

Part A
Technical Bid

**(To be kept in Envelope marked II to be superscribed as
“Technical Bid for taking office premises on lease within Bandra Kurla Complex,
Mumbai”)**

**Tender for offer of office premises on lease basis within Bandra Kurla
Complex, Bandra (East), Mumbai**

Last date of submission: January 31,2019 at 3.00 p.m.

Date of technical bid opening : January 31, 2019 at 3.30 p.m.

Introduction :

Micro Units Development & Refinance Agency Limited (MUDRA), a wholly owned subsidiary of SIDBI is looking for readily furnished single office space on lease basis within Bandra Kurla Complex, Bandra (East), Mumbai, admeasuring 2,500 sq ft. to 3,000 sq. ft. carpet area.

This tender is being invited by MUDRA (the Lessees) in a two bid system comprising of (a) Technical bid and (b) Financial bid.

In case of any clarifications, intending bidder may contact officials at MUDRA, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 at telephone no. 022-67221465/67531317/67531507.

A pre-bid meeting will be held at 15.00 hrs. on January 22, 2019 only at First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051. After the pre-bid meeting the decisions will be posted on www.mudra.org.in and the prospective bidders may visit this website to get all the details. All the details will be published on this website only.

Proposed location of premises: The premises should be located within Bandra Kurla Complex, Bandra (East), Mumbai, admeasuring approximately around 2,500 sq. ft. to 3,000 sq. ft. carpet area (plus / minus 15%), (this area is approximate and MUDRA reserves the right to take somewhat more or somewhat less area). The entire space shall be continuous unit on the same floor. The premises shall have minimum 10 covered car parking for use to be earmarked exclusively for the Lessees, i.e., MUDRA.

Location: The location shall be within Bandra Kurla Complex, Bandra East, Mumbai.

Ready furnished office with following requirement:

1. Space has to be fully furnished with all basic amenities.
2. In case of unfurnished premises (bare shell or warm shell), the builder shall get it furnished, as per specification of the Lessees in line with the furnishings prevailing in other buildings in and around Bandra Kurla Complex, Mumbai within a reasonable time (say 3 months or as mutually acceptable between the Lessee and the Lessor).
3. The furnishing would mean:
 - a) Flooring – Could be hard flooring or carpeted or wooden flooring etc. acceptable for office functioning.
 - b) Partitions could be of glass, board (including gypsum board), wood, metal or composite partitions for cabins and other areas.
 - c) Metal or gypsum board or any other ceilings.
 - d) Tables, workstations and chairs.
 - e) Storage units including fire proof heavy vaults.
 - f) Air conditioning in all the cabins and other areas.
 - g) Necessary wiring for all electrical and equipment including the landline, fax and network connectivity on all the working desks. Fans as per requirement will have to be provided. If the fans are fixed it will be the responsibility of the Lessor and if the fans are to be kept standalone it will be the responsibility of the Lessee.
 - h) Adequate toilets with all the modern amenities.
 - i) There should be provision to run the office equipment, whatever the equipment will be brought in by the Lessee.
 - j) Adequacy of electrical power to run normal office equipments including the back-up power required for 30 minutes. The UPS, servers, computers, telephones, fax, projector, projector screen, TV, photocopying and scanning machines, printers, food warmers, microwave, water coolers, water heaters, water dispensers, pantry equipments, utensils, crockery and any other such equipments will be provided by the Lessee. Similarly the consumables for these equipments shall be the responsibility of the Lessee and be paid for by the Lessee.
 - k) Adequate water supply for drinking and sanitary installations.

- l) Adequate lighting system, provision of proper lights shall be the responsibility of the Lessor. Subsequent changing of bulbs and tube lights will be a part of consumables to be borne by the Lessee.
- m) Fire-fighting systems as per BMC/ MMRDA/ Statutory Authority norms. The certificate from the fire officer shall be provided.
- n) Access control system, CCTV systems and related equipments shall be provided by the Lessor.
- o) Any other requirements for functioning of a modern office as per advice of the Lessee.

