

## **NOTICE FOR SHOP ALLOTMENT IN NTPL TOWNSHIP**

### **1. Invitation for Applications:**

Sealed applications are invited for the allotment of shops to run trades in the following stalls/shops listed in Para 3 below, located within the NTPL Township area. The allotment will be issued for a period of **three years**. Applications should be submitted in the prescribed format as mentioned in para (5),

### **2. Application Process**

Interested applicants can submit applications for one or more shops as per their preference. The application will be based on a **draw system**, where successful applicant will be selected randomly by the tender committee of NTPL. Applicant should submit the application along with the Earnest Money Deposit (EMD) as specified for each shop in the table below.

The application must include the EMD in the form of a Bankers Cheque, Bankers Pay Order, Demand Draft, or NEFT drawn in Favor of “**NLC Tamilnadu Power Ltd.**” payable at Tuticorin. **Applications without the stipulated EMD will be rejected.** Please note that the EMD is non-interest-bearing.

### **3. Shops and EMD Requirements:**

<b>S. No</b>	<b>Shop No</b>	<b>Earnest Money Deposit (EMD) for one shop</b>	<b>Monthly Rental charge (Including GST)</b>
1	Shop No: 1 - Saloon (North end)	Rs. 500.00	Rs.500.00
2	Shop No: 3 - Tea shop/Bakery/sweets	Rs. 500.00	Rs.500.00
3	Shop No:4- Vegetables/Fruits/Milk shop	Rs.500.00	Rs.500.00

### **4. Schedule and Tender Details**

The detailed schedule of the tender is as follows:

- i. **Last Date for Sale of Tender Documents: 31.10.2025 up to 11.00 Hrs**
- ii. **Last Date for Receipt of Sealed Applications: 31.10.2025 up to 14.30 Hrs**
- iii. **Date and Time for Draw of Applications: 31.10.2025 @ 15.00 Hrs**

The tender documents along with the terms and conditions can be obtained from the Contracts & Purchase Division at the NTPL Office, Harbor Estate, Tuticorin-628004, on payment of a non-refundable fee of Rs.100/- by Bankers Cheque, Bankers Pay Order, Demand Draft, or NEFT in Favor of NLC Tamilnadu Power Ltd. payable at Tuticorin.

Alternatively, the tender documents can be downloaded from the NTPL website [www.ntplpower.com](http://www.ntplpower.com). In case of downloaded documents, a payment of **Rs.100/-** is required as part of the application submission. **Applications without the document fee will be rejected.**

#### 5. **Mode of Application Submission**

Applications may be submitted in **sealed covers** and must be clearly marked with the following details:

- Tender Reference No.
- Shop No.
- Name, Address & Contact Number of the applicant

Applications should be submitted to the **Contracts & Purchase Division, NTPL, Harbor Estate, Tuticorin-628004**, by the due date as mentioned in para (4). Late submissions will not be accepted. Applications can also be sent via Registered Post or Courier but must reach NTPL before the specified time and date.

#### 6. **Draw System for Shop allocation:**

The allocation of shop will be conducted through a **random draw** of all eligible applicants who have submitted valid applications. The draw will take place on NTPL Contracts Division on date mentioned in para (4) and successful applicants will be notified accordingly.

All applicants shall attend the selection process on the mentioned date at NTPL plant with a valid ID to participate in and observe the proceedings. [refer Annexure-I]

#### 7. **Security Deposit**

The successful applicant, after being informed of the draw results, must remit a **Security Deposit** of **Rs.6,000.00** within 60 days from the date of notification. This Security Deposit is non-interest bearing and refunded after the allocation period. Failure to comply with this requirement will result in **cancellation of the offer and forfeiture of the EMD.**

#### 8. **Shop Details**

The shops are of standard size: **3.6m x 4.8m** with a **3m headroom**. Applicants are encouraged to inspect the shop premises before submitting their applications. The premises will be handed over on an '**AS IS WHERE IS BASIS**'. Any modifications to

the structure without prior written permission from NTPL will lead to the **cancellation of the allotment**.

