

RfP for Sub-leasing/Renting of
SECI's Office Spaces, along with
built-up facilities in East Kidwai
Nagar, Delhi



RfP No.:
SECI/C&P/MI/00/0002/26-27

**Request for Proposals (RfP) Document
for
Renting out SECI's Office Space(s),
along with Built-up Facilities
at the NBCC Office Complex,
East Kidwai Nagar,
New Delhi-110023**

RfP No. SECI/C&P/MI/00/0002/26-27

dated 02/09/2026

Solar Energy Corporation of India Limited

(A Government of India Enterprise)

6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar,

New Delhi – 110023

Tel: 011 – 24666200/270/289,

e-mail: pratikpr@seci.co.in ; Biblesh@seci.co.in

DISCLAIMER

- i. Though adequate care has been taken while preparing the RfP document, the Bidder/Applicant shall satisfy themselves that the document is complete in all respects. Intimation regarding any discrepancy shall be given by the prospective applicants to the office of SECI immediately. If no intimation is received from any bidder within 20 (Twenty) days from the date of issuance of RfP documents, it shall be considered that the document is complete in all respect and has been received/ acknowledged by the bidder(s).
- ii. Solar Energy Corporation of India Ltd (SECI) reserves the right to modify, amend or supplement this document.
- iii. This RfP document has been prepared in good faith, and on best endeavours basis. Neither SECI nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

Place: New Delhi

Date: 02.09.2026

BID INFORMATION SHEET

The brief details of the RfP are as under:

NAME OF WORK/ BRIEF SCOPE OF WORK/JOB	Selection of Tenant(s) for Renting out the Office space(s) of SECI, along with built-up facilities (Licensed Assets), at the NBCC Complex, East Kidwai Nagar, New Delhi-110023			
	Premises Address	Premises Address	Super Built-up Area	Carpet Area
	Premises-1	6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi - 110 023	38,198 sq. ft.	26,212 sq. ft.
	Premises-2 (Approx 100 meters away from premises-1)	1st Floor, Plate-B, NBCC Office Block Tower-4, East Kidwai Nagar, New Delhi - 110 023	15,210	8,760 sq. ft.
Note: SECI reserves the right to sub-let/Rent out the two-office premises together to a single entity or separately to different entities.				
RfP NO. & DATE	SECI/C&P/MI/00/0002/26-27 dated 02/09/2026			
TYPE OF BIDDING SYSTEM (Single Bid/Two Bid)	Two Bid System (Single-Stage Double Envelope Bid System) (i.e. Techno-Commercial Bid and Financial Bid)			

TYPE OF RfP/ e-TENDER/MANUAL	Manual (Offline Submission as per prescribed format along with requisite documents in sealed envelope only)
COMPLETION/ CONTRACT PERIOD	As mentioned in RfP Document
BID PROCESSING FEE	Rs. 5,900/- inclusive GST, to be submitted through NEFT/RTGS transfer in the account of SECI, along with the response to RfP.
DATE, TIME & VENUE OF PRE-BID MEETING	14/09/2026 (Tentative) Stay updated from Schedule as per NIT on SECI's website.
BID-SUBMISSION DEADLINE	30/09/2026 (only offline bid submission up to 18:00 hrs) Stay updated with the Schedule as per NIT on SECI's website.
TECHNO-COMMERCIAL BID OPENING	01/10/2026 (11:00 hrs)
NAME, DESIGNATION, ADDRESS AND OTHER DETAILS (FOR SUBMISSION OF RESPONSE TO RfP)	Sh. Pratik Prasun Deputy General Manager (C&P) Solar Energy Corporation of India Limited 6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi - 110 023 Email: pratikpr@seci.co.in

DETAILS OF PERSONS TO BE CONTACTED IN CASE OF ANY ASSISTANCE REQUIRED	1) Sh. Pratik Prasun, Deputy General Manager (C&P), Contact No.: 011-24666237, pratikpr@seci.co.in 2) Sh. Biblesh Meena, Sr. Manager (C&P), Contact No.: 011-24666270, biblesh@seci.co.in 3) Sh. Gaurav Verma, Manager (HR & Admin), Contact No. 011-24666289 g.verma09@seci.co.in
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Important Notes:

- Bids must be submitted strictly in accordance with the RfP, depending upon Type of Tender as mentioned in Bid Information Sheet.
- Bidders are required to quote strictly as per terms and conditions of the RfP documents and not to stipulate any deviations/ exceptions.
- Any bidder, who meets the Qualifying Requirement and wishes to quote against this RfP, may download the complete RfP document along with its amendment(s) and clarifications if any, from SECI's website (www.seci.co.in) and submit their Bid complete in all respect as per terms & conditions of RfP document on or before the due date of bid submission.
- Clarification(s)/ Corrigendum(s), if any, shall also be available on the above referred website.

Bidders are requested to remain updated for any notices/amendments/ clarifications etc. to the RfP document through the website www.seci.co.in No separate notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually. Intimation regarding notification on the above shall be updated on www.seci.co.in and the details will be available only on www.seci.co.in

SECTION 1.

INTRODUCTION & INVITATION FOR BIDS

1. Background & Introduction

1.1. Solar Energy Corporation of India Limited (hereinafter referred as "SECI" or as "Owner") is a "Navratna" CPSU under the administrative control of the Ministry of New and Renewable Energy (MNRE), Government of India (GoI), to facilitate the implementation of the National Solar Mission (NSM) and achievement of targets set therein. It is the only CPSU solely dedicated to the Renewable Energy (RE) sector. In the present outlook of the RE sector, especially solar energy, SECI has a major role to play in the sector's development. The Company is responsible for implementation of a number of schemes of GoI for large-scale grid-connected projects under NSM, solar park scheme and grid-connected solar rooftop scheme along with a host of other specialized schemes. In addition, SECI is also developing its own Solar, Floating & Hybrid innovative RE Projects & is providing consultancy services to various major CPSUs for developing turnkey basis RE Projects. The company also has Category I Power Trading License and is active in this domain through trading of RE power from projects set up under the schemes being implemented by it.

1.2. The registered office of SECI is located at the 6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi 110023 (henceforth being referred to as the "Demised Premises"). The demised premises have been leased by SECI from the Ministry of Housing and Urban Affairs (MoHUA). The Lease Deed of the demised premises has been executed in favor of SECI.

1.3. The NBCC Commercial Office Towers in East Kidwai Nagar, New Delhi developed by NBCC Ltd. in association with Chapman Taylor, represent a landmark achievement in public infrastructure by the organization. Located in South Delhi's strategic INA corridor, and close to the key Ministries of the Government, the Office Complex houses some of the major CPSUs and Public Sector Banks and other key Government Institutions. The Complex offers approximately 1.2 million square feet of office space spread across four towers; two towers of G+10 and two of G+4 configuration.

1.4.Strategically located, just a few hundred meters from South-Ex on Pink Line and INA on Pink and Yellow line DMRC metro stations, the Complex sits along the Ring Road opposite AIIMS, offering unmatched visibility and accessibility. Each building features 65% space efficiency, maximizing usable area and delivering greater value per square foot compared to typical commercial developments. The Complex is equipped with top-notch modern amenities, including central air conditioning, full power backup, covered parking, surveillance systems, and fire-fighting infrastructure. The project is designed as a green building, with solar-powered common areas and street lighting, showcasing NBCC's emphasis on sustainability. Most of the built-up space has been leased long-term to government entities.

1.5.SECI holds on lease from the Land & Development Office (L&DO), Ministry of Housing and Urban Affairs (MoHUA), Government of India, office spaces at the NBCC Office Complex, East Kidwai Nagar, New Delhi, vide registered Lease Deed dated 07.07.2023, for an initial lease period of 30 years.

SECI intends to Sub-let/Rent Out its office space(s), along with the built-up facilities therein (hereinafter referred to as the “Licensed Assets”), comprising a super built-up area of approximately 38,198 sq. ft. at the 6th Floor, Plate-B, NBCC Office Block, Tower-2 (Premises-1) and approximately 15,210 sq. ft. at the 1st Floor, Plate-B, NBCC Office Block, Tower-4 (Premises-2), both situated at East Kidwai Nagar, New Delhi.

1.6.The Demised Premises and Licensed Assets are intended to be utilized primarily for office purposes, particularly for non-retail operations **by PSUs (Central/State and their Subsidiaries), Central/ State Government offices, Autonomous bodies/ Boards/ Councils/ Commissions/ Statutory bodies/ Regulatory bodies/ c.Scheduled or Nationalized Banks (hereinafter referred to as “Government Entities”)**. However, the Applicants along with Govt. Entity Whose behalf Applicant is submitting the bid are advised to visit the respective premises along with Built-up Facilities and assess the surrounding locality on any working day, prior to submission of their Bids, in order to satisfy themselves regarding the location, condition, facilities, suitability,

accessibility, and all other relevant aspects of the premises. The Applicants shall be deemed to have obtained all requisite information necessary for preparation and submission of their Bids and shall not be entitled to raise any claim subsequently on account of any matter that could reasonably have been ascertained through such inspection.

1.7.A Single Stage, Two-Envelope Bidding Procedure will be adopted and will proceed as detailed in the RfP Documents. Bidding will be conducted through the competitive bidding procedures as per the provisions of this RfP. The respective rights of SECI and the Bidder/ Tenant shall be governed by the RfP Documents/Agreement/Deeds signed between SECI and the Tenant for the demised premises.

1.8.Bidders should submit their bid proposal complete in all aspects on or before last date and time of Bid Submission as mentioned on SECI website <http://www.seci.co.in> and as indicated in the Bid Information Sheet.

1.9.Bidder shall submit bid proposal along with non-refundable Bid Processing Fees as per the Bid Information Sheet. Bid proposals received without the prescribed Bid Processing Fees will be rejected. In the event of any date indicated being declared a holiday, the next working day shall become operative for the respective purpose mentioned herein.

1.10. SECI reserves the right to sub-let/Rent out the whole or part of the premises, to decide the date of commencement, to modify/ amend/ withdraw this RfP, or to reject any or all responses at any stage, without assigning any reason and without any liability whatsoever.

1.11. Walk-in Option for Government Entities: PSUs (Central/State and their Subsidiaries), Central/ State Government offices, Autonomous bodies/ Boards/ Councils/ Commissions/ Statutory bodies/ Regulatory bodies/Scheduled or Nationalized Banks which, under their applicable statutory provisions, rules, regulations, guidelines or internal procedures, are authorized to acquire office space on rent through a process other than competitive bidding, **may submit an Expression of Interest (EOI) to SECI for taking the available office space on rent, as an alternative to participating in the competitive bidding process. The EOI shall**

clearly specify the proposed rental rate as per Schedule of Rates format(s) given under this RfP, lease/license period and other material terms and conditions and shall be accompanied by documentary evidence establishing the authority and/or approval of the Competent Authority of the concerned Government Entity for entering into such an arrangement without following a competitive bidding process.