Points to be noted:

- i) The furnishing will have to be carried out by the Lessor within 3 months or as per the period mutually decided.
 - ii) Till such time the furnishing is declared complete by the Lessees no rent or deposit will be payable. However, the lease agreement could be entered into with such appropriate clauses.
 - iii) The requirement of the office space with furnishing is generally described in the tender document, however, it will be open for the Lessees to change certain specifications or add to it certain requirements which will have to be carried out by the Lessors.
 - iv) The maintenance of all the furnishing, furniture, electrical wiring system, fire-fighting, maintenance of water supply system, access control, etc. whatsoever has been provided by the Lessors shall remain with the Lessor till the entire period of the lease.
 - v) The acceptance regarding the suitability of the furnished premises would rest solely with the Lessee and his decision will be final and binding. The Lessor shall have to carry out the required amendments or additions as decided by the Lessee at the time of deciding on taking of the premises or subsequently but not after handing over the possession.
 - vi) The maintenance of the said office except for the equipments purchased and brought in by the Lessee will remain with the Lessor, however, the daily cleaning and the security of the portion of premises occupied by Lessee shall remain with the Lessee.
 - vii) The decision of the Lessee will be final and binding on all these matters.
4. The premises should consist of cabins/cubicles/conference hall/ meeting rooms/ work stations, etc., as per Annexure I.
5. The premises to be offered should satisfy the minimum eligible criteria as per Annexure II.

6. The bidders /offerers shall state the details of existing interior furnishing, amenities etc. provided, if any, and confirm his willingness to carry out the work of interior furnishing, amenities etc. as required by the Lessees at his own cost details of which is given in technical and financial bid. For execution of interior work by the prospective Lessors, he shall appoint a professional team and carry out interior furnishing work including supply/installation of the furniture items, Air conditioners etc. as per Lessee's requirement. Such work shall not exceed 3 months or the time as mutually acceptable during which no rent would be payable till completion by acceptance from the Lessee.
7. Preference would be given to:
 - a) Suitability of location of the premises, nearness to the parent SIDBI office Good & clean locality.
 - b) Easy access road to the building.
 - c) Well maintained building
 - d) Office premises in new buildings with modern facilities.
 - e) Ready to use building/premises.
 - f) Office premises having provision of assured power back up.
 - g) Premises having adequate electricity load for running the offered office space with preferable power back-up. The owner will have to provide adequate power connection for commercial use (with separate electricity meter or a reliable arrangement) for operating AC, Computers, Printers, Photocopying machine, Light and Fans etc and general pantry equipments.
 - h) In case power back-up is not there, provision for separate space shall be there for installation of DG set.
 - i) Premises shall have 24 hours water supply.
 - j) The premises should have clear title and free from encumbrances and litigation so as it can be given on lease.
 - k) A loan taken by the owner of the premises from a Bank or Government Financial Institution will not be considered as an encumbrance provided the lease of the premises is allowed by the loaning Institution. A certificate from the Advocate or lawyer has to be provided.
 - l) The premises owner shall be responsible at his own cost for obtaining all necessary consents / approvals/ permissions, if any, from the appropriate authorities/ local statutory authorities/ associations/ societies/ Government for leasing out the premises and using the premises for commercial purpose before handing over possession to the Lessee.

General Instructions:

1. Interest free EMD is ₹ 3,50,000/- (Rupees Three Lakh Fifty Thousand) payable by Demand Draft/ Pay Order in favour of Micro Units Development & Refinance Agency Limited. EMD from Government Departments/ Undertakings/ Companies/ Bodies/ PSU Banks/ MSE Enterprise would not be called, provided a certificate to that effect is submitted.
2. The requirement is for Office premises only.
3. The tender document can be freely downloaded from the website www.mudra.org.in or can be obtained from the office of MUDRA during office hours from 10.30 a.m. to 6.30 p.m.
4. Any corrigendum or extension of dates or change in specifications or any other information will be uploaded for the information of the public on the above website only.
5. The bid can be forwarded by Owner or owner's representative by 3.00 p.m. on January 31, 2019. Representative/s submitting the bid will have to enclose the Letter of authority/ the Power of Attorney along with this offer before opening of the financial bids as per the format as at page 13, otherwise the offer will be considered null and void at any stage as per the decision of MUDRA.
6. If the owner/ bidder has more than one office premises to be offered, **separate tender has to be submitted for each of the office premises separately.**
7. The intending bidder has to purchase three envelopes and mark the envelopes as I, II and III. Usage of Envelopes will be as under:
 - i) **Envelope marked as I:** The Financial bid be put in this envelope and sealed. This envelope would be superscribed as "Financial bid for offer of office premises on lease within Bandra Kurla Complex, Bandra (E), Mumbai". This bid will be opened if the offer is found suitable and the date of opening of the Financial Bid will be intimated to the shortlisted offers only by email or on the website of MUDRA. The Bidders are invited for the bid opening.

