

Expression of Interest (EOI) for Hiring of Office Space in Churchgate (Near Mantralaya) & Fort

Maharashtra Tourism Development Corporation (MTDC) is desirous of hiring office space for its Head Office in Mumbai. The Requirement is for Fully Furnished office space of 7000-8000 Sq.ft carpet area approximately with parking facility for 2 to 4 vehicles (cars) and around 10 two wheelers, preferably located in Churchgate (Near Mantralaya) & Fort Area. Office Space is required on rental basis for period of (3+2) years in which rent should be quoted on per sqft basis and on a fixed basis for a period of 3(three) years and yearly increment (if any) for further 2(two) years with mutual consent of both the parties.

****Requests received against the EOI shall be processed in two parts**

(E-TENDER - Technical & Financial Bid)

Date of issuing EOI :	21.09.2022
Prebid Meeting :	27.09.2022
Last Date and Time of receipt of EOI :	05.10.2022 (at 2 PM)
Date and Time of opening of EOI :	06.10.2022 (at 3 PM)
Tender Fee (Non-Refundable) :	Rs.10,000/- (To be paid online)
EMD (Refundable) :	Rs.1,00,000/- (To be paid online)
Place of opening Tender. :	MTDC, Head Office, Apeejay House, 4 th Floor, 3, Dinshaw Vaccha Road, Next to KC College, Churchgate, Mumbai – 20
Address for Communication :	Mr.Akhilesh Shukla Manager (Administration) MTDC, Head Office, Apeejay House, 4 th Floor, 3, Dinshaw Vaccha Road, Next to KC College, Churchgate, Mumbai – 400020 Contact – 8422822022

A. TERMS AND CONDITIONS TO BE SATISFIED:

1. The successful party will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
3. In case a particular party owns more than one premises and he wishes to submit online EOI in respect of those premises, he should submit separate EOI containing Technical & Financial Bid in respect of each premises.
4. In case of co-owners/joint owners, the Technical & Financial bid should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the EOI documents, he should invariably submit an authorization to do so from the remaining owners.
5. The building in which office space is offered shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have adequate supply of electricity and water connections. Complete IT Server Setup, Phone Lines and Sufficient wiring and metres should be in place to take up electricity load for air conditioning, Lifts, BMC Water Supply and other electric equipments of the premises.
6. In case of damage to the leased property due to any natural calamities, rioting etc, **MTDC** will not undertake to compensate the loss or damage incurred by the owner of the property.
7. The EOI will be acceptable from the original owner/lease holder/power of attorney holder of the building/property or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of documents by **MTDC**, Mumbai.
8. **MTDC** will not pay any brokerage for the offered property under any circumstances.
9. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force along with all statutory laws as applicable from time to time.
10. For the floor area measurement a certificate from the registered architect or any government authority should be submitted along with the technical document.
11. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.

12. After opening of the technical bid and before evaluation of the same, the Committee constituted by the lessee (**MTDC**) shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the committee in this matter will be final.

13. **MTDC**, Mumbai reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.

14. Possession of the accommodation in the ready-to-move-in condition will be handed over to **MTDC** on immediate basis from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.

B. The Following documents should be submitted online along with EOI Document:

- i) Documents in support of ownership of building / Land and construction thereon.
- ii) Copy of PAN No. of original owner of premises.
- iii) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- iv) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
- v) An affidavit swearing that the space offered is free from any litigation with respect to its ownership, lease/renting against the same.
- vi) No Objection Certificate/clearance certificate from all relevant Central/State Government and Municipal authorities, including Fire Department, for commercial/institutional/office / dual use of the property.
- vii) Copies of approved plan of the accommodation offered.
- viii) Attested/self-certified copy of completion certificate issued by the competent authority.
- ix) Proof / certificate from the authorized registered architect certifying the floor area of the space offered for hiring.
- x) Updated copies of all Municipal/other applicable tax receipts.
- xi) Self Declaration on letter head for all the facilities available in the premises e.g., lifts, electricity, BMC Water supply etc.

C. Instructions to bidders and evaluation criteria:

- 1) Building offered must be free from legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.
- 2) Selected party shall be required to sign a Rent Agreement with the designated authority of **MTDC** in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of Five years and renewed further as per the requirements of the user and with mutual consent.
- 3) Monthly rent (per sqft) should be quoted initially on a fixed basis for a period of 3(three) years. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.
- 4) Intending Parties may furnish complete details in the Questionnaire given in Annexure–I, Annexure – II and details as per Annexure-III of this document.
- 5) All existing and future rates, taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.
- 6) **MTDC** shall pay charges in respect of electric power used on the said premises during the lease period. No separate payment shall be made for utilizing water.
- 7) **MTDC** may, at any time during the period of the rent / extended rent period make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
- 8) i) **Technical Bid** –

Interested parties should submit the complete Expression of Interest document, including Annexure – I and Annexure - III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be scanned and upload online (E-Tender)

- The Premises which are not as per the location / city indicated would be summarily rejected even without inspection.
- The owners of such shortlisted offers would be required to get their property documents examined by the legal Solicitors appointed by **MTDC** to the extent that the property could be given on rent, and the decision of **MTDC** solicitors in this matter would be final.