SECI shall examine and evaluate such EOI(s) in accordance with its applicable policies, rules and procedures, taking into consideration the suitability of the proposal, reasonableness and commercial acceptability of the proposed rental terms vis-à-vis prevailing market rates, lease/licence conditions and other relevant factors. SECI may seek additional information, documents or clarifications, wherever considered necessary. Submission of an EOI shall not create any right, claim or entitlement in favour of the applicant for allotment, lease or licence of the premises. The acceptance of any EOI shall be subject to the evaluation of the proposal and approval of the Competent Authority of SECI, and SECI reserves the right to accept or reject any EOI, in whole or in part, in accordance with its applicable rules and procedures.

1.12. **INTERPRETATIONS**

- Words comprising the singular shall include the plural & vice versa.
- An applicable law shall be construed as reference to such applicable laws & including its amendments or re-enactments from time to time.
- A time of day shall save as otherwise provided in any agreement or document be construed as a reference to Indian Standard Time.
- Different parts of this contract are to be taken as mutually explanatory and supplementary to each other and if there is any differentiation between or among the parts of this contract, they shall be interpreted in a harmonious manner so as to give effect to each part.
- The table of contents and any headings or subheadings in the contract has been inserted for ease of reference only & shall not affect the interpretation of this agreement.

SECTION 2. SPECIAL CONDITIONS OF CONTRACT

2. Invitation for Bids

2.1. Accordingly, SECI now intends to sub-let/rent out its office space(s), along with the existing built-up facilities and furnishings (Licensed Assets), on “**as is where is**” and “**as is what is**” basis and request proposals from eligible Government entities as detailed herein:

Premises-1 (Tower-2):

- a. Demised Premises, comprising SECI’s office space admeasuring **38,198 sq. ft. (Super Built up Area)** at the **6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi-110023**;
- b. Furnished fitments/ Licensed Assets in the demised premises, currently accommodating 275+ staff of SECI in this premises;
- c. Covered parking space for 25 four-wheeler vehicles in Basement.
- d. List of Built-up amenities/facilities:**

Sl. No.	Description	Quantity	Remarks
1	Receptionist Desk	1	Furnished with registration desk, Visitors seating space and chairs
2	Visitor Lounge/Lobby	1	Furnished with sofas and chairs and coffee tables
3	Large Cubicles/ Large Workstations for Middle Management Executives	16	Furnished with ample storage and Godrej Brand Chairs
4	Workstations (Modular)/Individual Cubicles	122	Furnished with ample storage and Godrej Brand Chair
5	Work Desk for Support Staff	120	Furnished with ample storage and Godrej Brand Chair
6	Sr. Executive Rooms	6	Fully Furnished with Workstations, Sofa, TV, Notice Board, Coffee table, File Storage, AV Devices,
7	Workstations/ Individual Cubicles attached with Sr. Executive Rooms	20	Furnished with ample storage and Godrej Brand Chairs
8	Glass Partitioned Executive Rooms	4	Furnished with workstation, ample storage and Godrej Brand Chairs 3 Nos. each
9	Washrooms for Sr. Executives	2	Designed for PwDs

10	Round Table Meeting Rooms	3	Furnished with round table and chairs
11	Conference rooms equipped with AV Conferencing devises	2	Furnished with round table and chairs
12	Project Room equipped with AV Conferencing devises	1	Furnished with round table and chairs
13	Pantry (Breakout Area)	2	Furnished with ample chairs and dining tables; Breakout area consists of 12 Godrej Chairs
	Kitchen	1	Equipped with Exhaust and Chimney
14	IT Server Room	2	
15	Medical Room/First Aid Room	1	Furnished with medical bed, desk, chairs, Desk
16	Files Storage Room-Large	1	Furnished with ample storage shelves
17	Audit Room	1	Furnished with workstation, ample storage and Godrej Brand Chairs
18	Compactor Room	1	Furnished with 10 mobile compactor storage systems
19	UPS Room	1	2 UPS and 80 Batteries (84Ah)
20	File Storage -Large Cabinets	106	
21	CCTV Cameras	-	Consists of Honeywell NVRs, Seagate HDD, Honeywell Mini dome camera, and computer
22	Fire Alarm System	As per Requirement	Fire Extinguisher, Spectra Alert System (from System Sensor) Honeywell notifier NFS2-640E, Honeywell notifier NFS 320, Honeywell notifier NBG 12 LX, Honeywell ISO X Fault Isolator Module, Kanex fire suppressor system, FCM-1 notifier control module by Honeywell, Honeywell FAPT- 851 Multisensory Low Profile Intelligent Detector, Fire Alarm Bell, etc
23	Public Addressing Systems	1	Bosch Metal Ceiling Loudspeaker, and Bosch Plea Voice Alarm Call

24	FM200 System		Including devices like panel, actuator, cylinder setup (other than gas), Rodent Panel, Rodent Satellite Vesta Panel
25	Access Control System	1	RFID-based access control system installed with card readers at strategic office locations
26	Electronic Private Automatic Branch Exchange-EPABEx	1	EPABX system is placed and functional
27	HVAC Systems	-	As per office requirement
28	Air Handling Units (AHUs)	-	As per office space requirement
29	Library	1	Furnished with 7 bookshelves, 5 Cabinets, 8 Study chairs, and 2 Study table
30	Multi-Purpose Room with Collapsible Partition	1	Furnished with foldable Tables, Ample Chairs, AV Device
31	Multi-Purpose Room with Collapsible Partition	1	Furnished with foldable Tables, Ample Chairs, AV Device
32	Details of EPABX System/IT equipment's		
	Siemens/Unify HI path 3800 Digital Business Communications with Expansion Cabinet	1	Cabling for both voice and data is already in place, with connections established between the equipment in the server room and the endpoints where respective data and voice ports are terminated. These connections facilitate internal communication and data access within the demised premises.
	PRI Card (60 Channel)	1	
	Digital Card - 8 Lines	1	
	Digital Card - 24 Lines	8	
	Digital Phones: Open Stage 15T	2	
	Analog Phones: Beetel M61/M71/M53/M90	173	

Premises-2 (Tower-4):

- a. Demised Premises, comprising SECI's office space admeasuring **15,210 sq. ft. (Super Built up Area)** at the 1st Floor, Plate-B, NBCC Office Block Tower-4, East Kidwai Nagar, New Delhi-110023;

- b. Furnished fitments/ Licensed Assets in the demised premises, which currently accommodate more than 25 support staff associated with 5 Board-level Executives of SECI in Block-4;
- c. Covered parking space for 9 Nos. four-wheeler vehicles in Basement.
- d. List of Built-up amenities/facilities:**

Sl. No.	Description	Quantity	Remarks
1	Receptionist Desk + Visitor Lounge	1	Furnished with registration desk, Visitors Seating space and chairs (Seating Capacity- 5)
2	Large Visitor Lounge/Lobby	1	Furnished with Sofas and chairs and coffee tables (Seating capacity – 14)
3	Large Cubicles with Workstations	15	Furnished with ample storage and Godrej Brand Chairs
4	Workstations (Modular)		Furnished with ample storage and Godrej Brand Chair
5	Work Desk for Support Staff		Furnished with ample storage and Godrej Brand Chair
6	Chairman/MD Room with attached Rest Room/ Internal Meeting Room and Washroom.	1	Fully Furnished with premium quality Workstation, Sofa, TV, Notice Board, Coffee table, File Storage, AV Devises
7	Support Staff Office Cubical attached with Chairman/MD Room	4	Furnished with ample storage and Godrej Brand Chair
8	Visitor Lounge attached with Chairman/MD Room	1	Furnished with Sofas and chairs and coffee tables (Seating capacity – 7)
9	Sr. Executive Rooms/ Director's Room with attached washroom.	4	Fully Furnished with Workstations, Sofa, TV, Notice Board, Coffee

			table, File Storage, AV Devises
10	Executive Dining Room with storage.	1	Furnished with Dining Table and chairs (Seating Capacity-6)
11	Board Room/ Conference rooms equipped with AV Conferencing devises	1	Furnished with oval table, T.V, ample chairs (60 Chairs)
12	Visitor Room attached with Sr. Executive Rooms/ Director's Room	2	Furnished with ample storage, coffee table, sofa, TV, refrigerator.
13	Pantry	1	Furnished with ample chairs and dining tables
	Kitchen		
	High Tea Area		
14	IT Server Room	1	
15	UPS Room	1	
16	File Storage -Large Cabinets	14	
17	CCTV Cameras	5	consists of Honeywell NVRs, Seagate HDD, Honeywell Mini dome camera, and computer
18	Fire Alarm System	Available	Fire Extinguisher, Spectra Alert System (from System Sensor) Honeywell notifier NFS2-640E, Honeywell notifier NFS 320, Honeywell notifier NBG 12 LX, Honeywell ISO X Fault Isolator Module, Kanex fire suppressor system, FCM-1 notifier control module by Honeywell,

			Honeywell FAPT- 851 Multisensory Low Profile Intelligent Detector, Fire Alarm Bell, etc
19	Public Addressing Systems	1	Bosch Metal Ceiling Loudspeaker, and Bosch Plea Voice Alarm Call
20	Air Handling Units (AHUs)	1	As per office space requirement

2.2.Both the Demised Premises shall be offered on a **dual-tariff rental model**, comprising two distinct rental components for each premises. Both components shall be quoted separately by the bidder and shall apply concurrently and mandatorily to the respective premises; neither component shall be treated as optional. **Applicants may, at their discretion, submit bids for either one of the two Demised Premises or for both Demised Premises.** The two distinct rental components applicable to each premises are detailed below:

- a. **Component-A (Base Rent):** Monthly rent for the built-up office premises (bare shell), based on the super built-up area and the associated covered car parking spaces, shall be quoted **separately for each premises**, as detailed below

Premises-1: Approx. **38,198 sq. ft.** of super built-up area along with **25 Nos.** of associated covered car parking spaces.

Premises-2: Approx. **15,210 sq. ft.** of super built-up area along with **9 Nos.** of associated covered car parking spaces. This base rent for each premises excludes the rental amount for furnishing/ Licensed Assets, which shall be charged separately as per Component B for each premises separately.