- ii) **Envelope marked as II:** The duly completed Technical bid be put in this envelope and sealed. This envelope would be superscribed as **“Technical bid for offer of office premises on lease within Bandra Kurla Complex, Bandra (E), Mumbai”**. If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose.
- iii) **Envelope marked as III:**
- a) The above two sealed Envelopes No. I and No. II be placed in Envelope No. III, with a Demand draft of ₹3,50,000/- in favour of Micro Units Development & Refinance Agency Limited, payable in Mumbai as an interest free EMD
- b) If EMD is not submitted then a Certificate from Government Departments/ Undertakings/ Companies/ Bodies/ PSU Banks/ MSE Enterprise claiming exemption from payment of EMD, be enclosed, in line with instructions at Sr. No. 1.
- c) Envelope marked as III, will contain two envelopes marked as I & II and Demand Draft as EMD or Exemption certificate). This envelope marked as No. III would be superscribed as **“Tender for offer of office premises on lease within Bandra Kurla Complex, Bandra (East), Mumbai”**.
- iv) If any of the tender envelope (s) is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore, it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose.
8. The duly filled in and sealed and superscribed tenders must be deposited in the specified tender box kept at the address of **Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051”**.
9. The tenders will be opened at 3:30 p.m. on the last date prescribed for submission.

10. If the response is less than three bids the tender would be automatically extended by 10 working days, An announcement on www.mudra.org.in shall be made.
11. If the response is still less than three bids then the single bid or two bids, as received, would be considered for opening/ processing.
12. The tenders may also be sent by post to reach before the scheduled date and time at the address Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051”.
13. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
 - a. Tender shall be sent by Speed Post or Registered Post or by depositing in the Tender Box only.
 - b. Tender shall be sent only to the address mentioned as above, if sent by Speed Post or Registered Post.
 - c. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
 - d. Tender shall be superscribed as **“Tender for offer of office premises on lease within Bandra Kurla Complex, Bandra (E), Mumbai”**. (The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened or may be accidentally opened before due date rendering it invalid.)
 - e. MUDRA takes no responsibility for any tender not reaching in time.
 - f. MUDRA takes no responsibility for tender not reaching at all.
 - g. MUDRA takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders are liable for rejection.
 - h. In case of tenders sent by post, the role of MUDRA is limited and restricted to put in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.

- i. It is, therefore, advised that bidders shall deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post.
 - j. Tenders, which are not superscribed, may not be considered.
 - k. Tenders, which are not addressed properly, may not be considered.
 - l. The tenderer is required to sign on all the pages and submit along with the technical bid as a token of acceptance of the terms and conditions stated in this tender.
 - m. MUDRA reserves the right to unilaterally accept or reject any/ all the bids at any stage without assigning any reasons.
14. The bidder should refrain from indicating the rates and other financial details in the technical bid and if they do so, the bid is liable for rejection.
15. The EMD deposit/ Certificate for exemption from EMD payment, shall be placed in the Envelope marked as III along with the other two envelopes marked at I and II. The Financial bid will be opened only if valid EMD is submitted as advised.
16. Bid shall be valid for 90 days after Financial Bid opening.
17. There will be a lease agreement (by MUDRA about the area, rent, amenities, responsibilities, as decided by MUDRA). The bidder shall ensure that execution of such agreement is permissible as per prevailing law.

From: **Senders name & address**

To,
The Managing Director & CEO,
Micro Units Development & Refinance Agency Ltd.,
First Floor, MSME Development Centre,
C-11, G Block, Bandra- Kurla Complex, Bandra (E),
Mumbai - 400051

Sir,

Offer of office premises within Bandra Kurla Complex, Mumbai on lease basis

This offer is with reference to the advertisement released on January 10, 2019 in the newspapers and put up on the website of Micro Units Development & Refinance Agency Limited. (MUDRA) for taking on lease office premises within Bandra Kurla Complex, developed by MMRDA in the Bandra Kurla Complex, Bandra East, Mumbai, as per the terms and conditions mentioned in the tender.

Conditions of the tender:

1. No brokerage is payable by MUDRA to us or our representative(s)/ Real Estate Consultant/ Agents, in this transaction.
2. All payments for interest free EMD etc. would be made through Demand Draft in favour of Micro Units Development & Refinance Agency Limited payable at Mumbai for an amount of ₹3,50,000/-.
3. Preference would be given to the office premises offered by Government Departments/ Undertakings/ Companies/Bodies/PSU Banks/ MSE Enterprise under any or all parameters provided the premises meets all the eligibility criteria.
4. The Office premises should be ready for occupation with all necessary documents required for leasing of the office premise. The Occupation Certificate from the authorities are to be provided to MUDRA, at the time of opening of financial bids.

