



EXPRESSION OF INTEREST (EOI)

FOR HIRING OF OFFICE PREMISES ON LONG-TERM LEASE BASIS AT JAIPUR

EOI No. : NGEL/HR/2026/EOI/001

Date : 06.10.2026

1. INTRODUCTION

NTPC Green Energy Limited (NGEL), a subsidiary of NTPC Limited, is spearheading NTPC Group's renewable energy initiatives and is committed towards achieving the national clean energy transition objectives. NGEL is expanding its operations across India and proposes to establish a Regional Office at Jaipur, Rajasthan.

Accordingly, NGEL invites Expressions of Interest (EOI) from property owners, developers, firms, companies, Government Departments, PSUs and institutional landlords for providing suitable office premises on long-term lease basis.

2. LOCATION PREFERENCE

The premises offered should be situated within Jaipur Municipal Limits, preferably in established commercial/business districts such as C-Scheme, Civil Lines, Tonk Road, Malviya Nagar, Mansarovar, Vaishali Nagar, Jagatpura, Corporate/business districts of equivalent standing

The location should have excellent road connectivity, public transport access, civic infrastructure, banking facilities, hotels, hospitals and commercial establishments in the vicinity.

3. SPACE REQUIREMENT

Particulars	Requirement
Built-up Area	Approximately 50,000–55,000 Sq. Ft.
Occupancy	200–250 Employees
Building Preference	Single Building / Dedicated Tower / Contiguous Floors
Possession Status	Ready-to-Occupy or Near Completion
Expansion	Provision for future expansion preferred

4. INFRASTRUCTURE REQUIREMENTS

The offered premises shall preferably be semi-furnished and ready for office fit-outs and should include the following infrastructure:

A. Executive Accommodation

- 02 Director/MD Rooms with attached washrooms, Secretariat Area and Visitor Lounge
- 02 CEO/Executive Director Rooms
- 07–08 General Manager Rooms
- 23–25 AGM/Department Head Cabins

B. Employee Work Areas

- Dedicated workstation areas accommodating approximately 170–200 executives and staff, suitably partitioned based on functional requirements.
- Open office seating arrangements
- Modular workstations
- Ergonomic office layout

C. Meeting & Conference Facilities

- 01 Board/MD Conference Room (25–30 seating)
- 01 Large Conference Hall (70–80 seating)
- 02 Conference Rooms (20–25 seating)
- 03 Meeting/Auditor Rooms (8–10 seating)

D. Training & Multipurpose Facilities

- 01 Learning & Development Centre
- 01 Training Hall
- 01 Multipurpose Hall accommodating approximately 150 employees

E. Administrative Facilities

- Reception and Visitor Waiting Area
- Record Rooms
- Store Rooms
- Server/Data Centre Room
- First Aid/Medical Room
- Recreation Room

F. Pantry & Cafeteria

- Pantry Facilities on each floor (preferred)
 - Central Pantry
 - Cafeteria/Dining Area for approx. 60-70 persons
 - Utility Areas
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5. BUILDING AMENITIES

The building should provide the following minimum amenities:

Electrical & Power

- Dedicated electrical load adequate for office operations
- 100% DG power backup
- UPS room provisions
- Energy-efficient electrical systems
- LED lighting systems

Air Conditioning

- Central HVAC System or equivalent
- Adequate cooling for office occupancy
- Separate AC provision for Server Room

IT & Communication Infrastructure

- Structured LAN Cabling
- Multiple ISP connectivity provisions
- OFC connectivity
- Server room readiness
- Access control systems

Fire & Safety Systems

- Fire Detection and Alarm System
- Fire Hydrant System
- Sprinkler System
- Fire NOC as applicable
- Emergency Exits
- Emergency Lighting
- Compliance with National Building Code and local regulations

Security Infrastructure

- 24×7 Security Arrangements
- CCTV Surveillance
- Access Control System
- Visitor Management System (preferably)

Vertical Transportation

- Adequate Passenger Lifts
- Service Lift (Preferred)
- Barrier-free access

Water & Sanitation

- Continuous water supply
- Separate washrooms for men and women

- Washroom capacity suitable for 200–250 employees
- Drinking water facilities

Sustainability Features (Preferred)

- IGBC/GRIHA/LEED certified buildings
 - Rainwater harvesting
 - Energy-efficient systems
 - Solar rooftop installations
 - Waste management facilities
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6. PARKING REQUIREMENT

The premises should provide:

- 130-140 Car Parking Spaces
 - Adequate Two-Wheeler Parking
 - Dedicated Visitor Parking
 - Parking for official vehicles
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7. LEASE TERMS

- Long-term lease arrangements are preferred.
 - Premises should have clear title and statutory approvals.
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8. INFORMATION TO BE PROVIDED BY APPLICANTS

Interested parties shall submit:

1. Ownership details.
 2. Location and address of premises.
 3. Floor-wise area statement.
 4. Architectural drawings/layout plans.
 5. Building specifications.
 6. Occupancy/Completion status.
 7. Details of amenities available.
 8. Parking availability.
 9. Period of lease
 10. Proposed timeline for possession.
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9. SUBMISSION OF EOI

The EOI shall be submitted in sealed envelope and shall reach the following address within 30 days from the date of publication (Tuesday, 06.10.2026) of this notice :

Head of HR

NTPC Green Energy Limited
RE Building, NETRA Campus
E-3, Ecotech-II, Udyog Vihar
Greater Noida, Uttar Pradesh – 201306

0120-2356687

10. DISCLAIMER

NGEL reserves the right to accept or reject any or all offers, annul the EOI process, modify the requirements or discontinue the process at any stage without assigning any reason whatsoever. NGEL shall not be liable for any costs incurred by applicants in connection with preparation and submission of the EOI.