- b. **Component-B (Fixed Rent):** A fixed, non-escalating rent shall be charged separately for each premises on monthly basis for use of the furnished and plug-and-play setup, including but not limited to Licensed Assets detailed at 2.1 above for each premises. These charges are exclusive of GST and other applicable statutory levies, which shall be borne and paid separately by the Tenant. The Service Charge Agreement (License Deed for use of Licensed Assets) shall operate as

a standalone covenant for Component-B and shall remain co-terminus with the Sub-letting Deed/Rent Deed; termination of the Sub-letting Deed/Rent Deed shall automatically result in termination of the Service Charge Agreement.

2.3. SECI reserves the right to sub-let/Rent-out the two office blocks together to a single entity or separately to different entities, subject to the provisions of the L&DO sub-letting policy and approval of the Lessor (L&DO/ MoHUA).

2.4. Prospective Bidders/Applicants interested to participate in the bidding process are required to submit their Project proposals in response to this RfP document along with a non-refundable processing fee of **INR 5,900/- (Indian Rupees Five Thousand Nine Hundred Only)** Including GST, to be submitted either through NEFT/RTGS transfer in the account of SECI, or in the form of DD/Pay Order along with the response to RfP in favor of “Solar Energy Corporation of India Limited”, payable at New Delhi, as part of the offline bid submission.

2.5. The bank details of SECI are available on <https://www.seci.co.in/> under the “**Business Partners>Payment Modes**” Tab. The bids submitted without Processing Fee (including partial submission of amounts), may be liable for rejection by SECI. In case the successful bidder fails to execute any of the agreement/deed, SECI reserves the right to debar the entity from future tenders.

3. Term of Sub-let/Rent out

3.1. Term, Renewal & Escalation: The Rent Deed/ Agreement for office space (Component-A) and the Service Charge Agreement/ License Deed for use of Licensed Assets (Component-B) for each premises shall be executed for a term structured as **3 (three) years + 3 (three) years + 3 (three) years**, i.e. an initial term of 3 (three) years from the date of signing, renewable for two further successive terms of 3 (three) years each upon mutual written consent of the Parties.

3.2. The Base Rent (Component-A) for each premises shall be **enhanced 20%** on the last rent paid after every block of 3 (three) years, i.e. at the time of each renewal. There shall be a lock-in period co-extensive with the initial term of 3 (three) years, during which neither Party shall terminate the Agreements except for breach of terms. After expiry of the lock-in period, either Party may terminate the Agreements by serving 3 (three) months' prior written notice; the Tenant shall also serve 3 (three) months' prior notice before vacating the premises towards completion of the lock-in period.

4. **Tripartite Agreement:** Sub-leasing shall be subject to prior written approval of the Lessor (L&DO/ MoHUA) and execution of a Tripartite Agreement between the Lessor, SECI (Original Lessee) and the Tenant, along with such other terms and conditions as may be imposed by the Lessor or its concerned departments.

5. Commencement and Term of Rental period

For each premises, the probable date of commencement of the agreement(s) will be indicated in NoA/LoI Issued by SECI post culmination of bidding process under this RfP. SECI, however, intends to rent out both premises by **Mid of October 2026**. For Each Premises, the selected Applicant or Govt. Entity Whose Behalf Applicant is submitting the bid shall sign the Rental Agreement/ Rent Deed for the Office Space and the Service Agreement/ License Deed for use of License Assets for built-up facilities within 1 month from date of notification of award.

- 5.1. The Rent Agreement/Deed for Component-A and the Service Charge Agreement/License Deed for Component-B shall be executed for an initial term of **3 (three) years**, renewable for **two successive terms of 3 (three) years each**, i.e. **3+3+3 years**, subject to mutual written consent of the Parties and such terms as may be mutually agreed.

6. Taxes and Duties

All statutory taxes, levies and duties including property tax, municipal taxes, service charge in lieu of property tax as levied by NDMC or any other competent authority, GST or any other tax applicable on rent/ service

charges, and any other applicable taxes, charges or levies imposed from time to time, shall be borne exclusively by the Tenant. Any charges levied or enhanced with retrospective effect after the date of possession by NDMC or any local/ central Government body towards ground/ lease rent, vacant land tax, property tax or service charge in lieu of property tax shall be borne by the Tenant on pro-rata basis from the date of actual possession; all such charges/ levies/ costs including past arrears pertaining to the period prior to handing over of possession shall be borne by SECI. Where assessment of service charge is not made separately for the Tenant and a consolidated demand is raised, the Tenant shall pay its proportionate share to SECI/ Implementing Agency/ Maintenance Agency on the basis of area or annual letting value, as the case may be. All betterment charges or development levies etc., if any, charged by the Government or local authorities shall also be borne by the Tenant in proportion to the said property. Stamp duty and registration charges for the Deeds/ Agreements shall be borne exclusively by the Tenant.

7. Rights of Entry & Inspection

The Tenant shall at all reasonable times grant access to the demised premises to SECI or its duly authorized officers for inspection, on 24 hours' prior notice, including inspection of the condition of the Licensed Assets, and shall grant access to sanitary staff appointed for maintaining the premises in sanitary condition.

8. **Fire Safety & Insurance:** The Tenant shall strictly comply with all applicable fire safety norms and regulations. The Tenant may, at its own cost, obtain insurance coverage for the assets, equipment, fixtures, furniture and interiors placed within the premises. The property being offered on "as is where is" and "as is what is" basis, the Tenant shall be solely responsible for the proper upkeep of the premises during the tenancy.
9. **Indemnity:** The Tenant shall indemnify and keep indemnified SECI against all claims, damages, penalties or liabilities arising from misuse of the premises or breach of the Agreements.
10. **Resumption for Public Purpose:** If the demised premises or any part thereof are required for a public purpose, it shall be lawful for the Lessor to resume

the same in accordance with the terms of the Rent Deed/ Licenses Deed, subject to compensation as provided therein.

- 11.**Breach & Re-entry:** In the event of breach or non-observance by the Tenant of any covenant or condition, it shall be lawful for SECI to re-enter and repossess the premises, and the Tenant shall not be entitled to refund of the security deposit or any compensation on account of such resumption. Upon determination of the tenancy, the Tenant shall peacefully yield up the demised premises.
- 12.**Force Majeure:** Neither Party shall be liable for delay or failure to perform its obligations arising from a Force Majeure event, including acts of God, war, terrorism, natural disasters (floods, earthquakes) or governmental actions. The affected Party shall provide written notice to the other Party within 5 (five) days of occurrence of such event.
- 13.**Dispute Resolution & Governing Law:** Disputes shall first be resolved amicably, failing which they shall be referred to the Competent Authority of SECI for adjudication, and thereafter to arbitration under the Arbitration and Conciliation Act, 1996, by a sole arbitrator appointed by the CMD/ MD, SECI, with seat and venue at New Delhi. In the case of disputes between Government entities/ CPSEs, the same shall be resolved through the Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as per DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 and subsequent modifications. The Agreements shall be governed by the laws of India, with exclusive jurisdiction of courts at New Delhi

14. Payment Terms

14.1. Payment terms

- (a) The first monthly rental under each component shall be paid on or before the date of execution of the respective Deed/ Agreement, and thereafter on or before the 7th day of each succeeding month. Delay beyond 7 days shall attract interest @ 12% p.a. on the outstanding amount. All payments shall be made through electronic mode only and shall attract applicable taxes. No separate receipt shall be issued for

each payment, but an Annual Statement/Monthly Invoice shall be provided, if required.

- (b) In the event the Rent remains unpaid for two consecutive months, the Lessor shall serve a notice upon the Lessee requiring payment of the outstanding Rent along with applicable interest within 60 days from the date of such notice. If the outstanding Rent and interest are not paid within the stipulated period, the Lessor shall be entitled to terminate the Agreement, and the outstanding dues, including interest and other recoverable amounts, shall be adjusted/deducted from the Security Deposit.

15. Advance Rent & Security Deposit

- (a) The selected Tenant shall, for each premises, furnish **one (01) month's rent as advance**, equivalent to the aggregate of the monthly rent payable towards **Component-A and Component-B** for the respective premises. The advance rent shall be furnished in the form of NEFT/RTGS or Demand Draft drawn on a Scheduled Bank in favour of "**Solar Energy Corporation of India Limited**", payable at New Delhi, within thirty (30) days from the date of receipt of the NoA/LoI.
- (b) The selected Tenant shall also furnish an **interest-free Security Deposit equivalent to six (06) months' rent**, i.e., six (06) times the aggregate monthly rent corresponding to **Component-A and Component-B** for the respective premises, in the form of NEFT/RTGS or Demand Draft drawn on a Scheduled Bank in favour of "**Solar Energy Corporation of India Limited**", payable at New Delhi, within thirty (30) days from the date of receipt of the NoA/LoI. The Security Deposit shall be refundable without interest upon termination/expiry of the respective Agreement(s), after adjustment of any outstanding dues, damages or other amounts payable by the Tenant. SECI shall be entitled to appropriate the Security Deposit, wholly or partly, towards any loss or dues arising from the Tenant's failure to discharge its obligations under any of the agreements.

16. Rent Deed and License Deed for use of License Assets

16.1. The Selected Applicant or Govt. Entity Whose Behalf Applicant is submitting the bid shall sign the Rent Deed/Agreement corresponding to Component-A and License Deed/Service Charge Agreement for use of License Assets corresponding to Component-B for each premises separately under this RfP. The draft agreements have been shared along with this RfP and will constitute part of the RfP Documents.

16.2. Statutory & Legal Expenses; Title

All legal, statutory and registration expenses of whatsoever nature required at the time of execution of the Deeds/ Agreements shall be borne exclusively by the Tenant. The Deeds/ Agreements shall be registered under the provisions of the Registration Act, 1908. The title lease of the demised premises and ownership of all furniture, fixtures, systems and Licensed Assets shall vest solely with SECI/ Lessor during the entire term; the Tenant shall have only a right to use the same during the tenure of the Agreements.

The title lease of the demised premises and ownership of built-up facilities/License Assets being offered on rental will be with SECI during the entire term of Agreements. The Tenant 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 tenure of the agreements. Sub-renting or further renting out of the demised premises to any third party will not be allowed.

