

**IDPL(TAMILNADU) LIMITED**  
**NANDAMBAKKAM,CHENNAI-600089**  
**CIN-U29141TN1994PLC027005**

**TENDER ENQUIRY NO. IDP/HYD/(TN)/ED/2023-24/01**

**Dated:-25.04.2024**

**COMMERCIAL/OFFICE SPACE REQUIRED ON RENT FOR IDPL(TN)LTD,Chennai.**

Sealed quotations/offers/bids are invited for commercial/office space on rent for IDPL(TN)Ltd.,Chennai in a commercial viable area(Guindy, Ekkatuthangal, Butt Road, Ramapuram, Ashok Nagar, West Mambalam, Saidapet, Nandanam) with easy accessibility for immediate occupation. Basic requirement of the preferred premises are as follow:-

Sr.No.	Particulars	Requirements
1.	Carpet Area	Approximately 800-1200sqft.(unfurnished space in ground/first floor with two or three rooms with sizeable records would be ideal.
2.	Location of premises	Premises should be in the area of Guindy, Ekkatuthangal, Butt Road, Ramapuram, Ashok Nagar, West Mambalam, Saidapet, Nandanam
3.	Parking	2-3 vehicle(Car/Motorcycle)
4.	Water Supply	Adequate and continuous water supply
5.	Other required amenities	Separate toilets, electricity connection with independent meter

2. Interested parties may submit their documents/credentials along with copies of duly Title Deed, layout of building, certificate from competent authority for commercial use of the building and other relevant documents in sealed cover superscribed "offer of premises on rent for IDPL(TN)LTD,Chennai". addressed to as under:-

**Administration Department,**  
**Indian Drugs & Pharmaceuticals Ltd.,**  
**Balanagar, Medchal-Malkajgiri Dist**  
**Hyderabad-500 037**  
**(Telangana)**

3. The last date submission of the tender is 16.05.2024 at 1400hrs at the above mentioned address and the Technical bid will be opened on same day at 1500hrs. Date and time for opening of financial bid will be informed to bidders (qualifying in technical evaluation) later.

4. The Tender documents can be download from IDPL website [www.idplindia.in](http://www.idplindia.in) from 26<sup>th</sup> April, 2024 to 16<sup>th</sup> May, 2024.

5. The sealed tender should be submitted by the tenderers by RPAD/Speed Post/Courier/Hand delivery so as to reach the above address on or before the prescribed date and time.

6. Any tender received after the last date and time specified above will be rejected.

7. The company does not bind itself to accept any or all the bids and reserves the right to reject any or all the bids without assigning any reasons.

