

F.No. A-11019/073/2017-NMPB(Admin) (Com. No. 184437)
Government of India
Ministry of Ayush
National Medicinal Plants Board (NMPB)

1st & 2nd Floor, Indian Red Cross Society
(Annexe Building), Red Cross Road
New Delhi - 110 001
Dated: 25.05.2026

CIRCULAR

Subject: Uploading of Tender for Hiring of Office Accommodation on Ministry of Ayush and NMPB Websites - reg.

The undersigned is directed to inform that the tender for Hiring of Office Accommodation in National Medicinal Plants Board (NMPB) has already been published on the Central Public Procurement (CPP) Portal through e-procurement vide tender notice no.2026_AYUS_899546_2 and republished vide tender notice no. 2026_AYUS_899546_3.

2. The last date of receiving tender on e-procurement is 10.06.2026 at 6.00 PM.
3. In order to ensure wider publicity, transparency and participation, it has been decided to upload the said tender on the official website of the Ministry of Ayush as well as on the NMPB website.
4. This issues with the approval of the competent authority.

Encl: NIT Documents and Corrigendum.



(Saurabh Sharma)

Manager (Marketing & Trade)

To,

IT Desk, NMPB - for uploading on the website of NMPB & Ministry of Ayush.

NATIONAL MEDICINAL PLANTS BOARD

**Ministry of Ayush
Govt. of India New Delhi**

Tender Notice No.: FTS- 184437

Dated: 20.05.2026

TENDER/OFFER DOCUMENT

**Hiring of Office Accommodation For
National Medicinal Plants Board
(Ministry of Ayush) Govt. of India**

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Jawant Singh

NOTICE INVITING TENDER (NIT)

NOTICE INVITING TENDER FOR HIRING OFFICE SPACE ON RENT BASIS IN GOVT./ PRIVATE SUITABLE COMMERCIAL/ INSTITUTIONAL/OFFICE BUILDING FOR OFFICE SPACE OF NMPB

The National Medicinal Plants Board requires fully furnished and centrally air-conditioned office accommodation (non-residential) on rental basis within the jurisdiction of Delhi preferably situated in and around Ministry of Ayush office, INA New Delhi. The carpet area required is approx. 7379 Sq ft. minimum (as per details attached Annexure VI).

2. Interested owners or the persons having valid power of authority of the proposed premises, can apply through e-tender web portal. The Tender document containing the detailed terms and conditions along with the proforma for Technical bid and financial bid may be downloaded from the website or may be obtained from National Medicinal Plants Board, Indian Red Cross Society, Annexe Building, Sansad Marg-01, New Delhi.
3. The proposal/ quotation should be submitted on e-tender essentially along with a physical copy to National Medicinal Plants Board before 09-06-2026, 6:00 P.M. Overwriting, alteration etc. in the bid should be avoided. Technical and financial bids must be separately enveloped. Both envelopes should be enclosed in larger envelope duly sealed and superscribing "NIT for hiring office space on rent for National Medicinal Plants Board".
4. The owner(s) should submit an Affidavit on stamp paper of Rs. 500 that the proposed building is free from litigation and any encumbrance or disputes in any manner and the bidder is the sole owner of this building.
5. The tender so received shall be opened on 11.06.2026 at 11:00 A.M in the National Medicinal Plants Board, Indian Red Cross Society, Annexe Building, Sansad Marg-01, New Delhi.



Manager (Marketing & Trade)

Encl:-

1. Instructions to Bidder (Annexure -I)
2. Terms and Conditions (Annexure-II)
3. Under taking regarding limitation of fair rent as assessed by CPWD (Annex-III)
4. Standard Lease Agreement (SLA) for hiring of private building by the central Govt for office accommodation, as per DoE guidelines (Annexure-IV & V)
5. Proforma for Technical Bid (Proforma A)
6. Technical Evaluation (Proforma B)

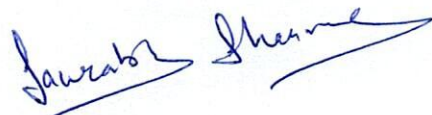
Instruction to Bidders

1. Sealed bids are invited under Quality and Cost Based Selection (QCBS) method from eligible building owners or the persons having valid power of authority of the proposed premises for providing ready-to-use office accommodation for use as a Government Office in Delhi. This QCBS-based tender ensures optimal balance between quality, readiness, and cost, reduces lifecycle risks.
2. The bidder has to sign and affix their seal, stamp on all the papers of the bid given to NMPB.
3. Technical Bid and Financial bid must be separately enveloped.
4. The selection shall be carried out using **QCBS with weightage of 60:15:25** for:
 - Technical Evaluation - 60 marks
 - Presentation on building interiors design and other deliverables - 15 marks
 - Financial Bid - 25 marks
5. Key Dates

Activity	Date
Publishing Date*	20.05.2026 at 6.00 PM
Document Download/ Sale Start Date*	21.05.2026 at 9.00 AM
Seek Clarification Start Date	21.05.2026 at 10.00 AM
Seek Clarification End Date	25.05.2026 at 9.00 AM
Pre-Bid Meeting Date*	29.05.2026 at 11.00 AM
Bid Submission Start Date*	03.06.2026 at 9.00 AM
Bid Submission Closing Date*	09.06.2026 at 6.00 PM
Bid Opening Date*	11.06.2026 at 11.00 AM

Note- Dates are tentative may likely to change in case of administrative exigencies.

