



**Micro Units Development & Refinance Agency Limited**  
**REQUIRES**  
**OFFICE PREMISES**

MUDRA invites offers for office premises admeasuring between 2500 sq.ft. and 3000-sq.ft. Carpet area in Mumbai on leave and licence / lease basis on single floor in buildings located within Bandra Kurla Complex , Mumbai. The premises should be readily available and preferably furnished & airconditioned as per the MUDRA's requirement / specifications.

Interested parties having clear and marketable title to the properties built as per local byelaws and having permission for commercial use of the same, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to :

MD & CEO

Micro Units Development & Refinance Agency Limited  
C-11, G Block, Bandra Kurla Complex  
Bandra East, Mumbai

The formats for technical and financial bids are attached and may be downloaded from [www.mudra.org.in](http://www.mudra.org.in). No indication of rent should be given in technical bid. Shortlisting of premises, prima facie meeting the above eligibility criteria shall be done on the basis of following technical parameters:

S.No.	Parametres
1	Location
2	Carpet area offered
3	Approach to the premises and surroundings
4	Visiblity and Frontage -
5	Present Age, Condition and maintainance/ upkeep of the Building
6	Common amenities / facilities (like lifts, firefighting, Security etc) available
7	Space on roof top for installation of Wireless antenna
8	Parking Space available
9	Power Back-up (DG Set facility)
10	Subtility / Condition of existing interiors/ furnishing/ AC
11	Willing to furnish/ Provide AC, as per MUDRA's requirement
12	Provision of Separate toilets & pantry
13	Adequate power connection
14	Time required for giving possession of furnished premises
15	Overall impression of the committee after visites/ inspection

Financial Bids of only shortlisted offers will be opened. The L-I bidder out of the shortlisted bids as indicted above, shall be considered and invited for negotiations, if felt necessary.

The Technical Bids (i.e. Cover 1 ) will be opened on January 31, at 15:00 hours at MUDRA' s office in presence of bidders who wish to remain present. Similarly, the Financial Bids (i.e. Cover 2) of shortlisted bidders would be opened in presence of bidders who wish to remain present at a date and time which would be conveyed in due course .

Incomplete applications may be rejected. MUDRA reserves the right to reject any or all the offers without assigning any reason thereof.

Estate/property agents may submit their proposals along with authority letter(s) from the owners. No commission / brokerage will be paid by MUDRA to Estate/Property Agents