17. Reserve Rent for Both Premises:

Based on the Fair Rent per Sq. Ft. assessment undertaken by SECI through NBCC-empaneled agents/vendors, the following minimum rental amounts are expected to be received by SECI, with the applicable amount varying based on the premium value attributable to the additional built-up facilities/furnishing offered in the respective Demised Premises

Premises Description	Scenario	Super Built-up Area	Derived Fair Rent-Per Sq. Ft. (INR/Month)	Fair Rent Value for Each
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		(Sq. Ft.)		premises (in lakhs)
Premises-1 (Tower-2: 38,198 Sq. Ft)	Component-A: Bare Shell/unfurnished basis (excluding the charges for Furnishing)	38,198 Sq. Ft	200	76.396
	Component-B: Furnished/Plug-and-Play basis including 25 four-wheelers parking slot		70	26.738
Premises-2 (Tower-4) 15,210 Sq. Ft.	Component-A: Bare Shell/unfurnished basis	15,210 Sq. Ft.	210	31.941
	Component-B: Furnished/Plug-and-Play basis including 9 four-wheelers parking slot		70	10.647

17.1. Maintenance Charges: Common Area Maintenance (CAM) charges of approx. Rs. **28.80/- per sq. ft. per month** (exclusive of applicable taxes) on the super built-up area shall be payable by the Tenant directly to NBCC on a quarterly advance basis, subject to revision by NBCC/ MoHUA from time to time.

17.2. In case the Selected Applicant or Govt. Entity Whose Behalf Applicant is submitting the bid refuses to sign the respective Deeds/Agreements after issuance of the Letter of Intent/Award, the bid processing fee and security deposit, if paid at that stage, will not be refunded by SECI and No Brokerage will be paid to eligible Non-govt. Applicants.

18. Selection of Tenant

18.1. Based on the evaluation of bids received against this RfP, the Successful Bidder will be selected by SECI, and Notification of Award (NoA)/ Letter of Intent (LoI)/Letter of Award (LoA) will be issued by SECI to such applicant. Selection of the Tenant shall be governed by the terms and conditions of this RfP.

18.2. SECI does not bind itself to accept the highest or any other bid and reserves itself the right to reject any or all the bids without assigning any reasons. SECI reserves the right to allot the premises on rental basis to any one party at its sole discretion.

19. **Surrender:** upon the expiry or termination of the rent agreement for office space and the service agreement (License Deed for use of License Assets) for built-up facilities, surrender the demised premises along with all fixtures, fittings, and furnishings in substantially the same condition as received, fair wear and tear excepted. Any loss, deterioration, or damage beyond ordinary wear and tears shall be assessed and recovered from the Tenant, in accordance with the terms and conditions stipulated in the agreement(s) to be executed between SECI and the Tenant.

SECTION 3. STANDARD CONDITIONS OF CONTRACT

20. Standard charges

- i. **Utilities & Housekeeping:** Electricity, water and housekeeping manpower charges shall be borne by the Tenant on actuals, payable to the relevant authorities/ agencies. Internal security and housekeeping of the premises shall be the responsibility of the Tenant.
- ii. NBCC levies Maintenance Charges which are included in Common Area Maintenance (CAM). However, any new charges levied by NBCC/ Competent authority/other statutory body will be payable as per actuals and will be over and above the monthly rent amount, Fixed Licensee Fee and Maintenance Charges, to be paid directly to the NBCC/Competent Authority/other statutory body.

21. General Terms & Conditions

- 21.1. The demised premises are in the furnished form/ready to move-in form. However, the Tenant, as per its needs and uses, can make slight modifications in the premises with prior consent from SECI. The furnishings/installation may include partitions, false ceiling, internal electrical wiring/fixtures, establishment of stand-alone data centre, finished flooring, furniture, fixture, etc. Service lift is available for carrying the materials to higher floor areas.
- 21.2. The office space is equipped with essential infrastructure systems including HVAC systems, Air Handling Units (AHUs), EPABX system, Server Room, CCTV surveillance, Fire Alarm System, Access Control System, and Public Address (PA) System, etc. which are maintained through agencies. Therefore, the Tenant shall be responsible for engaging a competent agency for the Annual Maintenance Contract (AMC) of all the systems. This shall include regular service, necessary repairs, and the supply of required spare parts and consumables to ensure their smooth and uninterrupted functioning. It shall be the responsibility of the Tenant to keep the equipment intact and in functional condition. The Tenant will have to hire an agency for AMC of EPABX Systems, HVAC System &

Plants & its supply as per the requirement. The Tenant shall provide copies of the AMC contract documents to SECI as proof of such engagement.

- 21.3. No structural changes/modifications will be permitted to the existing buildings.
- 21.4. Internal security and housekeeping for the premises shall be the responsibility of the Tenant.
- 21.5. Detailed information regarding the demised premises, along with the available furnishing/equipment to be rented out along with each premises, is as per clause 2.1. above. Reference photos of the premises are made available at Annexure-III for each premises.
- 21.6. Canvassing in any form whether directly or indirectly, in connection with the bids is strictly prohibited and the bid submitted by the Consultant who resorts to canvassing shall be liable to rejection.
- 21.7. The bid shall remain valid for acceptance for a period of 180 days from the last date of bids submission, which may be extended, if required, by mutual consent and the Bidder shall not cancel, alter terms and conditions or withdraw the offer during this period.
- 21.8. This RfP document shall form a part of the Contracts/Agreements.
- 21.9. Selection of Successful Bidder/ Tenant/ Applicant for Renting out the Office space of SECI, along with built-up facilities (Licensed Assets), will be carried out through offline bidding only.

22.Disclaimer

- i. The purpose of this document is to provide the Parties, with relevant information to assist the formulation of their bid. Each Party should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice from appropriate sources. SECI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the document.
- ii. SECI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RfP.
- iii. The issue of this RfP does not imply that SECI is bound to select a Party. No contractual obligation whatsoever shall arise from this tendering

process unless and until a formal contract is signed and executed between SECI and the selected Applicant.

- iv. SECI reserves the right not to proceed with this RfP or invite it afresh with or without amendments at any stage without assigning any reasons thereof, or to change the process or procedure to be applied.
- v. No conditional bid including conditional rebate/enhancement shall be accepted. Conditional bid will be liable to be summarily rejected.

23. Instructions to Bidders for Structuring of Bid Proposals in Response to RfP

The Bidder including its Parent, Affiliate or Ultimate Parent or any Group Company shall submit single response to RfP. Only Offline submission shall be entertained as official submission under this RfP by the Applicant. For proper submission of bids under this RfP through offline mode, it shall be the sole responsibility of the applicants to apprise themselves adequately regarding all the relevant procedures and provisions as detailed in this document, as well as by contacting SECI directly, as and when required, at the contact details mentioned above. SECI, in no case, shall be responsible for any issues related to timely or proper submission of bids in accordance with the relevant provisions of this document. Submission of bid proposals by Bidders in response to this RfP shall be in the manner described below:

- I. Covering Letter as per **Format 7.1.**
- II. Details of the Applicant as per **Format 7.2.**
- III. Power of Attorney/Board Resolutions/Letter of Authorization from the Authorized Signatory from the Competent Authority approving participation in this RfP and authorization for the Authorized Signatory as **Format 7.3.**
- IV. Letter of Authorization from Govt. Entity Whose Behalf Applicant is submitting the bid (Only Applicable for RERA Empaneled Real Estate Firms/Agents/Consultants/NBCC empaneled Consultants). **(Format as per Govt. entities internal approval but shall be unconditional w.r.t to this bid)**
- V. Financial bid as per the Schedule of Rates (SoR) enclosed with this **RfP (Format 7.5).**
- VI. **Attachments** (wherever applicable):

1. Certificate of Incorporation of Bidder (wherever applicable).
2. Copies of PAN/TAN Card, GST Registration certificate and Shops & Establishment Registration (wherever applicable).
3. A certificate of shareholding of the Bidder or any other document demonstrating the criteria as per Clause 31.I of the RfP.
4. Not Used.
5. Board resolutions/Authority Letter from Board Level Management/Power of Attorney approving participation and Authorization for representing in the process along with bid.

VII. In case of attested copies of the documents/testimonials/certificates, original documents should be produced by the Bidder whenever demanded by SECI.

24.Important Notes and Instructions to Bidders

- i. Wherever information has been sought in specified formats, the Bidders shall fill in the details as per the prescribed formats and shall refrain from any deviations and referring to any other document for providing any information required in the prescribed format.
- ii. The Bidders shall be shortlisted based on the declarations made by them in relevant Formats/Annexures of the RfP.
- iii. If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to RfP, in any manner whatsoever, SECI reserves the right to reject such response to RfP and/or cancel the Letter of Award, if issued, and the Security Deposit furnished upto that stage shall not be returned by SECI. Bidder shall be solely responsible for disqualification based on their declaration in the submission of response to RfP.
- iv. If the event specified at Clause 24 (iii) is discovered after signing of the Agreements, consequences specified in respective Agreements shall apply.
- v. Response submitted by the Bidder shall become the property of the SECI and SECI shall have no obligation to return the same to the Bidder.

- vi. All documents of the response to RfP (including the RfP and subsequent Amendments/ Clarifications/Addenda, respective Contracts) submitted must be signed and stamped by the Authorized Signatory.
- vii. The response to RfP shall be submitted as mentioned in Clause 23 of the RfP. No change or supplemental information to a response to RfP will be accepted after the scheduled date and time of submission of response to RfP. However, SECI reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the response to RfP.
- viii. All the information should be submitted in English language only.
- ix. Bidders shall mention the name of the contact person and complete address and contact details of the Bidder in the covering letter.
- x. Response to the RfP that are incomplete, which do not substantially meet the requirements prescribed in this RfP, will be liable for rejection by SECI.
- xi. Response to RfP not submitted in the specified formats will be liable for rejection by SECI.
- xii. Bidders delaying in submission of additional information or clarifications sought will be liable for rejection.
- xiii. Non-submission and/ or submission of incomplete data/ information required under the provisions of RfP shall not be construed as waiver on the part of SECI. It shall be the obligation of the Bidder to furnish the said data/ information unless the waiver is in writing.
- xiv. Only New Delhi Courts shall have exclusive jurisdiction in all matters pertaining to this RfP.
- xv. All the financial transactions to be made with SECI including the rental charges, service charges/ Fixed Licensee Fee, delay charges, and any additional charges (if required), shall attract applicable taxes on each transaction, irrespective of the same being mentioned in the RfP/Agreements.

25.Non-Responsive Bid

The response to RfP submitted by the Bidder along with the documents submitted offline to SECI shall be scrutinized to establish “Responsiveness of the Bid”. Each Bidder’s response to RfP shall be checked for compliance with the submission requirements set forth in this RfP. Any of the following conditions shall cause the Bid to be “Non-responsive”:

- a. Non-submission of the Bid Processing Fee as mentioned in the Bid Information Sheet.
- b. Response to RfP not received by the due date and time of bid submission.
- c. Any indication of the price quoted in any part of response to the RfP, other than in the SoR containing the financial bid.

In any of the above cases, the bid shall not be considered for bid opening and evaluation process.

