

NATIONAL HIGHWAYS INVIT PROJECT MANAGERS PRIVATE LIMITED

(A Wholly Owned Entity of NHAI)

Regd. Off.: G-5 & 6, Sector-10, Dwarka, Delhi - 110075

CIN: U45201DL2021GOI378178

GST No.: 07AAHCN851A1ZP



**Expression of Interest (EOI)
For Hiring of Office Space on Lease basis in DELHI**

NATIONAL HIGHWAYS INVIT PROJECT MANAGERS PRIVATE LIMITED

(A Wholly Owned Entity of NHAI)

Regd. Office

**G-5 & 6, National Highway Authority of India (NHAI)
Sector-10, Dwarka, Delhi – 110075**

Corporate Office

**406, D-21, Corporate Park, Sector-21,
Dwarka, New Delhi-110077**

04.07.2025

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DISCLAIMER

- i. The purpose of this EOI document is to provide the Applicant(s) with information to assist them in formulation of their applications. This EOI document does not purport to contain all the information, each Applicant may require. Each Applicant should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources.
- ii. NHIPMPL, 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 EOI document.
- iii. NHIPMPL may, in its absolute discretion, but without being under any obligation to do so, annul, modify, amend or supplement the information in this EOI document.
- iv. An applicant means a property owner/ Business Entity, who has sufficient experience in accordance with the Conditions of Eligibility as detailed in EOI is permissible.
- v. The issue of this EOI does not imply that NHIPMPL is bound to select and shortlist Applicants to enter into tie-up agreements with shortlisted Applicants. The said EOI is only to provide details to for the market research and budgetary proposes. NHIPMPL is not bound or liable to give any letter of award or offer for the said TOR of expression of interest.
- vi. The applicant shall bear all the costs associated with or relating to the preparation and submission of its EOI application including but not limited to the preparation, copying, postage, delivery fees, expenses associated with any demonstrations/technical discussion/presentation and submission of EOI, NHIPMPL shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the EOI process.
- vii. Canvassing in any form by the applicant or by any other agency on their behalf may lead to disqualification of their EOI.

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1. Introduction

- A. National Highways InvIT Project Managers Private Limited (NHIPMPL) is a wholly owned entity of NHAI, Company incorporated under the Companies Act 2013, for the implementation, development, maintenance, operation and management of the projects undertaken by the National Highways Infra Trust (NHIT).
- B. National Highways InvIT Project Managers Private Limited, intends to hire ready to move office premises on lease for its Central Corporate Office for an initial period of **03 (Three) years** which may be renewed from time to time, as per the company requirements. The only purpose of the expression of interest is to gauge market interest, refine their approach and create a pool of potential applicants. The interested parties, including the Government organizations/Central/State PSUs/Not-for-profit Organizations/ Property owners/ Developers/ Builders are invited to submit expression of interest as per the criteria outlined below in the Section -3.

2. Schedule of Events

Sr. No	Name of Events	Date & Time
i)	Invitation of Expression of Interest for Hiring of office space on lease basis in Delhi	04.07.2025
ii)	Submission of Pre Application queries	11.07.2025
iii)	Queries response to Applicant	15.07.2025
iv)	Application Submission due/last date	21.07.2025: 17:00 hrs
v)	Application opening (technical) at venue	21.07.2025: 17:30 hrs
vi)	Technical Evaluation	To be notified Later

3. Requirements

- a) **Location:** Delhi NCR, within 05 (Five) km from NHAI HQ (G 5&6, Sector 10 Dwarka, Delhi, 110075).
- b) Space Required: Minimum 5000 -10,000 sq. ft. (carpet area).
- c) Lease Period: Initial period of lease will be for 03 (Three) years from the date of handing over vacant possession extendable up to 03 (Three) or More years on mutual consent.
- d) Proximity: Within 01 (one) km of walking distance from Metro Station.
- e) Age of the premises: Not more than 10 years (from the date of Completion of Building Construction).
- f) The building offered should be structurally sound and suitable for use as office and preferably ready to be occupied with partitions, toilets, lifts, complete air conditioning etc. in place / fully working conditions.
- g) The office building should be located at an easy to access location well-connected to Roads/Metro/Airport/Public transport and have modern amenities along with professional landscaping and an aesthetically pleasing ambience. The offered premises should have all necessary statutory approvals for office use.