## 9. Trade Restrictions and Compliance

The successful applicant will be permitted to carry on only the **specific trade** mentioned in the Application notice. Any deviation without the prior written permission of NTPL will result in the **cancellation of the allotment**.

10. Employees of NTPL, as well as their dependents (including spouses or any individuals acting on their behalf through Benami arrangements), are strictly prohibited from participating in this Tender. In the event that any violation of this rule is discovered after the tender process, the allotment will be immediately cancelled.

11. Bidders/Vendors who have been barred from participation or whose contracts were terminated due to default or non-performance or poor performance in any shop tenders of NTPL within the last five (5) years shall be deemed ineligible to participate in this tender.

12. Additionally, contract workers associated with the NTPL plant and NTPL Township are also ineligible to participate in this tender.

### 13. Power Supply

Successful applicants will be provided **single-phase power supply**. However, if required, **three-phase power supply** may be considered, subject to technical feasibility.

14. The successful applicant should open the shop for service within 15 days from the date of allotment letter.

### 15. Agreement and Compliance

The successful applicant will be required to enter into a formal agreement on **non-judicial stamp paper** (worth Rs.100) within 30 days of the issue of the allotment letter. The successful applicant will need to comply with all terms and conditions outlined in the agreement. Additionally, electricity charges will be levied over and above the monthly rent.

### 16. Refund of EMD

The EMD submitted by unsuccessful applicants will be refunded after the completion of the draw process, provided no violations of the tender conditions occur.

### 17. Dispute Resolution

Any dispute arising out of this tender process shall be subject to the jurisdiction of the courts in Tuticorin.

### 18. Final Authority

The decision of the CEO/NTPL in all matters related to this tender process is **final and binding**. Any clarification or modification in the tender process will be communicated through official notifications.

## 19. Language of Application Notice

The application notice has been issued in both **English and Tamil**. In case of any discrepancies or differing interpretations, the **English version** shall prevail.

NTPL Township Administrator

### Attachments:

- i. Annexure-I- FORMAT FOR DRAW-BASED SHOP ALLOTMENT
- ii. Annexure-II – Scope and Special Conditions
- iii. Annexure-III- Application- Details of Allottee and Undertaking

## ANNEXURE-I

### FORMAT FOR DRAW-BASED SHOP ALLOTMENT

#### **1. Eligibility Criteria for Participants:**

- The applicant must have submitted a valid application along with required documents before the deadline.

#### **2. Applicant Presence & Authorization:**

- The applicant should be present during the draw before the commencement of the draw process.
- If the applicant is unable to attend, they may **authorize a representative** to participate on their behalf.
- The authorization must be provided in **writing**, signed by the applicant, and submitted before the draw.
- If the applicant is not present and has not sent an authorized representative, their name will be eliminated from the draw process, and the draw will not be conducted for that applicant.

#### **3. Draw Procedure:**

1. Each eligible applicant will be assigned a unique identification number.
2. The draw will be conducted separately for each shop.  
For example:
  - First, a draw will be conducted for Shop No. 1.
  - Next, a separate draw will be conducted for Shop No. 3. And so on
3. The numbers will be written on identical slips and placed in a sealed container.
4. The container will be shuffled thoroughly in the presence of the committee and applicants.
5. The draw will be conducted for all applicants, and the sequence of unique numbers drawn will determine the allotment and waitlist priority.
6. The first unique number drawn will be allotted the shop, while the second, third, fourth, and subsequent unique numbers drawn will be placed on the waitlist for that specific shop in the order drawn.
7. The remaining applicants will be placed on a waitlist in the order drawn.
8. If the primary allottee fails to complete formalities, the next priority person in the waitlist will be requested for allotment of the shop.
9. The result of the draw will be announced immediately and recorded officially

#### **4. Documentation:**

- A signed draw result sheet will be prepared and signed by all NTPL committee members as well as the participants.

- The list of selected allottees will be announced immediately and communicated via email/letter.

**5. Conflict Resolution:**

In case of any disputes, the NTPL committee's decision will be final.