26.Method of Submission of Response to RfP by the Bidder

- i. The Bid shall be submitted in a single-stage, double-envelope system, containing two sealed sub-envelopes as detailed below:
- ii. First Envelope (sealed) super scribed as “Techno-commercial bid” containing the documents as per **Sl. (i) to (iv) and (vi) of Clause 23 above**, along with details of the processing fee paid by the Bidder (DD/transaction details in case of NEFT/online payment), signed and stamped copies of the documents/ testimonials/certificates meeting the eligibility conditions.
- iii. Second envelope (sealed) super scribed as “Financial Bid(s)” containing duly signed and sealed financial bid(s) in the prescribed Schedule of Rates as per Sl. (v) of Clause 23 above (i.e. Format 7.5).
- iv. These 2 envelopes shall be submitted in a single third envelope (sealed) super scribed as **“Response to the Request for Proposals (RfP) for renting out the office space(s) (Premises-1/Premises-2) of SECI, along with built up facilities at the NBCC Office Complex, East Kidwai Nagar, New Delhi”**.
- v. Applicants should submit their bid proposal offline at SECI’s office, complete in all aspects, on or before last date and time of Bid Submission as mentioned in the Bid Information Sheet. Interested applicants can download this RfP document from SECI’s website: www.seci.co.in . The bids shall be submitted to the following mailing address:

Sh. Pratik Prasun

Deputy General Manager (C&P)

Solar Energy Corporation of India Limited

6th Floor, Plate-B, NBCC Office Block Tower-2, East

Kidwai Nagar, New Delhi-110023

Contact No. (O): 011-24666237/270

Email: pratikpr@seci.co.in

As part of financial bid submission, only a single SoR sheet per premises shall be submitted by the Bidder. The instructions mentioned in the SoR shall have to be strictly followed without any deviation, else the bid may be liable to be rejected.

vi. Important Note:

- a) The Bidders shall not deviate from the naming and the numbering formats of envelopes mentioned above, in any manner.
- b) All the envelopes shall be properly sealed with the signature of the Authorized Signatory running across the sealing of the envelopes.
- c) In case a Bidder has paid the Bid Processing Fee for this RfP and chooses not to participate in the bidding process (i.e. the Bidder does not submit any of the offline bid documents to SECI), the above amount paid to SECI will be refunded without any interest payment, to the respective Bidder.

27. Validity of the Response to RfP

The Bidder shall submit the response to RfP which shall remain valid up to the date as on 180 days from the last date of submission of response to RfP (“Bid Validity”). SECI reserves the right to reject any response to RfP which does not meet the aforementioned validity requirement. It is clarified that subsequent to issuance of LoA, the discovered price shall be deemed to be valid until the signing of the respective Agreements.

28. Bid Preparation Cost

The Bidder shall be responsible for all the costs associated with the preparation of the response to RfP and participation in discussions and attending pre-bid meeting(s) etc. SECI shall not be responsible in any way for such costs, regardless of the conduct or outcome of the bid process.

29. Clarifications/ Pre-Bid Meeting/ Enquiries/ Amendments

- i. Clarifications/doubts, if any, on RfP document may be emailed to SECI.
- ii. SECI will make efforts to respond to the same in the Pre-Bid Meeting to be held as mentioned in the Bid Information Sheet. A compiled list of such questionnaires and SECI's response will be uploaded on SECI's website. If necessary, amendments, clarifications, and elaborations shall be issued by SECI which will be notified on SECI's website. No separate reply/intimation will be given for the above, elsewhere. In the event of the issuance of any revision or amendment of the RfP documents, the Bidders shall be provided with a period of at least 7 days therefrom, for submission of bids.
- iii. A Pre-Bid Meeting shall be held as mentioned in the Bid Information Sheet in the office of SECI (details will be provided on SECI's website).
- iv. The interested applicants should make their own independent inquiries and satisfy themselves about the access to demised premises and built-up facilities. Site visits of the premises may be coordinated with the officers indicated on the Bid Information Sheet.

30.Right of SECI to Reject a Bid

SECI reserves the right to reject any or all the responses to this RfP or cancel the RfP or annul the bidding process at any stage without assigning any reasons whatsoever and without thereby any liability. In the event of the RfP being cancelled prior to opening of bids, the processing fee (excluding GST, if amount credited to SECI's account), without any interest submitted by the Bidders shall be returned to the respective Bidders. In the event of opening of bids, bid processing fee will not be refunded.

SECTION 4. QUALIFICATION REQUIREMENTS FOR BIDDERS

Shortlisting of Bidders will be based on the following Criteria:

31. General Eligibility Criteria

Bidders participating in the RfP will be required to meet the following eligibility criteria (as applicable).

I. Following categories of entities shall be eligible as Bidders under this RfP:

- a. Central/ State PSUs and their subsidiaries/ Joint Ventures.
- b. Central/ State Government offices, Autonomous bodies/ Boards/ Councils/ Commissions/ Statutory bodies/ Regulatory bodies etc. operating under the budgetary support of the Central/State Government or controlled by the Government or set-up by a Government Act/Executive Order.
- c. Scheduled or Nationalized Banks owned by the State or Central Government, specifically for non-retail operations.
- d. RERA Empaneled Real Estate Firms/Agents/Consultants/NBCC empaneled Consultants on behalf of the above eligible parties only**

Note: Sub-letting shall not be permitted for running shops, restaurants, showrooms/retail banking, or for any organization involved in industrial/manufacturing activity causing noise or pollution.

- II. Consortium/Joint Ventures among the applicants are not allowed.
- III. One application shall be submitted by a single applicant.
- IV. Eligibility Requirement for RERA Empaneled Real Estate Firms/Agents/Consultants/NBCC empaneled Consultants**
 - a. Should be a Proprietorship/ LLP/Partnership/Company
 - b. Registered with Delhi/NCR RERA or NBCC in the previous 7 years
 - c. Should have an office in Delhi/NCR
 - d. Submit PAN/TAN along with GST
 - e. Valid MSME Certificate (if available)
- v. Additional Terms for RERA Empaneled Real Estate Firms/Agents/Consultants/NBCC empaneled Consultants Submitting Bid:**

Real Estate Firms/agents may submit their bid disclosing the name of the organization, details on whose behalf they are submitting the bid. In addition to the monthly rent, brokerage charges as a percentage of a month's rent (Inclusive of Applicable GST) is also required to be quoted in Schedule of Rates. However, the maximum brokerage charges will be limited to 1 (one) month's cumulative rent for both components A & B for each package separately. The brokerage amount will be payable only after the execution of Rent Deed, payment of rent of 01 (One) months and security deposit equal to 06 (six) months by the Tenant.

32. Financial Eligibility Criteria-Not Applicable

SECTION 5. BID EVALUATION AND SELECTION OF TENANT

33. Bid Evaluation

Bid evaluation will be carried out considering the information furnished by Bidders as per provisions of this RfP. The detailed evaluation procedure and selection of Bidders are described in subsequent clauses in this Section.

34. Techno-Commercial Evaluation of Bidders (Step 1)

- I. The first envelope (Techno-commercial Bid submitted offline) of only those Bidders will be opened by SECI whose required documents as mentioned at Clause 23 of the RfP are received by SECI. Bid opening will be carried out in the presence of authorized representatives of the Applicants who choose to attend the event, at SECI's office on the designated date. In case the specified date is declared a holiday, the bid opening shall take place on the next working day.
- II. Documents (as mentioned in the previous clause) received after the bid submission deadline specified in the Bid Information Sheet shall be rejected and returned unopened, if super-scribed properly with address, to the Bidder.
- III. Mere submission of bid doesn't qualify any party for allotment of any premises. Selection of parties shall be based on the evaluation process stipulated under this RfP.
- IV. Subject to relevant Clauses of the RfP, SECI will examine all the documents submitted by the Bidders and ascertain meeting of eligibility conditions prescribed in the RfP. During the examination of bids, SECI may seek clarifications/additional documents to the documents submitted etc. from the Bidders if required to satisfy themselves for meeting the eligibility conditions by the Bidders. Bidders shall be required to respond to any clarifications/additional documents sought by SECI. All correspondence in this regard shall be made through email only. It shall be the responsibility of the Bidder to ensure that the email id of the authorized signatory of the Bidder is functional. The Bidder may provide an additional email id of the authorized signatory in the covering letter. No reminders in this case shall be sent. It shall be the sole responsibility of the Bidders to remove all the discrepancies and furnish additional

documents as requested. SECI shall not be responsible for rejection of any bid on account of the above.

- V. The response to RfP submitted by the Bidder shall be scrutinized to establish Techno-Commercial eligibility as per the RfP.

35. Financial Bid Evaluation (Step 2)

- I. Second Envelope (containing the financial bid) of only those Bidders shall be opened whose technical bids are found to be qualified as per the RfP.
- II. The Bidder shall be required to submit a single bid (single SoR sheet per premises) in the unit specified in the SoR. The price shall be quoted as per the instructions contained in the SoR sheet.
- III. In this step, evaluation will be carried out based on the Evaluated Bid Value (EBV) as calculated based on the filled-in SoR sheets submitted by the Bidders.
- IV. On completion of Techno-Commercial bid evaluation, if it is found that only one Bidder is eligible for the next stage, opening of the financial bid of the Bidder will be at the discretion of SECI. Thereafter, SECI will take appropriate action as deemed fit.

36. Selection of Successful Applicant

- I. For each premises, the Bidder quoting the **Highest Evaluated Bid Value (H1 Price/ H1 Bidder)** shall be declared as the Successful Bidder/Applicant and shall be issued the Letter of Award (LoA) by SECI.
- II. For each premises separately, in case of more than one Bidder quoting the same highest EBV for any of the premises, the Successful Applicant shall be chosen as the one quoting higher annual rent amount for Component B/Fixed Licensee Fee in the SoR for that particular premises. In case of a tie in this scenario too, the Successful Applicant shall be chosen through a **Best and Final Offer (BAFO) process amongst such tied Bidders**, in accordance with the procedure prescribed by the SECI for such purpose. The Bidder offering the highest EBV in the BAFO shall be declared the Successful Applicant.
- III. SECI does not bind itself to accept the highest or any other bid, and reserves itself the right to reject any or all the bids without assigning any reasons. SECI reserves the right to rent out only a part of the premises or to decide the date of commencement of any or both the

agreements, or to allot the premises on rental basis to any one party at its sole discretion.

- IV. In all cases, SECI's decision regarding selection of Successful Applicant or annulment of tender process shall be final and binding on all participating Bidders. SECI reserves the right to decide not to rent or to rent only a part of the premises or to decide the date of start of rent or to reject any or all offers, without assigning any reason.
- V. In the event of refusal by the Successful Bidder (H1 Bidder) to accept the LoA issued by SECI, the offer shall be extended to the next Bidder (H2 Bidder), who shall be required to match the H1 Price. The LoA shall be issued to the H2 Bidder upon such acceptance at H1 Price.