6. The bidder has to meet the Technical Bid Evaluation Criteria as per **PROFORMA-A & B** for qualification purpose.
7. After opening of Technical Bid, the original documents as per requirement of the tender document would be verified by this office during technical evaluation of the bids. NMPB reserves the right to seek any document in original related to the premises on hire for verification at any stage of tender process. NMPB also reserve the right to claim processing cost and damages from the respective bidder.
8. In the event of any of the above-mentioned dates being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.
9. The Bidder(s) shall quote rates for the space to be rented only as "Rate per square ft. per month excluding any statutory taxes/GST," as well as total rent per month including any



statutory taxes/GST, if applicable for evaluation of financial bids. No other charges in any form or manner shall be entertained at any stage during the contract period.

10. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he/she should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.
11. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit registered Authorization/Power of Attorney to do so from the remaining owners.
12. NMPB reserves the right to cancel the tendering process at any stage, should it become necessary, without citing any reason whatsoever to any bidder in this regard.
13. The premises, fully furnished (plug and play-shall include all flooring, partition, electric fittings, lights, interiors, blinds/curtains etc.), would be considered. However, Bidder showing their willingness to provide fully furnished premises within a maximum period of 2 months should provide separate rates. NMPB will use its own furniture and office equipment viz. table, chair, computer, printer, sofa etc.
14. Lessee reserves the right during the lease period/extended lease period to carry out further suitable alterations by way of partitions, office fixtures, fittings, etc. for the effective use of the office space hired.
15. The building shall have dedicated parking space for NMPB for minimum of 10 cars and 30 two-wheeler vehicles.
16. The building should have provisions as required under the "Right of persons with Disability Act, 2016" for creating environmental facilities for persons with disabilities.
17. Lessee would require providing the layout for its intended office as per requirement of NMPB.
18. The Earnest Money Deposit (EMD) for an amount of Rs. 5,00,000 (Rupees Five Lakhs Only) shall be submitted by the bidder in the form of crossed Bank Demand Draft/ Banker's Cheque drawn on any Nationalized/ Scheduled bank in favour of PAO, Ayush. All documents shall be submitted to NMPB including EMD (In Original) of unsuccessful bidders shall be returned within one month of finalization of bid.
19. NMPB may call for original documents in respect of building ownership, fire safety certificates, all Identification proofs (such as Aadhar, PAN etc.) and other original certificates for verification purpose.
20. All compliance of GFR and CPWD norms has to be followed.
21. Bids shall be submitted in **three separate envelopes / online covers**:
 - **Envelope-I:** Technical Bid
 - **Envelope-II:** Presentation Documents
 - **Envelope-III:** Financial Bid



Evaluation Criteria

(1) **Pre-qualification Criteria:** Only those bids would be evaluated which are found to be fulfilling all the eligibility and qualifying requirements as below:

Particulars	Relevant Documents
Profile of the bidder (Location of the Premises)	Premises offered for rent should preferably be located near to Ayush Bhawan (ministry of office, INA).
All Encumbrances-free premises	Relevant Certificates like a) Occupation Certificate, b) Fire safety certificate c) Property Tax receipt, d) Any other relevant Certificate
Premises should not have any Legal matters pending on the premises.	Self-certification & title report from an advocate.
Minimum parking space for 10 Cars and 30 two wheelers dedicated for NMPB.	Affirmative reply
Lift facility if the proposed space is not on Ground floor.	Affirmative reply
Appropriate load sanction along with 24 hour power back up and continuous water supply facility	Affirmative reply
Specific public utilities including centrally air conditioned, complete furnishing as per plan of NMPB within 2 months max. period, rainwater harvesting, rights of person with disabilities Act 2016	Affirmative reply
Complete Maintenance of Common Space (including housekeeping, electricity, water, sanitation & security etc)	Self-Declaration
Maintenance of all fixtures, electrical and other fitting & appliances provided by the owner/bidder to the NMPB.	Self-Declaration
Proposed building shall be valid for Office/Commercial use.	Self-Declaration and Local Municipal Body Occupation Certificate. (Self-Attested)
Security of the building. i.e security guard at the main entrance of the building.	Self- declaration

Jawad Khan

Evaluation Criteria for Bid/offer

METHOD OF EVALUATION OF PROPOSAL

FOR HIRING OF OFFICE ACCOMODATION ON LEASE BASIS

2-(A) Technical Evaluation (60 Marks)

