelope.
8. In case of co-owners/joint owners, the bid documents i.e. technical bid and Price bid, should be signed by all the co-owners/joint owners. In case any one of all the joint owners chooses to sign the bid documents, he should invariably submit an Authorization/ Power of Attorney to do so from the remaining owners.
9. The tender will be acceptable only from original owner/lease holder of the office space or person having valid power of attorney or who can under law let out the premises to ISLRTC. The space offered should be free from disputes and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
10. In case a particular bidder owns/leases more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid and Price bid in respect of each such premises.
11. Earnest Money (EMD)
  - (a) The bidder shall furnish along with bid an Earnest Money Deposit (EMD) amounting to Rs.1,00,000/- (Rupees One Lakh only) in the form of Demand Draft in favor of "ISLRTC India Limited" payable at New Delhi.
  - (b) The bids received without EMD shall be summarily rejected. EMD shall be placed and submitted in the envelope/packet containing Technical Bid.
  - (c) The earnest money of unsuccessful bidders shall be refunded without interest after issue of Letter of Award to the successful bidder or signing of Agreement whichever is earlier.
12. The office offered should be structurally sound and should be suitable for use as office and ready to be occupied immediately. The details are as tabulated below:

S. No.	Item Description	Particulars
1	Space requirement	28,000 sq. ft. (approx.) +/- 20% Super built up.

		preferably within the radius of 30 Kms from CGO complex, New Delhi.
2	Amenities and other requirements	<p>a. The office space must be fully furnished preferably on single floor OR legal owner willing to furnish the offered space as per the requirement and specification of the ISLRTC at his own cost within 60 days from the date of LOI with network points etc. as per requirement.</p> <p>b. The office space must be fully HVAC/Air-Conditioned the AC system must not be older than 5 years,</p> <p>c. 01 Nos. of conference hall with tables and chairs with the capacity of at-least 25-40 people,</p> <p>d. Dedicated server room and UPS room with dedicated AC system.</p> <p>e. Reception area with the proper sitting space for the visitors. Changing rooms for the security personnel.</p> <p>f. Preferably CCTV cameras covering all the common area, server room and UPS room etc.</p> <p>g. Separate washroom for Gents and ladies with at-least 8- 10 urinals.</p> <p>h. Separate area for drinking water dispensing machine.</p> <p>i. LED lighting &amp; fixtures.</p> <p>j. Adequate power backup.</p> <p>k. LAN cabling with at-least Cat6/ Cat6A cable.</p> <p>l. Adequate store room.</p> <p>m. Dedicated pantry.</p> <p>n. Should have common amenities with in the building premises such as Cafeteria etc.</p> <p>o. The Office space shall have 3-phase electricity supply and ensure 24 x 7 and a separate electric meter (commercial) shall be installed exclusively for the use of the Office</p> <p>p. The Office space shall have provision for 24 hour running water supply sufficient for both drinking and utility facilities without any additional cost.</p>
4	Ambience	Be fitting with modern amenities and fittings/fixtures
5	Easy of accesses	Near Metro Railway Station and at prominent place having proper approach connected with 10-12 meter wide road.
6	Parking	20 – 25 Nos. of preferably covered Four Wheeler parking with in the office premises and an approximate 100 Nos. of Two Wheeler parking preferably within the office premises without any additional cost. The entry and exit of the parking must be separate.
7	Lifts	<p>At least 02 passenger lifts and at least 01 service lift with power backup to be operational on all the 07 days of the week without any additional cost.</p> <p>At least 01 lift must be operational 24*7 365 days without any additional cost.</p>
8	Power backup	100% Power Backup for Light Load, AC and systems etc.

13. The property in which the Office space offered is located, shall have appropriate approvals for commercial/institutional use of the property.
14. The Office space shall have adequate security and fire safety measures installed, as per statutory requirements. All statutory clearances/No Objection Certificates from relevant Central/State/Municipal authorities for the property in which Office space is located, have to be obtained and renewed by the owner as per statutory requirements.

