



SJVN Green Energy Limited (SGEL)
(A Wholly Owned Subsidiary of SJVN Limited)

EXPRESSION OF INTEREST
FOR
Hiring of Fully Furnished Office premises on Lease basis for a
period of one year at Chandigarh/ Mohali.

Project office

Punjab Solar Power Project,
SJVN Green Energy Limited
Sector-47C, SCO-109, 2nd Floor,
Chandigarh –160047.

EXPRESSION OF INTEREST (EOI) FOR FURNISHED OFFICE SPACE

Ref No. SGEL/PBSPP/2025-26/EOI-01/660

Date 23.01.2026

- 1.0** SJVN Green Energy Limited (hereinafter referred to as “**SGEL**”), a wholly owned subsidiary of SJVN Limited, a Navratna Central Public Sector Enterprise (CPSE) under the administrative control of the Ministry of Power, Government of India, having its registered office at SJVN Corporate Office Complex, Shanan, Shimla, Himachal Pradesh, seeks *Expressions of Interest (EOI)* from interested owners or their authorized agents for SGEL office space on lease basis for a period of one year at **Chandigarh/ Mohali**.

1.	Description of EOI:	Expression of Interest for Hiring of SGEL fully furnished office space on lease basis for period of one year (Approx. Area 1000 Sqft) at Chandigarh/Mohali
2.	EOI No.	PBSPP/EOI-01
3.	Date and time for availability / downloading of EOI document on website https://www.sjvn.nic.in	Any time between (Date and Time) 23/01/2026 (18:00 Hrs.) to 12/02/2026 (13:00 Hrs.).
4.	Last date for submission of EOI Along with requisite documents in physical form	12/02/2026 up to 15:00 Hrs.
5.	Time and Date for opening of EOI	12/02/2026, 16:00 Hrs.
6.	Place of opening EOI:	O/o DGM, Punjab Solar Power Project SJVN Green Energy Limited, SCO 109, 2nd Floor, Sector 47-C, Chandigarh-160047

- 2.0** The requirement is approximately **1000 sq. ft. on a single floor** in a fully furnished & ready to move in condition as per minimum requirement detailed below

Cabin/ workstation requirement:

- 03 Nos. Independent executive office cabins with furniture (in each cabin) as below:
 - Executive Chair revolving: 01
 - Executive Table: 01
 - Visitors Chairs: 03
- One Conference Hall with conference table (u-type) and chairs with a seating capacity of minimum 06 persons.
- Independent work stations with revolving chair for seating capacity of minimum 05 persons.
- 01 No. Pantry along with storage area
- Washroom/Toilet
- Visiting Area

Facility requirements:

1. AC in all rooms/cabins/open space
2. Seven-Seater Sofa with centre table in visiting area
3. Steel Almirahs for keeping office record in safe custody: 02 Nos.
4. Curtains/blinds wherever applicable
5. Lighting fitting & fixtures
6. Exhaust Fans in all washroom/toilets and pantry
7. Parking Facility

The building should project a professional & aesthetically pleasing appearance and should be approved for office use.

With other things being equal, preference will be given to,

1. Premises offered by PSUs/ Government Departments and other Government bodies.
2. Premises offering better amenities with separate entrance.
3. Premises ready for possession & occupation with all necessary permissions and approvals in place.

- 3.0** Interested parties are urged to visit the Tenders section of SJVN website on regular basis for any updates related to schedule or corrigendum with respect to the above EOI. For any query/clarification please contact through email ID: sgel.pbspp@sjvn.nic.in only.

4.0 Submission of Offer:

The Interested party shall submit their offer for EOI in two sealed envelopes:

Envelope I: 1st envelope comprising of duly filled **Annexure-1 along with requisite document as mentioned in this EOI.**

Envelope II: 2nd envelope comprising the duly filled Price offer in the Format as per **Annexure-2,**

The agency may note that the applicable GST shall be borne by SGEL as applicable.

