



National Institute of Siddha

(Ministry of AYUSH, Government of India.)

NOTICE INVITING TENDER FOR HIRING OF CLASSROOM

Ref: NIS/Chennai/Hiring of Classroom & Laboratory space & Teaching Faculty Room – Bid I

Date: 12.05.2026

The National Institute of Siddha (NIS), Chennai is an autonomous organization under the Ministry of AYUSH, Government of India. The Institute offers Under Graduate and Post Graduate courses and Doctoral research programmes in Siddha, provides healthcare service in OPD/IPD and undertakes research to promote and propagate the Siddha system of medicine. The Ayothidoss Pandithar Hospital attached to the Institute provides free Siddha medical care to public and functions on all 365 days. A 220 bedded in-patient department is attached with the hospital. The hospital is a NABH (National Accreditation Board for Hospitals and Healthcare providers) – Accredited Hospital. The Institute intends to hire classroom and laboratory accommodation.

Interested parties/ organization/ companies are requested to submit sealed quotations along-with site plan, proof of ownership and other details & facilities available in the premises with following conditions:

National Institute of Siddha (NIS) invites offer from the Property Owners/ Developers/ Builders for the office accommodation at Chennai as per details given below:

Classroom accommodation with a total built-up area of approximately [33,530 sq.ft.] for College Infrastructure and [31,500 sq.ft.] for Hostel (Girls & Boys) is required. The details of the Sq.ft. split up in “Annexure-A2”. The premises may be located in a commercial/residential building with adequate parking facilities for at least 08 to 12 Cars/SUVs, 01 Bus, and 15 to 20 two-wheelers. The location shall be in and around Chennai, preferably within 20 kms from Chennai–Trichy Highway (GST Road). Locations beyond the preferred range may also be considered if found suitable and appropriate. The infrastructure is required on a rental basis for a period of 03 years. The building should have basic infrastructure facility like Adequate Water supply, Permanent structure for Laboratory, Classroom and Faculty rooms, Adequate number of Fans and Lights, Adequate power plug points, 3-phase Electricity connection, Power Backup through Gen set, Separate toilets for Ladies and Gents, Adequate Exhaust fans in toilets, Proper ventilation provisions, Proper Drainage system, Parking facility for: 5–8 Cars/SUVs, 1 Bus, 15–20 Two-wheelers, Good connectivity and accessibility, Playground area for students

PARTICIPATION TERMS:

- Bid – I & II should be separately quoted.
- Technical and Financial Bid of I & II will be conducted separately.
- Bidders can participate either Bid I (or) Bid II (or) Both.
- All room spaces are given a range in terms of Sq.ft.
- Price will be evaluated only per Sq.ft.

1. REQUIREMENT DETAILS

- **Classroom**
 - **Laboratory**
 - **Faculty Room**
- } Minimum Sqft. 33,530 (As per Annexure “A2”)
- **Gents & Ladies Hostel:** Minimum Sqft. 31,000 (As per Annexure “A2”)
 - **Location:** Preferably within 20 km radius of NIS, GST Road (Chennai–Trichy Highway), Tambaram. Locations beyond the preferred range may also be considered. Laboratory space should preferably be a permanent structure.

2. INFRASTRUCTURE REQUIREMENTS

A: Essential requirements

- Basic amenities:
 - Adequate Water supply
 - Permanent structure for Laboratory, Classroom and Faculty rooms
 - Adequate number of Fans and Lights
 - Adequate power plug points
 - 3-phase Electricity connection
 - Power Backup through Gen set
 - Separate toilets for Ladies and Gents
 - Adequate Exhaust fans in toilets
 - Proper ventilation provisions
 - Proper Drainage system
 - Parking facility for: 5–8 Cars/SUVs, 1 Bus, 15–20 Two-wheelers
 - Good connectivity and accessibility
 - Playground area for students

B. Inspection Clause: Inspection of the premises offered for rent shall be carried out by the authorized representative(s) of the National Institute of Siddha before the technical evaluation stage of the tender to ascertain whether the bidder meets the minimum criteria. Post inspection, if the premises offered for rent is not found suitable, Director, National Institute of Siddha has the right to accept or reject the bid submitted.