15. In compliance of the foregoing, as a proof, bidder should necessarily submit **self-certified** copies of the following in support of details furnished in the Technical Bid:
- (i) Approved building plan.
  - (ii) Ownership title/ Possession Deeds as on date issued by NDMC or Appropriate Govt. Authority.
  - (iii) Copy of Rent Agreement/Receipt of Last Tenancy, if any.
  - (iv) Receipt of latest Municipal tax paid for the subject property.
  - (v) Receipts of deposits paid for services like Electricity, sewerage connection.
  - (vi) Fire safety clearance/NOC issued by NDMC or Appropriate Govt. Authority.
  - (vii) Pollution control NOC etc.
  - (viii) Copy of the Society/Building Maintenance agency rules as applicable
  - (ix) Bidders may provide Floor Plan Layout, if available.
  - (x) The bidder should provide at least 10 photographs of the approach to the building, premises and cross section of the interiors along with the technical bid.
16. Maintenance services of the Office space, including premises of the property in which Office is located, shall be undertaken by the owner. Such Maintenance services (such as minor civil works, minor electrical works, mechanical work, carpentry work, plumbing works etc., including consumables) shall be undertaken by the owner.
17. Necessary arrangements (cabin with fan, tube light and washroom) for watch and ward staff of the Office shall be made available. The cost of providing such Maintenance services shall be factored into the Price bid by the owner.
18. The rent shall be payable from the date of handing over of physical possession AND completion of all the civil/electrical work of the offered premises upto the satisfaction of ISLRTC.
19. Minor civil works or internal partitioning work, as required by the Office, shall be carried out by the owner of the Office space at his own cost as per timeline given by the ISLRTC.
20. ISLRTC may, during the lease rental period, carry out temporary alterations such as change in internal partitioning, change in Office fixtures and fittings, as per requirement, at its own cost.
21. The Office space offered shall be free from any liability/litigation/ encumbrances with respect to its ownership/ lease/renting, at the time of participation in this tender process.
22. There shall be a two stage bidding process followed for hiring of Office space. At the **first stage**, technical bids received from owners of properties shall be opened and evaluated. Based on the declarations made by the owners in the technical bid, members of a Committee of ISLRTC may visit the property concerned, in order to verify the status and quality of facilities on offer. Thereafter, the Office shall finalize the list of technically qualified properties. At the second stage, the Price bids in the format specified at shall be opened by the Committee only for the Technically Qualified bidders.
23. **BID EVALUATION CRITERIA (BEC):** The bidder fulfilling the bid evaluation criteria shall be eligible for further evaluation and consideration. The bid evaluation criteria are as given below:

The offered office space should be located in commercial area preferably within the radius of within 30 kms from CGO Complex, Lodhi Road, New Delhi and at prominent place having proper approach connected with 10-12 meter wide road.

- (i) The clear title deed/ leasehold rights of the offered office space must be in favor of the Bidder.
- (ii) The office premises offered needs to be free from any dispute and litigation.
- (iii) The office space offered must be measuring approximately super built-up area of 28,000 sq. ft. +/- 20% super built up area with at-least 01 Nos. of Conference rooms, work stations, receptions, Cafeteria, meeting rooms etc.
- (iv) The offered space is preferably on a single floor.
- (v) The copy of approved building plan of offered office space indicating various areas and amenities as mentioned above in must be submitted along with the bid.
- (vi) The bidder has to submit the self-declaration as per 'Annexure-C' with the Technical Bid.
- (vii) The bidder has to submit the self-certified copies of all the documents as required as per this document along with the Technical Bid.



24. EVALUATION CRITERIA:

- (i) The bids qualified as per above BEC shall only be evaluated in detail.
- (ii) The decision on selecting the premises among the offers received rests with ISLRTC and it will be done by a Committee constituted by ISLRTC, with the approval of the Competent Authority.
- (iii) The Committee shall visit the offered premises for physical inspection after opening of technical bid for assessing technical qualification of the bidder and suitability of premises offered.
- (iv) ISLRTC will initially shortlist the technically qualified bidders as per their declaration and the inspection by the Committee, thereafter the price bids of the bidders shall be opened.
- (v) The price bids of those bidders, who are found technically qualified will be opened.
- (vi) The bidder should also indicate carpet area of offered premises.
- (vii) Copy of the Society/Building Maintenance Agency rules as applicable must be submitted with the Technical bid.
- (viii) The total outgo including lease rent, maintenance, parking charges, etc. per month quoted plus escalation if any, calculated for the total lease period of 05 years shall be the deciding criteria for the lowest bidder, therefore, the bidder has to quote rent including maintenance charges (Civil, Electrical, Plumbing, New Working, Housekeeping, Security, Parking, Lift Usage, Water usage etc.) excluding GST.
- (ix) On opening of the Price bids, it shall be subject to comparison with the rental amount specified by Central Public Works Department (CPWD)/ licensed value of Ministry of Finance in their Rent Reasonableness Certificate. Bidders shall undertake to enter into agreement at rental rate which is the lower of the (i) Rental rate as per Price Bid and (ii) Rental rate as per Rent Reasonableness Certificate for the Office space offered.