The title of the EOI and the envelope number shall be clearly superscribed on the top of each individual sealed envelope (Envelope I and II). Both the sealed envelopes shall thereafter be placed inside a single sealed outer envelope, which shall be clearly superscribed with the words '**Expression of Interest for Hiring of Furnished Office Space on Lease**', along with the name of the interested party/firm."

The sealed offer is to be submitted in physical form/through offline mode by Speed Post/Courier or Special Messenger, so that; it should be reach in the office of up to 15:00 Hrs. on or before the scheduled date of opening of EOI at office of below mentioned address. **EOI offer submitted without requisite document shall be rejected out rightly.**

Address:

**Deputy General Manager,
Punjab Solar Power Project, SJVN Green Energy Limited,
Sector 47C, SCO 109, 2nd Floor, Chandigarh, PIN:160047
Email: sgel.pbspp@sjvn.nic.in
Mob. No.: + 91-9418033997 & +91-8894065950**

5.0 EOI OPENING:

The offer submitted by interested parties for EOI shall be opened in the following sequence:

- (i) First of all, **Envelope-I** comprising **Annexure-1** shall be opened and evaluated.
- (ii) **Envelope-II** (Price Offer), i.e. **Annexure-2**, shall be opened only in respect of those parties who are shortlisted on the basis of evaluation of the documents submitted in Envelope-I and found eligible upon physical inspection of the premises and verification of the requisite documents

6.0 Correction of Errors (Applicable to extent possible).

In case of ambiguities in the figure and word quoted, then the rate quoted in word shall prevail and the amount shall be corrected accordingly. The SGEL reserves the right to adjust arithmetical or other errors in the way which it considers suitable.

7.0 Procedure for Selection of Property:

- (i) On the basis of the details provided in the offers received against the EOI, the offered premises shall be shortlisted for physical inspection as well as the verifications of the requisite documents.
- (ii) Further, on the basis of above, the price offer of final shortlisted respondents shall be opened.
- (iii) The party offers lowest price shall be considered for award.

8.0 All offers shall be received in sealed envelope through Physical form by 12.02.2026 up to 03:00 PM shall only be considered.

9.0 The EOI offer submitted by the party shall remain valid for acceptance for a period of Forty-Five (45) days from the date of opening of EOI.

10.0 The party shall abide by all the terms and conditions contained in the EOI and quote their item rate accordingly. The conditional offer shall not be accepted and shall be summarily rejected.

11.0 The above-mentioned requirements are minimum and the SJVN Green Energy Limited, reserves the right to ask for any additional information.

12.0 SJVN Green Energy Limited reserves the right to cancel the EOI process at any time before award of work without assigning any reasons thereof.

GENERAL TERMS AND CONDITIONS

1. SGEL requires office space on lease for a period of one (01) year with the provision of further extension of another one year on same rates, terms and conditions on mutual consent.
2. All Indian citizens/Companies/entities may submit their offer. Brokers/estate agents can also apply, However, no brokerage shall be paid by SGEL to the brokers submitting their offer.
3. The property must be having a clear title in the name of the person submitting the EOI or a Power of Attorney in his name executed by the person having the clear title of the property.
4. The EOI respondent shall submit copies of property ownership documents such as title deed along with the Aadhaar Card (in case of Individual), PAN/GST No., latest electricity and/or water bills of the premises with the EOI.
5. No society Maintenance charges shall be payable by the Lessee and Lessor shall pay such charges, if applicable.
6. The standard lease deed shall be executed by the Lessor and Lessee.
7. The lease shall not be terminable at the option of the Lessor before the expiry of the lease or extended lease period, except on breach of the terms and conditions by the Lessee but by giving 2 months advance notice.
8. The lease can be terminated by lessee at any time by giving 2 months prior notice.
9. Lessor shall pay all house/property taxes, rates, licence fees, ground rent or any other charges of whatever character assessed, levied, charged, and imposed by or payable to any lawful authority in respect of the demised premises.
10. Lessor shall effect all major repairs such as leakages in sanitary fittings, water pipes or cracks, etc, and electricity points at his own cost immediately as and when such defects are notified to him by the SGEL. If not done, Lessee shall have an option but not obligatory to do it at the cost of Lessor.
11. Lessor shall arrange the whitewash, distemper, paints, polish the demised premises before occupation by the Lessee at their cost.
12. Lessor shall ensure that concerned authority's/board's commercial connection for water & Electricity (at least 15 KW) and separate meters are in place for the demised premises.
13. The rent will be paid in advance by 15th of each English Calendar month through NEFT/ RTGS after submission of invoice.
14. Lessor shall ensure that demise premises can be lawfully used for establishing office.
15. TDS wii be deducted as per applicable law.