3. EMD

- EMD: ₹50,000/- (Refundable)
- Payment via DD in favour of Director, NIS payable at Chennai

4. SUBMISSION OF BIDS

- Two-bid system:

- Technical Bid
- Financial Bid
- Both in separate sealed covers placed inside one outer sealed cover viz., Technical bid for hiring of Classroom, Laboratory and faculty room and Financial bid for hiring of Classroom, Laboratory and faculty room
- The outer sealed cover may be superscribed as ***TENDER FOR HIRING CLASSROOM, LABORATORY AND FACULTY ROOM-BID I***
- **Submission strictly in offline mode only** at NIS, Tambaram, Chennai

5. BID SCHEDULE

- Start Date: 13.05.2026
- Last Date: 03.06.2026 up to 17:00 Hrs
- Technical Bid Opening: 04.06.2026 at 11:00 Hrs
- Pre-Bid Date: 20.05.2026 at 11:00 Hrs

6. GENERAL CONDITIONS

1. The bidder shall submit the Technical Proposal and Financial Proposal in two separate sealed envelopes, one containing the Technical Proposal and the other containing the Financial Proposal. Both envelopes shall be enclosed within a single outer envelope, strictly in accordance with the bidding document. Proposals submitted through offline/physical mode only will be considered.
2. The bid start date is from **13.05.2026**. The last date for submission of quotations is **03.06.2026 upto 17:00 Hrs** & should be submitted in the office of NIS Tambaram Chennai.
3. The sealed offers will be opened on **04.06.2026 at 11:00 Hrs**, if possible, in the presence of quotationer's **or** their authorized representatives. Authorized representatives will be allowed for participation only upon submission of authorization letter provided by the respective firm.
4. The corrigendum, if any will be published only on website: <https://nischennai.org/main/>
5. NIS reserved its right to reject any or all the bids without assigning any reason whatsoever.
6. Quotations/proposals from agents/brokers will not be accepted.
7. Preference shall be given to Building/Premises of PSUs/Government Departments.
8. The plan of the building showing the measurements and along with colored photograph should be attached along with the quotation.
9. Conditional quotations are liable to be rejected.
10. The EMD (Earnest Money Deposit) will be refunded to all parties on acceptance of offer of the successful quotationer.
11. In case there is necessity of committing any annual rent increase in the lease agreement, the same shall be negotiated with the owner and in no case the annual rent increase shall be more than 5%. Annual increase shall only be admissible on annual extension of tenancy and not on new hiring.

Director
National Institute of Siddha (NIS)
(Ministry of AYUSH Govt. of India)
E-mail: admn-nis@gov.in
Website: <https://nischennai.org/main/>

SECTION – 2

INSTRUCTIONS TO BIDERS

FOR SUBMISSION OF BID (CLASSROOM ACCOMMODATION)

1. Introduction:

Classroom accommodation with a total built-up area of approximately [33,530 sq.ft.] for College Infrastructure and [31,500 sq.ft.] for Hostel (Girls & Boys) is required. The details of the Sq.ft. split up in “Annexure-A2”. The premises may be located in a commercial/residential building with adequate parking facility for at least 08 to 12 Cars/SUVs, 01 Bus and 15 to 20 two wheelers preferably in locations where reach to Chennai-Trichy Highway (GST Road) is around 20 kms and nearby areas on monthly rental basis. Locations beyond the preferred range may also be considered, if found suitable and appropriate. The infrastructure is required on a rental basis for a period of 03 years. The building should have basic infrastructure facility like Adequate Water supply, Permanent structure for Laboratory, Classroom and Faculty rooms, Adequate number of Fans and Lights, Adequate power plug points, 3-phase Electricity connection, Power Backup through Gen set, Separate toilets for Ladies and Gents, Adequate Exhaust fans in toilets, Proper ventilation provisions, Proper Drainage system, Parking facility for: 5–8 Cars/SUVs, 1 Bus, 15–20 Two-wheelers, Good connectivity and accessibility, Playground area for students

2.1 Designation and address of the authority: National Institute of Siddha
Chennai-Trichy Hwy, Tambaram Sanatorium, Chennai-600047
E-mail: admn-nis@gov.in

2.2 Method of Bidding: Offline bid submission in sealed cover

A. The bidder shall submit the following documents:-

- a. Power of Attorney for signing the bid
- b. Joint bidding Agreement for JV, if any

B. Additional information/Guideline

- a. Bidders shall submit copies of all documents listed above while submitting the bid offline.
- b. Technical & financial evaluation of bid and declaration of result shall be done based on the documents received offline.
- c. Bidders shall be asked to submit originals of all documents listed above after declaration of bid evaluation result by Authority.

