

**INVITATION FOR  
EXPRESSION OF INTEREST  
(AMENDED)**

**FOR**

**LEASING/RENTING OF VACANT OFFICE SPACES IN  
NEW OFFICE BUILDINGS OF HLL AT VARIOUS  
LOCATIONS IN INDIA**



**PROJECTS DIVISION,  
HLL LIFECARE LIMITED**

(A GOVT. OF INDIA ENTERPRISE)

(CIN: U25193KL1966GOI002621)

Corporate and Registered Office:

HLL Bhavan, Poojappura,

Thiruvananthapuram – 695012, Kerala, India

Phone +91 471 2354949 / 2775500/ 2775588

Web: [www.lifecarehll.com](http://www.lifecarehll.com)

**JANUARY 2019**

**HLL LIFECARE LIMITED**  
 (A Government of India Enterprise)  
 (CIN: U25193KL1966GOI002621)  
 Projects Division  
 Corporate Head Office, Poojappura.P.O,  
 Thiruvananthapuram – 695 012,  
 Kerala, India  
 Phn: 0471- 2354949, 2775588

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**(AMENDED)**

**IFB No : HLL/CHO/PROJ/ADMIN/OS-LEASE/2018-19**

**Date : 05-01-2019**

HLL Lifecare Limited (HLL), a Government of India Enterprise has set up state of the art Office buildings at prime locations in India as part of its expansion and diversification plans. The parts of these Office buildings are available for lease or rental on fixed term basis. For the leasing or rental of these vacant office spaces, Expression of Interest is invited from suitable Govt. Department, Govt. institutions, Public sector enterprises, Scheduled banks and autonomous institutions under Central/State Government who are capable to do the following meeting the requirements as per our EOI.

Sl. No	Brief Description of Item/Work	Office Area Details	EMD
1	Invitation for Expression of Interest from Govt. departments, Govt. institutions, Public sector enterprises, Scheduled banks and autonomous institutions under Central/State Government for leasing or renting of vacant office spaces on fixed term basis in new office buildings of HLL at the following prime locations in India:		
a)	HLL Lifecare Limited, B-14-A, Block-B, Industrial Area, Sector – 62, Noida - 201 301, Uttar Pradesh	1 <sup>st</sup> Floor, 2 <sup>nd</sup> Floor and 4 <sup>th</sup> Floor (58600 Sqft) including Car Parking	Rs 1,17,200/-
b)	HLL Lifecare Limited, HLL Bhavan, Plot No. 4, S No. 26/4, Velacherry - Thambaram Main Road, Behind Kamakshi Memorial Hospital, Pallikaranai, Chennai – 600 100, Tamil Nadu	1 <sup>st</sup> Floor, 2 <sup>nd</sup> Floor and 3 <sup>rd</sup> Floor (19410 Sqft) including Car parking	Rs 38,820/-
c)	HLL Lifecare Limited, Golden Jubilee Block, Corporate and Registered Office, HLL Bhavan, Poojappura, Thiruvananthapuram – 695 012, Kerala	5 <sup>th</sup> Floor and 6 <sup>th</sup> Floor (12000 Sqft) including Car parking	Rs 24,000/-
Note	1) HLL reserves the right to lease/rent out the facilities together or separately or in parts thereof. 2) Bidder can submit EOI for all the above facilities or any one or more facilities or part of each facility, as per their requirement		

2. The EOI documents will be available up to 15.00 Hrs. on the previous working day of the opening of the bids. The scheduled date for issue, receipt and opening of EOI is as follows.
  - a) Date of issue of EOI document - 02-01-2019 onwards
  - b) Last date and time for receipt of EOI - 21-01-2019 up to 15.00 Hrs.
  - c) Date and time of opening of EOI - 21-01-2019, 15.30 Hrs.
  - d) Address for communication, receipt and place of opening of bids:

**SENIOR MANAGER (PROJECTS),**  
PROJECTS DIVISION,  
HLL LIFECARE LIMITED (A Government of India Enterprise)  
Corporate Head Office, Poojappura.P.O,  
Thiruvananthapuram – 695012,  
Kerala, India  
Phn: 0471- 2354949, 2775588  
E-mail: choprojects@lifecarehll.com, harikrishnankp@lifecarehll.com

3. The completed and sealed EOI should be submitted to Senior Manager (Projects), in the above address along with the EMD. The outer cover should bear the Enquiry No, closing date and General description of tender, and the words “DO NOT OPEN BEFORE” 15.30 Hrs (IST) on ----- (Indicate the Closing Date). EMD shall be submitted in the form of demand draft drawn from a nationalized bank in favor of **HLL Lifecare Limited payable at Thiruvananthapuram**. EOI received after due date and time will be rejected. Any EOI not accompanied by EMD will be rejected.
4. EOI will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given in Clause 2 (d) above. The representative will have to produce letter of authorization from the authorized signatory who has signed the bid document.
5. In the event of the date specified for EOI receipt and opening being declared as a closed holiday for the above HLL’s office, the due date for submission of EOI and opening of EOI will be the following working day at the appointed times.
6. HLL may, at its discretion, extend this deadline for submission of EOI by amending the EOI Documents or any other reasons, in which case all rights and obligations of HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
7. HLL will not be held responsible for the postal delay, if any, in the delivery of the EOI or the non-receipt of the same. EOI sent by Telex/Fax/Telegraph will not be accepted.
8. The EMD should be enclosed in a separate envelope and super scribed as “EMD” and to be attached in the main cover.
9. The bidder will be disqualified if they have any record of poor performance such as abandoning the contracts, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

10. The bidder should submit the following information/documents along with the bid document;
  - a. Enquiry No.
  - b. EMD
  - c. GST and PAN details of the bidder
  - d. An undertaking to the effect that the bidder has not been blacklisted/banned/debarred from dealing and participating in tenders by Government (Centre or State)/PSU. In case of submission of false declaration (found at any stage), such applicants shall be disqualified and HLL Lifecare Ltd. reserves its rights for further legal actions.
  - e. All other documents/certificate/information as specified in the bid document.

11. In addition to the invitation for EOI, the documents include the following schedules.

Schedule II	-	Instructions to Bidders
Schedule III	-	Details of Proposed Office Spaces
Schedule IV	-	Proposed Terms of Lease/Rental
Schedule V	-	Acceptance Form
Schedule VI	-	EOI Proposal Format
Schedule VII	-	Price Bid (Format for Quoting – A, B &C)

12. The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for EOI without assigning any reason thereof.

**SENIOR MANAGER (PROJECTS)**

<b>TABLE OF CONTENTS</b>		
<b>Sl. No.</b>	<b>Title</b>	<b>Page no:</b>
I	Invitation for EOI	1
II	Instructions to Bidders	5
III	Details of proposed Office Spaces	7
IV	Proposed Terms of Lease/Rental	9
V	Acceptance Form	14
VI	Proposal Format for EOI	15
VII	Price Bid: Schedule VII – A, B & C	16

## **SCHEDULE II**

### **INSTRUCTIONS TO BIDDERS**

1. Expression of Interest is invited from Govt. institutions, Public sector enterprises, Scheduled banks and autonomous institutions under Central/State Government for leasing or renting of vacant office spaces on fixed term basis. EOI with deviation(s) from terms and conditions stated in this notification of EOI will not be accepted by HLL
2. Interested parties are invited to submit their Expression of Interest in 2 separate sealed covers as given below:
  1. Details of Organization enclosing all relevant supporting documents for the same as per EOI Proposal format (page 15) in a sealed cover, including applicable EMD.
  2. Price Bid in separate sealed cover

Details can be downloaded from the website [www.lifecarehll.com](http://www.lifecarehll.com) and [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

3. EOI documents as above and complete in all respects shall be submitted in a sealed envelope and superscripted as "Expression of Interest for leasing/renting of vacant office space in HLL Office Building at \_\_\_\_\_ (Noida/Chennai/Thiruvananthapuram)" and addressed to Senior Manager (Projects).
4. HLL reserves the right to lease/rent out the facilities at each locations together or separately or in parts thereof.
5. Bidder can submit EOI for leasing/rental of facility at all the locations or any one or more locations as per their requirement along with the applicable EMD.
6. Name of the bidder and address shall be clearly indicated on the sealed envelopes.
7. The authorized signatory should sign the Expression of Interest with date.
8. EOI should be sent by Speed Post/Registered Post/ Courier or by hand. HLL takes no responsibility for any EOI not reaching in time/ not reaching at all/ reaching late/ reaching in torn and mutilated condition.
9. Interested parties can visit proposed HLL Office Buildings on any working day between 10.00 a.m. to 4.00 p.m to inspect site and gather information.
10. Earnest Money Deposit (EMD)
  - 10.1 Each bid must be accompanied by E.M.D.

