

No.ES/30/2023-PS

02.08.2023

**Subject: Broad Terms & Conditions for letting out Office Space at OIDB Bhawan, Noida.**

**Reference: Advertisement published in TOI(E), HT(E) & Dainik Jagran(H) & Amar Ujala(H) dated 01.08.2023.**

### Background

OIDB Bhawan is spanned over a land of 16000 sq. mtr. (approx.) and having built-up area of 24000 sq. mtr. At present, the offices of Oil Sectors such as DGH, CHT OISD, HSSC, PSPB, ISPRIL and IOCL are housed in OIDB Bhawan. The building is fully equipped with Heating Ventilation Air Conditioning (HVAC) System, modern elevators, 100% power backup by DG Sets & UPSs, Separate HT/LT Sub-station and having common facilities like Auditorium, Seminar Hall, Board Rooms, Cafeteria, Massive Atrium and Meetings Rooms etc. OIDB intends to let out space of 15000 sq. ft. at 7<sup>th</sup> Floor, G+9 Tower, OIDB Bhawan for which the broad terms & conditions for renting out the said space are as under:

### Terms & Conditions

1. The office space identified for allotment i.e. 15000 sq. ft. approx. is fully furnished with cabins, workstations, office furniture, etc. and car parking facilities in the basement.
2. The charges presently applicable are license fee @ Rs.166/- per sq. ft. per month plus maintenance charge @ Rs. 34.10 per sq. ft. per month (both excluding GST). The license fee is inclusive of furniture and fixture installed. These rates are subject to revision.
3. The license fee and maintenance charges shall be chargeable from the date of handing over/taking over the possession.
4. A license deed will be executed between OIDB and lessee incorporating detailed terms & conditions and shall be renewed automatically for succeeding terms unless either party gives a notice in writing to the other party {at least Thirty (30) days prior to the expiration of term} of its intention not to renew.
5. The lessee shall not sub-let, assign or otherwise part with possession of part or whole of the premises without any prior written consent from OIDB.

प्रधान कार्यालय :-  
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,  
प्लॉट नं. 2, सेक्टर - 73, नौएडा-201301, उ.प्र.  
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630  
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-  
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001  
फोन : 91-11-23413540

**Main Office :-**  
OIDB Bhawan, 'C' Block, 3rd Floor  
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh  
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630  
Website : www.oidb.gov.in

**Registered Office:-**  
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001  
Phone : 91-11-23413540

6. The lessee shall not use the premises or permit to be used for the purpose other than as office by lessee.
7. The lessee shall not at any time demolish or cause to be demolished, the said premises or any part thereof. In no case should any internal or external structure change take place without the written permission of OIDB.
8. The lessee can display any boards or hoardings at any place in the building as may be mutually agreed between OIDB and the lessee. However, the lessee shall be fully entitled to have its name plate at the entrance door of the said premises.
9. The lessee shall not store or dump any article or goods or permit the same to be stored or dumped into the common areas staircase, compound or any part of the said building. The lessee shall also ensure that no rubbish rags, junk or other refuse is thrown in the said premises.
10. The lessee shall not store in the said premises any goods of hazardous explosive or combustible nature that may cause risk by fire, explosion or goods material which on account of their weight or nature, may cause damage to or endanger the safety of the building.
11. The lessee shall permit OIDB or its agents with or without workmen to enter into and upon the said premises at all reasonable times after due notice for the purpose of examining the state and condition and if necessary for repairing any part of the said premises and keep in good order & condition, all services, drains, pipes, cable and other convenience belonging to or used for the said premises/building.
12. The facilities like Board Room, Conference Hall can be made available to the lessee on first cum first serve basis subject to availability and approval of OIDB.
13. The proportionate maintenance charges shall include FMS, electricity charges water (other than drinking), security, insurance, municipal taxes etc.
14. Three (03) month rent shall be deposited as interest free advance refundable on vacating the premises without interest.



(Sanjay Kashyap)  
Manager(P&A)