1. Suitability of the location/premises would be carried out by a committee formulated by NMPB.
2. Evaluation Committee shall screen the offers received with reference to parameters given in tender documents.
3. Pre- bid qualification shall be assessed as per the pre-qualification criteria proforma (attached).
4. Technical score shall be calculated on the basis of the Performa for technical evaluation (proforma B).
5. Those qualified bidder getting at least 50 % mark in technical criteria shall be considered to be technically qualified.
6. Any technical bid with incomplete details or without mandatory documents or any offer for incomplete premises will be summarily rejected and their technical evaluation will not be done.
7. Tender applications / documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected without doing their technical evaluation.
8. Evaluation Committee will shortlist premises qualifying the norms mentioned in the tender documents.
9. Shortlisted premises shall be inspected by Evaluation Committee.
10. NMPB reserves the right to accept or reject any or all bids without assigning any reason at any stage of bidding process.

Minimum Qualification

- Minimum qualifying score: **30 marks out of 60**
- Only top three technically qualified bidders shall be invited for presentation and financial bid opening.

2-(B) PRESENTATION (15 MARKS)

The technically qualified bidders shall make a presentation before the Evaluation Committee covering building interiors design and other deliverables. The building interior shall include washroom facility for both male and female, Pantry, wall partitioning, electrical works, plumbing works, centralised AC, Office rooms and workspaces, Cabins, meeting rooms, Internal corridors, false ceiling, wall paint, floor tile works etc. as required for full functioning of a Govt office and it will be evaluated based on the following criteria-

Criteria	Marks
Interior layout & space planning	5
Readiness timeline & fit-out plan	4
Ergonomics & lighting	3
Aesthetics & scalability	3
Total	15

The committee shall also visit physically to access the suitability of the premises and the location.

Jawad Shams

2-(C) FINANCIAL BID (25 MARKS)

Financial bids of top three short-listed applicants who score minimum of 50 % marks in technical section, will only be opened. For financial evaluation, the total cost indicated in the Financial bids (excluding applicable taxes, will be considered).

Opening of financial bids shall be done in presence of respective representative of applicants who choose to remain present. Any query or clarification from applicants who fail to qualify at any stage of selection process will not be entertained.

Financial Quote shall as per the attached **Proforma-C**.

Financial Scoring Formula:

Financial Score for bidders = (Lowest Financial Quote/Bidder's Quote) × 25
Lowest Rate = 25 marks.

2-(D) COMBINED SCORE & SELECTION

Final Score = Technical Score + Presentation Score + Financial Score

1. The bidder obtaining the **highest combined final score** shall be declared **L1** and shall be called for completion of the work.
2. Opening of financial bids shall be done in presence of respective representative of applicants who choose to remain present.
3. Any query or clarification from applicants who fail to qualify at any stage of selection process will not be entertained.



GENERAL TERMS and CONDITIONS

1. The competent authority reserves the right to Reject any or all bids or cancel the tender without assigning reasons
2. No negotiation shall be held on technical scores.
3. The decision of the competent authority shall be final.
4. The owner/custodian of the approved premises shall have to execute the Standards Lease Agreement as per the Proforma-B prescribed by the Directorate of Estates.
5. The rent and terms & conditions shall be governed by the rent Reasonable Certificate to be issued by CPWD and the approval of the competent authority as per Annexure-IV. In addition to the Terms & conditions contained in the OM referred above, following terms & conditions shall also constitute the part of the NIT.
6. **Payments:**
 - a. Payment of rent shall commence w.e.f. the date of taking over possession of the fully furnished/operational building.
 - b. Payment towards monthly rent shall be made by NMPB. Payment would be against pre-receipted bills as per the rental agreement to be executed between NMPB and the legal owner of the building.
 - c. Payment will be made on monthly basis through bank transfer on submission of bank account details by the owner/landlord.
7. **Arbitration & Penalty:**
 - a. All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under shall be applicable to such proceedings. The arbitration proceedings shall take place in Delhi only.
 - b. All instances of penalty shall be as per the decision made by the Arbitrator to such effect.
8. **Cancellation:** NMPB reserves the right to cancel the lease agreement at any time after the expiry of three years by giving 3 months' notice to the lessor, without furnishing any reason.
9. **Revision in rent:** The rent revision shall be governed by the terms and conditions contained in the O.M.16011/1/2011-Poll.III of Directorate of Estates dated 18.02.2016 and approval of the competent authority.

Jawab Sharma

ANNEXURE-III

UNDERTAKING

I / We hereby undertake that I / we agree that the rate quoted by me/us towards the offer of office accommodation may be limited to the "Fair Rent" rate as assessed by CPWD as per the issue of Fair Rent Certificate and further agree that I / We shall abide by all the "Terms & conditions of the Tender document" and clauses of "Standard Lease Agreement".