- 10.2 The Proposal shall be submitted by bidders for leasing/rental of facilities at one location or more locations or all the proposed locations along with the applicable EMD for the interested locations.
- 10.3 The EMD is required to protect HLL against risk of Bidder's conduct, which would warrant the security's forfeiture
- 10.4 The EMD shall be in the form of Demand Draft from a nationalized bank drawn in favor of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram.
- 10.5 E.M.D. of the unsuccessful bidders will be released after tabulating tenders, keeping only the earnest money of the first three bidders. The earnest money deposit of the remaining two unsuccessful bidders will be released after signing the lease agreement with the successful bidder.
- 10.6 In the case of successful bidder, the Earnest Money will be returned within 30 days after signing the lease agreement and submission of Demand Draft towards Security Deposit, which they will have to offer for the faithful execution of the agreement.
- 10.7 The EMD may be forfeited:-
- (a) If a Bidder withdraws its EOI during the period of bid validity specified by the Bidder on the EOI Document; or
  - (b) In case of the successful Bidder, if the Bidder fails:
    - (i) To sign the lease agreement as prescribed by HLL
    - (ii) To furnish security deposit.
    - (iii) If the bidder increases quoted rates during the negotiations or at any stage
11. Proposed terms of lease or rental are enclosed (page 9).
12. Only the EOI proposal along with applicable EMD, submitted in separate sealed cover will be opened on the date of bid opening.
13. EOI submitted without EMD will be summarily rejected.
14. Only the bidders who are found suitable based on the EOI terms & conditions will be qualified for the Price Bid Opening. Price Bids submitted by non-qualified bidders will be returned unopened and their EMD will be refunded. HLL decision on the same will be final and binding on the bidders.
15. The qualified bidder who has quoted the highest monthly lease rent will be considered for giving the office space on lease /rental basis and HLL reserves the right to negotiate with the highest qualified bidder only, for finalizing the lease agreement.
16. HLL reserves the right to lease/rent out the facilities at each locations together or separately or in parts thereof.
17. The successful bidder (Lessee) shall sign a Lease Agreement in the form and manner prescribed by HLL/Owner with the Owner (Lessor) before handing over the site for its use.

## SCHEDULE III

### DETAILS OF PROPOSED OFFICE SPACES

#### 1. Introduction

Today, HLL Lifecare Limited (HLL) has emerged into a global corporate of international acclaim spread across 118 nations, taking under its wings 7 subsidiaries comprising 21 offices and 7 manufacturing units across locations having a multitude of products ranging from contraceptives & hospital products to pharmaceuticals; and services from diagnostics to infrastructure development and standing tall at a value exceeding Rs.1400 crores.

As part of its expansion and diversification plans, HLL has set up state of the art Office buildings in various parts of India. The part of these Office buildings set up in these prime locations in India is available for lease or rental on fixed term basis. For the leasing or rental of these vacant office spaces, Expression of Interest is invited from Govt. institutions, Public sector enterprises, Scheduled banks and autonomous institutions under Central/State Government for leasing or renting of vacant office spaces on fixed term basis.

#### 2. Site Details

SI No	Office Location	Address/	Details of Office Space & Approx. Area	Facilities Available	Nearby Places
1	HLL Lifecare Limited, B-14-A, Block-B, Industrial Area, Sector – 62, Noida - 201 301, Uttar Pradesh		1 <sup>st</sup> Floor 2 <sup>nd</sup> Floor and 4 <sup>th</sup> Floor  (Total: 58600 Sqft with Car parking)	Furnished office space, Common Parking, Separate Ladies & Gents Toilets, Dining Hall, Conference Room, Discussion Room, 2 Passenger Lifts, Dedicated Road to the facility.  Floor Plan attached as <b>Annexure A</b>	Proximity to Metro Rail stations (8km), Airport (32km), Shopping malls, Hospitals, Educational institutions, Prime Industrial area with Good connectivity



SI No	Office Location Address/	Details of Office Space & Approx. Area	Facilities Available	Nearby Places
2	HLL Lifecare Limited, HLL Bhavan, Plot No. 4, S No. 26/4, Velacherry-Thambaram Main Road, Behind Kamakshi Memorial Hospital, Pallikaranai, Chennai- 600 100, Tamil Nadu	1 <sup>st</sup> Floor 2 <sup>nd</sup> Floor 3 <sup>rd</sup> Floor (Total: 19410 Sqft)	Furnished office space, Common Parking, Toilet Facility, 2 Passenger Lifts, Dedicated Road to the facility  Floor Plan attached as <b>Annexure B</b>	Proximity to Airport (10 kms), Railway station (16 kms), Seaport (20 kms), Shopping malls, Hospitals, Educational institutions, IIT-Chennai (10 kms)
3	HLL Lifecare Limited, Golden Jubilee Block, HLL Bhavan, Poojappura, Thiruvananthapuram – 695 012, Kerala	5 <sup>th</sup> Floor and 6 <sup>th</sup> Floor (Total: 12000 Sqft)	Furnished office space, Common Parking, Toilet facility, 2 Passenger Lifts, Dedicated Road to the facility  Floor Plan attached as <b>Annexure C</b>	Proximity to Airport (9 kms), Railway station (4 km), Seaport (20kms), Shopping malls, Hospitals, Educational institutions