8. Tenders/offers from brokers will not be entertained.

9. After opening the Technical bids, the qualified bidders will be intimated the date of inspection of premises.

(General Manager Incharge)  
IDPL(TN)Ltd. Chennai

## **Guidelines To Tenderers for Submission of Tender**

1. It is proposed to follow the TWO BID Tender System for this Tender and this Bid should be submitted in the prescribed formats (Annexure- I and II):
  - a. “TECHNICAL BID” (Annexure –I) in ONE COVER duly sealed. This BID is meant only for all technical details of the Offered Premises e.g. address, area, floor, ventilation, surroundings, electrical load available, water supply, parking facilities, term of lease, its renewal and other terms and conditions etc.  
**Please note that rent / advances / maintenance charges etc. should not be indicated in the Technical Bid.**
  - b. Separate sealed covers should be used for A-II (Financial Bid). This Bid is meant only for all Financial Details of the Offered Premises e.g. rent charges/rate, maintenance charges, taxes if any to be borne by the Company, rent escalation on renewal, advances if any etc.
2. Tenderer should put full signatures on all the pages of the Tender documents.
3. Separate Tender Forms should be used for separate premises, e.g. if a Tenderer wants to offer more than one premises then separate Tender Forms should be used. If any tenderer offers the same premises on rent separate tender form should be used (both Technical & Financial)
4. The tender should be submitted by the tenderer by Registered Post/ Speed Post/ Recorded Delivery/ Courier/Hand Delivery.
5. Bids should be submitted in sealed envelopes as mentioned below:
  - Cover (A)**  
Sealed envelope consisting of all the documents as required as per this tender document. All the documents should be self attested and stamped by authorised person. Cover should be superscribed as “COVER-A” “Tender No. **IDP/HYD/(TN)/ED/2023-24/01** Dated: 25.04.2024” “Technical Bid”.
  - Cover (B)**  
Sealed envelope consisting of Price/Financial Bid/s, as required as per this tender document .Cover should be superscribed as “COVER-B” “Tender No. **IDP/HYD/(TN)/ED/2023-24/01** Dated: 25.04.2024 “Price/Financial Bid”.
  - Cover (C)**  
Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscribed as “COVER-C” “Tender No. **IDP/HYD/(TN)/ED/2023-24/01** Dated: 25.04.2024 “offer of premises on rent for IDPL(TN)Ltd.,Chennai”.
6. Sealed Offers prepared in accordance with the procedures enumerated above should be sent only by Registered Post/ Speed Post/ Recorded delivery/ Courier and should reach on or before the prescribed date & time to the Address mentioned in the Advertisement. Any Tender received after the date specified in Advertisement will be rejected.
7. After Technical Bids are opened and evaluated, a list of short-listed Tenderers will be prepared. The short-listed Tenderers will be contacted for inspection of the premises.
8. The Company reserves the right to accept any bid or to annul the Tender Process and reject all bids at any time without assigning any reason thereof.
9. In case of any queries, the bidders may contact to following officer from 11:00AM to 4:00PM:-  

<b>Sh. M.Lakshaminarayanan</b>	<b>Mob:-09841058246</b>
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## **TERMS & CONDITIONS**

1. Rent after execution of agreement shall be paid to the landlord by way of NEFT/RTGS/Cheque and no brokerage shall be paid to any broker.
2. Tax and other statutory clearance shall be obtained by the vendors at their own cost as and when required.
3. The offer should remain valid at least for a period of 3 months to be reckoned from the last date submission of offer.
4. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviation”.
5. The tenderer shall submit tender documents in separate sealed envelopes mentioning as ‘Technical Bid’ and ‘Financial Bid’ and enclose both in one envelope super scribed as “offer of premises on rent for IDPL(TN)Ltd.,Chennai”.
6. Separate tender forms in original are to be submitted for each proposal/location. No Xerox copies will be entertained.
7. Canvassing in any form will disqualify the tenderer.
8. The short-listed vendors will be informed by the Company for arranging site-inspection of the offered premises.

**Technical Bid****Tender No. IDP/HYD/(TN)/ED/2023-24/01 Dated: 25.04.2024****1. Details of Builder/owner**

1.	Name	
2.	Address	
3.	Contact Details Phone No:-  Email:-	
4.	Whether the premises occupied is free from litigation/encumbrance(Yes/NO)	

**2. Details of the Property offered:**

1.	Full Address of the premises offered	
2.	Period of lease offered (Premises shall be initially for one year. Further extendable to two years)	
3.	Type of properties Commercial/ Residential & Commercial (as approved by the competent Authority)	
4.	No. floors in the building :	
5.	At which floor the premises is offered : (Preferably the offered premises should be on Ground and First floor and on a single floor)	

**3. Area of Premises offered:**

1.	Super Built Up Area (in Sqft.)	
2.	Built up Area (in Sqft.)	
3.	Carpet Area (in Sqft.)	
4.	List of common areas as included for the purpose of Computing super built up area.	
5.	Details of parking facilities available	
6.	Whether cross ventilation is available	
7.	Year of construction of the building	

**4. Locality to the following places in Kilometers.**

1.	Airport	
2.	Railway Station	
3.	Bus stand	
4.	Bank	
5.	Market	

**5. Amenities Provided**

1.	Provision for no. of toilets	
2.	No. of phases of electric connection (SINGLE / TWO / THREE)	
3.	Facilities for 24 hours water supply (YES/NO)	
4.	Safety and Security arrangements (YES/NO)	
5.	Fire Exit (YES/NO)	

**6. Common Facilities Provided**

1.	Parking space (CAR/Motorbike) Number of Vehicles	
2.	Lift YES / NO	
3.	Generator for emergency (YES / NO)	
4.	Security arrangements (YES / NO)	
5.	Proper sanitary / sewerage system (YES / NO)	

**7. Details of documents to be enclosed.**

1. Copy of approved land/site plan of the property is sanctioned by Competent Authority.
2. Copy of occupancy/completion certificate obtained.
3. Copy of Aadhar card of legal owner.
4. Copy of the PAN.