Signature of the owner/bidder/authorized signatory with complete name, Address, Contact No(s) including Mobile No and Email

(Also indicate the category in which signing, whether on his own behalf or as Power of Attorney/ Authorized signatory of the owner)

F. No. 16011/1/2011-Pol.III
Govt. of India
Ministry of Urban Development
Directorate of Estates
(Policy-III Section)

Nirman Bhawan, New Delhi
Dated the 18th Feb, 2016.

Office Memorandum

Subject: Standard Lease Agreement (SLA) for hiring of private building by the Central Govt. for office accommodation – Reg.

The undersigned is directed to refer to this Directorates OM No. 16011/1/2000-Pol.III, dated 3rd Sept, 2001 on the above subject. References are received from various Ministries / Departments regarding the applicability of SLA, especially the rental increment per annum of 8% (non-residential purpose) as laid down in para 3 of the said SLA, towards the public property to be hired by any central government ministries/departments on lease basis for their office requirement. ‘

2. In this regard, it is clarified that the SLA has been prescribed for the convenience of various central government Ministries/Departments to hire private property on lease basis for office purposes. As such, it is not applicable to public property. This Directorate has not devised any guidelines or SLA for hiring Public property by various Ministries! Departments for their office requirement. Similarly, the requirement of ‘Rent Reasonableness Certificate from CPWD for fixing the rent in respect of public property has also not been prescribed by this Directorate.

3. Further, as per para 3 of SLA, the rate of rent agreed upon is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision. In case the owner of the property demanding more than 5% increase per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation), then the concerned department may decide whether to go for renewal as per the demand of owner of private property or new lease as per the fresh RRC of CPWD, whichever is less. Moreover, the Ministries/Departments have full powers of incurring expenditure on hiring of accommodation, keeping in view their own needs and availability of accommodation in the locality. The Ministries/Departments may negotiate and fix the rent at their end in consultation with their integrated Finance Division.

4. All the Ministries/Departments are also advised to decide the issue of hiring of private/public property on lease basis for their office requirement in consultation with their concerned Integral Finance Division (IFD) of the Ministries/Departments after duly taking into account the office space requirement as prescribed by this Directorate vide OM No. 11015/1/98-Poll, dated 20.2.2014 (available in this Directorates’ website: estates.nic.in under ‘Policy Order’).

sd/-
(Swarnali Banerjee)
Deputy Director of Estates(Policy)

ANNEXURE-IVA

LEASE AGREEMENT

An agreement made this Date of two thousand and between hereinafter called the Lessor (which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA..... (hereinafter referred as THE GOVERNMENT OF INDIA or Lessee) of the other part. WHEREBY IT IS AGREED AND DECLARED AS 'FOLLOWS:

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the lessor agrees to let out and Lessee agrees to take on lease the land, hereditaments and premises known as _____ together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.

2. The lease shall commence/shall be deemed to have been commenced* on the ___ day of _____ one thousand nine hundred and _ and shall, subject to the terms hereof, continue for a term of _ year with and option to extend the period of lease for a further term as set out in Clause 14 hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs. _____ per month, which also includes a sum of Rs. _____ towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'B' and the NMPB shall upon the expiration of the term hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE NMPB shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.
5. The NMPB shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.
6. The NMPB shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.
7. All existing and future rates, taxes including property tax, assessment charges and other outgoings whatsoever of every description in respect of the said premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the

Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessor, additional tax payable by the NMPB shall be as determined by the Central Public Works Department of the Government of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

8. The NMPB shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.
9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the NMPB in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.
10. The NMPB may, at any time during the terms hereby created and any renewal thereof make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures shall remain the property of the NMPB who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof provided further that the NMPB shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the NMPB excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.
11. The NMPB shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes not within the control of the NMPB or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the NMPB shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.
12. The NMPB shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
13. The Lessor agree with the NMPB that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the NMPB part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
14. If the NMPB shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the NMPB and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present

covenant for renewal.

“Provided that in the event of expiry of the term of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to the lessee.”

“Provided further that the lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted.”

15. The NMPB shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.
16. Any notice to be made or given to the NMPB under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the _____ on behalf of the NMPB, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.
17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitration. The sole arbitrator shall be appointed by NMPB.
18. The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at New Delhi. The arbitration proceedings shall be conducted in Hindi/English _____. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purpose of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the NMPB.
19. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

New Delhi, the 3rd Sep, 2001.

OFFICE MEMORANDUM

Subject: Reassessment of reasonable rent of private buildings hired by the Central Govt.