- 2.3 Bid Start date : 13.05.2026
- 2.4 Earnest Money Deposit/Bid security : Rs.50,000/- (Refundable) (By DD)
- 2.5 Bid Due Date : 03.06.2026 @ 17:00 Hrs
Bid Opening Date : 04.06.2026 @ 11:00 Hrs
- 2.6 Duration of Contract: Three Years, from the date of handing over vacant possession and thereafter it may be extended as per mutual consent

3. EARNEST MONEY DEPOSITS (EMD)/BID SECURITY:

3.1 Bid Security: Rs.50,000/- (By DD)

- A) The Bidder shall furnish, as part of the tender, Earnest Money/Bid Security for the amount of Rs.50,000/- in the form of Demand Draft in favor of “National Institute of Siddha” payable at Chennai, as acceptable to NIS, which will be refundable to the bidder after issuance of LOA to the successful bidder; however, the earnest money of the successful bidder will be refundable after signing of the agreement.
- B) Any tender without Earnest Money/Bid security shall be considered non-responsive and summarily rejected.
- C) The bids shall be valid for 120 days from the date of opening. The Bidder shall furnish, as part of the Bid, a signed Bid Security in the prescribed format for this particular work, accepting that if the bidder withdraws or modifies its bid during the period of validity, i.e. not less than 120 (One Hundred Twenty) days from the bid due date, or if the bidder is awarded the contract and fails to sign the contract before the deadline fixed, the bidder shall be suspended from participation in the tendering process for a period of one year from the bid due date of this work. Any bid not accompanied by an acceptable Bid Security as indicated above shall be rejected.

3.2 The Bid Security/Earnest Money will be forfeited:

- A) If the Bidder withdraws the Bid after its submission.
- B) If successful Bidder fails to execute the Agreement within specified time as per letter of award.

4. ELIGIBILITY

- Owner with clear title
- Ready-to-move premises
- Approved for commercial use

5. DOCUMENTS REQUIRED

- Ownership proof
- Site plan
- Photographs
- EMD by way of DD
- Power of Attorney (if applicable)
- Water and Property Tax payment receipt
- EB Bill payment receipt /EB Card

6. EMD (BID SECURITY)

- ₹50,000/- via DD in favour of Director, NIS
- Mandatory for bid validity
- Forfeited if bid withdrawn or agreement not executed

7. BASIC AMENITIES FOR ELIGIBILITY

- Separate toilets for gents and ladies (minimum of 4 each).
- Required power load for normal functioning of NIS along with requisite electrical wiring and points. Electricity connection shall be **commercial** in nature.
- Continuous water supply ensured through overhead tank, necessary taps, and electric motor of adequate capacity, wherever required.
- Gen set for providing power backup
- Adequate parking facility.
- At least **3–4 rooms with attached toilets** and **one room/hall with common toilet** shall be provided.

8. BID VALIDITY:

The Bids shall be valid for 120 (one hundred twenty) days from date of opening.

9. BID SUBMISSION:

The bidder shall submit the Technical Proposal and Financial Proposal in two separate sealed envelopes, one containing the Technical Proposal and another containing the Financial Proposal. Both envelopes shall be enclosed within a single outer envelope, strictly in accordance with the bidding document. Proposals submitted through offline/physical mode only will be considered.

10. BID OPENING:

The Technical Bids shall be opened on the date and time specified in the bid document in the presence of the bidders or their authorised representatives who wish to be present. After scrutiny and evaluation of the Technical Bids, NIS shall shortlist the bidders eligible for opening of the Financial Bids. The date and time for opening of the Financial Bids shall be intimated to the shortlisted bidders through the NIS Website.

11. AWARD AND SIGNING OF CONTRACT:

NIS shall issue the Letter of Acceptance to the lowest bidder whose Technical and Financial Bids are found to be acceptable. The successful bidder shall submit the Performance Security within 7 (seven) days of issue of the Letter of Acceptance and shall execute the Agreement with NIS on non-judicial stamp paper, the cost of which shall be borne by the successful bidder.

12. RIGHT TO REJECT ANY OR ALL THE BIDS:

NIS reserves right to reject any or all the bids without assigning any reason and no claim of whatsoever nature will be entertained for such act.

