



NOTICE INVITING QUOTATIONS FOR

LEASING OUT OF BASEMENT, GROUND & FIRST FLOOR

AT

**15, NBCC TOWER,  
BHIKAJI CAMA PALCE,  
NEW DELHI- 110066**

|   |                      |
|---|----------------------|
| Date of Advertising of NIQ  | 19.06.2026           |
| Date of pre bid inspection of site (for site inspection please contact at <b>8527948128</b> )               | on prior appointment |
| Last Date for submission of e-quotation at <a href="mailto:tender@aepecindia.com">tender@aepecindia.com</a> | 07.07.2026           |
| Date of opening of e-quotation  | 08.07.2026           |

**Apparel Export Promotion Council**

(Sponsored by Ministry of Textiles, Govt. of India)

**Apparel House, Sec-44,**

**Institutional Area,**

**Gurgaon**

Website: [www.aepecindia.com](http://www.aepecindia.com)



Dated: 19<sup>th</sup> June,2026

**E-QUOTATION FOR LEASING OUT OF BASEMENT, GROUND & FLOOR AT 15, NBCC TOWER, BHIKAJI CAMA PLACE, NEW DELHI**

E-quotations are invited from the interested Companies/Corporate/MNCs for leasing out of **Basement, Ground & First Floor, 15, NBCC Tower, Bhikaji Cama Place, New Delhi-110066**

The e-quotations should be submitted in the prescribed format of Letter of Intent (LOI)/Quotation as detailed in **Annexure-1** along with company/firm profile at **tender@aepcindia.com**

E-Quotation should be mailed at **tender@aepcindia.com** superscripted as **“Quotation for leasing of AEPC premise at Bhikaji Cama Place, New Delhi”** latest by **07.07.2026**.

The quotations will be opened on 08<sup>th</sup> July, 2026 at 11.30 AM at **Apparel House, Sector-44, Gurgaon - 122003** in the presence of such agencies who may wish to be present.

## **1. Introduction**

**Apparel Export Promotion Council (AEPC)**, (*Spd. by: Ministry of Textiles, Govt. of India*)having 23382 sq. ft. office space at **Basement, Ground & First Floor, 15, NBCC Tower, Bhikaji Cama Place, New Delhi-110066**

## **2. Key Features of Premises**

The NBCC Tower, Bhikaji Cama Place Building is in a prime location in South Delhi and suitable for MNCs, Corporate, Institutions, Companies etc. having the following key features:

- ❖ Distance from Bhikaji Cama Place Metro Station 2 Minutes walk
- ❖ Distance from Terminal 3, IGI Airport 15 Km
- ❖ Distance from Connaught Place 11 Km
- ❖ Distance from AIIMS 04 Km
- ❖ Distance from South Extn. 05 Km
- ❖ Adjacent to Hyat Hotel, GAIL building and PF Office

### 3. Proposed Area to be rented out

- 23,282 Sq. Ft. area at Basement, Ground & First floor with Four separate Halls as detailed below: (premises would be available for lease from First week of July, 2026) with 10 Reserved Car Parking in Basement.

|              |                                     |
|--------------|-------------------------------------|
| Basement     | 60.840 Sq.mtr (655 sq.ft.)          |
| Ground Floor | 401.98 Sq. Mtr. (4327 Sq. ft.)      |
| First Floor  | 1709.43 Sq. Mtr. (18400 Sq. Ft.)    |
| Car Parking  | 10 Reserved Car Parking in Basement |

First Floor having 3 separate halls having apprx. 2000 sq. ft. , 9400 sq. ft. and 7000 sq. ft. area with separate entry.

### 4. Available Provisions in the premises

- ✓ Free Parking for 10 Cars
- ✓ Round the clock Safety and Maintenance of the premises
- ✓ Round the clock Water Supply
- ✓ Peaceful and calm area
- ✓ Building surrounded with lush green trees & No Sound Pollution
- ✓ Easily approachable from Ring Road, Metro Station etc.

### 5. Power Back-up

- Electricity Connection (195 KW)
- DG set provided by building Society

### 6. Period of Lease

The lessee may use the said premises for **Five years with Two years Lock-in-period** which may further be extended on mutual agreed terms subject to the approval of AEPC. The premises would be available for lease from first Week of July, 2026.

### 7. Common Maintenance Charges

In addition to the lease rent, the lessee would be required to pay Common Maintenance Charges to the building Society on the leased portion.

### 8. Electricity

The lessee shall be liable to pay all such charges of usage of electricity from electric meter provided exclusively for the subject premises as per bill to the electricity authority.

### 9. LOI Format

The Interested Companies/MNCs/Firms/Institutions may submit their e-quotations at [tender@aepecindia.com](mailto:tender@aepecindia.com) mail id in the following prescribed format

**Annexure-1**

**LETTER OF INTENT (LOI) / QUOTATION ON COMPANY LETTER HEAD**

| Sr. No. | PARTICULARS                                       | LOI/Quotation  |
|---------|---|--|
| 1       | Detailed Address of the Property to be leased out | <b>15, NBCC Tower,<br/>Bhikaji Cama Place, New Delhi-110066</b>  |
| 2       | Area to be taken on Lease                         | Total Area 23,382 Sq. ft.<br><br>Basement           60.840 Sq.mtr (655 sq.ft.)<br>Ground Floor       401.98 Sq. Mtr. (4327 Sq. ft.)<br>First Floor           1709.43 Sq. Mtr. (18400 Sq. Ft.)                            |
| 3       | Car Parking                                       | Reserved parking area for 10 Cars in Basement  |
| 4       | Lease Tenure (to be specify)                      | .....Years   |
| 5       | Lock-in-period                                    | 2Years   |
|         | Lease Rent  | Rs. ....../- per sq.ft per month + GST.  |
| 6       | Escalation in Rent (to be specify)                | The Lease rent shall be subject to escalation @ _____% after every _____ Years on the last paid Lease rent   |
| 7       | Interest Free Refundable Security Deposit         | Equivalent to 6 months Lease Rent as an interest-free refundable security deposit through Bank Transfer.   |
| 8       | Taxes, Levies and Duties                          | The Lessor shall be liable to bear and pay all the Municipal Taxes and Property Tax in respect to the subject premises.  |
| 9       | Maintenance Charges                               | The maintenance charges of Society for the leased area would be borne by the Lessee  |
| 10      | Electricity / Water Charges                       | The electricity / water charges shall be borne by the Licensee as per actual.  |
| 11      | Stamp Duty and Registration charges               | The Stamp Duty and Registration charges in respect of the Lease Deed shall be borne and paid by Lessee.  |
| 12      | Lease Termination Notice                          | After expiry of lock-in-period, either party may terminate the lease agreement by giving written 3 months' notice to other party. However, monthly rent shall be payable for the said duration of notice period as well. |
| 13      | Possession of premises                            | The premises would be available on as is where basis effective from first week of July, 2026. The renovation work and procurement of additional furniture, fixtures & equipments would be in the scope of the tenant.    |

|    |  |   |
|----|--|---|
| 14 | Company Profile                                  | Please attach the Company Profile   |
| 15 | LOI Negotiation / Termination / withdrawal right | AEPC has the right of negotiation / termination / cancellation /withdrawal of LOI at any stage before execution of LLA without assigning any reason |
| 16 | Validity of LOI                                  | The validity of above LOI terms should be 90 days   |

Date:

Place:

Signature  
Name & Designation of Authorized Person  
Name of Company / Agency with Seal