SECTION 6. DEFINITIONS OF TERMS

37. *Following terms used in the documents will carry the meaning and interpretations as described below:*

- i. **“AFFILIATE”** shall mean a company that, directly or indirectly,
 - i. controls, or
 - ii. is controlled by, or
 - iii. is under common control with, a company developing a Project or a Member in a Consortium developing the Project and control means ownership, directly or indirectly, of more than 50% (fifty percent) of the voting shares of such Company or right to appoint majority Directors to the Board of Directors.
- ii. **“BID” or “PROPOSAL”** shall mean the documents submitted by the Bidder towards meeting the techno-commercial and financial qualifying requirements, along with the financial/price bid submitted by the Bidder, as part of its response to the RfP issued by SECI.
- iii. **“BIDDER” or “APPLICANT”** shall mean the entity eligible as per Clause 31.I of the RfP submitting the Bid.
- iv. **“CHARTERED ACCOUNTANT”** shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949.
- v. **“COMPANY”** shall mean a body corporate incorporated in India under the Companies Act, 2013 or any law in India prior thereto relating to Companies, as applicable.
- vi. **“DAY”** shall mean calendar day.
- vii. **“DEMISED PREMISES”** shall mean the premises located at the following address: 6th Floor, Plate B, NBCC Office Block Tower-2, East Kidwai Nagar, South West Delhi, New Delhi, 110023
- viii. **“LETTER OF AWARD” or “LoA”** shall mean the letter issued by Solar Energy Corporation of India Limited (SECI) to the Selected Bidder

for renting out SECI's Office Space along with built up facilities.

- ix. **“MONTH”** shall mean calendar month.
- x. **“NET-WORTH”** shall mean the Net-Worth as defined in section 2 of the Companies Act, 2013.
- xi. **“PARENT”** shall mean a Company, which holds more than 50% voting rights and paid up share capital, either directly or indirectly in the Project Company or a Member in a Consortium developing the Project.
- xii. **“SUCCESSFUL APPLICANT” or “SUCCESSFUL BIDDER” or “TENANT” / “TENANT”** shall mean the Bidder participating under this RfP and having been selected and issued the LoA by SECI.
- xiii. **“RfP” or “RfP DOCUMENT” or “BIDDING DOCUMENT(S)” or “TENDER DOCUMENTS”** shall mean the “Request for Proposal” document issued by SECI including the draft Rent Deed/Agreement and Agreement for Service Charges (License Deed for use of License Assets), along with subsequent clarifications and amendments thereof, vide RfP No. SECI/C&P/MI/00/0002/26-27 dated 02.09.2026.
- xiv. **“SECI” / “SUB LESSOR”** shall mean Solar Energy Corporation of India Limited.
- xv. **“WEEK”** shall mean calendar week.

SECTION 7. SAMPLE FORMS & FORMATS FOR BID SUBMISSION

The following formats are required to be submitted as part of the RfP. These formats are designed to demonstrate the Bidder's compliance with the Qualification Requirements set forth in Section 4 and other submission requirements specified in the RfP.

Format 7.1:

COVERING LETTER

(The Covering Letter should be submitted on the Letter Head of the Bidder)

Ref. No. _____

Date:

From: _____ (Insert name and address of Bidder)

Tel.#: _____

E-mail address#: _____

To

Solar Energy Corporation of India Limited
6th Floor, Plate-B, NBCC Office Block Tower-2,
East Kidwai Nagar, New Delhi - 110 023

Sub: Response to RfP No. dated for
.....(Insert title of the RfP)

Dear

Sir/

Madam,

We, the undersigned [insert name of the 'Bidder'] having read, examined and understood in detail the RfP including Qualification Requirements in particular, terms and conditions of the draft Agreements contained as part of the RfP Documents, hereby submit our response to the RfP.

1. We give our unconditional acceptance to the RfP, dated _____, and draft Agreements attached thereto, issued by SECI. This acceptance shall be construed as the evidence of ourselves having read the terms and conditions of the RfP Documents, and our agreement to the same. We hereby submit our bid for following premises

Premises (Super Built-up Area)	Participating (Yes/No)
Premises-1: 38198 Sq. Ft in Block-2	

2. We shall ensure that the respective Agreements are executed as per the provisions of the RfP and the provisions contained therein shall be binding on us.
3. We hereby declare that in the event our Bid gets selected and we are not able to sign the respective Agreements with SECI within the timelines stipulated in the RfP, SECI shall have the right to retain the amount against the Security Deposit paid by us, if any, until that stage.
4. We undertake, if our Bid is accepted, to occupy the space immediately as per terms of the Bid Document.
5. We have submitted our response to RfP strictly as per Section 7 (Sample Forms and Formats) of this RfP, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
6. **Acceptance:** We hereby unconditionally and irrevocably agree and accept that the decision made by SECI in respect of any matter regarding or arising out of the RfP shall be binding on us. We hereby expressly waive and withdraw any deviations from the provisions of the RfP and all claims in respect of this process.
7. **Familiarity with Relevant Indian Laws & Regulations:** We confirm that we have studied the provisions of the relevant Indian Laws and Regulations as required to enable us to submit this response to RfP and execute the agreements, in the event of our selection as Successful Bidder.
8. Until formal Letter of Award/Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
9. We are submitting our response to the RfP with formats duly signed as desired by you in offline for your consideration.
10. It is confirmed that our response to the RfP is consistent with all the requirements of submission as stated in the RfP, including all clarifications and amendments and subsequent communications from SECI.
11. The information submitted in our response to the RfP is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the RfP.
12. We confirm that all the terms and conditions of our Bid are valid for a period up to the date as on 180 days from the bid submission deadline of this RfP. We confirm that in the event of issuance of LoA under the RfP,

the prices indicated in the LoA shall be valid until the signing of the Agreements.

13. We have also enclosed herewith the Financial Proposal as per the Schedule of Rates, in line with the terms and conditions contained therein.

14. Contact Person Details:

Details of the representative to be contacted by SECI are as under:

Name:

Designation:

Company:

Address:

Phone Nos. :

Mobile Nos:

E-mail:

Address:

15. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as our event of default and consequent provisions of the RfP/Agreements shall apply.

Dated the _____ day of _____ 20....

Thanking you,

We Remain,

Yours faithfully,

Name, Designation, Seal and Signature of Authorized Person

Format 7.2:

DETAILS OF THE APPLICANT

(to be submitted on the letterhead of the Applicant)

Sl. No.	Description	Details (As Applicable)
1	Name of the Applicant	
2	Address	
3	Contact Details (Authorized person Name, Contact Number, Email Id)	
4	PAN No. / TAN No.	
5	CIN	
6	Type of Entity	CPSU / State-PSU / Scheduled or Nationalized Bank / Autonomous bodies / Boards / Councils / Commissions / Statutory bodies / Regulatory bodies/ RERA/NBCC empaneled Individual Consultants/Firms/Agents
7	Name of Govt. Entity Whose Behalf Applicant is submitting the bid	
	Name of Their Parent Ministry / Authority / Government (as applicable)	

8	Primary Business of Govt. Entity Whose Behalf Applicant is submitting the bid	
9	Any other information or remarks which the entity thinks are appropriate to disclose as per the transparency norms may be mentioned here.	

(Signed and stamped by the authorized signatory)

(Enclose supporting documents as per Clause 23 of the RfP and indicate
referencing in this table)

Format 7.3:

**FORMAT FOR POWER OF ATTORNEY/BOARD
RESOLUTION/LETTER OF AUTHORIZATION FROM COMPETENT
AUTHORITY**

*(Power of Attorney to be submitted as a notarized document, others to be
submitted on the letterhead of the Bidder)*

The Bidder shall submit this document in its own format.

Format 7.4:

**CERTIFICATE OF POSITIVE NET WORTH AND POSITIVE
WORKING CAPITAL/SOLVENCY MARGIN RATIO FOR
INSURANCE COMPANIES AS PRESCRIBED BY IRDAI**

(To be submitted on the letterhead of a practicing Chartered Accountant)

Not Applicable

Format 7.5:

**FINANCIAL BID (TO BE SUBMITTED AS PER SCHEDULE OF RATE
FORMAT)**

(The document shall be duly stamped and signed by the Authorized Signatory)

KEY FEATURES AND ADVANTAGES OF SECI'S NBCC OFFICE SPACE

1. Strategic Location

- Situated within the NBCC Complex, a premier government-built infrastructure, giving institutional credibility and trust.
- Surrounded by key ministries and government offices—ideal for official coordination and meetings.

2. Fully Furnished, Plug-and-Play Setup

- Floor Area: Approx. 38200 Sq. Ft. at 6th Floor, Plate-B at Prestigious Govt. Buildings Complex Developed by NBCC.
- Premium-grade interiors with Modern workstations, cabins, conference rooms, Meeting Rooms, reception area, Lobby Area and server room — ready for immediate occupation.
- Fully functional setup with minimal modification required.
- Saves time and cost of furnishing/setup for any incoming entity.

3. Government-Owned Green Building

- LEED-compliant NBCC Office Block with green building certifications, contributing to sustainability goals.
- Lower operational costs due to energy-efficient systems.

4. Central Location with Excellent Connectivity

- Located in South-Central Delhi, easily accessible via Ring Road, AIIMS metro station, South-Ex Metro station, INA Metro Station and arterial roads.
- Walkable Distance from East Kidwai Nagar General Pool Residential Accommodation (GPRA-Government Housing).
- Proximity to NDMC/Lutyens' Delhi, key central government offices, Ministries, AIIMS Delhi and Airport.
- Picturesque views from Office Blocks. It's near to 3 main Delhi metro stations; AIIMS, INA and Delhi Haat. Accessible from 2 Delhi metro lines; pink line and yellow line. Very near to famous markets such as

South Extension, INA Market and in the vicinity of AIIMS and Safdarjung Hospitals.

5. Secure, Regulated Premises

- Government complex with 24x7 security, biometric access, CCTV coverage, and compliance with GoI safety norms.
- Ideal for sensitive or confidential government/PSU operations.

6. Amenities and Infrastructure (NBCC Office Complex)

- Centrally air-conditioned HVAC, 100% power backup, 11 modern lifts, pantry, and adequate washrooms.
- Access to shared facilities like Washrooms, Auditorium, and Visitors parking.
- Fire Safety Systems
- 24x7 electricity and water supply

7. PSU/Govt-Friendly Lease/Rental Model

- Seamless sub-leasing/renting within government ecosystem under predefined frameworks.
- Ease of inter-government agreements with SECI as a fellow CPSE.