13. PRE BID CONFERENCE:

Pre-Bid Conference and Clarifications:

- NIS will hold a Pre-bid Conference with the bidders on 20.05.2026 at 11:00 a.m. at the Conference Hall located on the Second Floor of the Administrative Block, NIS Campus.
- Any change in venue and time for the pre-bid conference will be communicated through our Institute's website at least one day before the schedule of the pre-bid conference.
- The pre-bid conference will be conducted only in physical/in-person mode
- The queries, if any, shall be addressed to The Director, National Institute of Siddha
- The Bidders will have to ensure that their queries for the pre-bid meeting should reach purchase-nis@gov.in on or before 20.05.2026, 6:00 p.m.
- The queries, if any, should necessarily include the following information:
 - Name of the Bidder
 - Contact Person
 - Contact Number & E-mail ID
 - Page No., Section/Clause No. of the existing clause in the Bid document for which clarification is sought
 - Details of Clarification sought
- Participation in Pre-bid Conference is not mandatory. If a bidder chooses not to (or fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno-commercial conditions and no subsequent representations from them regarding the Technical/commercial specifications/ conditions shall be entertained.
- Only one representative from each company is permitted to attend the pre-bid conference.
- Delegates participating in the Pre-bid conference must provide a photo identity and an authorization letter as per the Format provided in Annexure "A": "Authorization for attending a Pre-bid Conference" from their Company/ principals; else, they shall not be allowed to participate.
- If required, a clarification letter and corrigendum to GeM Bid/Tender Document shall be issued, containing amendments to various provisions of the Tender Document, which shall form part of the GeM Bid/Tender Document.
- Any requests for clarifications post the indicated date and time of the pre-bid conference may not be entertained by NIS.

Annexure – “A”

Format - Authorization Letter for Attending Pre-bid Conference

(on Company Official Letter Head)

Bidder's Name _____
[Address and Contact Details]

To
The Director,
National Institute of Siddha
GST Road, Tambaram Sanatorium,
Chennai 600 047

Ref: Tender Notice dated

Subject: Authorization for attending Pre-bid Conference on _____ (date).

Following persons are hereby authorized to attend the Pre-bid Conference for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Name Photo ID Type/ Number	Email and Contact No. (for sending Meeting ID and Password for Virtual Pre-bid meeting)
Details of Alternate Representative (may be filled if required)	

Note:

1. Only one representative (carrying valid photo IDs) shall be permitted to attend the Pre-bid conference. An alternate representative shall be permitted when regular representative is not able to attend.
2. Permission to enter the hall where the pre-bid conference is conducted may be refused if authorization as prescribed above is not submitted.

Signatures of bidder

or

Person authorized to sign the bid documents on behalf of the bidder

[name & address of Bidder and seal of company]

SECTION-3

TERMS & CONDITIONS OF BID GENERAL TERMS & CONDITIONS

1. Lease Period

The premises shall be made available to NIS from a firm for the period of **03 (three) years** from the date of handing over vacant and peaceful possession after completion of all necessary repairs, renovations, additions, and alterations. The lease period may be extended further on mutually agreed terms and conditions.

2. Termination / Vacation

NIS shall have the right to vacate the premises by giving **one (1) months' notice** in writing.

3. Location Requirement

The office premises shall be located **within a distance of 20 kms and nearby areas, locations beyond the preferred range may also be considered, if found suitable and appropriate** with reasonable road connectivity and accessibility.

4. Amenities to be Provided

The following amenities shall be provided in the premises:

- (i) Separate toilets for gents and ladies (minimum of 4 each).
- (ii) All windows fitted with grills along with glass and mesh doors.
- (iii) Required power load for normal functioning of NIS along with requisite electrical wiring and points. Electricity connection shall be **commercial** in nature.
- (iv) Continuous water supply ensured through overhead tank, necessary taps, and electric motor of adequate capacity, wherever required.
- (v) Gen set for providing power backup.
- (vi) Minimum **5-6 rooms** for seating of at least **60 persons (NIS Faculties and Students)** with Adequate parking facility.
- (vii) At least **3-4 rooms with attached toilets** and **one room/hall with common toilet** shall be provided.
- (viii) Ventilation and Lighting space

5. Taxes

All existing and future/enhanced municipal taxes, property tax, water tax, rates, cess, and charges shall be borne by the LESSOR.