5. The premises should be available with all the necessary documents required for leasing along with ownership documents and No Objection Certificate from all concerned authorities (including society/ builder/ any authority etc.).
6. The owners of the short listed offers would be asked to give a certificate through their lawyers to the extent that the premises can be leased out and can be used as office premises immediately.

7. **Lease rent & Outgoings :**

- a) The lease rent would be **exclusive** of all outgoings /charges to be borne by the Lessee.
- b) The rate quoted shall be **per sq. ft. of carpet area** for the fully furnished premises offered and shall be exclusive of all applicable outgoings or charges by whatever name called.
- c) This rent will be inclusive of the maintenance of the leased area as advised under Clause 3 – Points to be noted (f). No separate Air conditioning charges would be payable since it is included in the electrical consumption charges as at (c) (vi) below and the maintenance and operation charges for the AC plant are covered under (c) (iv) below. This rate also includes the necessary charges for the 10 exclusive covered car parking for the Lessees. Basically this is the rent chargeable for giving the demised area on lease with air conditioning and maintenance of the said leased area and parking.
- d) The other charges or outgoings should be indicated separately which are to be paid by the Lessee as reimbursement to the Lessor after the Lessor shows the proof of such payments on proportionate area basis.

These payments can be bifurcated into various elements as:

- i) Payment to Statutory Authorities where there is no control of the Lessor on the rate of such taxes, these may include:
 - a) Property Tax
 - b) Ground lease rent
 - c) Land revenue

d) Electric Inspection charges

e) Lift inspection charges

f) Service Tax / GST (or any other tax levied by any Authority) levied upon the rent be paid by the Lessee on proportionate basis as applicable. g) Water tax

h) Any other charges which are levied by any Statutory Authority *upon the rent* to be paid by the Lessee on proportionate basis. Provided these charges are not as a result of any penalty or any wrong doing on the part of the Lessor, *this does not include past unpaid dues.*

ii) Charges towards the Insurance of the building as a whole where the charges are decided by the Insurance agency. Such charges on proportionate area basis would be payable on proof of payment for such insurance.

iii) Charges paid towards Electricity consumption to the electricity authorities (Reliance, Tata, MSEB, BEST etc.) for the common areas to be paid on proportionate area basis.

iv) Charges payable towards the common maintenance and repairs of the building which includes operation / AMC/ consumables for the usage of the building (with equipments) and includes technical maintenance, fire safety, general maintenance, gardens, security, housekeeping, and other such charges which the Lessor incurs on actual basis which are collected from all the Lessees of the building on proportionate area basis after giving the proof of such actual expenditure. More clearly described in the paragraph below:

The outgoing would mean all the charges like water tanker charges, applicable security charges, applicable technical maintenance charges for the equipments installed therein, applicable sewerage charges, if any, applicable water tank cleaning charges, if any, applicable sullage maintenance charges, if any, applicable charges for operation of electrical and electro mechanical appliances, if any, applicable switchgear maintenance charges, if any, similar applicable maintenance charges for electro mechanical equipments, as pumps, DG sets, fire extinguishers, if any, and such other maintenance contracts, administration and similar other

charges, etc.. These are basically charges attributable to the area of use and can be generalized as the charges payable for using the building and its amenities for the common use other than the lease rent.

In case of back-up power the DG charges on proportionate basis will be paid by the Lessee on submission of the proof thereof.

v) All the charges as above would be paid separately by the Lessee to the Lessor on proportionate area basis on reimbursement basis on production of actual proof of payment.

vi) The electric charges for the premises on lease would be borne by the Lessee as per the consumption. Such charges would include electrical charges for lighting of the area under lease. All charges for electricity both for light and power consumed in the said premises and billed by the electricity distribution company to the Lessee, shall be borne and paid by the Lessee. For clarification these will not include any common electricity usage charges, or charges for electricity used in central air conditioning which is already being covered in (iii) above.