EXPRESSION OF INTEREST FOR FURNISHED OFFICE SPACE

To,

**Dy. General Manager,
Punjab Solar Power Project,
SJVN Green Energy Limited
Sector-47C, SCO-109, 2nd Floor,
Chandigarh –160047.**

Sub: Expression of Interest for Hiring of SGEL fully furnished office space on lease basis for period of one year (Approx. Area 1000 Sqft) at Chandigarh/Mohali

Sir,

With reference to SGEL's advertisement in the newspaper regarding hiring of Office premises on Lease basis for a period of one year at Chandigarh/ Mohali, I hereby submit my offer for Office Space at Chandigarh/ Mohali as per the following details:

S. No.	DESCRIPTION	DETAILS
1.	CITY WHERE THE PROPERTY IS SITUATED (PLEASE SPECIFY)	
2.	ADDRESS OF PROPERTY	
3.	OWNER OF PROPERTY	
4.	COVERED AREA/CARPET AREA OF THE PREMISES IN SQ FT.	
5.	NAME AND ADDRESS OF THE PERSON SUBMITTING THE OFFER	
6.	MOBILE NO	
7.	RELATIONSHIP WITH THE OWNER OF THE PROPERTY	
8.	WHETHER AGREE TO OFFER PROPERTY WITH ALL AMENITIES	YES / NO
9.	PHOTOCOPY OF THE TITLE DEED ALONGWITH LATEST ELECTRICITY BILL/WATER BILL ATTACHED	YES/NO
10.	AADHAAR No./ PAN No./GST No.	
11.	PHOTOCOPY OF POWER OF ATTORNEY ATTACHED	YES/NO

S. No.	DESCRIPTION	DETAILS
12	TYPE OF PROPERTY (COMMERCIAL/ RESIDENTIAL)	
13.	ANY OTHER RELEVANT DETAILS	

I hereby confirm that, all the terms and conditions specified with respect to this Expression of Interest (EOI) are acceptable to me. I further confirm that all the requisite details have been furnished and if this offer is incomplete in any respect on my part, then the same is liable to be rejected at the discretion of SGEL.

I am aware that SGEL is not bound to accept the offer against EOI and will not be required to give any reason for rejecting our offer.

I have attached the signed copies of all the documents along with a copy of the title deed/Power of attorney (including Aadhaar Card, PAN/GST, latest electricity bill/water bill).

Thanking You

Yours sincerely

(SIGNATURE)

NAME AND ADDRESS WITH CONTACT DETAILS

EXPRESSION OF INTEREST FOR FURNISHED OFFICE SPACE

To, Dy. General Manager, Punjab Solar Power Project, SJVN Green Energy Limited Sector-47C, SCO-109, 2 nd Floor, Chandigarh –160047.	Name and address of Party/Agent:
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Sub: Expression of Interest for Hiring of SGEL fully furnished office space on lease basis for period of one year (Approx. Area 1000 Sqft) at Chandigarh/Mohali

Sir,

With reference to SGEL's advertisement in the newspaper regarding hiring of Office premises on Lease basis for a period of one year at Chandigarh/ Mohali, I hereby submit my offer for Office Space at Chandigarh/ Mohali as per the following details:

S. No.	Description	Lease period	Rate per month excluding GST (In INR) (In figure)	Rate per month excluding GST (In INR) (In words)
1.	Hiring of SGEL fully furnished office space on lease basis for period of one year (Approx. Area 1000 Sqft) at Chandigarh/Mohali.	12 months		

Note: The applicable GST shall be borne by SGEL as applicable.

Thanking You

Yours sincerely
(SIGNATURE)