The undersigned is directed to refer to the Dte. of Estates' O.M. no. 16011(3)/82-Pol. BI dated 1.10.99 on the subject cited above and to say that the Standard Lease Agreement (SLA) which is entered into by the Govt. with the owners of the private buildings taken on lease by the Govt. for office accommodation has been modified in consultation with the Ministry of Law and Ministry of Finance. Amendment in the existing SLA had been brought by adding provisos below Clause-14. The revised Standard Lease Agreement format is enclosed. It is, however emphasized that all efforts should be made to either terminate or renew the lease period before it expires and the cases requiring invoking the now incorporated provision should be resorted to only in exceptional cases treating it as an enabling provision.

-Sd-
(HARBANS SINGH)
Addl. Director of Estates

To

- 1) All Ministries/Department of Govt. of India.
- 2) C & AG of India, New Delhi.
- 3) Finance Division (W & E Unit) , Min. of Urban Development and Poverty Alleviation.
- 4) Director (P&WA), DG(Works), CPWD.
- 5) DG (Works), CPWD(WI & WIT) Sections, Nirman Bhavan, New Delhi.

Annexure VI

Space requirement

S. No.	Name of Post	Number	Total required sqft
1.	Chief Executive Officer (CEO), L-14	1	360
2.	Director(Tech) and Dy. CEO, L-13	1	240
3.	Deputy Adviser (Med. Plants) (Earlier Deputy Director), L-12	1	240
4.	Level -11 officers {F&AO, Asst. Adviser, M(M&T)}	3	360
5.	Level -10, Research Officers	3	180
6.	Level -9 (SO & PS)	2	120
7.	Level - 6 (ARO, MA, D&IT, Accountant)	4	240
8.	Level 4 & 2 (Steno & CO)	2	120
9.	Cubicles/ work station for contractual employees/ DEOs	60	3600
10.	Visitors cum conference Room	1	474
11.	Receptionist	1	120
12.	Security Room at entrance	1	120
13.	Canteen/Common Room	1	80
14.	Dining room (for lunch)	1	360
15.	Ladies Common Room	1	120
16.	Library books and publication materials	2000 books	80
17.	Old Records	2500	125
18.	Stores	1	400
19.	Photostat Room	1	40
		Total	7379

Extra

Wash Room at each floor- ladies, Gents & Divyangjan Separately
Common corridor area
Open Space/ lift / stairs etc.

Note :- Actual requirement/ sizes are subject to revision by the competent authority.

Pawar Sharme

PROFORMA FOR TECHNICAL BID: DETAILS OF OFFER FOR LEASE

To be submitted in a separate sealed envelope super-scribed

“Technical Bid”

1	Date of Advertisement	
2	Details of Owner/Landlord	
2.1	Name	
2.2	Address	
2.3	Telephone/ Mobile No.	
2.4	Fax No. of any	
2.5	E-mail Address	
2.6	Name of contact Person & Phone No.	
2.7	EMD Details: Bank Draft/Pay order no. and date Bank Name	
3.0	Details of the Property	
3.1	Address and locality in which the Property is situated along with Geo-Tag	
3.2	Copy of Floor plan of the premises offered along with the details of the furnishing as per bid document	
3.3	Usage of property as Approved by Local Authorities (Strikeout) whichever is not applicable)	Institutional/ Commercial/ Residential & Commercial shopping Centre/ Shop cum office/ office.
3.4	Type of structure (Strike out whichever is not applicable)	Load Bearing structure/ RCC framed
3.5	Number of floors in the building and the floors on which the premises offered.	----- Floors in the building. ----- Floors offered to NMPB
3.6	Floor-wise rentable area (inner to inner dimension of the external walls i.e the usable floor area at any floor level which shall include all internal partitions, columns, door	Mention floor- wise area offered for hiring.

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	jams balconies, bathrooms, lavatories, kitchen, pantry and includes external walls, covered area, portico/canopy, external staircase, lofts, sanitary, shafts, lift well space below the window will box louver, AC shafts etc, of the premises offered.	
4.0	Amenities / facilities provided	
4.1	Copy of municipal water supply connection.	Yes / No other sources
4.2	Whether separate 3 phase electric power supply available or not. If available state the sanctioned power load	Yes / NoKVA
4.3	Whether parking space for 10 Cars and 30 two wheeler vehicles is available. If yes indicate approximate area thereof.	Yes/No
4.4	Whether the premises offered is centrally air conditioned or not	Yes/No
4.5	Whether dedicated lift facility for NMPB available or not.	Yes/No
4.6	Whether rain water harvesting plant installed and operational	Yes/No
4.7	Stand by power generator arrangement if any (with details)	Yes/No
4.8	Whether facilities for Divyangjan persons is available in the building.	Yes/No
5.0	Please Mention if any other facility is Provided	Yes/No
5.1	Lease Term & Loan	
5.2	Lease Period offered (Lock-in-period)	_____ Year
5.3	Period of initial lease (Max. 3 years)	_____ Year
5.4	Number of renewal option	_____ option
5.5	Other Govt. offices located	
5.6	Any other document	

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Technical Evaluation Criteria & Score Sheet