The rate quoted should be competitive since other similar offers will be concurrently examined.

d) **Other terms of rent:**

i) Lease rent shall be paid by MUDRA in the first week of succeeding month

ii) The Lessor shall provide the Lessee a receipt of the rent each month after the payment has been received.

iii) The rent will be paid after deduction of applicable income tax as per applicable statute. TDS certificates would be issued.

iv) Rent and other charges will be payable from the date of handing over of possession of the premises complete with furnishing, furniture etc.to enable the office to function, with necessary permissions, power, water supply and execution of the lease agreement whichever is later and would be payable upto termination of agreement or handing over the premises back to Lessor whichever is later.

e) **Lease term, Lock in period, Escalation and Refundable Security Deposit:**

- i) The initial period of lease would be 3 years (lock in period) and renewal for one further term of 2 years at the sole discretion of MUDRA.
- ii) The total term of lease would be of 5 years.
- iii) There would be an escalation at the rate of 15% after the period of 3 years on the last rent paid.

iv) **Refundable Security Deposit:**

Interest free security deposit equivalent to three month's rent would be paid on the execution of the lease deed. The entire security deposit shall be refunded on vacation of the premises by adjustment in last three month's rent.

v) **Vacation:**

In case the said premises or any part thereof at any time during the term hereby created, be destroyed or damaged by fire, acts of God, riot and civil commotion, enemy action, and such like causes, so as to be wholly or partially unfit for the use of the Lessee then the lease shall come to an end and the Lessee shall vacate the whole premises on payment of the proportionate rent and outgoings up to the date of vacation.

8. **Termination:**

- i) In case of termination of this lease agreement and / or vacation of the premises by the Lessee for any reason, the Lessee shall hand over peaceful and clean possession of the premises to the Lessor only.
- ii) The Lessor/ Lessee shall have the right to terminate the lease at any point of time during the Lease period, by giving a written notice of six months subject to the condition of lock in period.

9. Day to day cleaning of space occupied only by the Lessee shall be carried out by the Lessee at his own cost and expenses.

10. The stamp-duty, registration charges payable in respect of this lease transaction through the tender called for the purpose and/or Instrument of Lease and on all other documents would be shared equally between the Lessor and the Lessee.

11. The advertisement released in this context will form part of the contract.
12. By submitting this offer, the Owner/ Lessor has permitted MUDRA or their representatives, with prior appointment, to inspect the premises offered as well as the property documents and to carry out the measurements, valuations thereof.
13. **Interior furnishing** -
 - i) I/We confirm to carry out the work of interior furnishing, amenities etc. as required by the Lessees at our own cost.
 - ii) I / We shall provide air-conditioned premises with necessary interior furnishing as per the layout and specifications approved by MUDRA.
 - iii) I / We shall complete the interior furnishing work within 3 months, after receipt of approval from MUDRA. Lease rent will commence from the date of handing over possession of the completed premises along with interiors.
 - iv) I/We confirm that we shall appoint a professional team in the field and carry out interior furnishing work including supply/installation of the furniture items, Air conditioners etc. as per Lessee's requirement. We confirm that for such work no additional rent would be payable.

14. **Repairs and maintenance:**

- i) All repairs including seepage/leakage, repairs to plumbing lines and painting in common area and external surface will be got done by Lessor at their cost. In case, the repairs and painting is / are not done by Lessor as agreed now, the Lessee will be at liberty to carry out such repairs and painting etc. at Lessors cost and deduct all such expenses from the rent payable.
- ii) The internal of leased premises shall be painted with plastic emulsion paint at Lessors cost before handing over the possession to the Lessee. The shade will be as advised by MUDRA.
- iii) Day to day maintenance and repairs of premises, furniture and fixtures inside the premises would be carried out by the Lessor provided that they shall give one week advance notice in

writing to the Lessee before carrying out the repair works. In case any repairs or maintenance is required for the interiors carried out the Lessee will give a notice for such repairs and the Lessor will have to carry out the said repairs with specifications and time as mutually agreed. In case the Lessor is unable to do so the Lessee will have the right to carry out the same and the amount shall be deducted from the rent payable.

iv)The Lessee will have the liberty to install additional office equipments for their functioning at their own cost, with a liberty to take it back.

15. All fixtures/ furniture, as provided in the paragraphs above, to be returned with reasonable wear and tear after the lease is over.
16. Adequate Insurance cover would be taken by the Lessor for insuring the premises and the furniture and fixtures during the lease period. Lessee reserves the right to take insurance and recover the premium paid from the rent payable in case the Lessor does not do so.