6. Electricity Connection and Charges

Any domestic electricity connection shall be converted into **non-domestic/commercial category** by the LESSOR at their own cost before handing over possession. Electricity charges shall be reimbursed by NIS on **actual consumption basis**, against submission of official utility bills.

7. **Maintenance and Repairs**

All building maintenance, including structural repairs, periodic whitewashing, painting, plumbing, and electrical repairs, shall be carried out by the LESSOR at their own cost during the lease period.

8. **Inspection Clause:** Inspection of the premises offered for rent shall be carried out by the authorized representative(s) of the National Institute of Siddha before the technical evaluation stage of the tender to ascertain whether the bidder meets the minimum criteria. Post inspection, if the premises offered for rent is not found suitable, Director, National Institute of Siddha has the right to accept or reject the bid submitted.

9. **Rent Evaluation Criteria**

Financial bids shall be evaluated on the basis of **Rent per Sq. ft. of Carpet Area** quoted. Taxes shall not be considered for financial evaluation. The bidder quoting the **lowest rent per sq. ft. of the buildup area (L1) without taxes** among technically responsive bids shall be considered for award. *The bids not meeting the essential infrastructural requirements will be summarily rejected.*

10. **Possession**

The LESSOR shall hand over vacant and peaceful possession of the premises **within the period.**

11. **Dispute Resolution and Jurisdiction**

In case of any dispute, the matter shall first be resolved through mutual discussion. Failing which, courts at Chennai only.

12. **Agreement Execution**

The successful bidder shall execute a Lease Agreement with NIS on non-judicial stamp paper.

13. **Right of NIS**

NIS reserves the right to accept or reject bids, annul or cancel the tender process at any stage without assigning any reason. No claim or compensation shall be admissible on this account. NIS team will inspect the site to verify. NIS has right to scale down up the carpet area.

14. **Ownership and Title**

The bidder shall be the absolute owner of the plot/building offered and shall possess a valid and marketable title. A copy of the title deed along with site plan/building layout shall be submitted with the bid. Any dispute relating to ownership or title shall be the sole responsibility of the LESSOR, who shall indemnify NIS against all claims.

15. **Bid Validity**

Bids shall remain valid for a period of **120 (one hundred and twenty) days** from the date of opening of the Technical Bids.

16. **Late Bids**

Bids received after the prescribed due date and time shall not be considered and shall be summarily rejected.

17. Amendments / Clarifications

Any amendment or clarification to the Bid Documents shall be hosted only on the **NIS website** (<https://nischennai.org/main/>)

18. Earnest Money Deposit (EMD)

The bidder shall submit a **refundable EMD of ₹50,000/- (Rupees Fifty Thousand only)** via DD in favour Director of NIS.

19. Taxes Reimbursement

Applicable taxes, including GST if legally leviable, shall be reimbursed as per prevailing NIS policy/circulars.

20. Non-Liability of NIS

NIS shall not be liable for payment of municipal taxes, property taxes, water charges, or any other statutory levies, nor for building maintenance or repairs.

Director

National Institute of Siddha (NIS)
(Ministry of AYUSH Govt. of India)

E-mail: adm-nis@gov.in

Website: <https://nischennai.org/main/>

TECHNICAL BID

(Please read guidelines carefully. No point in the form should be left blank) **RATE OF RENT MUST NOT BE MENTIONED ANYWHERE IN THIS FORM**

1	Name & Address of the Owner/ Bidder of the Premises Contact Phone Number	
2	Location of the Premises	
3	Address of the proposed premises for hiring.	
4	(i) No. of floors & rooms in the building	
	(ii) On which floor the premises is Located	
	(iii) Carpet Area offered if the area is larger than the Advertised area	
	(iv) whether area equal/around to advertised area can be made available	
5	(i) Age of the Building	
	(ii) Class of construction	
	(iii) Whether separate entrance is available	
	(iv) Whether situated in hygienic area/conditions?	
	(v) Whether cross ventilation is available?	
	(vi) Whether lift facility is available in case of a multi-storied building?	
6	Whether independent Parking Facility available for at least 08 to 12 nos. Four Wheelers and 15 to 20 nos. of Two Wheelers and 1 no. of Bus (Number & Location)	
7	(i) Whether separate commercial electric meter available with adequate load to run Computers, Air Conditioner, Fan, light etc.?	