**Signature**

**(Owner/Authorised Representative)**

**(Tenderers are advised in their own interest to not to leave any of the aforesaid columns blank under any circumstances. Tenderers are also required to enclose layout plans of the premises on offer)**

**Price/Financial Bid**  
**TENDER ENQUIRY NO. IDP/HYD/(TN)/ED/2023-24/01**

**Dated:-25.04.2024**

I / We offer you the premises described below on monthly rent basis as under:

Sr. No.	Particulars	Amount in Rs.
1.	Total Carpet area of the premises offered (in sqft.)	
2.	Monthly rental in Rs. per sq. ft. permonth on carpet area	
3.	Maintenance charges per sqft. /per month/ On carpet area	
4.	Total Amount(Monthly)	
5.	GST	
6.	Grand Total Amount	
7.	Periodical enhancement in % (after every one year as applicable)	
8.	Registration charges to be borneequally on 50:50 basis	

**DECLARATION**

1. I/We/undersigned are aware that the “RENT” (No 6 above) mentioned above will be inclusive of all amenities including parking space, other conveniences provided by the land lord, municipal taxes,/ rates/surcharges and cess etc.
2. It is property owner duty to pay the statutory liabilities/dues in relation to the premises offered above, to the appropriate authority within due date and the Company will have no other responsibility other than payment of the rent as mentioned above.

Note:

- i. Amount to be mentioned clearly in Indian currency.
- ii. No corrections/alterations are permitted while mentioning the amount.
- iii. Amount to be written in both figures and words. If there is any difference between figures and words, the words will prevail.

**Signature**

**(Owner / Authorised Representative)**

**DRAFT RENT AGREEMENT**

This rent agreement is made and executed on this the..... Day of ....., 2024.

**BETWEEN**

M/s/Mr//Mrs./Ms..... having its Address at .....,  
represented by Shri ..... age..... Aadhar No.....

Hereinafter referred to and called as the **Lessor** which expression shall unless it is repugnant to the context or meaning part thereof mean and include all its legal heirs, executors, administrators, representatives, successors-in-interest and assignees of the **First part**.

**AND**

The M/s IDPL(TN)Ltd, Chennai a company 100% subsidiary of Indian Drugs & Pharmaceuticals Ltd. registered office at IDPL Corporate office, IDPL Complex, Old Delhi Gurgaon road, Dundahera, Gurgaon-122016 (Haryana) represented by ..... as ..... duly authorised to sign the rent agreement, hereinafter referred to as '**Lessee**' which expression shall where the context admits include all its executors, attorneys, administrators, representatives, successors-in-interest and assigns of the **Second Part**.

**WHEREAS** the **Lessor** is the absolute owner of immovable property consisting of ..... Sq. ft. of accommodation at ....., situated at ..... and the multi storied building constructed and stand erected thereon and which is more fully described in the Schedule hereunder as Scheduled Property and hereinafter called as the **Scheduled Property**.

**AND WHEREAS** in the building constructed on the Scheduled Property, a total built up area admeasuring to an extent of ..... Sq.ft. on the Ground/First Floor as Scheduled Premises in the Scheduled Property and hereinafter referred to and called as Scheduled Property.