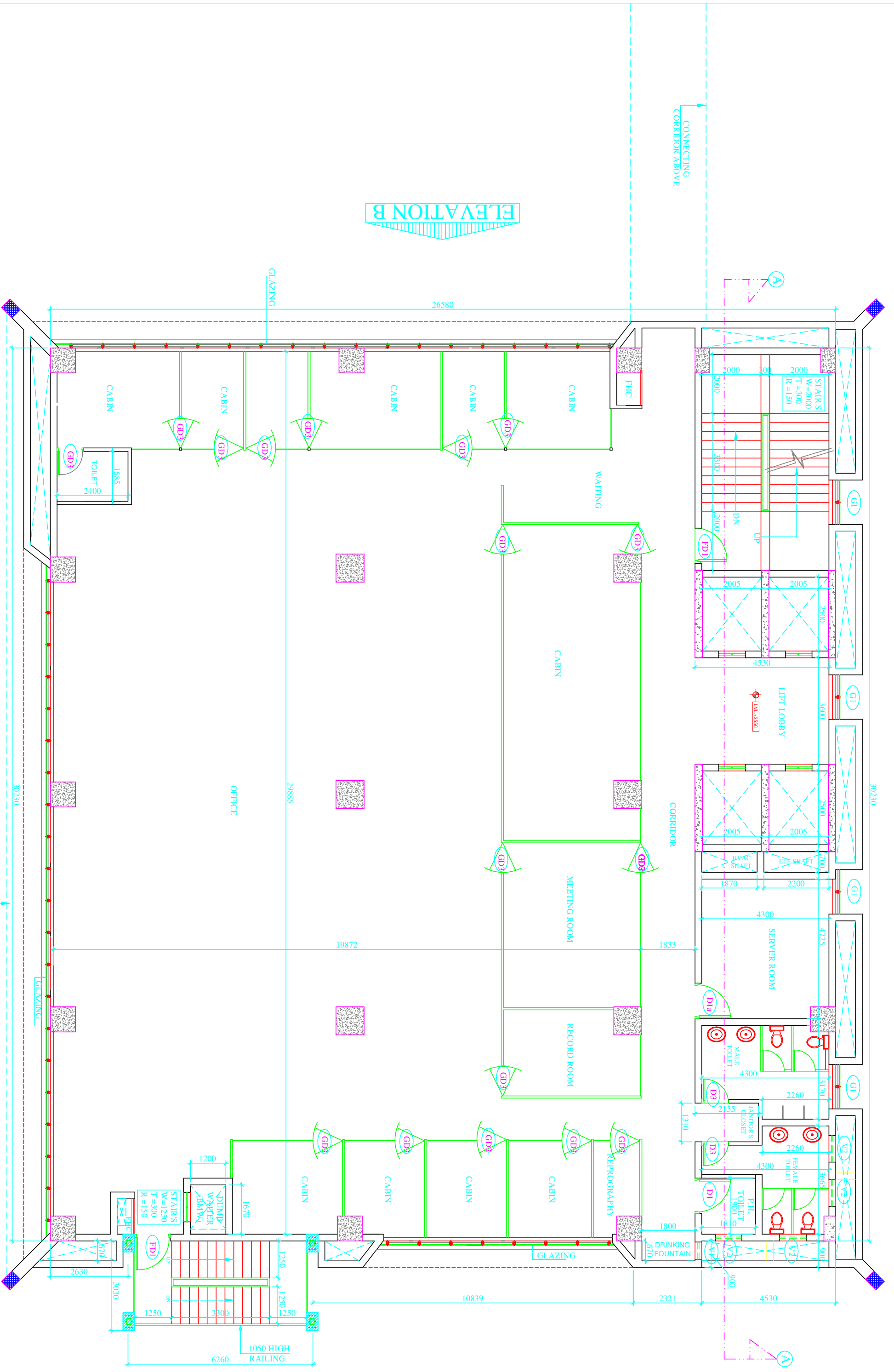
**ANNEXURE A**

**HLL - NOIDA FLOOR PLANS**

# FIRST FLOOR PLAN

# ELEVATION A

# ELEVATION B



PROJECTION AT TERRACE LVL. FOR ELEVATION ONLY

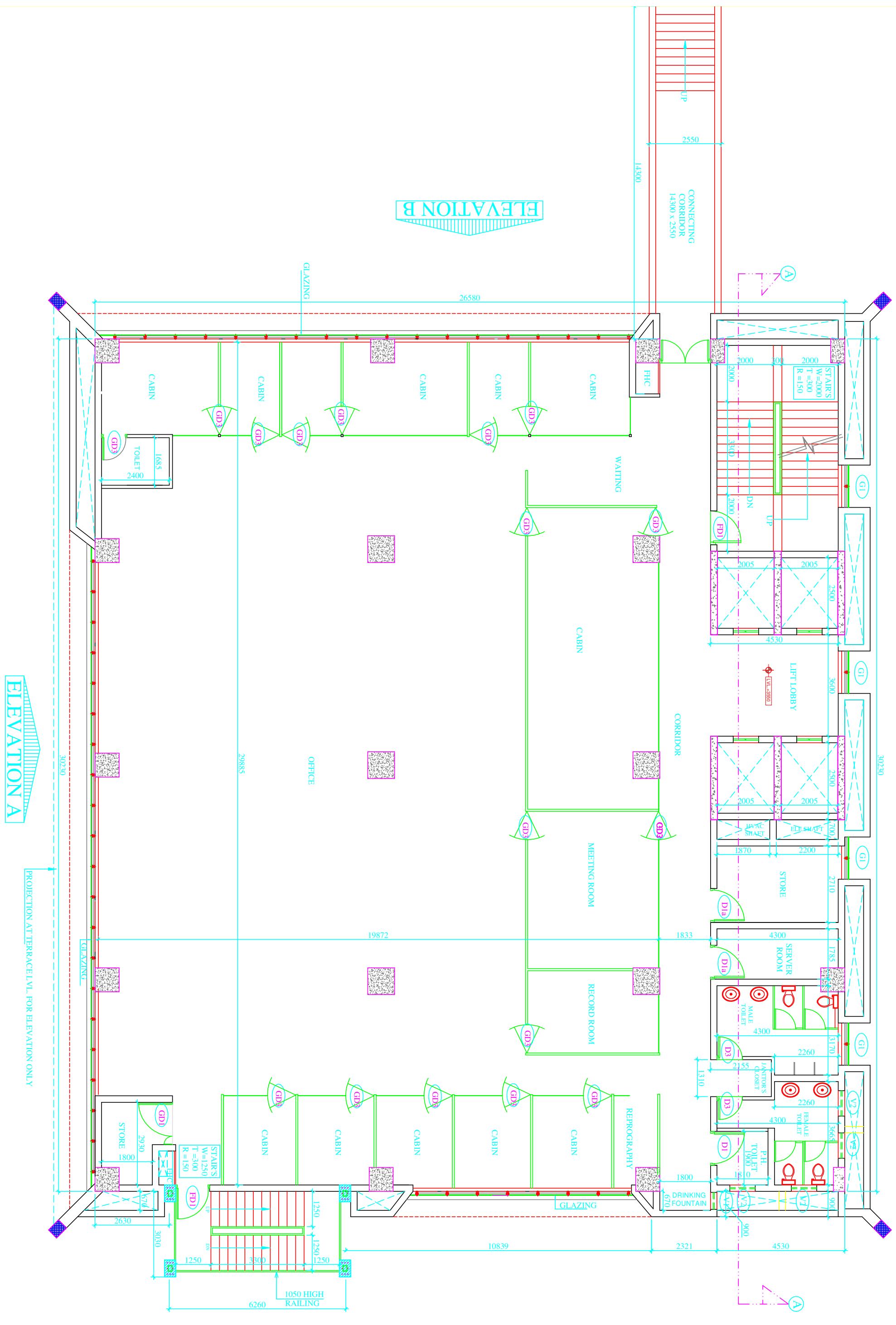
CONNECTING CORRIDOR ABOVE

GLAZING

GLAZING

1050 HIGH RAILING

SECOND FLOOR PLAN



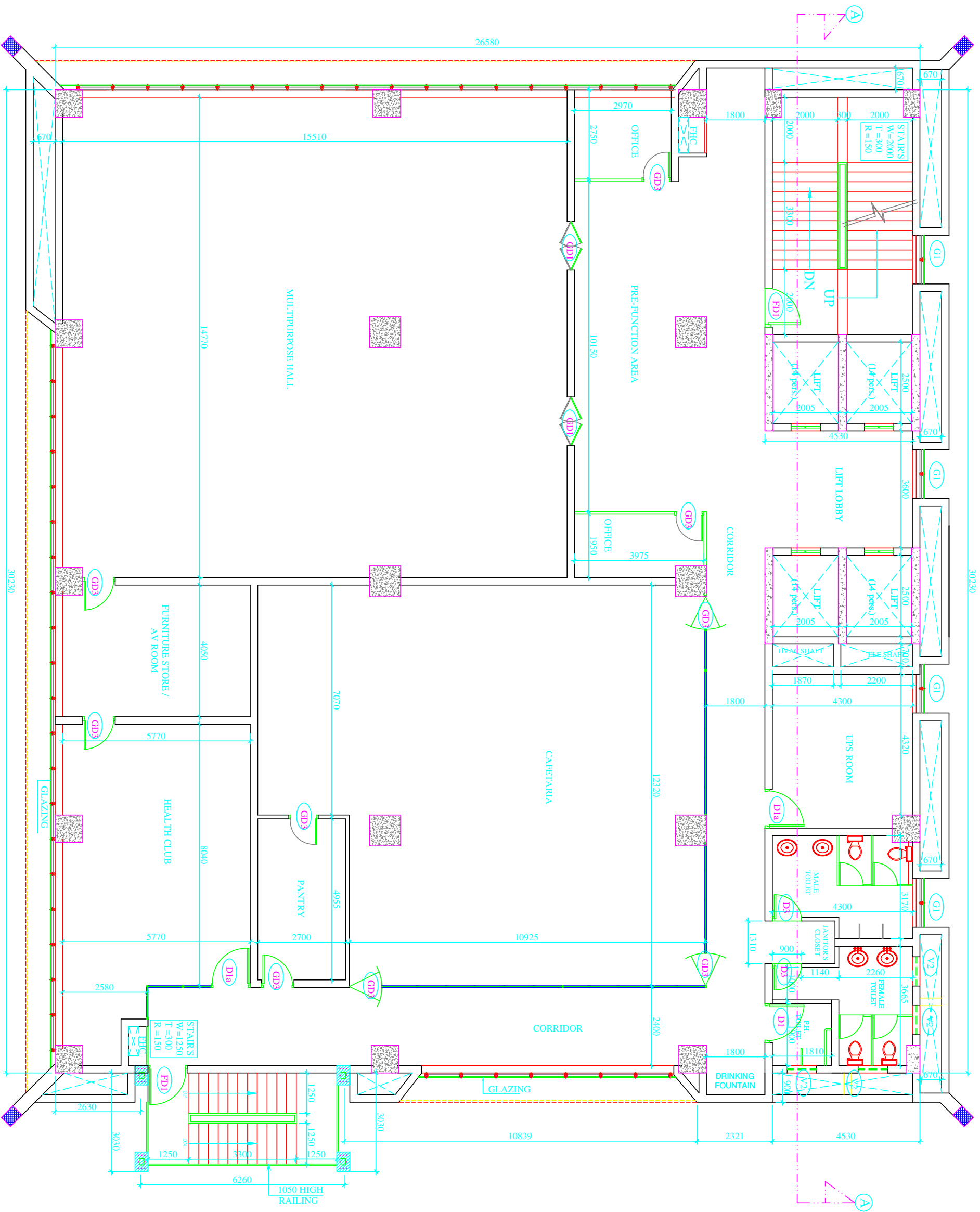
ELEVATION B

ELEVATION A

PROJECTION AT TERRACE LVL. FOR ELEVATION ONLY

SECOND FLOOR PLAN

# ELEVATION B



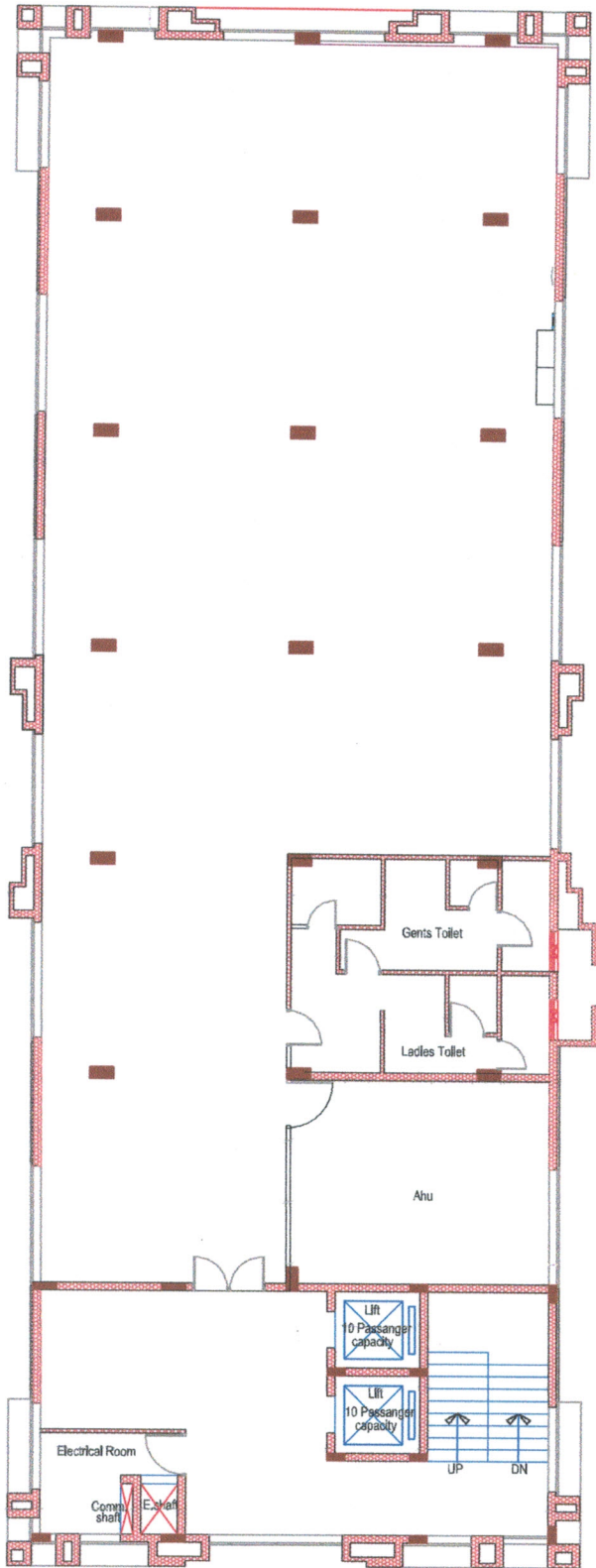
OPENING SCHEDULE		
S. NO	DOOR TAG	SIZE
1	GD2	1500 X 2100
2	GT	1500 X 17800
3	GI/A	1596 X 17800
4	DI	1200 X 2100
5	D2	900 X 2100
6	D3	750 X 2100
7	GD1	1500 X 2100
8	ED1	1200 X 2100
9	V1	600 X 600
10	V2	900 X 600
11	GI1	3600 X 17800

# FOURTH FLOOR PLAN

# ELEVATION A

## **ANNEXURE B**

### **HLL - CHENNAI FLOOR PLANS**



**NOTE**

1. ALL DIMENSIONS ARE IN METER
2. FOR DIMENSIONS REFER ONLY ARCHITECTURAL DWG.
3. DO NOT SCALE THE DRAWING, ONLY WRITTEN DIMENSIONS SHALL BE FOLLOWED. ANY DISCREPANCIES NOTED SHALL BE BROUGHT TO THE NOTICE OF THE ARCHITECT PRIOR TO EXECUTION.