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- h) The premises should be available for taking over possession within a **maximum of 30 days** (in case of **ready-to-move** space) or within a **maximum of 60 days** (in case of **bare shell/warm shell** space) from the date of the Letter of the Award.
- i) Space Condition: Premises offered should preferably be in ready-to-move condition. In case of bare shell/warm shell building, the owner will have to undertake the required civil/ electrical work such as provision of lighting, air conditioning, fire-fighting system, partitioning of work space etc. as per the requirement/specification given by NHIPMPL at his own cost within two months (60 days) from the date of the issue of the Letter of Award. NHIPMPL will not incur any expenditure on these heads.
- j) Offered premises and surroundings should be in clean, good and well-maintained condition, with roads near the entry and exit points free of traffic congestion.
- k) Four-wheeler/car parking space: Minimum designated parking space required for at least 10 vehicles/cars. The building should have free dedicated parking facilities as per applicable Equivalent Car Space (ECS) norms, and earmarked parking exclusively for official vehicles will be further desirable. The building with parking more than the ECS shall be given preference.
- l) Two-wheeler/bike parking space: Minimum designated parking space required for at least 10 two-wheelers.
- m) Premises should also offer additional parking spaces for visitors.
- n) Provision of Lifts: Adequate provision of passenger and goods lifts of reputed make
- o) Separate washrooms/toilets for females and males, uninterrupted water supply for toilets, wash basins, housekeeping, other cleaning purposes, etc.
- p) Preference shall be given to Office spaces offering Private washroom.
- q) Power Supply and Back-up: Premises should have uninterrupted power supply/back up for all essential activities, working spaces and common area
- r) Fire-Fighting system: Well-equipped and thoroughly working fire-fighting system to be in place.
- s) Premise Maintenance: Maintenance team/department for the electric, plumbing, carpentry, housekeeping, security and any other issues
- t) Compliances: Premises offered for lease should be fit for office/commercial use and must have the approvals/clearances from all the concerned Central/State Government Departments/Local Authorities/Municipal Corporation/ DDA/Fire Department etc. as may be necessary by the Local Authorities for using the building as an office and should be legally free from all encumbrances.
- u) Energy & Environmental Certification/Compliance: Standard Energy and environmental certification from reputed international and national certification agencies like BEE/ IGBC/ LEEDS/ GCBI/ GRIHA etc.
- v) Post Covid-19, Compliance with guidelines issued by ASHRAE, or WHO for Air Ventilation & Air Conditioning system.

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- w) Premise Security System: – Extensive coverage of CCTVs for all common areas.
- x) Software-based Building Management System and visitor management system.
- y) Ease of access to hotels/restaurants and state-of-the-art commercial amenities like Security, Transport & Outdoor space within 1 km.
- z) Building Standards:
- Certified as per BEE/IGBC/LEEDS/GCBI/GRIHA standards.
 - Compliance with ISHRAE/WHO ventilation & air conditioning guidelines.
 - Comprehensive CCTV coverage for common areas.
 - Adequate lift facilities with access all 7 days of the week.
 - Having all statutory fire clearances from the Delhi Fire Service Department (DFS).
- aa) Preference will be Given To:
- Public Sector Units/Govt. Department/Public Financial Institutions/Not-for-profit Organizations.
 - Buildings with reputable national and international tenants.
 - Office location within 3 Km distance from NHAI HQ (G 5&6, Sector 10 Dwarka, Delhi, 110075)
- bb) There should be natural lighting and ventilation in the campus/compound along with accessible green spaces.
- cc) The premises should have a suitable power supply for commercial operations.
- dd) All building services such as lifts, power supply, plumbing, sewerage system, shall be fully operational at the time of submission of the offer by the applicants.
- ee) The building should have adequate security provisions such as a compound wall, gate, CCTV, etc.