Annexure - II:

LOCATION, PLAN AND RENDERED VIEWS OF SECI'S NBCC OFFICE SPACEs

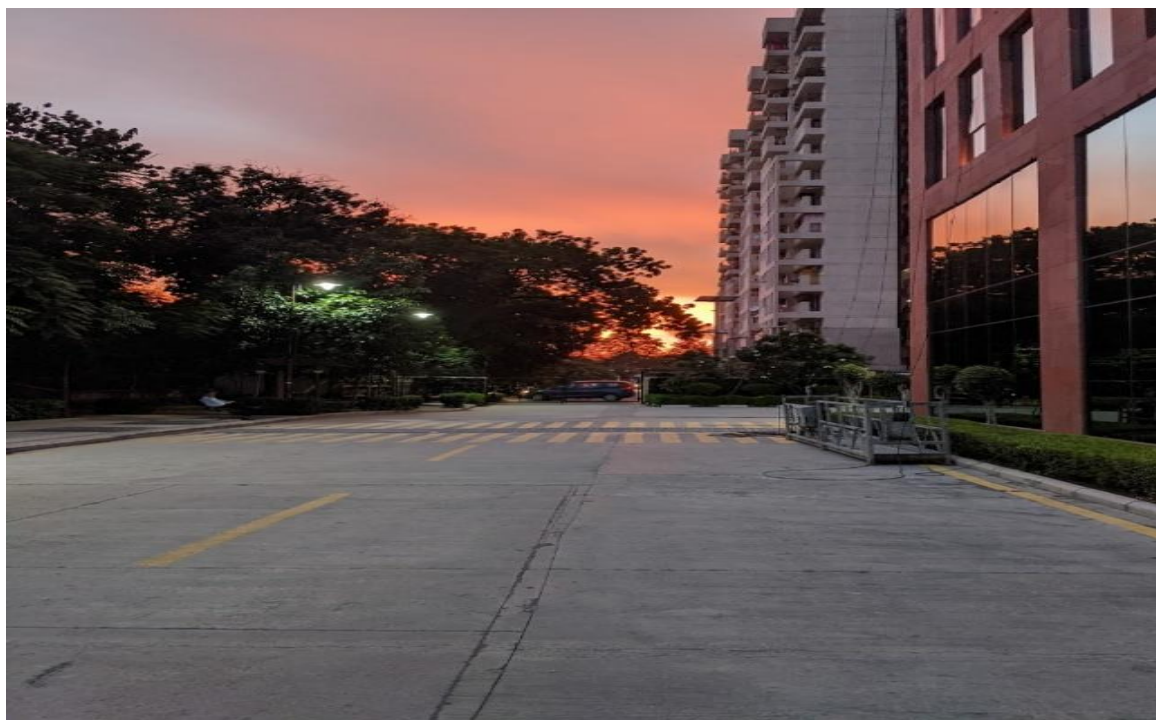
DEMISED PREMISES: SECI'S EAST KIDWAI NAGAR OFFICE SPACE - PLAN & PHOTOS

LOCATION, PLAN AND RENDERED VIEWS OF SECI'S NBCC OFFICE SPACE



Google Maps location of the demised premises:
<https://maps.app.goo.gl/3j4HGSagsNNUeLHdA>

NBCC East Kidwai Nagar Office Complex Photos

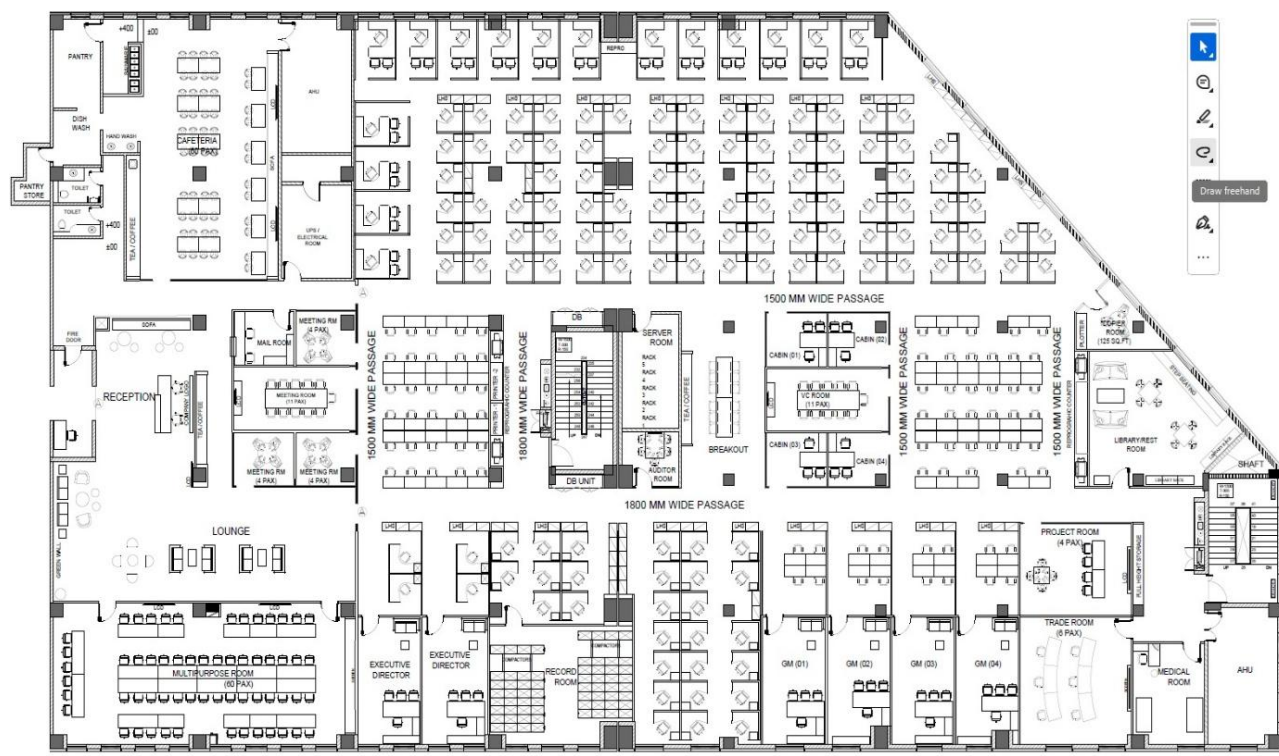






Annexure – III A(Premises-1)

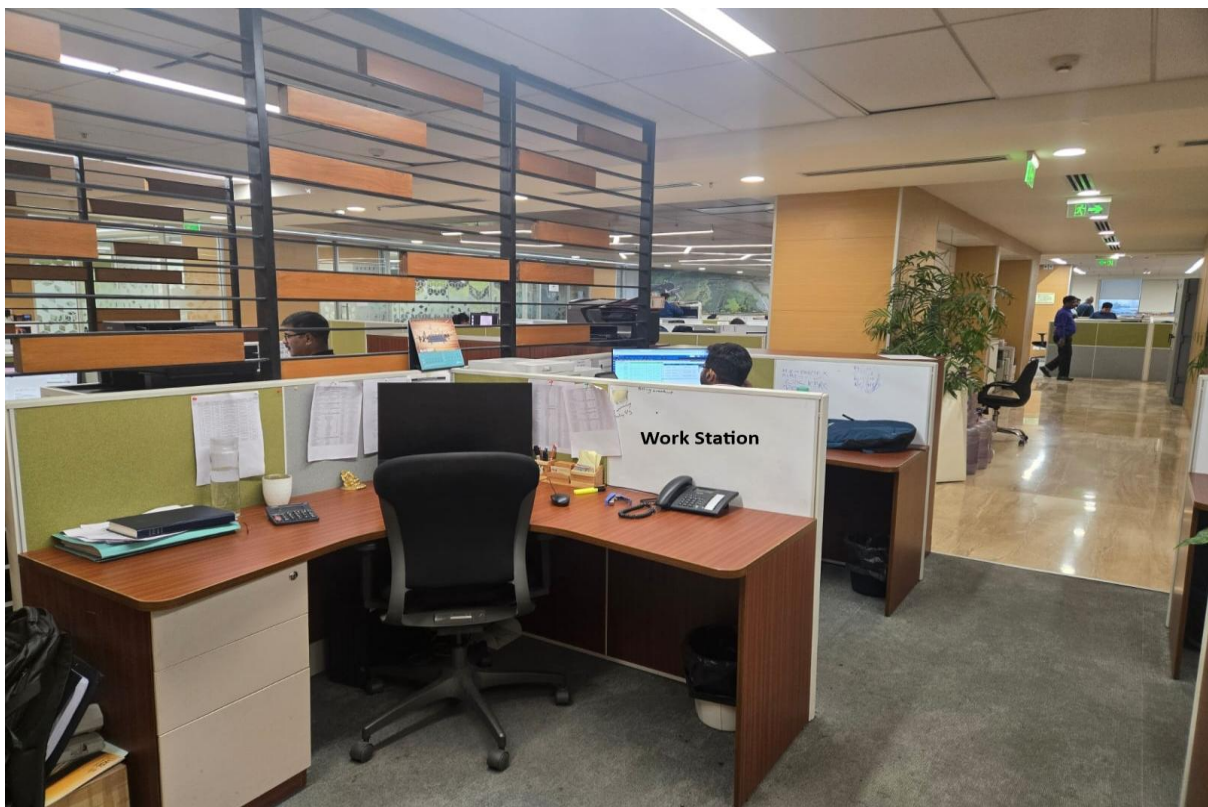
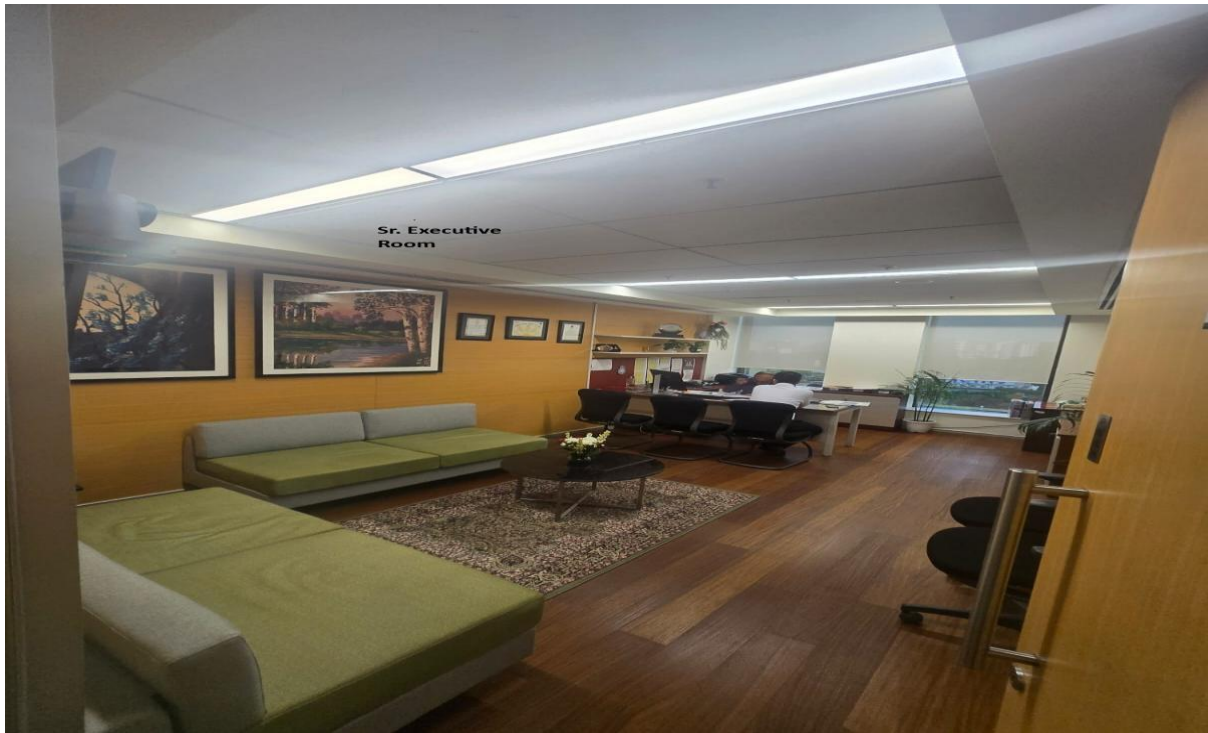
DEMISED PREMISES-1: SEC1'S EAST KIDWAI NAGAR OFFICE SPACE PLAN & PHOTOS