25. SEALING AND MARKING OF BIDS: The Bidders shall submit their bids duly signed on each page in TWO SEPARATE PARTS in separate sealed envelopes super-scribed with the subject of bid, due date and nature of bid (Technical or Price).

PART-A: Original TECHNICAL BID

PART B: Original of PRICE BID

The following documents are required to be submitted in Technical Bid & Price Bid:

**TECHNICAL BID:**

- (i) Technical bid should contain self-attested copies of details of the property including approved plan /blue print of the premises, ownership/leasehold proof, Completion/Occupancy certificate/ Possession Certificate, latest property tax receipt, Certificate from fire and safety Department and latest Electricity Bill, etc.
- (ii) Affidavit stating that the premises is free from any dispute and litigation.
- (iii) A self-attested copy of PAN Card,
- (iv) A self-attested copy of GST Tax Registration Certificate, if applicable. In case of non-applicability of GST, an undertaking is to be submitted by the bidder.
- (v) Power of Attorney to be enclosed if applicant is other than the owner.
- (vi) Duly Signed and stamped copy of Tender documents as a token of acceptance of all terms & conditions of the tender.
- (vii) Duly signed and stamped of Annexure – A (DETAILS TO BE SUBMITTED BY THE BIDDER/ LESSOR IN RESPECT OF PROPERTY OFFERED ON LEASE).
- (viii) Duly signed and stamped of Annexure – B
- (ix) Duly signed and stamped of Annexure – C
- (x) Self-Certified copies of the documents as mentioned at Point No. 15 above.
- (xi) Certificate of rent reasonability issued by the Central Public Works Department (CPWD).
- (xii) **List of the documents submitted along with the Technical Bid**

**PRICE BID:**

- (i) It should contain only quoted monthly lease rent (for Total usable carpet area), maintenance/services, parking etc. without GST and yearly enhancement/increase if any in quoted lease rent strictly as per format given as per SECTION- IV. This envelope shall not contain any conditions whatsoever. The GST as applicable will be borne by the lessee and paid to the lessor at applicable rate along with the lease rent. All other taxes/charges/levies etc. shall be borne by the lessor himself/ herself/ themselves only.

Both envelopes containing technical bid and Price bid respectively should be enclosed in larger

envelope duly sealed and super scribing (Name/Subject of Tender/NIQ) and the name and address of the bidder/lessor.

The envelopes shall be addressed to ISLRTC at the following address:

Bearing the subject and the words "OFFER, DO NOT OPEN".

26. OPENING OF PRICE BIDS: The price bids of the techno-commercially acceptable bidders shall be opened in presence of the bidders by the Committee constituted by the Competent Authority who wish to be physically present.
27. PERIOD OF VALIDITY OF BIDS: The Bids shall be kept valid for acceptance for 90 days from the date of opening of Technical Bid. In exceptional circumstances, ISLRTC/DEPwD may solicit the bidder's consent for an extension of the period of space validity.
28. Any canvassing directly or indirectly by the applicant will disqualify the bidder without assigning any reason.
29. The bidders should not have been blacklisted by any of the Govt. organization in last three years.
30. ISLRTC shall not be responsible for any postal delay or loss/non-delivery of the offers.
31. ISLRTC reserves the right to reject any or all offer(s) without assigning any reason whatsoever.
32. In case of any difference in the rates quoted by the firms in words & figures, the rates quoted in words shall prevail.
33. The Bid(s) submitted without proper marking and not sealed would be summarily rejected.
34. A maximum of 03 months interest free security deposit to be paid by ISLRTC to the successful bidder after execution of lease agreement. This 03-month security deposit is to be retained by the successful bidder shall be returned back to the ISLRTC on closure of agreement/vacating the hired premises.
35. The bids, offers along with requisite documents which are not in the prescribed format and received after the due date and time, without EMD OR Offers received through Fax are liable to be rejected without assigning any reason in this behalf.
36. For any disputes, Director, ISLRTC is the final authority and Director's, ISLRTC's decision in the regard shall be final and binding on both the parties.