The details of the premises offered are as under:

Sr. No.	Description	Details
1.	Name of the Owner (s) (In case of the Joint ownership, please specify all the names, with whom the agreement would be signed and monthly rental payment would be made). Enclose documentary evidence.	
2	Address of the Owner/ Representative who is giving office premises on lease, where the correspondence will have to be made.	
	(a) Telephone no. with STD code (b) Mobile No. (c) E-mail address (d) PAN of the owners	

3	Address and details of the office premises offered including floor, office premise number and location.	
4	<p>a. Whether the property is Freehold/ leasehold.</p> <p>b. Name of Lessor.</p> <p>c. Whether permission of the Lessor is available in case the property is leasehold.</p> <p>d. In case the lease deed, etc., are to be executed by Power of Attorney holder/s of the Lessor/s, names of the PA holder/s.</p> <p>e) Date till which Lease of land is valid.</p>	
5	Details of the Building:	
	a) Year of construction	
	b) Total constructed area (Sq ft)	
	c) No. of floors	
	d) Floor on offer	
	e) Type of construction whether 1 st class RCC or tiled roof structure etc.	
	f) External finishing (Stone cladding/ Glass cladding/ Painted/ any other)	
	g) Internal finishing (Paint/ POP/ any other)	
	h) Type of flooring	

	i) Type of wiring whether concealed/ open	
	j) Clear Height (ft) of the floor.	
	k) Quoted floor Efficiency (%)	
	l) List the amenities like: Fire Fighting Equipments, Access control system, Central Air Conditioning system, etc. are available in the premises.	
	m) Whether premises has independent access.	
	n) Whether 24 Hrs. Common Security is provided in the building?	Yes/ No.
	o) Whether pest control is being carried out in the premises regularly?	
	p) Any other important details which will help in setting of the office in this premises.	
	q) Other Details	
	r) Nearby landmark	
6	Whether Premises is Furnished bare shell? (b) Time to be taken to furnish as per Lessees requirements at the cost of the Lessor.	Furnished / bare shell
7	Whether the premises is ready for immediate handing over with the requirements of the Lessee.	
8	Indicate time likely to be taken for handing over possession of completed premises.	

9	Whether adequate frontage for fixing signboard available.	Yes / No
10	<p>Total Carpet area of the office premise offered in sq. ft. / sq. mtrs. For computation of the carpet area the definition adopted in this tender will be the covered areas excluding the outer walls. The Inner walls, hall, rooms, toilets, pantry/kitchen, store, exclusive usable passage, covered balconies, will be counted. (Area subject to measurement) i.e. the total usable area within the 4 walls. No area used by any other person or any common area would be counted in this area.</p> <p>Enclose a measurement sheet and line sketch with computation of area (as advised above) duly signed by an Engineer/ Architect recognised/ registered with Local Town Planning Authority / Municipal Corporation / Development Authority for the measurement of the property offered as per the above clause.</p> <p>If not submitted with tender such certificate would have to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.</p>	
11	<p>Covered /stilt car parking space which can be exclusively earmarked to the Lessee. The monthly charges payable, if any, for the parking would have to be included in the total monthly rent for the office premises to be given in the financial bid only.</p> <p>No separate payment for parking would be considered (minimum 10 covered car parking)</p>	<p>Yes/No</p> <p>Details of covered / stilt parking (Nos etc.)</p>

12	<p>Open car parking / two wheeler parking space, which can be exclusively earmarked for the purchaser and proposed to be assigned along with the lease of the premises.</p> <p>The charges payable for this would have to be included in the total lease consideration payable for the office premises to be given in the financial bid only.</p>	<p>Yes/No.</p> <p>Details:</p>
13	<p>Lease Period a) 3 years + 2 years with 15% increase in rent after first 3 years. Lock in period 3 years.</p>	Yes
14	<p>Whether you have the permission/ license from concerned authorities to use the premises for commercial use. (copy to be produced when demanded).</p>	Yes/ No.
15	<p>The property has to have a clear ownership title and should be free from encumbrance <u>to the extent</u> that it could be given on lease. The owner has to give a certificate from his lawyer that the property could be given on lease.</p>	<p>IMPORTANT: This certificate from the Advocate of the Lessor is must and should be enclosed with the tenders.</p>
16	<p>Whether the property is mortgaged to any bank/Institution. (if yes NOC of the entity to whom the premises is mortgaged would have to be produced on demand).</p> <p>If not submitted with tender such certificate would have to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.</p>	Yes/ No.
17	<p>a) Is Municipal/Local authority approved plan available? The copy of approved plan (indicating site plan, floor plan, sections, dimensions, elevations etc.) be submitted along with the tender. If not submitted, then it is to be provided within 5 days of demand. If not submitted on</p>	Yes/ No.