**AND WHEREAS** the **Lessor** has represented to and assured the lessee that:

- a) The **Lessor** is the absolute owner and in exclusive possession of the Scheduled Property where the Scheduled Premises if forming part of.
- b) The **Lessor** has a clear and marketable title to the Scheduled Premises in the Scheduled Property free from all encumbrances.
- c) No suit, litigation, claim or dispute of any nature whatsoever, relating to or concerning the Scheduled Property or any thereof is pending or raised at any time by any person or company or firm or authority.
- d) There shall not be any breach or violation of any laws, rules or regulations while constructing the Scheduled Premises in the Scheduled Property and all approvals/permissions of the assurance to the **Lessee** that **Lessor** will carry out civil, electrical work etc. modifications as per the requirements and specifications given by the lessee while completing construction of the building.
- e) During the terms of the rent and its renewals, **Lessee** shall be able to peacefully use and enjoy the Scheduled Premises in the Scheduled Property without any lawful objection from any person or authority.

- f) The **Lessor** shall strictly in the letter and spirit abides by and complies with all terms and conditions of these presents.

Relying on the aforesaid representations and assurances and believing the same to be true, the **Lessee** has agreed to take on rent the Scheduled Premises in the Scheduled Property for their official/educational purposes on the terms and conditions set out herein.

**NOW THEREFORE, THIS AGREEMENT OF THE RENT WITNESSETH AS FOLLOWS.**

**(1) TENURE & RENT**

The Lessor has agreed to let out and the **Lessee** has agreed to take on monthly rental basis .....Sq.ft. area in the Scheduled Premises i.e., ..... of ..... as per description, tenure and rent for the period of a year i.e. ....2024 to .....2025 given here under:-

Description of property	Space in sq.ft.	Rent @ Rs. /- per sqft.	Maintenance	Total rent	GST @18%	Net amount payable Rs.

The above rent amount will be enhanced every year @ .....% on the then existing rents. The rent will be payable by A/c payee Cheque/DD/Electronic Transfer subject to TDS under the Income Tax Act in the hands of the Lessee as applicable at prevailing rate.

**2. TAX/ GST**

In addition to the rent, Tax/GST (presently @18%)as applicable, shall be borne by **Lessee**.

**3. UTILITIES**

- Electricity Charges as per Load Assessment given by owner entire space ..... sq.ft..
- Lessee will have to make his own arrangement for any additional water supply at its own cost.
- The **Lessor** has agreed to provide adequate parking facilities to the **Lessee** within the ..... till the end of the Rent period.
- The **Lessor** shall have no objection to remove the steel fitting, safes and expanded metal compartments, partitions, railing temporary structure of any kind, furniture, electric installation/fitting which may have been brought in, fixed or installed during the continuance of the rent period.

**4. SIGN BOARD:-**

The Sign Board and Display Boards inside and outside the rentd area should be approved by the **Lessor**. It should not be in any way obscure the identity of the **Lessor** and deface the premises. The **Lessee** shall be allowed to continue to display Name Board, Sign Boards or the like at the front or outer elevation of the Scheduled Premises without disturbing existing other ones.

**5. PROPERTY AND OTHER MUNICIPAL TAXES**

The **Lessor** shall pay all the municipal taxes, property tax and other taxes of any kind whatsoever including the house tax, ground rent as are or may hereinafter be assessed on the said Scheduled Premises by the Municipality or any other authority.



**6. MAINTAINANCE OF PREMISES**

The accommodation is being offered on 'as is where is basis' and the **Lessee** will not incur major expenditure on its renovation/maintenance etc. The **Lessee** shall maintain the rent hold premises in good condition at all times. It is specifically agreed that costs of major structural repairs, if any, shall be borne by the **Lessor** and routine and minor repairs, if any, shall be undertaken by the **Lessee** at their own cost. The

**7. ALTERATION AND IMPROVEMENTS**

The **Lessee** shall not make any permanent material changes in the structure of building without the prior written consent of the **Lessor**. However, the **Lessee** shall have the right to make plywood partitions/flexible partitions at its own cost. The **Lessee** can install telephone, air conditioners, water coolers or other appliances as and when required at its own costs and expenses.

**8. INSURANCE**

The insurance of the building structure shall be the responsibility of the **Lessor**. However, insurance of all furniture, fixtures and other equipments shall be done by the **Lessee**.

**9. SUB RENT**

The **Lessee** shall not sub let or sub rent the Scheduled Premises to any other third party but they shall have the right to use the said premises for housing and carrying out the activities of its own sponsors/affiliates/constitutions and associates.