Other condition & Requirements:

- i. The cost of installation and repair & maintenance of civil/electrical installation, including Air Conditioning Facilities, Power backup (generator sets or Solar), lifts and common areas (if any), etc. will be the responsibility of the applicant.
- ii. The property owner/landlord will allow the lessee to construct cabins/partitions, a stationery room, a record room, server as per the NHIPMPL functional requirements during the lease period / extended Lease period.
- iii. After taking possession, if it is found that any item or work remain unattended or not according to lessee's specification, the owner /landlord has to complete the same within a reasonable time from the date of possession of premises and in case of default, NHIPMPL will have right to get the above unfinished jobs/works/items completed by availing the services of other agencies and recover the amount so incurred from the rent payable.
- iv. The rent proposed to be charged per square foot per month on the carpet area should be inclusive of property tax and/or any other similar tax /cess/duties, etc., and the same to be duly paid by the property owner to various authorities and service providers..

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- v. Applicant may note that no increase in rental and other applicable charges will be allowed for initial 03 (Three) years, and subsequently, rental and other applicable charges will be increased by mutually agreed terms by both parties.
- vi. The lessee shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving 03 (three) months' notice. The owner/landlord shall not claim / or be entitled to any compensation /rent for the unexpired period of the lease. The right to terminate the lease before the expiry of the lease period will vest only with the lessee.

4. Required Documents:

- a) Owner/Agency details (including PAN, TAN, registration numbers, Property ownership copy).
- b) Authority Letter in case of Authorized Representative.
- c) Property location, type, and legal status.
- d) Construction details, building condition, and age.
- e) Amenities, security, and compliance certifications.

5. Application Submission instructions:

- a) Owners or authorized agencies with clear legal titles must submit their application
- b) No brokerage shall be paid by NHIPMPL.
- c) Any Application with misrepresentation of facts or incomplete details or without mandatory documents or any offer for an incomplete premises will be summarily rejected and the committee or NHIPMPL may take decision on its sole discretion their technical evaluation will not be done.
- d) Interested applicant can download detailed EOI Documents from <https://www.nhipmpl.in> and should regularly visit for updates and corrigenda.
- e) Applicant should put full signature on all the pages of the Application forms.
- f) Overwriting/ white inking of any word/figure in the application forms, may be liable to be rejected.
- g) Separate application Forms should be used for separate Premises, e.g. if a applicant wants to offer more than one premises then, separate application forms and separate covers should be used.
- h) The application should be submitted personally by the applicant himself or by the authorized representative or through post / courier as per the para 2 (schedule of events).
- i) The Applicant should refrain from indicating the rents and other financial details in the technical proposal.
- j) After opening of the technical applications ~~and before opening of the financial applications~~, the NHIPMPL Office Evaluation Committee will first screen the offers and shortlist the applicants offering the premises qualifying the norms mentioned in the application documents for physical inspection. Physical inspection of the shortlisted premises covered in the proposal shall be carried out by the Evaluation Committee to verify whether the offer complies with the technical specifications or otherwise. In case of any ambiguities regarding any of the terms/criteria mentioned in this applicant document, the decision of the Evaluation Committee in this regard would be final and binding on all the stakeholders.
- k) The Financial applicants of those who qualify on evaluation of technical applications would be opened later by the Evaluation committee. The financial details or cost is taken by NHIPMPL for market research and budgetary purposes only.
- l) All the details and documents mentioned in the TOR form must be submitted. An application having incomplete details / documents or misrepresentation of facts is liable to be rejected. The Evaluation Committee may also call for any additional details / documents from the applicant, if required. The applicant, before submitting the application, should satisfy himself about correctness and authenticity

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of the details and completeness of the documents submitted. Submission of wrong or incomplete details/documents would render the application form invalid.

- m) Participation in the application process does not entail the applicants any commitment from the NHIPMPL for the award of work. The NHIPMPL will not be liable for any damage/loss caused to the applicant due to Application process.
- n) Terms & conditions given in this document are sacrosanct and shall be considered as an integral part of this Process.
- o) Notwithstanding anything contained above, NHIPMPL reserves the right to reject any or all expressions of interest and may also consider properties other than those offered in response to this advertisement.