### **Section – III: Special Terms & Conditions of Contract**

1. ISLRTC intends to hire the office premises for a period of (05) Five years from the date of possession and accordingly lease agreement shall be executed on approval by Department of Empowerment Persons with Disabilities (DEPwD). However, the lease can be further extended up to 03 (three) years on the same terms and conditions on mutual consent of both the parties. On such renewal/extension, a fresh lease deed shall be executed and registered.
2. Commencement of lease period and lease rent shall be from the date of actual physical possession of office accommodation AND after the completion of all the interior work of the premises.
3. The initial lock-in period shall be minimum (01) One Year from the commencement of lease (actual possession) for the leased premises. After the lock-in period, the Lessee and Lessor shall have the right to terminate the Lease any time during the lease term by giving three months' written notice in advance to the other party of its intention to terminate the lease. In the event of termination of lease or expiry of the lease period, ISLRTC shall hand over peaceful and vacant possession of the office premises with all the fittings and fixtures intact on as it is where it is, as it is where is basis (fair wear and tear being accepted).
4. The area of parking space offered along with bid shall not be considered in the carpet area or the super built-up area of the office premises and no additional payment shall be made for parking space. The bidder is advised to quote the rates accordingly.
5. The office accommodation should preferably be on a single floor. In case of multistory building, there should be provision of lift(s) as per norms of the concerned government authority.
6. For the proposed offered office building, owner will re-assess and provide new electrical connection, if required, to ISLRTC so that it is capable of taking full load of office facilities. ISLRTC will not bear any charges for increase in load or otherwise. ISLRTC shall pay electricity bills received from BSES/ concern electricity agency on actuals.
7. The water, cleaning and security charges should be inclusive in the rental rates quoted.
8. All the major repairs shall be carried out by the owner at his own cost. In case of failure on the part of party/Owner to carry out maintenance activities to the satisfaction of ISLRTC, the same shall be carried out by ISLRTC at the risk & cost of owner and amount so spent shall be recovered from the payable lease rent.
9. The premises/building should be secure enough to protect the property of ISLRTC.
10. The owner/lessor should have to keep insured the office building and other items provided by him.
11. All the existing and future rates, taxes including Property tax, assessment charges and any other charges of any description whatsoever (except GST) levied by Local bodies and other statutory authorities shall be borne by Owner/Lessor and not to be paid by Lessee (ISLRTC).
12. ISLRTC shall pay the agreed rent to the lessor per month in advance on or before 10<sup>th</sup> of each English Calendar month through e-banking by crediting the account of the Lessor. The lessor shall provide bank particulars with the copy of cancelled cheque at the time of execution of lease deed.
13. Income Tax shall be deducted (TDS) as per Income Tax Act, 1961 as amended from time to time.
14. ISLRTC shall allow an advance equivalent to three months on agreed basic lease Rent as Security Deposit. Security Deposit shall be paid by ISLRTC on taking possession from Lessor and it shall remain deposited with the LESSOR during the term of lease and shall be refunded to ISLRTC by the LESSOR on the expiry or termination or earlier determination of the lease and simultaneously with the handing over the peaceful and vacant possession of the leased premises by ISLRTC to the LESSOR.
15. Currently, ISLRTC/DEPwD's normal working Hours is 9:00 hrs to 18:00 hrs with five working days in a week. However, ISLRTC can use all the infrastructure facility round the clock for 365 days for 24 x7 seven days even on Saturday / Sunday / Gazetted Holidays etc. as per requirement in emergencies without paying any additional cost.

16. During the lease period, the owner shall not construct any structure in offered area or any alterations without written mutual consent from ISLRTC.
17. On finalization, the selected party shall have to enter into a registered agreement with ISLRTC. The charges towards stamp duty and registration of lease agreement shall be borne by LESSOR and LESSEE equally. The lease shall be for a minimum period of Five (05) years subject to the conditions as contained in the draft Lease Deed attached with the tender at "Annexure E". All the other terms and conditions of the Lease deed shall also be applicable and will form part of this tender.
18. The Originals Title Deed showing the ownership of the premises and other documents/ certificates, as may be required, shall be produced by the Owner/Lessor at the time of execution of Lease Agreement.
19. The Courts of India at New Delhi or (place of property) will have exclusive jurisdiction to determine any proceeding in relation to this contract.
20. Arbitration:

Except where otherwise provided in the contract all matters, questions, disputes or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of contract or whether before or after termination shall after written notice by either party to the contract be referred to Functional Director, ISLRTC for appointment of Sole Arbitrator.