## **ANNEXURE-II**

**Name of the work: NTPL-Allotment of shops in Town Ship for the year 2025-2027 [Shop No:1, Shop No:3 & Shop No:4]**

### **SCOPE**

Running of shops inside NTPL shopping complex to operate the permitted trade as mentioned below in the allotted shops

- ❖ Shops location: Inside NTPL Township shopping complex.
- ❖ Construction: RCC framed structure
- ❖ Carpet area: Each shop is of 3.6m X 4.8m (185 Sq.ft)
- ❖ Head room : 3 meter
- ❖ No of shops: 3

Permitted trade:

Shop-1 : Saloon (North end)

Shop-3 : Tea shop/Bakery/sweets

Shop-4: Vegetables/Fruits/Milk shop

### **Special Conditions**

1. The applicant shall deposit an amount of Rs. 500.00/- (Rupees Five Hundred only) as Earnest Money Deposit (EMD) along with the offer. For successful allottee, He/She must remit an amount of Rs. 6,000/- as a security deposit for the safekeeping of furniture, electric, sanitary fittings, and fixtures in the SAID property and for duly handing over the same in an undamaged condition to the Chief Executive Officer/NTPL at the end of the allotment period. The EMD of the allottee will be adjusted towards the above security deposit. For unsuccessful applicants, the EMD amount will be refunded only after the allotment order is issued to the successful applicants.
2. The security deposit must be paid within 60 days from the date of the allotment letter.

3. The bidder can quote for multiple shops. The rental charge base price for one shop is Rs.500 (Inclusive of tax).
4. A willingness and undertaking must be submitted for individual shops.
5. The shop will be allotted for a period of 3 years from the date of the allotment order (renewable on mutual willingness and subject to terms and conditions).
6. Upon allotment, the allottee will be allowed to conduct permitted trade activities within the business hours of 6:00 AM to 9:00 PM. Staying beyond 9:00 PM requires prior written approval from HR/NTPL.
7. Monthly passes for allottees and associates must be obtained from HR/NTPL.
8. Electricity charges will be based on monthly energy meter readings, with rates as follows: Rs. 5.00/- per unit up to 50 units, and Rs. 8.05/- per unit for consumption beyond 50 units. Rates are subject to change.
9. Rent and electricity charges must be paid before the 10th of each month, as revised or intimated by NTPL.
10. Any government-mandated fees/taxes/duties related to trade shall be borne by the allottee.
11. The allottee shall comply with all applicable municipal and governmental rules and pay any associated fees or taxes.
12. The allottee shall not interfere with water supply lines, sanitary lines, electrical cables, or telephone wires.
13. Subletting, transferring, or mortgaging the allotment of shops is prohibited.
14. Conducting unpermitted trades requires prior written approval from CEO/NTPL.
15. Any alterations such as fixing shelves or wiring must not damage the building structure and require prior approval from the Township In-Charge.
16. Occupying open spaces meant for residents' movement is prohibited.
17. The premises must be kept neat and hygienic, with waste disposed of only in designated garbage bins.
18. Rearing cattle on the premises is strictly prohibited.
19. The use of plastic items like PVC cups, plates, and carry bags is not allowed.
20. Any complaints from residents regarding poor service or lack of service from the shop will result in appropriate action being taken.

21. Notices to Allottee will be deemed served if delivered in person, posted at the shop premises, or sent by registered post to the Allottee's address.
22. All matters related to interpreting these conditions are subject to NTPL's final decision.
23. Violation of any condition may lead to cancellation of the allotment, legal action, or penalties as deemed appropriate by NTPL.
24. Non-compliance with hygiene standards or unauthorized alterations will invite action, including termination of the allotment.
25. All materials must be brought into the NTPL Township only with the approval of TA officers. A valid gate pass for manpower/materials is required for entry and entry.
26. The allottee shall take care of the items stored in shop/ brought into NTPL township. For any theft, damage, NTPL will not take any responsibility.
27. Legal possession of the premises remains with NTPL. Allotment is revocable at NTPL's discretion.
28. NTPL reserves the right to cancel the allotment for unsatisfactory antecedents of the allottee or other violations, and no claim for compensation or reimbursement shall be entertained.
29. NTPL reserves the right to reject applications from former allottees against whom actions were previously initiated for violations or defaults. If defaulters obtain allotment through a benami name, such allotment will be cancelled.
30. The allottee shall observe and follow all the acts/rules of the local Municipality/Corporation/ State Government.
31. Non-Operation & Eviction Process:

#### 31.1 Closure of Shop & Notice Period

- If the shop remains closed for more than 30 consecutive days without prior written intimation and approval from NTPL, it shall be deemed as abandonment.
- A written notice shall be issued to the allottee, granting them 7 to 15 days to provide a valid reason for the closure.

- If no response is received or the reason is deemed unsatisfactory, NTPL reserves the right to terminate the allotment and re-enter the premises. And NTPL reserves the right, to take inventory of items for safekeeping, cancel the allotment, and forfeit the security deposit.

### **31.2 Eviction & Repossession Process:**

- A **final eviction notice** shall be issued **7 days prior to eviction**, specifying the repossession date.
- If the shop remains locked on the scheduled eviction date, NTPL shall have the right to **break open the locks in the presence of a designated officers to take inventory of items for safekeeping.**
- NTPL shall not be responsible for any damage or loss to the materials during the repossession process.

### **32. Termination of Allotment:**

- i. The allotment will be terminated if the security deposit is not paid within 60 days from the date of allotment letter.
- ii. The allotment will be cancelled without prior notice if the allottee is involved in nuisance, anti-social behavior, or activities causing disturbance.
- iii. The allotment will be terminated if the performance of the service is poor.
- iv. As mentioned in clause 31.1, if the shops are abandoned, CEO/NTPL reserves the right to terminate the allotment.
- v. The allotment shall be terminated if the performance is found to be unsatisfactory after issue of due Notice. In such a case, the Contractor shall not have any claim for any compensation. The Security Deposit shall be forfeited.
- vi. The security deposit will be forfeited if the allottee fails to pay the monthly rent for more than four months or violates any stipulated terms and conditions.

In case of termination of the allotment for any of the above reasons, the allottee will be barred from participating in future tenders until the issue is resolved.

33. CEO/NTPL reserves the right to cancel the allotment if the allottee fails to abide by any of the above conditions.

I AGREE TO ABIDE BY ALL THE ABOVE SPECIAL CONDITIONS

Signature of the Allottee

### ANNEXURE-III

#### Details of the Allottee

(Submitted for running shop at NTPL Township shopping complex, Harbor Estate, Tuticorin-4)

1. Allottee Name  
(ID proof to be attached)
2. Full Address:  
(Address proof to be attached)
3. Adhaar No:  
(Proof to be attached)
4. Pan No.  
(Proof to be attached)
5. Mobile No:
6. Bank Details : Cancelled cheque/ Bank pass book shall be submitted

#### Undertaking:

1. EMD for Rs 500.00/- in the form of Bankers Cheque /Bankers pay order/NEFT/ Demand draft drawn in favor of "NLC Tamilnadu Power LTD" payable at Tuticorin.is attached herewith.
2. I have visited the shop at NTPL Township and understood the conditions of trade prospects and potential.
3. I hereby express my interest and willingness to run the **Shop No.....**
4. I agree to abide by the NTPL terms and conditions of the allotment to run the shop.
5. I understand and agree that NTPL reserves the right to rent the shop to the applicant selected through the draw process, provided they fulfill the stipulated terms and conditions.
6. I declare that all particulars provided above are true to my best of knowledge and in case of any false information I am liable for penal action by NTPL including cancellation
7. I have no pending police complaints against me in any police station.
8. I agree to pay a monthly rent of **Rs.500 (including GST)** per month per shop to NTPL for running the above shop/ shops.
9. I also agree to pay electricity charges as per consumption and pay all applicable taxes.