6. Application submission Procedure:

- a) The intending parties should send their sealed proposal / Application should be deposited or submitted physically/by Post/by Courier at the following address. No other mode of submission is accepted.
HR & Admin,
NHIPMPL 406, D-21, Corporate Park, Sector-21,
Dwarka, New Delhi-110077.
- b) The applicant is to be submitted in two parts-Technical and Financial proposal. The Technical and Financial proposal forms have been placed as form T1 and form F1 respectively to the accompanying Expression (EOI) of interest document.
- c) Technical Application (Form T1) should be submitted in a sealed envelope (**Envelope-I**), superscripted as “**Technical Application for Expression of interest for hiring of office space on lease basis in Delhi**” along with documents mentioned at section 4 above.
- d) The Financial cost (Form F1) should be submitted in another sealed envelope (**Envelope-II**), superscripted as “**FINANCIAL/Cost for Expression of interest for hiring of office space on lease basis in Delhi**”.
- e) Envelope (I) and (II) should be placed in **another larger envelope** which should also be properly sealed. This envelope should be superscripted as: “**Application for expression of Interest for Hiring of office space on lease basis in Delhi**”.

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Technical Application Form -T1

<< Please fill the form in company letter Head >>

Subject: Expression of Interest for submission of Application Hiring of office space on lease basis in Delhi

This application is in reference to the TOR of the expression of interest uploaded in the National Highways InvIT Project Managers Pvt. Ltd. (NHIPMPL) website <https://www.nhipmpl.in> for hiring of office space on a Lease basis.

The details of the premises offered are as under:

DETAILS OF THE PREMISES OFFERED

SR. No.	Particulars	Details
1	DETAILS OF BUILDING OWNER /AUTHORIZED AGENCY SUBMITTING EOI	
1.1	a) Name of the Owner: b) Name of the Authorized Agency submitting EOI:	
1.2	Address, Phone No., Email of the Authorized agency submitting EOI:	
1.3	Constitution of the Authorized Agency: (Whether Proprietary /Partnership/Pvt. Ltd./Public Ltd./PSU, etc.):	
1.4	In case of a Company, details of Incorporation of the Company and Commencement of Business.	Incorporation Date: Ref. Commencement Date: Ref.
1.5	Permanent Account Number (PAN) & Tax Deduction Account Number (TAN)	
1.6	GST Registration No.	
1.7	Name & Designation of the contact person to whom all references shall be made regarding this EOI	

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2	DETAILS OF PROPERTY	
2.1	Location & Address	
2.2	Nature of Property (as approved by Competent Authority) a) Commercial b) Institutional c) Shopping Complex d) Others (Mention Category) *submit copy of approval	
2.3	Type of Property a) Freehold b) Leasehold c) If leasehold give residual period of lease and name of the title holder	

3	BUILDING	
3.1	Type of Construction (Load Bearing/RCC/Steel Framed/Others)	
3.2	Whether the Building is certified as a Green Building	
3.3	Clear Floor height from floor to ceiling	
3.4	Proposed Offered Space Condition (Bare shell/Warm Shell/Fully Furnished) a) If furnished, provide details of furnishing b) If bare shell/warm shell space, provide details of the furnishing that could be provided	
3.5	No. of Days required for Handover from award date.	
3.6	Nearest metro station name & Walking distance from the Nearest Metro Station	
3.7	Motorable distance from NHAI Headquarters (Sector-10, Dwarka, Delhi)	
3.8	Width of approach road to the property	
3.9	a) Total Number of floors b) Floor on which the offered premise is located.	

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	c) Total Number of offices /tenants in building	
3.11	Area of Premises offered per unit a) Super Built Up Area b) Built-Up Area c) Carpet Area (As per Real Estate Regulatory Authority)	Sq. Ft. Sq. Ft. Sq. Ft.
3.12	Premises available on Lease (No. of years)	

4	AGE/CONDITION OF THE CONSTRUCTION/BUILDING as per the date of the completion certificate *attach copy of Occupancy/Completion Certificate	
4.1	Year of completion of construction	
4.2	Whether completion/occupancy certificate is issued by the competent authority	
4.3	Designation of the authority that has issued the completion/occupation certificate	

5	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
5.1	Boundary of the Property a) North b) East c) South d) West	