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996, The Arbitration & Conciliation (Amendment Act, 2015) or any further statutory modification or re-enactment thereof and the rules made there under.

If the arbitrator to whom matter is referred, vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage, he may deem fit.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to ISLRTC on the date of award of contract.

The Award of the arbitrator shall be final and binding upon the parties hereto. The cost of arbitration shall be borne equally by both the parties as directed by the Arbitral Tribunal.

21. The Contract shall be governed by and construed in accordance with the Laws of India.
22. The required Fire Fighting installations as per Government rules and norms are required to be provided in the premises by the owner as per extend norms.
23. Fore Closure of Lease Agreement: ISLRTC reserves right to foreclose the contract at any stage for administrative reasons after serving a notice of 90 days. ISLRTC decision shall be final and binding in this regard and no claim of any kind shall be admissible in this regard.
24. Force Majeure
  - (i) If Force Majeure situation arises, either party shall promptly notify the other party in writing of the conditions and the cause thereof. Unless otherwise directed by the ISLRTC writing, the lease shall continue as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
  - (ii) However, ISLRTC may terminate this lease agreement by giving a written notice of minimum 07 days to the lesser, if as a result of Force Majeure the lesser is unable to continue the lease period of more than 30 days. Material portion of the services for the purpose of this clause is defined in terms of lease period. Termination pursuant to this clause will not prejudice any pre-existing claims which either party may have against the other party.

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**Section - IV “Part –A- TECHNICAL BID”**  
(To be filled in by the Bidders)

S. No	Item	Response	Proof/ Certificate Document Type	Pg. No.
1.	Name of Bidder		Any Government Issued Identity Document	
(i)	Location			
(ii)	Name of Building			
(iii)	Name of Street/Road			
(iv)	Address of the Property Offered on Lease			
(v)	Pin Code			
(vi)	Mobile No:			
(vii)	Email ID:			
(viii)	PAN		Copy of PAN	
(ix)	GSTN		Copy of GSTN	
2.	Address of Office Space Offered on Lease		Any Government Issued Address roof/ Previous Lease Agreement	
3.	Is the Bidder, the Owner of the Office Space Offered (Yes/No)		Ownership Proof, if Yes	
4.	Is the Bidder authorized to participate in the Bidding on behalf of Owner of Office Space Offered (Yes/No)		Authorization Proof, if Yes	
5.	Type of Bidder Entity (Individual/ Proprietor/ Partnership/ Firm/ Company/ Society/ any Other)		Proof of Bidder Entity Type	
6	Category of Offered Office Space as certified by relevant authority (Residential/ Commercial/ Institutional/ Industrial/ Any Other)		Proof of Category of Office Space	
7.	Year of Construction of Property in which Office Space is Offered/Located		Completion Certificate/ Undertaking by Bidder	
8.	Is the Office Space offered is in NDMC/ Noida authority Area (Yes/No)		Current Year Property Tax Receipt from NDMC/Noida authority.	
9.	Distance should be within 30 kms from CGO Complex, Lodhi Road, New Delhi.			
10.	Distance from nearest Metro Station, Name of the Metro station to be mentioned.			
11.	Distance from nearest Railway Station, Name of the railway station also to be mentioned.			
12.	Distance from nearest public parking slot			
13.	Distance of offered space from Airport	NA	NA	
14.	Area of property being offered (Area ..... sq. ft. would be the essential criteria.)			
(i)	Super Area (in Sq. Ft.)			
(ii)	Plinth Area (in Sq. Ft.)			
(iii)	Carpet Area (in Sq. Ft.) excl. Common Area, Parking & Amenities area			
15.	Floor in Case of multi-story building)			
16.	Details of Floor Plan/Layout of Property			
17.	Whether the premises owner confirming to provide furnished accommodation as per ISLRTC's indicative design and requirement.			
18.	Availability of Amenities & Facilities:			
(a)	Lifts dedicated to the floor		No.....	
(i)	No of Lifts		Enclose Proof	