Marks will be assigned in proportion to the compliance of the criteria

S.No	Criteria	Maximum Marks	Marks Claimed	Marks Verified by committee
1	Separate Independent/ dedicated entrance (3 sides) or separate / dedicated lifts for the use of NMPB	6 marks if 3 sides 4 marks if 2 sides 2 marks if 1 sides		
2	Width of road where property is located	6 marks if > 8 m 4 marks if 5-8 m 2 marks if 3-5 m		
3	Age of the building/ construction as per the date of completion certificate.	6 marks if 0-3 years 4 marks if 3-6 years 2 marks if 6-10 years		
4	Motorable distance from the Ayush Bhawan, INA.	6 marks if up to 4 Km 4 marks if 4-8 Km 2 marks if 8-12 Km		
5	Distance of premise from Public Transport Network (Bus Stop and nearest Metro Station- equal weight)	6 marks if both < 500 m 4 marks if both 0.5-1 Km 2 marks if both 1-2 Km		
6	Contiguity of offered area- Total at one place and on same floor	-Entire at one patch and on same floor- 6 marks - Different patches on same floor- 4 marks - Different patches on different floor- 2 marks		
7	Natural Light and Ventilation (3 sides)	6 marks if 3 sides 4 marks if 2 sides 2 marks if 1 sides		
8	Garden facing or big lobby (at least 400 sqft area)	6 marks if 3 sides 4 marks if 2 sides 2 marks if 1 sides		
9	Carpet area adequacy- carpet area % of super area	6 marks if > 75 % 4 marks if 65-75 % 2 marks if < 65 %		
10	Green / energy-efficient feature (Sensors, Solar & Rain Water Harvesting)	6 marks for all 4 for any two 2 for any one		

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PROFORMA-C

PROFORMA FOR FINANCIAL BID

Offer for leasing of premises (To be submitted in a separate sealed envelope super-scribed 'Financial Bid')

With reference to bid No..... Dated -----, I/ We hereby offer the fully furnished premises owned by me/us for housing your office on lease basis as per terms and conditions and other details furnished in the technical bid.

The general information of the premises offered to NMPB on lease and the rent per Sq. ft. of rentable area is as under:

S.No.	Particular	Total Area (sq ft)	Rate Quoted (per sq ft)	Rent per Month (Rs.)
	Name & address of the premises offered			
1.	(i) Covered area offered (in Sq. Ft.)- (Floorwise)			
	(ii) Open Area			
2.	Total Rate per sq. ft. per month including all amenities and facilities, but exclusive of Municipal taxes/House Tax or any other similar taxes/duties			
3.	Monthly rent quoted for the net Covered area including all amenities and facilities and inclusive of Municipal taxes/ house tax or any other similar taxes/duties			
4.	Amount of Municipal taxes/house tax or any other similar taxes/ duties payable in one year and included over the premises.			
5.	Monthly maintenance Charges, (if not included in the rent per month)			
6.	Amount of Services tax/GST as per present rate			

Place:

Date:

Signature of owner/Landlord.



General Terms and Conditions

1. This tender shall be governed by the provisions of General Financial Rules (GFR), 2017, relevant CPWD guidelines, and instructions issued by the Directorate of Estates / MoHUA, as amended from time to time.
2. The Competent Authority, National Medicinal Plants Board (NMPB), reserves the right to accept or reject any or all bids, annul the tendering process, or modify the tender conditions at any stage, without assigning any reason, in accordance with Rule 173 of GFR-2017.
3. The decision of NMPB regarding eligibility, technical evaluation, suitability of premises, and final selection shall be final and binding on all bidders. No correspondence or representation in this regard shall be entertained.
4. The successful bidder shall be required to execute a Standard Lease Agreement (SLA) as prescribed by the Directorate of Estates, MoHUA, in force on the date of execution. No deviation from the approved SLA shall be permitted.
5. The rent payable shall be subject to Rent Reasonableness Certificate (RRC) issued by CPWD (where applicable), and Approval of the Competent Authority / Integrated Finance Division of the Ministry of Ayush. The rent approved shall be final and binding.
6. The lease period and payment of rent shall commence only from the date of taking over peaceful possession of fully furnished, operational, and compliant premises, as certified by NMPB.
7. Payment of monthly rent shall be made in arrears, through electronic transfer to the bank account of the lessor, on submission of pre-receipted bills, subject to statutory deductions as applicable.
8. The lessor shall ensure continuous compliance with all statutory requirements, including but not limited to; Fire safety norms, Structural safety, Municipal approvals, Environmental and disability access requirements. Any liability arising due to non-compliance shall rest solely with the lessor.
9. All existing and future municipal taxes, property taxes, levies, and statutory outgoings relating to ownership of the premises shall be borne by the lessor, except as specifically provided under the Standard Lease Agreement.
10. The lessor shall remain responsible for maintenance of building services, common areas, and installations provided by the owner, in accordance with the lease agreement, ensuring uninterrupted usability throughout the lease period.
11. NMPB shall have the right to carry out non-structural alterations, fittings, and installations required for official use, as permitted under the Standard Lease Agreement, without affecting the structural safety of the premises.