	<p>demand as stipulated, the offer can be rejected.</p> <p>b) Enclose a certificate from the Local Town Planning Authority / Municipal Corporation / Development Authority / Authorized Registered Architect, that the premises offered for lease is constructed as per the statutory approved plans.</p>	
18	<p>a) Is Occupation Certificate available? The copy of said certificate be submitted along with the tender. If not submitted then it is to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.</p> <p>b) Enclose a certificate from the Local Town Planning Authority / Municipal Corporation / Development Authority / Authorized Registered Architect that the Occupation certificate for the premises offered for lease is available and would be produced on demand.</p>	Yes/No.
19	<p>a) Is Completion Certificate available? The copy of said certificate be submitted along with the tender. If not submitted then it is to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.</p> <p>b) Enclose a certificate from the Local Town Planning Authority / Municipal Corporation / Development Authority / Authorized Registered Architect that the Completion certificate for the premises offered for lease is available and would be produced on demand.</p>	Yes/No.
20	<p>a) Structural stability certificate from a structural engineer recognized / registered with Local Town Planning Authority / Municipal Corporation / Development Authority may be enclosed.</p>	Yes/ No.

	b) If not submitted with tender such certificate would have to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.	
21	<p>Is the offered premises meeting the fire and safety requirements as stipulated by the local authorities.</p> <p>Enclose a certificate from the fire department (competent engineer/ architect) to this effect.</p> <p>If not submitted with tender such certificate would have to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.</p>	Yes/ No.
22	<p>Mention the available electrical load for the premises offered.</p> <p>Enclose a certificate from an Electrical Engineer that minimum electricity load for running a totally computerized office with Air Conditioning, normal office equipments and pantry equipments is available with the total sanctioned load. This load may be around 10-12 KW per 1000 sft., or as specified to run a modern office with full computerization and pantry set-up.</p>	Electrical power load availableKW for the premises offered.
23	Whether back up power (DG set) is available.	Yes/No.
24	Number of toilets exclusively available for the area offered.	Gents: Ladies:
25	<p>Availability of 24 hours water supply.</p> <p>The owners shall ensure the availability of water supply either direct or through water storage tank.</p>	Yes/No.
26	Number of lifts catering to the area offered.	

27	Probable current common outgoing per month for the premises offered. (Include all outgoings, by any name called, to be recovered from the Lessee)	
	a) Property Tax	Rs.
	b) Ground lease rent	Rs.
	c) Land revenue	Rs.
	d) Electric Inspection charges	Rs.
	e) Lift inspection charges	Rs.
	f) Service Tax / GST	Rs.
	g) Water tax	Rs.
	h) Any other charges which are levied by any Statutory Authority	Rs.
	i) Charges towards Insurance	Rs.
	j) Charges paid towards common electricity charges	Rs.
	k) Charges payable towards the common maintenance and repairs of building	Rs.
	l) Any other outgoings – Give details Name of outgoing per month:	Rs.
	Grand Total of all outgoings	Rs.

28	Other remarks, if any. Use separate sheet if required.	
29	All the copies/ certificates etc. submitted with the tender, should be self attested by the bidder/ owner.	
30	The bid shall be valid for 90 days after the financial bid opening.	

Certificate from the Owners/Lessor

I/We _____ (Name) M/s _____ (Name of Company/Body/Firm) hereby certify that I/we am/are the owner/s of the office premise property as described at _____ (Address) and are legally entitled to lease the subject office premise property. On our behalf, the bidder as signed below has made the bid to MUDRA for requirement of the office premise on behalf of the Lessor.

Signature of the Owner

Signature of the Bidder:

Name of the Bidder :

I/ We declare, confirm and undertake as under:

- (A) I/We undertake to provide the structural stability certificate from a qualified Architect/Chartered Engineer. Similar certificates would also be provided towards fire safety, adherence of approved plans etc. as provided in the tenders. I/We declare that the premises are structurally stable with adequate fire safety and are as per the approved plans and requisite permissions with occupation and completion certificates.
- (B) I/We declare that the office premise and car parkings have a clear marketable title and the premise is free from all court cases,

Signature of the bidder

encumbrances, litigation and is free from any kind of dispute of any nature ready to be given on lease.