(ii)	Capacity of Lifts		Enclose Proof	
(b)	CCTV Surveillance in Common Area		No.....	
(c)	Security Guard at Entrance		No.....	
(d)	Parking Facilities		Confirmation of provision of parking of ..... Cars & Free parking space offered. Point out Sketch	
	No of Covered Free parking of Cars (Minimum 12)			
	No of Covered Paid parking of Cars			
	No of Free parking of Two Wheelers (Minimum 20)			
	No of paid parking Two Wheelers			
(e)	Status of Fire Fighting Arrangements			
19.	Confirmation of minimum period of years Lease Offered			
20.	Confirmation of Quarterly/ Monthly common maintenance charges are included.			
21.	If not included, the quantum and periodicity may be indicated			
	Whether Electricity, Water charges are inclusive of Rates, if not, please specify the details.			
22.	Other than Rent, electricity and water charges are there any other charges payable by the occupant			
23.	Status of Approvals from Competent Authorities & Clearances /NOC from all the relevant Central/State/Local Govt. authorities for the usage.			
24.	Sketch and site plan of offered Office space enclosed? (Yes/ No)			
	Furnishing Status with details			
25.	Adequate provision for drinking water and for utilities for average occupancy of? (Yes/ No)			
26.	Adequate sanitation and water supply points installed for average occupancy of? (Yes/ No)			
27.	Adequate power load for the Office space offered? (Yes/ No)		Capacity: ..... KVA	
28.	Adequate power backup facility for the Office space Offered? (Yes/ No)		Capacity: ..... KVA	
29.	Adequate electrical points for average occupancy of ? (Yes/ No)		No of Points: .....	
30.	Adequate number of LED light fixtures for the Office space offered? (Yes/ No)		No: .....	
31.	Adequate number of fans for the Office space offered? (Yes/ No)		No: .....	
32.	Adequate Central Air conditioning/ ACs provided? (Yes/ No)		No: ..... (if not centrally air conditioned)	
33.	Clearance/No Objection Certificate from all relevant Central/State/Municipal Authorities? (Yes/ No)		Fire Safety Certificate, Building Plan approval, Pollution Control Board NOC etc. - all of which are relevant.	
34.	Adequate number of fire extinguishers for Office space offered? (Yes/ No)		Self-Attested Undertaking	
35.	Is offered space free from liability/litigation/ encumbrances as on current Date? (Yes/ No)			
36.	Is provision related to lease agreement shall be entered into on the basis of lower of 1. Rental rate as per Price bid and 2. Rental rate as per Rent Reasonableness Certificate issued by CPWD understood and agreed to? (Yes/ No)			
37.	Minimum 10 photographs (8" x 8" size) of the premises taken from different angles showing complete view (inside and outside, including road view) be attached			

38.	Is bidder willing and able to comply with Plug and Play facilities listed in the Notice Inviting Tender by date			
	_____? (Yes/ No)			
39.	Is bidder willing and able to comply with provisions of draft lease agreement given at <b>Annexure E</b> of Notice Inviting Tender, and enter into lease agreement within a week of award of tender? (Yes/ No)			

Date:  
Place  
:

(Signature of Authorized Signatory with Seal)  
(Letter of Authorization to be submitted with the Bid in original by the Owner(s) of the Property)

**Section – IV “Part –B- Price Bid”- (To be filled in by the Bidders)**  
**(To be filled and placed in a separate envelope super scribed Price Bid)**

1. Address of offered Office Space:
2. Bidder Name:
3. Bidder Identity Proof Document Type:
4. Bidder Identity Proof Document ID (enclosed):
5. Address (Office):
6. Address (Residence):
7. Mobile Number:
8. E-mail ID:
9. GST No of Owner/Bidder:
10. PAN of Owner/Bidder:
11. If Bidder is not Owner, relationship of Bidder with Owner of offered Office Space:
12. Is Bidder authorized to bid for the offered Office space (Yes/ No, enclose authorization if applicable):
13. The area of offered Office space (subject to physical verification by ISLRTC/CPWD):
  - a. Carpet Area ..... sq. ft.
  - b. Built Up Area ..... sq. ft.
14. The Rent Rate in Rupees per square feet of Built Up area per month as per Technical & Price Bid:

S. No.	Particulars	Amount in Rupees & Words
1.	Rental Rate per Sq. Ft. (In Figures)	Rs ...../-
2.	Rental Rate per Sq. Ft. (In Words)	(Rupees ..... Only)
3.	Any Other Charges (in addition to the above price-please specify)	Rs ...../- (Rupees ..... Only)
4	Sub Total	Rs ...../- (Rupees ..... Only)
4.	Taxes/ duties/ statutory payment (please indicate if GST is applicable) etc.	Rs ...../- (Rupees ..... Only)
Grand Total		

[Cont.... Pg.2]



Cont..... Pg.1 pre-page.