	(ii) Whether Electrical wirings are open or concealed?	
	(iii) If not whether space will be allotted to NIS for installation of generator?	
	(iv) Whether 24 hours running water facility available in the premises?	
8	No. of Toilet blocks available	
9	Whether a premise is hall type or room type?	
10	(i) Whether a premise is in absolute name of the Bidder?	
	(ii) Whether the Bidder has got absolute ownership rights to enter into lease agreement for hiring the premises (Original documents must be available for verification during inspection)?	
	(iii) Is there any pending civil Suit / Litigation in any Court regarding ownership, outstanding taxes or any other thing is there?	
	(iv) Whether the premises is mortgaged. If yes, with whom?	
11	Date when the premises will be ready for Occupation	
12	Demand Draft etc. against Rs.50,000/- towards Earnest Money Deposit (Yes/No)	

Place :
Date :

**Signature of the Owner /
Authorized Representative**

PLEASE QUOTE IF ANY ONE IS AVAILABLE IN THE FOLLOWING

1. COLLEGE INFRASTRUCTURE

Sl. No	Facility	Area (Sq.m)	Area (Sq.ft)
1	Administrative Section	200	2,153
2	Lecture Halls (5 halls × 100 sq.m)	500	5,382
3	Seminar / Conference / Examination Hall	150	1,615
4	Central Library	150	1,615
5	Digital Library	40	431
6	Teaching Departments (For 13 Total)	1425	15,338
7	Clinical Skill / Simulation Lab	125	1,345
8	Research & Innovation Cell	30	323
9	College Council Meeting Room	50	538
10	Student Council Room	20	215
11	Student Support / Career Guidance Cell	25	269
12	Boys Common Room	50	538
13	Girls Common Room	50	538
14	Teaching Faculty Common Room	50	538

Total College Built-up Area ≈ 3115 sq.m (≈ 33,530 sq.ft)

Teaching Departments (13 Departments)

Sl. No	Department	Area (Sq.m)	Area (Sq.ft)
1	Siddha Maruthuva Moolathathuvam (Basic Principles)	75	807
2	Udal Koorugal (Anatomy)	125	1,345
3	Udal Thathuvam (Physiology & Biochemistry)	175	1,884
4	Gunapadam Marunthiyal (Materia Medica & Pharmacology)	175	1,884
5	Gunapadam Marunthakaviyal (Pharmaceutics & Pharmacy)	175	1,884
6	Noi Naadal & Noi Mudhal Naadal (Pathology & Microbiology)	175	1,884
7	Sattam Saarntha Maruthuvam & Nanju Maruthuvam (Forensic Medicine & Toxicology)	50	538
8	Noi Anugavidhi (Community Medicine & Research Methodology)	125	1,345
9	Aruvai Maruthuvam (General Surgery, Eye, ENT, Dentistry)	150	1,615

Sl. No	Department	Area (Sq.m)	Area (Sq.ft)
10	Puramaruthuvam (Varmam & External Therapies)	100	1,076
11	Siddhar Yoga Maruthuvam	75	807
12	Kuzhanthai Maruthuvam (Pediatrics)	100	1,076
13	Sool & Magalir Maruthuvam (Obstetrics & Gynecology)	100	1,076

Total Department Area \approx 1425 sq.m (\approx 15,338 sq.ft)

2. HOSTEL REQUIREMENTS (Typical Planning Norms)

Although the Gazette focuses mainly on **college and hospital space**, Siddha colleges generally provide hostels with the following planning norms:

Facility	Approx Area
Boys Hostel	6,000 sq.ft
Girls Hostel	18,000 sq.ft
Dining Hall	3,000 sq.ft
Kitchen	1,500 sq.ft
Recreation / Study Rooms	2,000 sq.ft
Warden Rooms & Office	1,000 sq.ft

Total Hostel Area \approx 31,500 sq.ft

FINANCIAL BID

(Quotationer's to read guidelines carefully. No column / row in the Form should be left blank)

1	Name & Address of the Owner / Bidder of the Premises	
2	Location & Address of the proposed premises for hiring	
3	Rentable Area Offered	
4	(i) Monthly Rent payable [Rent per Sqft. x carpet area] [excluding taxes]	
5	(i) Whether GST amount if any, is to be borne by the Tenant?	
	(ii) If Yes, Tax amount per month	
6	Percentage of increase in annual lease rent.	