12. NMPB shall have the right to terminate the lease at any time after the lock-in period, by giving three (03) months' written notice, without assigning any reason and without any financial liability beyond the notice period.

13. Neither party shall be liable for failure to perform obligations due to events beyond reasonable control such as acts of God, war, riots, government orders, or natural calamities, as recognized under applicable law.

14. Any attempt by a bidder to influence the tender process, misrepresent facts, or submit false information shall result in summary rejection of the bid, forfeiture of EMD, and debarment as per GFR provisions.

15. Nothing contained in this tender or lease agreement shall be construed as creating any tenancy rights or interest in favor of the lessor beyond the agreed lease terms.

16. In case of any ambiguity or conflict between documents, the interpretation of NMPB shall prevail, subject to consistency with GFR-2017 and Directorate of Estates guidelines.

ADDITIONAL CONDITIONS


1. **Eligibility of Bidder-** Bids shall be accepted only from the original owner of the property or from a person duly authorised through a valid power/ authority. Bids submitted through brokers, intermediaries, or unauthorised agents shall be summarily rejected.
2. **Clear Title and Encumbrance-Free Property-** The premises offered shall be legally free from all encumbrances, liens, mortgages, litigations, or disputes. In case of joint ownership, clear consent of all co-owners shall be mandatory. The property shall not be fragmented among multiple owners.
3. **Approved Commercial Building-** Only premises forming part of an approved commercial building as on the date of submission of bid shall be considered eligible.
4. **Location and Connectivity-** The building shall be located within the National Capital Territory of Delhi, with preference to premises in and around INA / existing Ministry of Ayush, and shall be well connected by public transport, preferably within 500 metres of a Metro station.
5. **Area and Configuration-** The net covered/carpet area shall be housed in a single independent building. In case of multi-storeyed buildings, the floors offered shall be contiguous.
6. **Readiness and Time for Possession-** The premises shall be fully fit for office use and handed over in a ready-to-occupy condition within 60 (sixty) days from the date of approval by the Competent Authority. Delay beyond the stipulated period shall attract liquidated damages @ ₹2,000 per day, until possession is duly completed in all respects.
7. **Commencement of Rent-** Payment of rent shall commence only from the date of taking over possession of the fully operational premises.



8. **Structural Soundness and Safety-** The building shall be structurally sound and compliant with all applicable laws relating to fire safety, earthquake resistance, flood safety, and occupational health, supported by valid statutory NOCs. The property shall be insured against all risks for the entire lease period.
9. **Essential Infrastructure and Services-** The premises shall be centrally air-conditioned and provided with:
- Adequate power supply with 100% power backup
 - Sufficient water supply
 - Functional lifts (of reputed make, where applicable)
 - Adequate space for installation of additional generators, if required
10. **Maintenance and Facility Management-** The bidder shall be responsible for comprehensive maintenance, including:
- 24×7 security services
 - Lift operations and AMC
 - HVAC, DG sets, HT/LT installations
 - Plumbing, sewerage, and common area lighting
 - Housekeeping and periodic façade/elevation cleaning
- All such services shall be fully operational at the time of possession.
11. **Accessibility and Inclusivity-** The premises shall comply with the provisions of the Rights of Persons with Disabilities Act, 2016, ensuring a barrier-free environment.
12. **Parking-** Provision of dedicated parking for at least 10 cars and 30 two-wheelers shall be desirable. Exclusive earmarked parking for NMPB shall be an added advantage.
13. There should be natural lighting in the campus/compound and there should be provision of sufficient water for toilets, wash basins, housekeeping, other cleaning purposes etc. The building should be Centrally Air Conditioned.
14. The premises offered for rent should be fit for office use and must have the approval/clearance from all 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 Govt. office and should be legally free from all encumbrances.
15. The net Covered area should be in a single independent building and the floors offered for rent in a multi-storeyed building should be contiguous.
16. The premises should have suitable power supply for commercial operations and uninterrupted power supply/ backup for all essential services, working spaces and common area lighting.
17. **Bid Submission and Validity**
- Technical and Financial Bids shall be submitted in separate sealed envelopes/folders.