**15. The Rent Rate (Rupees per square feet of Built-Up area per month, inclusive of municipal tax, for comparison with Rent Reasonableness Certificate issued by Central Public Works Department):**

S. No.	Particulars	Amount in Rupees & Words
1.	Rental Rate per Sq. Ft. (In Figures)	Rs...../-
2.	Rental Rate per Sq. Ft. (In Words)	(Rupees ..... Only)
4.	Taxes/ duties/ statutory payment (please indicate if GST is applicable) etc.	Rs...../- (Rupees ..... Only)
Grand Total		

Note:

- (i) The above per Sq. ft. Amount would be multiplied by the area ( ..... Sq. ft.) to arrive at the payable rental.
- (ii) Other than Rent, Electricity, Water Charges and AMC (if agreed), no other charges will be paid by the occupant.
- (iii) Total quoted price/offered rent shall be Rs. ..../- per month inclusive of all taxes, statutory liabilities, maintenance charges, Power Back-up, etc.
- (iv) The tenant shall make payments towards electricity and water supply to the concerned authorities directly, based on actual consumption.
- (v) Annual upward revision in basic rent shall be carried out as per CPWD norms.
- (vi) The Bill of Quantity as per Annexure 9 (Page No. from 27 to 29) must be filled the Capital expenditure and the recurring expenditure as specified along with Annexure 3 i.e. Price bid.
- (vii) I/ We have read through the terms and conditions in the Notice Inviting Tender and the draft lease agreement and have understood the same. I/ We undertake to abide by the prescribed terms and conditions.

Date:

(Signature of Authorized person with seal)

Place:

## LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID

S. No.	Particulars of Document(s)	YES/NO
1	Complete Tender Document including all Annexure (except <b>Price Bid</b> )	Yes/No
2	Proof of ownership/Leasehold rights	Yes/ No
3	Completion/ Occupancy Certificate	Yes/ No
4	Possession Certificate	Yes/ No
5	Receipt of latest Municipal tax paid for the subject property.	Yes/ No
6	Approved building plan/blue print	Yes/ No
7	Fire safety clearance/NOC issued by NDMC or Appropriate Govt. Authority.	Yes/ No
8	Latest Electricity Bill	Yes/ No
9	Copy of PAN Card	Yes/ No
10	GST Registration Certificate (If applicable) or undertaking for non-applicability	Yes/ No
11	Affidavit of free from any dispute and litigation.	Yes/ No
12	Copy of Rent Agreement/Receipt of Last Tenancy, if any.	Yes/ No
13	Receipts of deposits paid for services like Electricity, sewerage connection.	Yes/ No
14	Pollution control NOC etc.	Yes/ No
15	Green Building certificate issued by IGBC or LEED etc.	Yes/ No
16	Copy of the Society/Building Maintenance agency rules as applicable	Yes/ No
17	Floor Plan Layout, if available.	Yes/ No
18	At-least 10 photographs of the approach to the building, premises and cross section of the interiors	Yes/ No

Yours faithfully,

Name and Signature of the Bidder  
with Official Seal

**TENDER ACCEPTANCE LETTER**

To,

**The Dy. Director (ISLRTC)  
Indian Sign Language Research and Training Centre  
4<sup>th</sup> Floor, Module no. 403-406, NSIC  
Business Park, Okhla Industrial  
Estate, New Delhi -110020.**

**Sub: Acceptance of Tender Conditions for Hiring of Fully Furnished on Rental Lease for ISLRTC's**

**Ref: Tender No: ISLRTC/Office Space/2025/01 Dated: 24.04.2025**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the tender advertisement and I/we shall abide by the terms/ conditions / clauses contained therein.
3. The Corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / Corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that I/we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking for participation in bid.
6. I/We certify that all information furnished by me/us is/are true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.
7. I/We hereby declared that none of the employee of ISLRTC is/are related to me/us" or My / Our following close / distant relative(s) are working in ISLRTC, with detailed particulars:
8. Declaration:

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that all the particulars of the building, etc. as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the ISLRTC may wish to take.