**WORKING LEGENDS**


LEGENDS	DESCRIPTION	QTY
	BLOCK WORK	

**PROJECT:**  
**CONSTRUCTION OF REGIONAL OFFICE BUILDING OF HLL LIFECARE LIMITED, AT PALLIKARANAI CHENNAI**

**DRAWING TITLE**  
**AS BUILT DRAWING CIVIL WORKING (1ST FLOOR)**

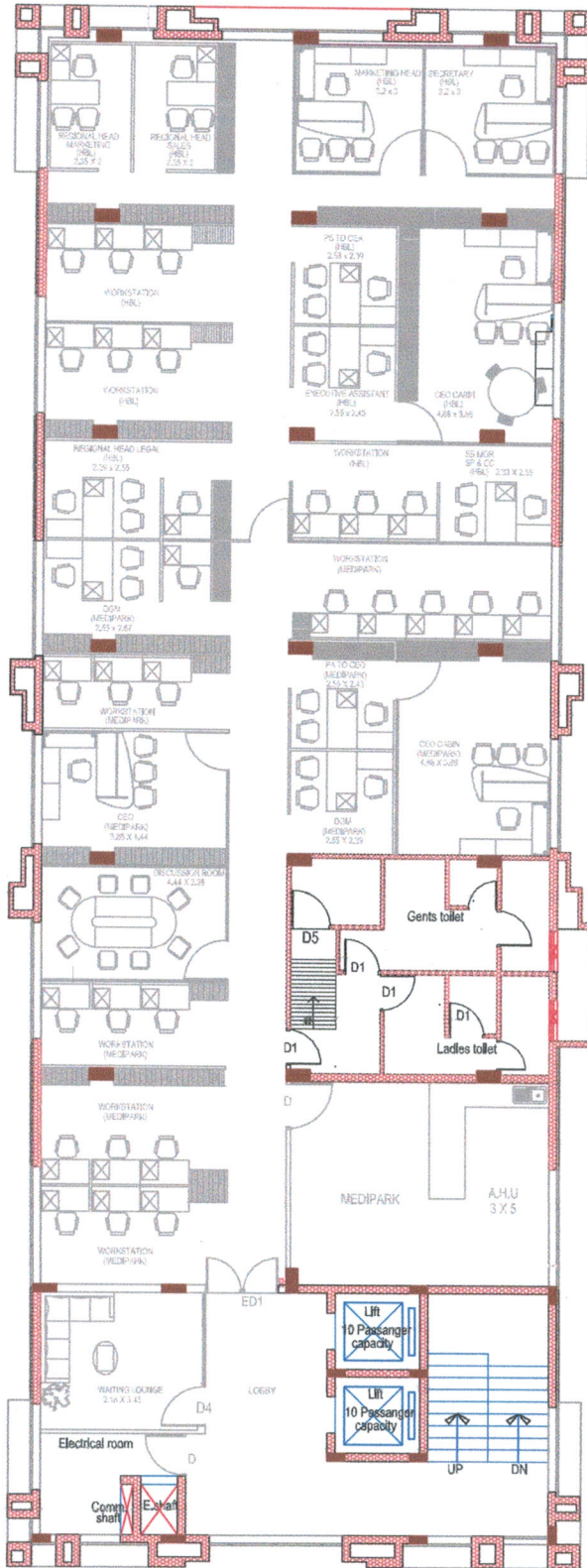
**DRAWING TITLE**  
**HLL/RO/MKMS/WORK-FTF-01**

**CLIENT:**  
  
**H L L LIFE CARE LTD.**  
 ( A GOVERNMENT OF INDIA ENTERPRISE )  
 HITES  
 (HLL INFRA TECH SERVICES LTD)  
 VELACHERRY, CHENNAI  
 web : www.lifecarchll.com

**CONTRACTOR:**  
 **MKMS BUILDERS**  
 23, CHAMBERS ROAD,  
 NANDANAM,  
 CHENNAI - 600 035

**SCALE : NOT TO SCALE**

DRAWN BY	SIGN	DATE
CHECKED BY	SIGN	DATE
APPROVED BY	SIGN	DATE



**NOTE**

1. ALL DIMENSIONS ARE IN METER
2. FOR DIMENSIONS REFER ONLY ARCHITECTURAL DWG.
3. DO NOT SCALE THE DRAWING. ONLY WRITTEN DIMENSIONS SHALL BE FOLLOWED. ANY DISCREPANCIES NOTED SHALL BE BROUGHT TO THE NOTICE OF THE ARCHITECT PRIOR TO EXECUTION.

