

**National Handicapped Finance and Development Corporation
(Department of Disability Affairs, Ministry of Social Justice and Empowerment,
Government of India)**

Red Cross Bhawan, Sector-12, Faridabad-121 007 (Haryana)

Ph.: 0129-2287512, 2287513, 2226910, Telefax: 2284371

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Sub: Inviting Offers for office space in Delhi / New Delhi on rent / lease for NHFDC

National Handicapped Finance and Development Corporation (NHFDC) is an apex corporation under the aegis of Department of Disability Affairs, Ministry of Social Justice and Empowerment, Government of India. NHFDC is registered under section 25 of the Companies Act 1956 as a company not for profit. It provides concessional credits to Persons with Disabilities (PwDs) for setting up self-employment activities and for pursuing educational/ technical courses. NHFDC also facilitates vocational training of PwDs.

NHFDC requires suitable office space on rent/lease basis in Delhi/New Delhi in a readymade approved building/area for setting its office measuring 6000-7000 Sq.ft. The building & approach to the building should be accessible to Persons with Disabilities (PwDs). The terms & conditions may be referred in the enclosed annexure-I.

Offers are invited from Government bodies, Central and State PSUs, other autonomous bodies and individuals who are legal owners of approved properties for hiring built up space as above. The rent/lease agreement would be executed initially for a period upto 3 (three) years. The offers should be neatly typed and submitted in the prescribed format in a sealed envelope super-scribing **“Offer for office space for NHFDC”** latest by **20th October 2014** at the above mentioned address in person or by speed post/courier.

The property owner(s) are advised to obtain detailed requirement and terms & conditions of hiring from this office or download from website of NHFDC www.nhfdc.nic.in

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TERMS & CONDITIONS OF HIRING OF OFFICE SPACE BY NHFDC

Offers are invited from Government bodies, Central and State PSUs, other autonomous bodies and individuals who are legal owners of approved properties for hiring build up space as above. The rent/lease agreement would be executed initially for a period upto 3 (three) years. The offers should be neatly typed and submitted in the prescribed format in a sealed envelope super-scribing **“Offer for office space for NHFDC”** latest by **20th October 2014** at the above mentioned address in person or by speed post/courier.

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

- A) The following details/documents are required to be submitted alongwith the offer :
- i) Complete address of property
 - ii) Proof of ownership
 - iii) Carpet area (unit-wise)
 - iv) Copy of approved building plan
 - v) Brief description of the covered area
 - vi) Rent demand per square feet of carpet area or lump sum (clearly stating for bare space or with partition).
 - vii) Terms & conditions of offer from the property owner, if any.

Any offer which is not accompanied with the above details/documents is likely to be rejected.

- B)
- Offers are invited individually and/or jointly from legal owners of approved properties.
 - Office spaces would be hired only in a approved building located within Delhi/New Delhi.
 - The approaches to building as well as the office space within the building should be accessible to PwDs without any barrier.
 - The rent/lease agreement is required to be executed initially for a period of three years or as mutually agreed.
 - A rent/lease agreement will be executed in the office of the sub-registrar, the entire cost of which would have to be borne by the property owner(s).

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- The agreement may be renewed at the discretion of NHFDC for a further period on mutually agreeable rent amount and terms.
- No security amount or advance rent will be paid by the NHFDC.
- Payment of all government taxes including Municipal taxes will be the liability of the property owner.
- Payment of maintenance charges to market association, if any, would be liability of the owner.

C) The property owner(s) would be required to ;

- a) Install independent electric meter with adequate sanctioned load at his/their own costs.
- b) Provide adequate light fittings & electrical and fans as per requirement of this office.
- c) Install independent water meter, water pump and overhead tank of sufficient capacity at his own costs.

D) The conditions that would govern the selection of a space are as follows :

- i) Preference will be accorded to space offered in the close proximity to Central Secretariat Metro Station or located close to (in a radius of 15 km to Central Secretariat Metro Station) or near Metro line. The floors offered to NHFDC should be accessible to PwDs without any barrier.
- ii) For hiring total space of 6000-7000 Sq.ft. area, preference of hiring would be as follows :

1st Preference : The required space is available in continuity.

2nd Preference : If no suitable space as above is available then separate spaces will be hired on same floor.

3rd Preference : If suitable space as above is not available, then space would be hired independently on various floors making a combined total of 7000 Sq.ft.

Format for submitting Quotation for office space on rent

A) Details of property

- i) Address of office space
- ii) Building plan approved (Yes/No)
- iii) Floor(s) on which space located
- iv) Carpet area of the offered space
- v) Work stations available/partitions (not mandatory)
- vi) Legal owner of the premises (name)
- vii) Whether previously on rent (Yes/No)
- viii) Separate Electricity & water meters installed
Or to be installed
- ix) Nearest metro station from the building/location
- x) Distance from Central Sectt. Metro Station
- xi) Any condition of offer from owner : No/Yes/Please indicate

B) Rent Details

Total area	Usable Area (Carpet area)	Rent		Other charges		Total (Rent +other charges)	
		Rent per Sq.foot (in Rs.)	Total Rent Per Sq.foot (in Rs.)	Any other charges (if any)	Total other charges for space	Per Sq.foot (in Rs.)	Total for office space (in Rs.)
1	2	3	4	5	6	7 (3+5)	8 (4+6)

- C) All the documents of ownership, building plan etc. need to be shown to the committee of NHFDC before finalizing the office space.