*Rate quoted should be exclusive of applicable tax.

Place :

Date :

**Signature of the Owner /
Authorized Representative**

SCRUTINY COMMITTEE CHECKLIST

- EMD submitted
- Ownership documents verified
- Location within preferred range
- Carpet area compliant
- Parking availability confirmed
- Infrastructure availability checked
- No litigation declaration
- Technical bid complete
- Financial bid sealed separately
- Photos and plan attached

Director
National Institute of Siddha (NIS)
(Ministry of AYUSH, Govt. of India)
Tambaram Sanatorium, Chennai-47

DRAFT RENT DEED

RENT DEED [LEASE AGREEMENT]

This Lease Deed made in Chennai on _____ 2026 between _____ XX R/o _____ # and owner of premise located at _____ Chennai hereinafter called lessor [which assigns] on the **National Institute of Siddha [NIS]**, Tambaram Sanatorium, Chennai-47 through Director, hereinafter called the Lessee [which expression shall include its successors and assigns] on the exclusive official use of **National Institute of Siddha**.

WHEREAS the Lessor has agreed to lease out the aforesaid premises to the **NIS**;

AND WHEREAS the **NIS** has agreed to take on lease the said premises for the bonafide use of National Highways Authority of India for official purpose.

NOW THIS RENT DEED WITNESSETH AS UNDER

That the Lessor hereby Lessee the residential accommodation located at _____, Chennai consisting purely for the official use by the said National Institute of Siddha together with all built-in fittings and fixtures under the following terms and conditions:

- a) That lessee agrees to pay to the lessor in advance by the 10th day of each month a monthly rent of Rs _____/-
[Rupees _____ Only].
- b) That the above rent includes House Tax and other payable by the Lessor to any municipal body or local authority in respect of the aforesaid premises.
- c) That the lessee shall directly pay electricity charges and water charges according to meter readings/as per bills of concerned authorities under intimation to the Lessor.
- d) That the lessee shall be liable to bear the cost of breakages damages to the sanitary, electrical and other fittings and fixtures during the lease period.
- e) That the Lessee shall not make any structural additions or alterations without the written permission of the Lessor.
- f) That the Lessee shall not sublet the premise in whole or any part thereof without the written permission of the Lessor and at the time of vacating the premises, will hand over vacant possession of the premises to the Lessor or his authorized agent.

- g) That at the time of occupation, the Lessee shall ensure that all sanitary, electrical and other fittings and fixtures are in perfect order and shall be responsible to restore them in the conditions in which they have been taken over, natural wear and tear excepted.
 - h) That the Lessee shall allow the Lessor or his authorized agent to enter the said premises at reasonable hours after reasonable notice and when necessary for inspection, repairs etc.
 - i) That the Lessor shall carry out necessary ordinary repairs and maintenance of the premises during the above said lease period.
 - j) That during the currency of this lease agreement; the Lessee or Lessor (Both parties) shall have the right to vacate the premises by giving a minimum of one month's notice in writing and clear the dues if any.
 - k) The amount of GST (if applicable) will be paid by the lessee as applicable from time to time as per NIS circular.
 - l) The annual increment @ 5% in rent will be applicable after completion of every 12 months.
2. That the lease is for a period of _____ Years/months only commencing from XX/XX/XX. The Lessee shall give vacant possession of the premises allotted (_____ Classrooms, _____ Laboratory, _____ Faculty Room, _____ Corridor, _____ Hall, _____ Gents Toilets & _____ Ladies Hostel and _____ Floor, including parking area available _____ of the premises) located at _____, Chennai to the Lessor after expiry of the said period in reasonably good condition.
3. In the event of National Institute of Siddha closure or transfer from Chennai, the Lessee shall forthwith inform the Lessor and shall arrange to hand over vacant possession and agreement shall terminate.

IN WITNESS WHEREOF the parties have set and subscribed their hand in presence of the witnesses mentioned herein below.

LESSOR

LESSEE

(_____)
Owner of the premises _____.

(_____)
**Director National
 Institute of Siddha
 (Ministry of AYUSH Govt. of India)
 Tambaram Sanatorium,
 Chennai-47.**

- 1. Witness
- 2. Witness

- 1. Witness
- 2. Witness