**WORKING LEGENDS**


LEGENDS	DESCRIPTION	QTY
	BLOCK WORK	

**PROJECT:**  
**CONSTRUCTION OF REGIONAL OFFICE BUILDING OF HLL LIFECARE LIMITED, AT PALLIKARANAI CHENNAI**

**DRAWING TITLE**  
**AS BUILT DRAWING CIVIL WORKING (2ND FLOOR)**

**DRAWING TITLE**  
**HLL/RO/MKMS/WORK-SDF-01**

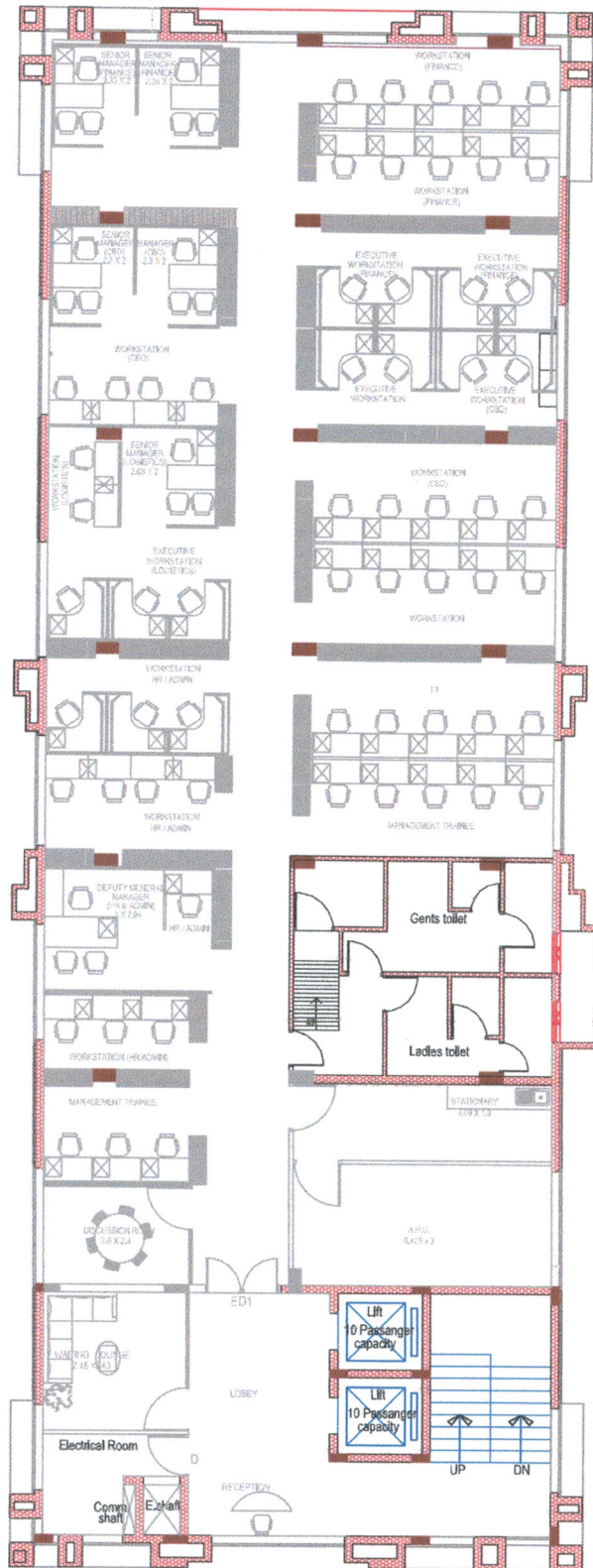
**CLIENT:**  
  
**H L L LIFE CARE LTD.**  
 (A GOVERNMENT OF INDIA ENTERPRISE) HITES  
 (HLL INFRA TECH SERVICES LTD)  
 VELACHERY, CHENNAI  
 web : www.lifecarehll.com

**CONTRACTOR:**  
  
**MKMS BUILDERS**  
 23, CHAMBERS ROAD,  
 NANDANAM,  
 CHENNAI - 600 035

**SCALE : NOT TO SCALE**

DRAWN BY	SIGN	DATE
CHECKED BY	SIGN	DATE
APPROVED BY	SIGN	DATE





**NOTE**

1. ALL DIMENSIONS ARE IN METER
2. FOR DIMENSIONS REFER ONLY ARCHITECTURAL DWG.
3. DO NOT SCALE THE DRAWING. ONLY WRITTEN DIMENSIONS SHALL BE FOLLOWED. ANY DISCREPANCIES NOTED SHALL BE BROUGHT TO THE NOTICE OF THE ARCHITECT PRIOR TO EXECUTION.

**WORKING LEGENDS**

LEGENDS	DESCRIPTION	QTY
	BLOCK WORK	

**PROJECT:**  
**CONSTRUCTION OF REGIONAL OFFICE BUILDING OF HLL LIFECARE LIMITED, AT PALLIKARANAI CHENNAI**

**DRAWING TITLE**  
**AS BUILT DRAWING CIVIL WORKING (THIRD FLOOR)**


**DRAWING TITLE**  
**HLL/RO/MKMS/WORK-TDF-01**

**CLIENT:**



**H L L LIFE CARE LTD.**  
 ( A GOVERNMENT OF INDIA ENTERPRISE)  
 HTES  
 (HLL INFRA TECH SERVICES LTD)  
 VELACHERRY, CHENNAI  
 web : www.lifecarehll.com

**CONTRACTOR:**



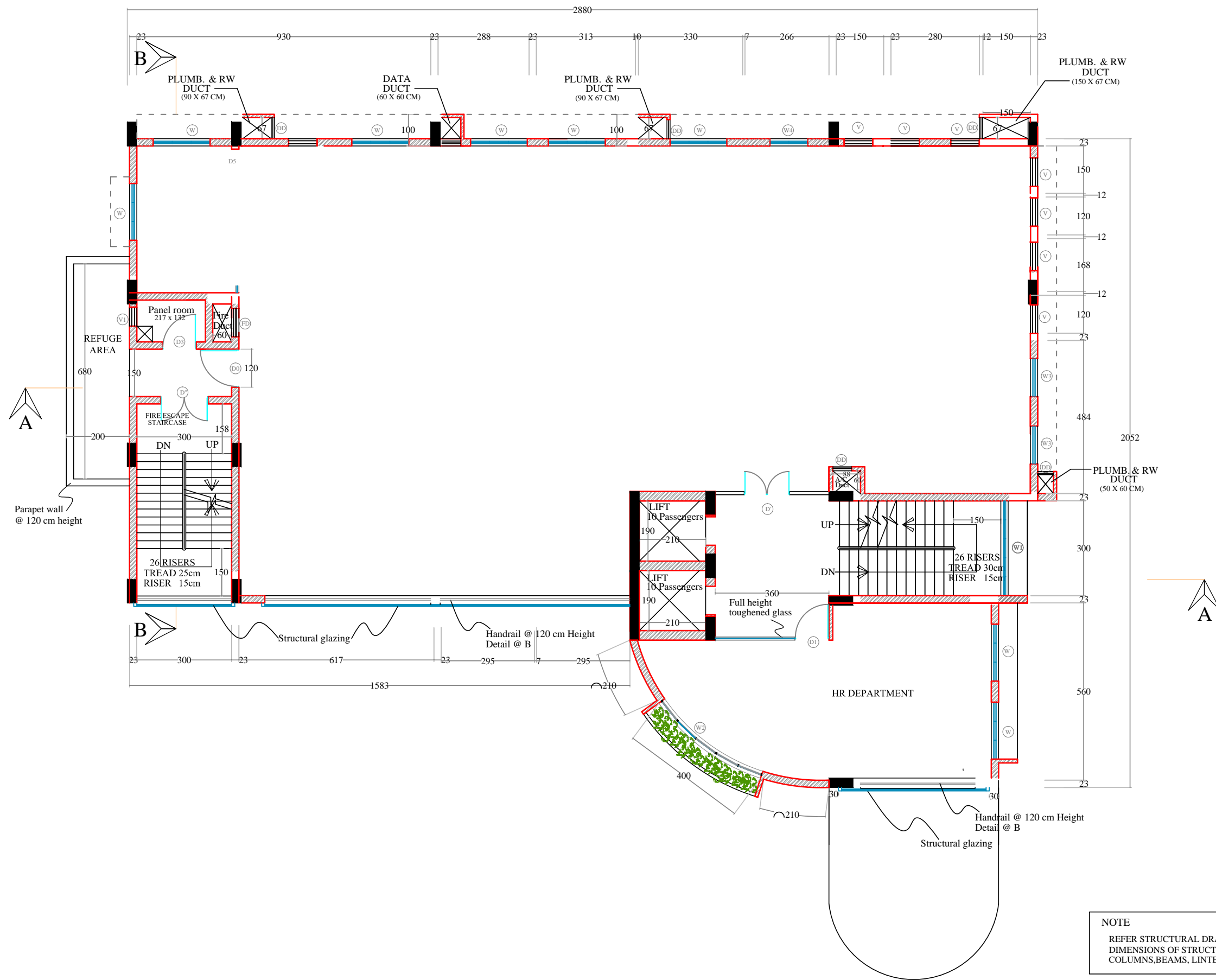
**MKMS BUILDERS**  
 23, CHAMIER ROAD,  
 NANDANAM,  
 CHENNAI - 600 035