**10. RENEWAL AND ESCALATION**

In case, the **Lessee** desires any extension of the rent agreement, the **Lessee** may notify the same to the **Lessor** one month before the expiry of the rent agreement. The renewal of rent agreement can be granted on the terms and conditions mutually agreed upon between the parties subject to increase in rent by .....% every year.

**11. DEFAULT**

Notwithstanding anything contained herein before, the **Lessor** shall be entitled to terminate the Rent with a right to re-entry in case of the default of rent for more than three months consecutively.

**12. DAMAGE AND DESCRIPTION**

Notwithstanding anything contained in this agreement and during the currency of this rent, the rentd Premises become dilapidated or becomes inhabitable due to act of God or natural calamities, destruction due to fire, demolition of the building for widening the road, civil riots etc. the notice period for termination will cease to exist. In the event of happening of aforesaid situations, the **Lessor** should pay back Security Deposit to the **Lessee**.

**13. REGISTRATION**

The Stamp Duty and Registration charges of the rent agreement shall be borne by the **Lessor** and the **Lessee** equally.

#### **14. TERMINATION OF RENT AGREEMENT**

This Agreement can be terminated by giving one (1) month notice in writing by the **lessee**.

#### **15. VACANT POSSESSION**

On the termination of the rent, the **Lessee** shall deliver vacant possession of the Scheduled Premises rented out by the **Lessor** in good condition subject to reasonable wear and tear and other causes not within the control of the **Lessee**.

#### **16. ARBITRATION/JURISDICTION**

- If dispute or difference of any kind shall arise between lessor/lessee and the bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works, whether during the progress of the works or after their completion and whether before or after the determination or breach of the contract, shall be referred to Chairman & Managing Director of I.D.P.L or any authorised person appointed by him and his decision shall be binding on both the parties.
- Any dispute arising out in this connection will be subject to Chennai Jurisdiction only.

#### **17. INDEMNITY**

The **Lessor** hereby confirms and reiterates the correctness of the recitals herein above and confirms that the same shall form the basis of the Rent Agreement without deduction and that the ownership of the Scheduled Premises absolutely and exclusively vests with it and no other person has got any right, title or interest in the same and therefore no other person has any right, title or interest to object to the rent herein granted and there is no claim made by any person in this respect and in case of any claim by and third party or any third party objecting to this Agreement, the **Lessor** agree to and shall be responsible to remove all such objections, claims and allow full enjoyment by the **Lessee** of the Scheduled Premises. The **Lessee** shall be entitled to hold and enjoy the Scheduled Premises during the terms of the rent or its renewal without any interruption by the **Lessor** or any other person(s) acting or claiming through him/her/them/it/. The **Lessor** agree to indemnify and keep **Lessee** fully indemnified and harmless from any or all losses, expenses and costs (including the costs of any legal proceedings) incurred or suffered, or arising from the absence of the defect in the title to the Scheduled Premises as well as costs incurred in connection with curing any defect(s) in the **Lessor's** title or perfecting the **Lessor's** title in respect of the **Scheduled premises**. The **Lessor** has given the above warranty of title in view of the investments that has been / would be made by the **Lessee** while using the Scheduled Premises as part of its operation.

#### **18. SCHEDULE PROPERTY**

All that part and parcel of Immovable Property of land admeasuring to an extent of ..... sq.ft. in the ....., situated at Chennai and bounded by

North ---  
South ---  
East ---  
West ---

**SCHEDULE PREMISES**

All the parts of the Schedule Premises consisting of built up area admeasuring to an extent of .....Sq.ft. built up area of the building constructed and stand erected in the Schedule property as described above with all things appurtenant thereto and together with all rights to use the common areas and facilities available thereat.

IN WITNESS WHEREOF the parties to this agreement have signed on the day, month and year mentioned above in the presence of the following attesting witnesses.

**WITNESSES**

1) For and on behalf of  
The .....  
The Lessor

2) For and on behalf of  
M/s IDPL(TN)Ltd.,Chennai  
The Lessee