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- The bid shall remain valid for a minimum period of one (1) year from the date of opening of the Financial Bid, extendable with mutual consent.
18. **Earnest Money Deposit (EMD)**- The EMD of the selected bidder shall be retained until expiry of bid validity or handing over of possession, whichever is later, and shall be liable to forfeiture in case of withdrawal or failure to comply with tender conditions.
19. **Evaluation and Inspection**- The Evaluation Committee shall scrutinise technical bids, conduct physical inspection of shortlisted premises, and assign marks as per the prescribed Evaluation Criteria. Only bids securing the minimum qualifying technical marks shall be considered for opening of Financial Bids.
20. **Financial Terms**
- Rent shall be quoted on covered/carpet area basis, inclusive of property tax and other statutory levies (excluding GST, which shall be indicated separately).
 - Stamp duty and registration charges, if any, shall be borne by the lessor.
 - No advance rent, security deposit, or interest shall be payable by NMPB.
21. **Lease Agreement**- The lease shall be executed strictly in accordance with the Standard Lease Agreement approved by the Government of India, initially for a period of three (3) years, extendable. NMPB shall retain the right to terminate the lease by giving three months' notice, without financial liability.
22. Monthly rent should be quoted for the entire area (covered/area including main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the initial agreement period of 03 (Three) years for NMPB in the Financial Bid. The applicable taxes must also be indicated separately in the financial bid. Bidders may note that no increase in rental charges per month will be allowed during the initial period of 03 (Three) years of the Agreement and percentage of increase in rent would be @ 15% if extended beyond 3 years. Accordingly, subsequent increment shall be 15% after another three years extension, and so on for 9 years.
23. The premises offered should preferably be handed over to move condition and the owner of the premises will have to hand over the possession of premises within 60 days of the receipt of the approval by the Competent Authority.
24. The NMPB shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates on actual basis.
25. Payment of rent shall commence w.e.f the date of taking over possession of the fully furnished/operational building/space. No Earnest Money or Security Deposit or advance rent will be given by the NMPB to the owner of premises.
26. **Signage and Installations**- NMPB shall have the right to display its signage, logos, and graphics at prominent locations, and to install satellite dishes or communication equipment on the rooftop, subject to statutory norms, at no additional cost.
27. **Dispute Resolution and Jurisdiction**- Any dispute shall be resolved in accordance with the Arbitration and Conciliation Act, 1996, with arbitration venue at New Delhi. Courts at Delhi alone shall have jurisdiction.



28. **Right to Amend or Reject-** NMPB reserves the right to amend or modify any terms of the tender in accordance with **Rule 173(iii) of GFR 2017**, and to accept or reject any or all bids without assigning reasons.



Manager (Marketing & Trade)

CORRIGENDUM - Dated 20.05.2026

Reference:- Tender No.: FTS-184437, dated: 23.03.2026

Subject: Clarification/Modification in Schedule - Hiring of Office Accommodation for National Medicinal Plants Board.

In partial modification of the Notice Inviting Tender dated 23.03.2026, the following clarifications are issued for the re-tender: -

	Activity	Tender Dates	Re-tender Dates
a)	Publishing Date*	23.03.2026 at 6.00 PM	20.05.2026 at 6.00 PM
b)	Document Download/ Sale Start Date*	24.03.2026 at 9.00 AM	21.05.2026 at 9.00 AM
c)	Seek Clarification Start Date	24.03.2026 at 10.00 AM	21.05.2026 at 10.00 AM
d)	Seek Clarification End Date	27.03.2026 at 9.00 AM	25.05.2026 at 9.00 AM
e)	Pre Bid Meeting Date*	30.03.2026 at 11.00 AM	29.05.2026 at 11.00 AM
f)	Bid Submission Start Date*	06.04.2026 at 9.00 AM	03.06.2026 at 9.00 AM
g)	Bid Submission Closing Date*	13.04.2026 at 6.00 PM	09.06.2026 at 6.00 PM
h)	Bid Opening Date*	16.04.2026 at 11.00 AM	11.06.2026 at 11.00 AM

* Date are likely to change in case of administrative exigencies with the approval of the competent authority. Any change in dates shall be intimated.

2. In addition to earlier tender conditions, bidders are advised to adhere the following:-

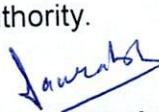

- The Earnest Money Deposit (EMD) for an amount of Rs. 5,00,000 (Rupees Five Lakhs Only) shall be submitted by the bidder in the form of crossed Bank Demand Draft/ Banker's Cheque drawn on any Nationalized/ Scheduled bank in favour of PAO, Ayush. All documents (including EMD) shall be submitted to NMPB on or before **09.06.2026 at 6.00 PM**. The NMPB may call for original documents in respect of building ownership, fire safety certificates, all identification proofs (such as Aadhar, PAN etc.) and other original certificates for verification purpose.



- Financial bids will be opened only if at least three bidders have met the technical qualifications.
- Bids shall be submitted in three separate envelopes / online covers:
 - i. Envelope-I: Technical Bid
 - ii. Envelope-II: Presentation Documents
 - iii. Envelope-III: Financial Bid

3. The other things in the Notice Inviting Tender dated 23.03.2026 and uploaded on cpp portal remains unchanged.

This issues with the approval of the competent authority.



Manager (Marketing & Trade)