**SCALE : NOT TO SCALE**

DRAWN BY	SIGN	DATE
CHECKED BY	SIGN	DATE
APPROVED BY	SIGN	DATE

## **ANNEXURE C**

### **HLL - THIRUVANANTHAPURAM FLOOR PLANS**



**NOTE**  
 REFER STRUCTURAL DRAWINGS FOR ACCURATE DIMENSIONS OF STRUCTURAL MEMBERS LIKE COLUMNS, BEAMS, LINTELS ETC.

AREA STATEMENT (SQ. M)	
TOTAL PLINTH AREA	479.68
STAIRS, LIFTS & TOILETS	(-) 112.90
PANEL ROOM	(-) 6.17
NET AREA	360.61

NUMBER OF PEOPLE THAT CAN BE ACCOMMODATED  
 = 42 PERSONS

REVISIONS				
NOS.	DATE	DESCRIPTION	DWN	CKD.
R0	11-07-2017		RAHUL	RVK



(A fully owned subsidiary of HLL Lifecare Ltd.)  
 (A Government of India Enterprise)  
 THIRUVANANTHAPURAM-6  
 TEL: 0471-2365872, 2365873  
 FAX: 0471-2368144  
 web : www.lifecarehll.com

PROJECT TITLE  
**PROPOSED INTERIORS FOR,  
 GOLDEN JUBILEE BLOCK,  
 HLL LIFECARE LTD.,  
 THIRUVANANTHAPURAM**

DRAWING TITLE  
**FIFTH FLOOR PLAN**

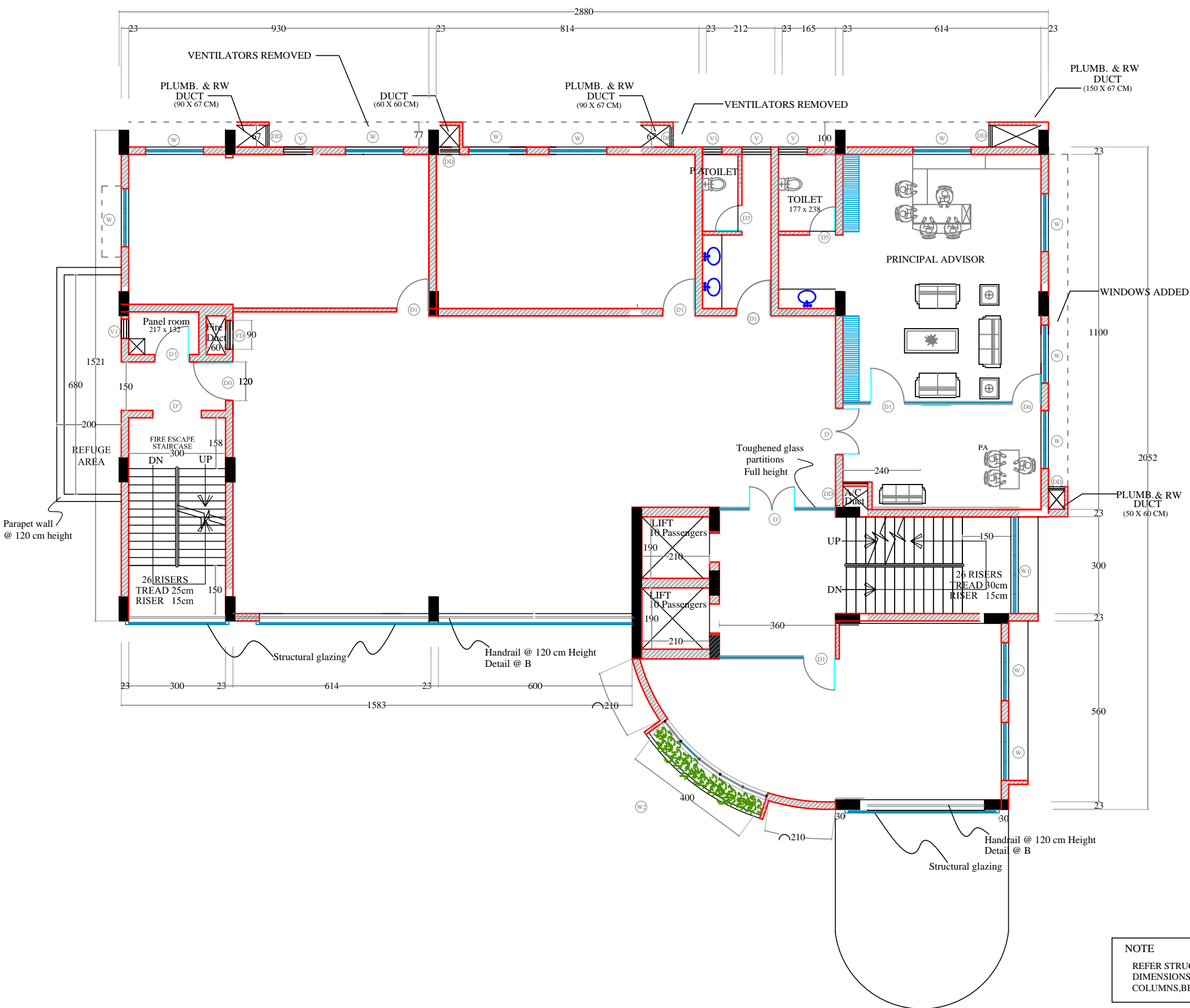
PRELIMINARY DRAWING

DATE: 11-07-2017      SCALE: 1:150  
 PAPER SIZE: A3

DRG. NO.  
 HITES/IDD/IP/IDS/CHO/2017-18/IN-1

ARCHITECT

- NOTE**
- ALL DIMENSIONS ARE IN CENTIMETRES
  - DO NOT SCALE THE DRAWING
  - DISCLAIMER: THESE DRAWINGS ARE THE SOLE PROPERTY OF HLL LIFECARE LTD. NO CHANGES OR COPIES CAN BE MADE WITHOUT CONSENT
  - ANY DISCREPANCY SHALL BE IMMEDIATELY REFERRED TO THE ARCHITECT FOR CLARIFICATION



AREA STATEMENT (SQ. M)	
TOTAL PLINTH AREA	479.68
STAIRS, LIFTS & TOILETS	(-) 88.83
PANEL ROOM	(-) 6.17
NET AREA	384.68

NUMBER OF PEOPLE THAT CAN BE ACCOMMODATED  
= 35 PERSONS

REVISIONS				
NOS.	DATE	DESCRIPTION	DNW	CKD.
01	11-07-2017		RAHEL	RVK



(A fully owned subsidiary of HLL Lifecare Ltd.)  
(A Government of India Enterprise)  
THIRUVANANTHAPURAM-6  
TEL: 0471-2365872, 2365873  
FAX: 0471- 2368144  
web : www.lifecarehll.com