NBCC_SIXTH
FLOOR_IT LAYOUT-IT













Annexure- III B Demised Premise-2 (TOWER-4 FLOOR 1ST)

VISITOR LOBBY & LOUNGE AREA



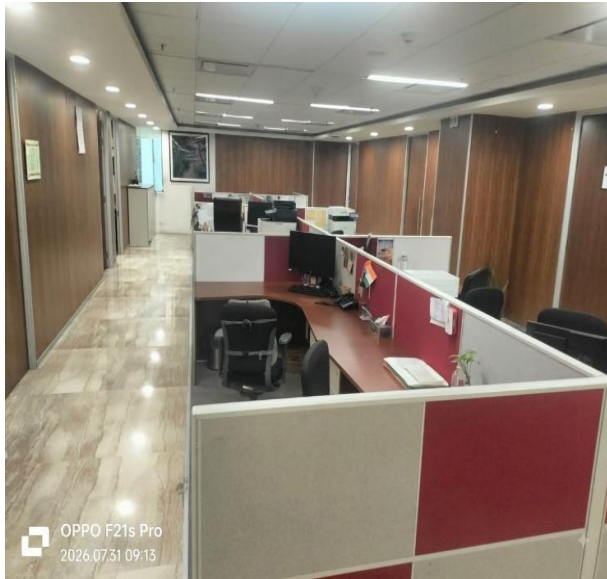
ROUND TABLE MEETING ROOM/Board Room



SENIOR EXECUTIVE ROOMS & CABINS



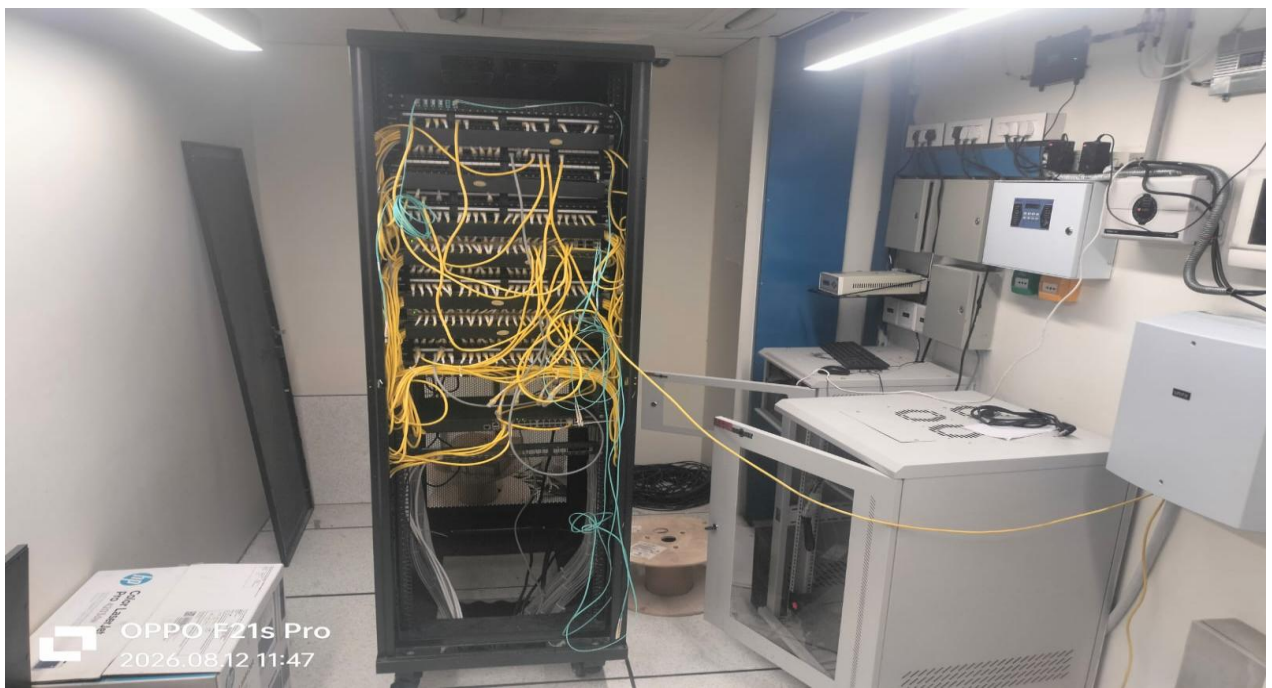
MODULAR WORKSTATION & SUPPORT STAFF WORK DESK



FILE CABINETS



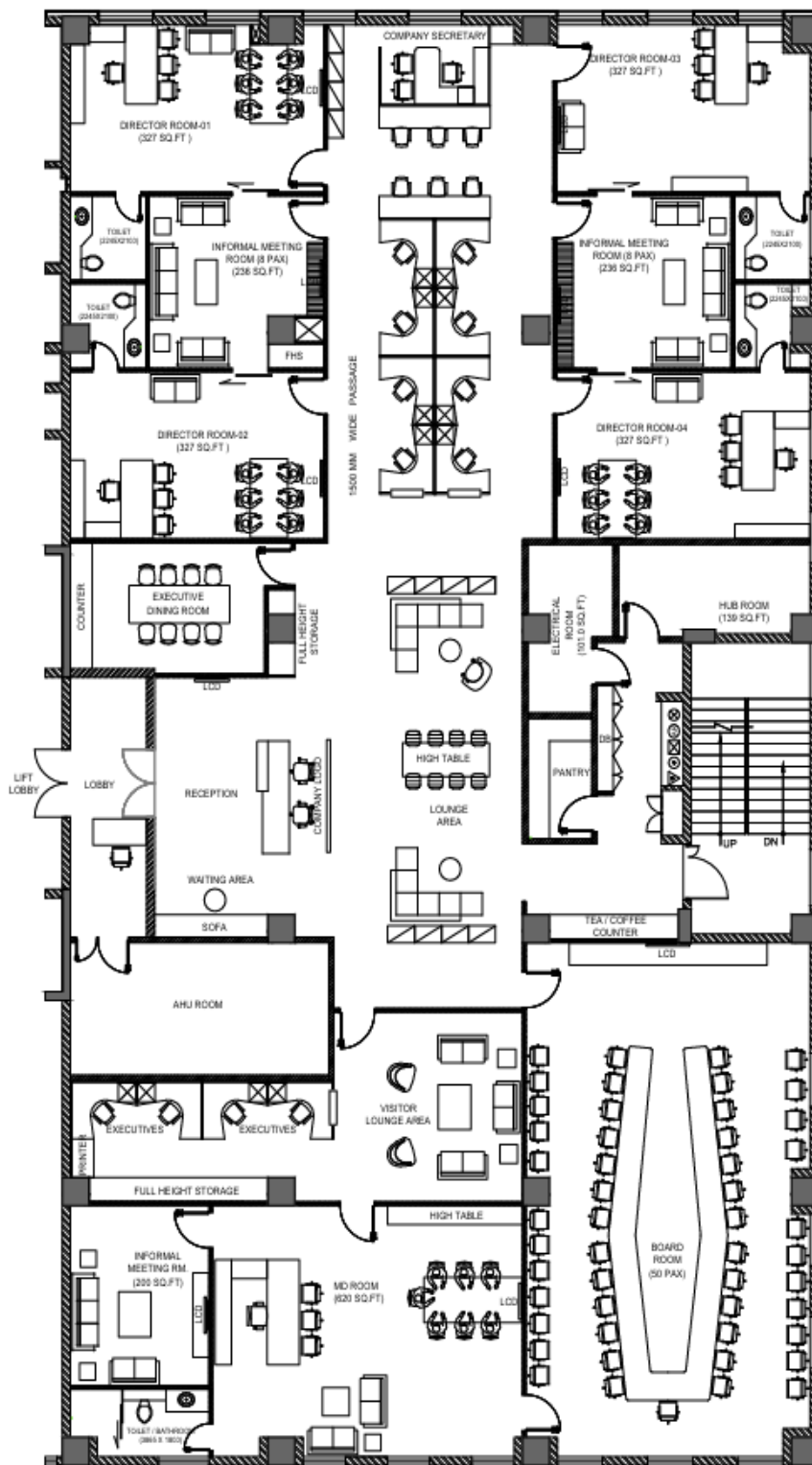
FULLY EQUIPED IT SERVERS ROOMS & UPS ROOMS



PANTRY BREAKOUT



Premises-2 Layout



LEGEND (PARTITION)			
S.NO.	DESCRIPTION	SPECS.	SYMBOL
01.	EXISTING BRICK WALL		
02.	PROPOSED BRICK WALL		
03.	GYPSUM PARTITION		
04.	GLASS PARTITION		

As built drawing for each premises will be provided upon request.