Signature of the Allottee

## Checklist

### Pre-Application Requirements

#### 1. Eligibility Verification

- Confirm you are NOT an NTPL employee or their dependent
- Confirm you are NOT acting on behalf of NTPL employees through Benami arrangements
- Verify you have NOT been barred from NTPL tenders in the last 5 years
- Confirm you are NOT a contract worker associated with NTPL plant/township
- Ensure no pending police complaints against you

#### 2. Shop Selection & Site Inspection

- Visit and inspect the shop premises before applying
- Choose your preferred shop(s):
  - Shop No. 1 - Saloon (North end) - Rs. 500 EMD, Rs. 500 monthly rent
  - Shop No. 3 - Tea shop/Bakery/sweets - Rs. 500 EMD, Rs. 500 monthly rent
  - Shop No. 4 - Vegetables/Fruits/Milk shop - Rs. 500 EMD, Rs. 500 monthly rent

### Document Procurement

#### 3. Obtain Tender Documents

##### **\*\*Option A - Physical Collection:\*\***

- Visit Contracts & Purchase Division, NTPL Office, Harbor Estate, Tuticorin-628004
- Pay Rs. 100/- non-refundable fee via:

Bankers Cheque, OR

Bankers Pay Order, OR

Demand Draft, OR

NEFT

Make payment in favor of "NLC Tamilnadu Power Ltd." payable at Tuticorin

**\*\*Option B - Download:\*\***

- Download from [www.ntplpower.com](http://www.ntplpower.com)
- Pay Rs. 100/- payment for submission

Financial Arrangements

4. Earnest Money Deposit (EMD) Preparation

- Prepare Rs. 500/- EMD for each shop you're applying for
- Choose payment method:  
Bankers Cheque, OR  
Bankers Pay Order, OR  
Demand Draft, OR  
NEFT
- Make EMD payable to "NLC Tamilnadu Power Ltd." at Tuticorin

Documentation Requirements

5. Identity & Address Proofs

- Valid ID proof (for draw attendance)
- Address proof document
- Aadhaar card copy
- PAN card copy

6. Application Form Completion (Annexure-III)

- Fill complete name
- Provide full address
- Enter Aadhaar number
- Enter PAN number
- Provide mobile number
- Sign all undertaking clauses (1-9)

- Specify shop number(s) you're applying for

## Application Submission

### 7. Application

- Completed application form (Annexure-III)
- EMD payment (Rs. 500 per shop)
- Tender document fee payment (Rs. 100)
- ID proof copy
- Address proof copy
- Aadhaar copy
- PAN copy
  - Bank pass book/ Cancelled cheque

### 8. Envelope Preparation

- Use sealed cover
- Clearly mark envelope with:
  - Tender Reference No.
  - Shop No. (if applying for specific shop)
  - Your name, address & contact number

### 9. Submission Method

#### **\*\*Option A - Hand Delivery:\*\***

- Submit to Contracts & Purchase Division, NTPL, Harbor Estate, Tuticorin-628004
- Submit before deadline mentioned in tender schedule

#### **\*\*Option B - Postal/Courier:\*\***

- Send via Registered Post or Courier

- Ensure delivery before specified time and date

## Draw Process Preparation

### 10. Draw Day Requirements

- Attend draw process on specified date at NTPL Contracts Division
- Carry valid ID proof
- If unable to attend personally:
  - Prepare written authorization letter, Get it signed, Send authorized representative with letter and their ID

## Final Checklist

### Before Submission Review

- All documents are complete and signed
- EMD amount is correct for number of shops applied
- Envelope is properly marked and sealed
- Payment instruments are properly made out to "NLC Tamilnadu Power Ltd."
- All copies of supporting documents are clear and legible
- Contact details are accurate for communication
- Submission method and timing planned
- Draw attendance arrangements confirmed

## Risk Mitigation

- Keep copies of all submitted documents
- Note important contact numbers for queries
- Understand that CEO/NTPL decision is final in all matters
- Be aware that English version of tender prevails over Tamil in case of discrepancy
- Understand that late submissions will not be accepted
- Know that violation of conditions can lead to allotment cancellation

**\*\*Important Notes:\*\***

- Applications without EMD will be rejected
- Applications without document fee will be rejected
- All disputes subject to Tuticorin court jurisdiction
- NTPL reserves right to cancel allotment for violations