- Please note that technical bid bears 60% weightage & financial bid bears 40% weightage. Technical Score will be calculated on following basis.

Sr. No	Name of Amenity/Particulars	Maximum Marks
1	Year of construction	10
	< 20 yrs - 10 marks >20 yrs - 5 marks	
2	Building Condition/Up Keep (Structural stability certificate if any)	10
	General Amenities – 2 marks Star condition – 2 marks No of Lifts >2 – 2 marks Periodical Pacific - 2 marks Toilet condition - 2 marks	
3	Availability of numbers of dedicated, parking.	10
	>4 – 10 marks <4 – 5 marks	
4	Location of Building and distance from Mantralaya/Churchgate Railway Station/Fort	10
	<500 – 10 marks >500 – 5 marks	
5	Approachability & connectivity by Bus/Taxi (i.e. Public mode of transport)	5
	<200 mtrs – 5 marks >200 mtrs – 3 marks	
6	Readiness of the building to start the office (i.e. availability of Furniture Fixture. air conditioner, electricity, lifts etc.)	15
	No Addition / alteration required – 15 marks Part Addition / alteration required – 5 marks	
	TOTAL	60

ii) **Financial Bid –**

The Financial bid will be opened for those bidders who scores more than 45 marks in technical bid.

Submission of Financial bid should be strictly as per Annexure-II and may be uploaded online in (PDF format) **(No hardcopy should be submitted in technical bid)**

40% weights will be given for bid value i.e. financial bid. Lowest bidder shall get 40 Marks & other bidder in the proportionate.

Final score shall be calculated lowest and the financial quote

The final score shall be considered for the purpose of finalization of the bid. The successful bidder may be required to enter in to further negotiation, if asked by the competent authority of MTDC.

9) The EOI offer (Technical + Financial Bid) will strictly not be accepted either by post or by any offline system.

10) Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure – I and Evaluation offer shall be deemed to be a technical offer. In the event, prices indicated by the party in the Technical document, the EOI request shall stand rejected. Details furnished in the Technical Bid shall be assessed / evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee.

11) The decision of **MTDC** will be final and cannot be challenged.

Annexure-I
(TECHNICAL BID)

1. Name of Person / Party holding Title to the Property:
2. Nationality of the Owner :
3. Full Postal Address of Property with PIN code :
4. Total Carpet Area in Sq feet (Floor wise)
5. Contact Details Name :

Mobile No:

Fax :

E-mail :

6. Essential Documents Furnished (please tick mark the correct option)

- | | |
|---|----------|
| (I) Copy of TITLE DEED OF THE PROPOSED PROPERTY: | YES / NO |
| (II) Copy of building plan : | YES / NO |
| PLEASE INDICATE: | |
| (I) Whether it is an Independent Building for exclusive use of MTDC office without sharing | YES / NO |
| (II) General Amenities / Toilets available on each floor : | YES / NO |
| (III) Parking Space for 2 to 4 Cars and 10 two-wheelers : | YES / NO |
| (IV) Number and Area Of Cabins / Rooms already built up :
(if yes, please attach details) | YES /NO |
| (V) Any Temporary Structure Built up with area of each such Structure : | YES / NO |
| (VI) Whether proposed building is free from all Claims, Litigations: | YES / NO |
| (VII) Whether all Govt dues, (property) Taxes Electricity, Telephone, Water Bills are Paid up as on date of Application with :
(DOCUMENTARY PROOF should be furnished). | YES / NO |
| (VIII) Other Information which the Indenting Party wishes to furnish : | |

Annexure -II
(FINANCIAL BID)

Sl.No	Total Carpet Area	Rent per Sqft (Excluding GST)

- Applicable GST will be paid extra by MTDC over and above the quoted price

Note:- Financial Bid to be uploaded online only (PDF format)

Annexure-III
DECLARATION

I s/o hereby offer the premises stated in the Annexure I for rent to MTDC, Mumbai. Whatever is stated in the EOI document is true to the best of my knowledge and ability. I have not changed the contents of the EOI document and have duly verified and signed the same.

Yours faithfully,

Name & signature with stamp (if any) of
party or Authorized Signatory