6	AMENITIES PROVIDED (In the premises)	
6.1	Air Ventilation & Air Conditioning system in premises (Y/N With comments if any)	
6.2	Premise Security System (Y/N With comments if any)	
6.3	Building management system and Visitor management system. (Y/N With comments if any)	
6.4	Ease of access to Commercial amenities (Distance and Time)	
6.5	Number of Passenger Lifts	
6.6	Number of Goods Lifts	

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6.7	Fire Fighting Arrangements *attach a copy of the certificate issued by the Fire Department	
6.8	a) Air Conditioning System details b) Telecom/Internet Connectivity c) Electrical Power Back Up d) Running water facilities e) Other additional facilities	
6.9	Other Facilities/Amenities: a) Creche b) Canteen/Cafeteria c) Dedicated washrooms d) Housekeeping	
6.10	Landscaping/Horticulture details:	

7	DESIGNATED PARKING SPACE	
7.1	a) Car parking spaces covered (no.) b) Car parking spaces open (no.) c) Two-wheeler parking space covered (no.) d) Two-wheeler parking space open (no.) e) Mention availability & number of Visitor Parking space and/or earmarked parking spaces	

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I hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest Form is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of NHIPMPL. I am aware that NHIPMPL is not bound to accept the Expression of Interest and is not liable to give any letter of award or offer, and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and I am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

(Signature of the Authorized Signatory/Representative)

Name & Designation seal

Date:

Business Address:

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Financial Application Form : F1

<< Please fill the form in company letter Head >>

Date :

To

HR & Administration

National Highways InvIT Project Managers Private Limited.
406, D-21, Corporate Park, , Sector-21, Dwarka, New Delhi-110077.

Subject: Expression of Interest for submission of Application Hiring of office space on lease basis in -DELHI

I/we, refer to your expression of interest TOR dated onwebsite and offer of estimated cost to give you on lease the premises described herein below for your Office i.e., NHIPMPL Corporate Office, 406, D-21, Corporate Park, Sector-21, Dwarka, New Delhi-110077

FULL ADDRESS OF PREMISES OFFERED ON LEASE:

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Sr. No	Particular Details	Unit Rate per month in INR (A)	Total QTY (B)	Total Amount (C = A x B)
i.	Office Rent (Per SQ Feet Carpet Area)			
ii.	Maintenance charges			
iii.	Society Charges			
iv.	Add on Parking charges (Two-Wheeler)			
v.	Add on Parking charges (Car/Four-Wheeler)			
vi.	Water Charges			
vii.	<i>Any other (Please add)</i>			
viii.	<i>Any other (Please add)</i>			
ix.	<i>Any other (Please add)</i>			
x.	<i>Any other (Please add)</i>			
xi.	Total			
xii.	One Time Advance Security Deposit (Refundable)	-	-	
xiii.	Electricity Charges (Pls mention per unit cost)		-	-

2. The lease will be payable from the date of handing over vacant possession of the premises to NHIPMPL after completion of necessary repairs, renovation, addition, etc., and the lease will be payable every month on or before the 15th of each month following the month for which the same becomes due.
3. Lease Period:
The initial period of the lease will be for 03 (Three) years from the date of handing over vacant possession, extendable up to 03 (Three) or more years on mutual consent.
4. Taxes / Rates:
All existing and future/enhanced Municipal Corporation taxes, rates, and other taxes will be paid by me/us. Fees/Renewal fees towards obtaining NOC from the COMPETENT LOCAL AUTHORITY for commercial use of the premises will be borne by me/us.
5. Maintenance / Repairs:
NHIPMPL shall bear actual charges for the consumption of office electricity only. I/We undertake to provide separate electricity meters for this purpose.

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DECLARATION

1. I / We, am/are aware that the lease shall be calculated as per the total area which will be measured in the presence of the owner/s and NHIPMPL Officials after completion of the building in all respects as per the specification/requirement of the NHIPMPL.
2. I / We further confirm that the submitted offer is submitted only to provide details to NHIPMPL for market research and budgetary purpose only. NHIPMPL is not bound or liable to give any letter of award or offer for the said TOR of expression of interest.

Place :

Yours Sincerely

Date :

(Name of property owner/Company Authorised Signatory)