Yours faithfully,

Name and Signature of the Bidder  
with Official Seal

**SELF-DECLARATION – NON BLACKLISTING**

(On Non-Judicial Stamp Paper of Rs.100/- duly attested by the Notary Public)

To,

**The Dy. Director (ISLRTC)  
Indian Sign Language Research and Training Centre  
4<sup>th</sup> Floor, Module no. 403-406, NSIC  
Business Park, Okhla Industrial  
Estate, New Delhi -110020.**

Sir,

In response to the Tender No. ISLRTC/..... dated ....., I/We hereby declare that presently our organization is not declared ineligible/black listed/debarred for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder  
Authorized Signatory  
Seal of the Organization

**Power of Attorney**

Know all men by these presents, we ..... (name of service provider and address of the registered office ) do hereby constitute, nominate appoint and authorize Mr./Ms. ....son/ daughter/ wife of and presently residing at ....., who is presently employed with /retained by us and holding position of

.....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <.....> for the <name of the client> ..... project, proposed to be developed by the ..... (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and conserves provider all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON

THIS .....DAY OF ..... 202...

For .....(Name and registered Address of the Client)

(Signature, Name, Designation, and Address)

Witness:

(Signature, Name, Designation, and Address)

Notarized

Accepted

.....

(Signature, Name, Designation, and Address)

Notes:

- (i) The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
- (ii) Wherever required, the applicant should be submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favor of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.

## FORMAT OF STANDARD LEASE AGREEMENT (SLA)

AN AGREEMENT MADE THIS DAY OF One thousand nine hundred and between ..... hereinafter called the Lessor (which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the ISLRTC (India) Limited (hereinafter referred as ISLRTC or Lessee) of the other part.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.
2. The Lessee shall commence/shall be deemed to have been commenced\* .....and shall, subject to the terms hereof, continue for a term of .....year with and option to extend the period of lease for a further term as set out in Clause ..... hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs...../- per month, which also includes a sum of Rs. ....-/- towards ..... maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the Lessee shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Lessee excepted, PROVIDED that the Lease shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.
5. The Lessee shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord. The Lessee shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.
6. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Lessee and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessor, additional tax payable by the Lessee shall be as determined by the Central Public Works Department of the Government of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.
7. The Lessee shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.
8. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Lessee in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Lessee may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from

the rent payable to the Lessor.

9. The Lessee may, at any time during the terms hereby created and any renewal thereof make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures shall remain the property of the Lessee who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof provided further that the Lessee shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the Lessee excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

10. The Lessee (India) Limited shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes not within the control of the Lessee or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Lessee shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof. The Lessee shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

11. The Lessor agrees with the Lessee that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Lessee part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

12. If the Lessee shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Lessee and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.

"Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the lessee."

"Provided further that the lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted."

13. The Lessee shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.

14. Any notice to be made or given to the Lessee under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the on behalf of the Lessee, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.

15. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitration. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communication select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such/other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Lessee, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at..... New Delhi. The arbitration proceedings shall be conducted in Hindi/English. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purpose of this clause, the officer mentioned in clause 16 shall be authorized to act and nominate arbitrator on behalf of the Lessee.

16. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFERED TO ABOVE

All that the ..... The ..... floor of the building know as ..... in the City of ..... on plot/land bearing survey No. and is bounded on or towards .... On or towards North by ..... on or towards South by .....

**THE SCHEDULE 'B' REFERRED TO ABOVE**

Details of fixtures and fittings

IN WITNESS WHEREOF THE OFFICIAL SEAL OF \_\_\_\_\_  
has been affixed in the manner herein after mentioned and the lease agreement has been signed for and on behalf of the Present of India on the day and year first above written by

(Signature)  
For and on behalf of Lessee

In the presence of:

Witness:

- 1.
- 2.

(Signature)  
Name & Address of the Lessor

And by the Lessor in presence of

Witness:

- 1.
- 2.

(In case of Lessor is a Company, Firm or Society Add:

For and on behalf of ..... having authority to sign on behalf of the Lessor ..... vide resolution dated ..... of

\* Portions which are not applicable may be scored off at the time of filling up of the Standing Lease Agreement (SLA) Format.