PROJECT TITLE  
**PROPOSED INTERIORS FOR,  
GOLDEN JUBILEE BLOCK,  
HLL LIFECARE LTD.,  
THIRUVANANTHAPURAM**

DRAWING TITLE  
**SIXTH FLOOR PLAN**

PRELIMINARY DRAWING

DATE: 11-07-2017      SCALE : 1:150  
PAPER SIZE : A3

DRG. NO.  
HITEC/IDD/IP/IDS/CHO/2017-18/IN-2

ARCHITECT

**NOTE**  
REFER STRUCTURAL DRAWINGS FOR ACCURATE  
DIMENSIONS OF STRUCTURAL MEMBERS LIKE  
COLUMNS, BEAMS, LINTELS ETC.

- NOTE**
- ALL DIMENSIONS ARE IN CENTIMETRES
  - DO NOT SCALE THE DRAWING
  - DISCLAIMER: THESE DRAWINGS ARE THE SOLE PROPERTY OF HLL LIFECARE LTD. NO CHANGES OR COPIES CAN BE MADE WITHOUT CONSENT
  - ANY DISCREPANCY SHALL BE IMMEDIATELY REFERRED TO THE ARCHITECT FOR CLARIFICATION

## SCHEDULE IV

### PROPOSED TERMS OF LEASE

- 1) Office space as detailed in Schedule III in Newly constructed HLL Office Buildings at Noida, Chennai and Thiruvananthapuram is available for rental or lease.
- 2) Expression of Interest is invited from Govt. Departments, Govt. institutions, Public sector enterprises, Scheduled banks and autonomous institutions under Central/State Government for taking vacant office spaces on lease or rental basis at locations as detailed in Schedule III.
- 3) HLL reserves the right to lease/rent out the facilities at each locations together or separately or in parts thereof.
- 4) Monthly Lease Rent is inclusive of all applicable taxes. In case of change in the rates of any taxes, duties, levies or if new taxes, duties or levies are initiated by the Central/State Government/local bodies, including enactment of any legislation by Union/State, then the same will be to the account of Lessee and shall be reimbursed by Lessee. Lessee shall be entitled to the benefit of any decrease in price on account of reduction in or remission of any duty or tax or levy. Change in judicial interpretation and/or any clarification or amendment made by the relevant authorities shall be construed to be a change in the rate of taxes, duties, levies and/or imposition of new tax, duty or levy.

If the due amounts are not paid beyond due date for each month, Lessee shall bear interest at the MCLR plus 1% simple interest p.a. from the next day of the due date until receipt of full or all amounts owed by Lessee to Lessor. Lessor will have the right to take back the Facility in the event of payment default for more than 30 (thirty) days.

- 5) An annual appreciation of 10% in the quoted monthly lease rent will be applicable during the lease period.
- 6) Ownership: It is agreed that the ownership of the facility offered on lease will be with the Lessor during the entire lease period. Lessee shall not hypothecate, pledge or create any encumbrance whatsoever on the property nor shall it part with the possession of the property to any third party during subsistence of the lease Agreement.
- 7) Lessee/Tenant firm shall obtain necessary NOC for operating the proposed business from all authorities concerned.
- 8) The rental or lease period shall be extendable at the option of Lessor at mutually agreeable terms.
- 9) Lessee/Tenant firm will be permitted to use Company road to these facilities and Common Parking area.
- 10) Building and premises will be offered for rental or lease in 'as-is-where-is' condition.

- 11) No structural changes/modifications will be permitted to the existing buildings.
- 12) Temporary/ re-locatable structures required if any by Lessee may be permissible.
- 13) Renovation of buildings shall be carried out by Lessee at their own cost after obtaining written clearance from Lessor and the buildings as renovated shall be handed over to Lessor at the end of the lease period.
- 14) The successful bidder shall use the office space only for the purpose of establishing office(s) of the bidders and not for any other purpose. No unlawful activities like betting, gambling, etc shall be allowed inside the campus. Illegal activities shall not be allowed inside the premises.
- 15) List of furniture and fixtures handed over to Lessee will be a part of lease agreement and Lessee shall handover the same in good condition subject to normal wear & tear to Lessor at the end of the lease period.
- 16) The lessor will install separate meters to provide necessary connections for the utilities like power and water. And all charges for power and water consumed on the said premises shall be paid by the Lessee.
- 17) The Office space/buildings will be handed over in 'as is where is' condition. The Lessee shall do all the minor repairs and maintenance on the premises including the exclusive road to the buildings, lawn and property appurtenant to the respective office buildings.
- 18) The Lessee shall not have any right on the usufructs from the trees in the premises (Coconuts, Mango etc.). The Lessor shall pluck/tap these items through contract/auction etc.
- 19) Housekeeping, Security for building/premises proposed may be arranged by the Lessee, if required.
- 20) The Lessee will not be entitled to transfer or part with the possession in any way to anyone else without the specific permission of Lessor. HLL reserves the right to deny such permission.
- 21) During the period of lease, any damage in whichever form it made to the property in use of the adjoining property will have to be made good by the Lessee. The decision of HLL will be final in this regard.
- 22) The Lessee shall be bound by the rules and regulations made by HLL for day-to-day administration and Lessee shall co-operate with HLL to smooth running of the affairs at the premises.
- 23) Lessee shall sign a Lease Agreement with the Lessor before handing over the site for its use.
- 24) Security Deposit:

- 24.1) Within 7 days of the date of signing of lease agreement, Lessee shall submit Security Deposit equivalent to 5% of the total lease contract amount plus value of furniture items handed over by HLL in the form of a Demand Draft from a nationalized bank drawn in favour of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram for his faithful execution of contract. The Security deposit should be valid until successful completion of the lease period and will be returned without interest within 45 days from the date of completion of the lease period. In case of extension of lease period, the validity of security deposit shall be suitably extended.
- 24.2) Forfeiture of Security Deposit: If the successful bidder fails to sign the lease agreement at the monthly lease rent finalized or execute the lease agreement/partially execute the contract or fails to comply with the terms and conditions of the lease agreement, non-payment of Lease rent or any other dues payable to HLL in stipulated time, the security deposit furnished will be forfeited.
- 24.3) Failure of the successful Bidder to sign the lease agreement or submission of security deposit within the timeframe shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the lessor may make the award to the next evaluated bidder or call for new bids.
- 25) Lessee shall maintain the building and movable properties like furniture, electrical installations, equipment, etc. in good condition and shall compensate HLL for any damages to such properties with replacement value.
- 26) All statutory rates, taxes as applicable on Lease rent, property tax, assessments, charges, claims, shall be borne by Lessee.
- 27) Registration charge and stamp duty as applicable will have to be paid by the successful bidder/lessee.

28) Termination:

Any of the following events shall constitute an event of default by the Lessee entitling the Lessor to terminate this agreement:

- i. If the successful bidder withdraws its bid after its acceptance or fails to submit the required Security Deposit and or fails to fulfill any other contractual obligations. In that event, the HLL will have the right to award the lease to the next evaluated bidder or call for new bids. Any extra expenditure on this account shall be recoverable from the defaulter. The EMD/Security Deposit provided by the defaulter shall also be recovered to pay the balance amount of extra expenditure incurred by HLL.
- ii. Lessee's failure to comply with the statutory and regulatory requirements
- iii. Either party can terminate the contract by giving 90 days written notice to the other party if any breach in the contractual terms not rectified by the defaulting party within 30 days of receipt of non-defaulting party's notice of breach.

- iv. Non-payment:- The Lessee fails to pay to the Lessor on the due date any Lease Instalments payable pursuant to the applicable Lease Agreement or any other sums due under this Agreement.
- v. Transfer of rights and obligations – If the rights or obligations of the Lessee under this Agreement are transferred, encumbered, alienated and sold without prior approval in writing of the Lessor;
- vi. Prior to issuance of termination notice, the non-defaulting Party shall provide to the defaulting party period of 30 days from date of notice of breach to rectify the breach failing which the non-defaulting Party shall issue a final termination notice with 90 days period. Lessee shall pay for lease rent and all services provided during the notice period under this clause, if the breach is rectified resulting in provision of the services.
- vii. In case of termination by Lessor on account of default by Lessee, the Lessee shall be liable to pay all outstanding dues within a period of thirty (30) days from the date of notice of termination.

29) Force Majeure:

- a. Neither the Lessor nor the Lessee shall be considered in default in the performance of their obligations as per the Lease Agreement so long as such performance is prevented or delayed because of strikes, war, hostilities, revolution, civil commotion, epidemics, accidents, fire, cyclone, flood or because of any law and order proclamation, regulation or ordinance of Government or subdivision thereof or because of any act of God. The proof of existence of force majeure shall be provided by the party claiming it to the satisfaction of the other.
- b. The Lessee shall advise the Lessor initially by an email, followed by post, the beginning and end of any of the above causes of delay, failing which the Lessor shall not be liable to consider delays due to the above reasons.

30) Know your Customer Checks

The Lessee shall be in compliance with the Know Your Customer (*KYC*) norms as prescribed by the RBI from time to time and promptly upon the request of the Lessor supply, or procure the supply of, such documentation and other evidence as is reasonably requested by the Lessor in order for the Lessor or any prospective person to whom the Lessor's rights are proposed to be assigned or transferred to carry out and be satisfied it has complied with all necessary know your customer or other similar checks under all applicable laws and regulations pursuant to the transactions contemplated in this Agreement.



31) All correspondence relating to this EOI shall be in English, to:

**SENIOR MANAGER (PROJECTS),**  
PROJECTS DIVISION,  
HLL LIFECARE LIMITED (A Government of India Enterprise)  
Corporate Head Office, Poojappura.P.O,  
Thiruvananthapuram – 695012,  
Kerala, India  
Phn: 0471- 2354949, 2775588  
E-mail: choprojects@lifecarehll.com, [harikrishnankp@lifecarehll.com](mailto:harikrishnankp@lifecarehll.com)

32) Settlement of Disputes

If any dispute arises with regard to this notification of Eoi, the contract shall be deemed to have been concluded at Thiruvananthapuram, Kerala and suits and proceedings, if any, shall be only in the courts of competent jurisdiction in Thiruvananthapuram.

If any dispute arises in connection with the Lease / Rent Agreement between the successful bidder and HLL, the responsible representatives of the Parties shall attempt, in fair dealing and in good faith, to settle such dispute. Each Party can request from the other Party that on all sides a senior representative becomes involved in the negotiations. If the Parties are not able to reach an amicable settlement, each Party may initiate an arbitration proceeding. Any dispute or difference or claim arising out of or in relation to this transaction including construction, validity performance or breach thereof shall be referred to a Sole Arbitrator to be appointed by the Chairman and Managing Director of HLL Lifecare Limited. Arbitration proceedings shall be conducted as per the provisions of Arbitration and Conciliation Act 1996 and any subsequent amendments thereof for time being in force.

The venue of arbitration shall be the place from where the lease rent / agreement is signed. The language of arbitration shall be English and the award passed by the Arbitrator shall be final and binding on the parties.

33) Applicable Law

The Agreement shall be governed by and interpreted in accordance with the laws of India for the time being in force.

**SCHEDULE V**

**ACCEPTANCE FORM**

*(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)*

From

To

**SENIOR MANAGER (PROJECTS),**  
PROJECTS DIVISION,  
HLL LIFECARE LIMITED (A Government of India Enterprise)  
Corporate Head Office, Poojappura.P.O,  
Thiruvananthapuram – 695012,  
Kerala, India  
Phn: 0471- 2354949, 2775588  
E-mail: choprojects@lifecarehll.com, [harikrishnankp@lifecarehll.com](mailto:harikrishnankp@lifecarehll.com)

Dear Sir,

I / We, hereby offer to take on rent/lease the office space as detailed in EOI documents hereto or such portion thereof as you may specify in the acceptance of EOI and agree to hold this offer open till 180 days after the date of bid opening prescribed by HLL/Owner. I/We have understood the terms and conditions mentioned in the invitation for EOI and Terms of Lease furnished by you and are fully aware of the nature of the scope of work and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

I hereby attach duly signed and sealed copies of all the pages of this EOI document in proof of the acceptance of the terms and conditions of the EOI.

Yours faithfully,

**SIGNATURE & SEAL OF THE BIDDER**

**Date:**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

## **SCHEDULE VI**

### **EOI PROPOSAL FORMAT**

<b>SI No</b>	<b>Description</b>	<b>Details</b>
1	Name of Organization:	
2	Type of Govt. Department / Govt. Organization / Public Sector Enterprise/ Public Sector Bank/ Scheduled banks/autonomous institutions under Central/State Government	
3	Address:	
4	Contact Details:	
	a) Name & Designation of the Authorized Signatory (enclose valid Authorization)	
	b) Telephone No.	
	c) Mobile No.	
	d) Fax No. :	
	e) E-mail id :	
5	PAN (enclose copy)	
6	GST (enclose copy)	
7	Proposed Activities of the Organization in leased/rented space:	
8	Financials/Turnover for the last 3 years (enclose Copy of Audited Balance Sheet and Profit & Loss Account for the last three financial years).	
9	EMD Payment details: (DD no., Bank, Date)	
10	Other Information or remarks, if any	
11	Enclosed Acceptance Form	

**Place:****Signature****Date:****Name & Seal of the Authorized Signatory**

Note: After assessing the suitability of the bidders based on the EOI submitted above, only the Price Bids of the qualified parties will be opened. Price Bids of the non-qualified parties will be returned unopened.

# **SCHEDULE VII**

## **PRICE BID- AMENDED**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

## SCHEDULE VII – A- AMENDED

### FORMAT FOR QUOTING – HLL NOIDA

<b>Sub:</b>	<b>Leasing or rental of vacant office space (including Parking space) on fixed term basis in newly constructed office building at Noida, UP – reg.</b>			
<b>SI No</b>	<b>Location &amp; Address</b>	<b>Total Area (Sq.Ft.)</b>	<b>Monthly Lease Rent /Sq.Ft (in Rs)</b>	<b>Monthly Lease Rent (in Rs)</b>
1	HLL Lifecare Limited, B-14-A, Block-B, Industrial Area, Sector – 62, Noida – 201 301, Uttar Pradesh			
a)	1 <sup>st</sup> Floor	19400		
b)	2 <sup>nd</sup> Floor	19800		
c)	4 <sup>th</sup> Floor	19400		
<b>Total Monthly Lease Rent</b>				
<b>GST @ 18%</b>				
<b>Total Monthly Lease Rent (including GST)</b>				

We hereby submit our Expression of Interest for taking the Office Space on lease or rental basis at the monthly lease rent quoted by me as above for a period of \_\_\_\_\_ years. An annual appreciation of 10% in the quoted monthly lease rent will be applicable during the lease period

**Authorized Signatory**

**Seal of the Organization**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

## SCHEDULE VII - B- AMENDED

### FORMAT FOR QUOTING – HLL Chennai

<b>Sub:</b>	<b>Leasing or rental of vacant office space (including Parking space) on fixed term basis in newly constructed office building at Chennai, Tamil Nadu – reg.</b>			
<b>SI No</b>	<b>Location &amp; Address</b>	<b>Total Area (Sq.Ft.)</b>	<b>Monthly Lease Rent /Sq.Ft (in Rs)</b>	<b>Monthly Lease Rent (in Rs)</b>
1	HLL Lifecare Limited, HLL Bhavan, Plot No. 4, S No. 26/4, Velacherry-Thambaram Main Road, Behind Kamakshi Memorial Hospital, Pallikaranai, Chennai– 600 100, Tamil Nadu			
a)	1 <sup>st</sup> Floor	6470		
b)	2 <sup>nd</sup> Floor	6470		
c)	3 <sup>rd</sup> Floor	6470		
<b>Total Monthly Lease Rent</b>				
<b>GST @ 18%</b>				
<b>Total Monthly Lease Rent (including GST)</b>				

We hereby submit our Expression of Interest for taking the Office Space on lease or rental basis at the monthly lease rent quoted by me as above for a period of \_\_\_\_\_ years. An annual appreciation of 10% in the quoted monthly lease rent will be applicable during the lease period.

**Authorized Signatory**

**Seal of the Organization**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

## SCHEDULE VII – C - AMENDED

### FORMAT FOR QUOTING – HLL Thiruvananthapuram

<b>Sub:</b>	<b>Leasing or rental of vacant office space (including Parking space) on fixed term basis in newly constructed office building at Thiruvananthapuram, Kerala – reg.</b>			
<b>SI No</b>	<b>Location &amp; Address</b>	<b>Total Area (Sq.Ft.)</b>	<b>Monthly Lease Rent /Sq.Ft (in Rs)</b>	<b>Monthly Lease Rent (in Rs)</b>
1	HLL Lifecare Limited, Golden Jubilee Block, HLL Bhavan, Poojappura, Thiruvananthapuram – 695 012, Kerala			
a)	5 <sup>th</sup> Floor	6000		
b)	6 <sup>th</sup> Floor	6000		
<b>Total Monthly Lease Rent</b>				
<b>GST @ 18%</b>				
<b>Total Monthly Lease Rent (including GST)</b>				

We hereby submit our Expression of Interest for taking the Office Space on lease or rental basis at the monthly lease rent quoted by me as above for a period of \_\_\_\_\_ years. An annual appreciation of 10% in the quoted monthly lease rent will be applicable during the lease period.

**Authorized Signatory**

**Seal of the Organization**