- (C) I/ We also declare that the premises, if mortgaged, required NOC would be provided to the satisfaction of MUDRA.
- (D) The drafts of all documentation that may be finalized by MUDRA and their solicitors / lawyer shall be final and binding on me/us.
- (E) I am /We are aware that all the outgoing and other expenses will be borne by the Lessee as per actuals on proportionate area basis and on submission of the proof of payment. No outgoings are included in the rent. Outgoings have been separately listed out.
- (F) I/We undertake to furnish the no objection certificate from the concerned authorities.
- (G) The Non Occupancy charges or any other charges demanded by and/or payable for leasing of the above mentioned premises to Society/ or to any other entity /authorities etc. shall be borne and **paid by me/us alone (by Lessor)**.
- (H) I/ we am/ are aware that MUDRA is not bound to accept the lowest or any or all the Tenders and MUDRA will not be required to give any reason for rejecting any Tender.
- (I) I/ we are also aware that in case my/our offer is as not as per the consideration decided **by** MUDRA and that MUDRA may reject my/ our offer even if I/ we are the lowest bidders.
- (J) In all disputes and/or differences arising out of or relating to or concerning this offer and the contract, if any, between myself/ ourselves and the Lessee concerning an/d/or relating thereto and/or relating to the above mentioned premises Civil Courts in Mumbai shall have exclusive jurisdiction.
- (K) I/ we am/ are aware that the car parkings would be as available in the site and would be incorporated in the agreement or a letter authorizing the said use will be provided by us till the validity of lease term.
- (L) The form which is downloaded from the website has not been changed or corrected in any manner. I/We understand that only the conditions as appearing in the original will be treated as valid. For checking the form used, will be compared and confirmed with the original available with

MUDRA. If there are any changes/ corrections carried out by me in the form my/our tender is liable to be rejected at the discretion of MUDRA at any stage.

- (M) I/ We hereby confirm that, all the terms and conditions specified in this Tender Form are acceptable to me/us. I/We further confirm that all the required details have been furnished in the appropriate blank places and if this Tender form/ information is incomplete/ incorrect in any respect on my/our part then the same is liable to be rejected at the discretion of MUDRA at any stage. MUDRA reserves the right to call for any information which may be required at any point of time.
- (N) All the over writings have been duly authenticated by signing beside such over writings.
- (O) Any strike off made *while* filling in the forms have been authenticated by signing beside such strike offs.
- (P) I/We confirm that the lease rental figure / amount exclusive of all outgoing has to be quoted in the financial bid only and not in the Technical Bid.
- (Q) There is no mention of any rent/ financial details or amount mentioned in the Technical bid or anywhere else other than in the Financial Bid.
- (R) I/We would provide the following documents as per the requirements by the solicitors appointed by MUDRA:
- i. **Proof of ownership**: Title document like sale deed or any other title documents/ chain of documents through which the offered office premise was purchased by me/ us earlier.
 - ii. Permission of the Lessor in case of leasehold land / or lease hold premises, if required by the solicitors.
 - iii. Duly stamped and registered Letter of Authority /Power of Attorney (if applicable).
 - iv. Documents regarding payment of latest Society charges, Electricity Bill and any other charges.
 - v. In case of documents in vernacular, English translations thereof.

vi. Non-encumbrance Certificate and any other document required for effective leasing.

vii. NOC from any authorities / Society.

viii. For obtaining any/ all such certificates the expenses will be on the part of the bidder. (S) My/ Our offer is open for acceptance for a period of 90 days from the date of opening of the financial bids.

(T) I / We, the undersigned am / are submitting this offer in a sealed envelope duly superscribed and as per directions given in the instructions for leasing of my/our office premise by dropping the same in the Tender Box kept for the purpose at the office address of **“The MD & CEO, Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051.”**, before 3:00 p.m. on..... I am aware that, the offers will be opened at 3.30 p.m. on the same day and I am invited to be present at the time of tender opening.

(U) I/We have not incorporated any additional condition in the bid.

(V) I/We are aware about the following essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:

a. Tender shall be sent by **Speed Post** or **Registered Post** or by depositing in the Tender Box only.

b. Tender shall be sent only to **“The MD & CEO, Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051”** if sent by Speed Post or Registered Post.

c. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.

d. Tender shall be superscribed as **“Tender for offer of office premises on lease within Bandra Kurla Complex, Mumbai”**. (The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened or may be accidentally opened before due date rendering it invalid.)

e. MUDRA takes no responsibility for any tender not reaching in time.

- f. MUDRA takes no responsibility for tender not reaching at all.
- g. MUDRA takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders will not be accepted at all.
- h. In case of tenders sent by post, the role of MUDRA is limited and restricted to put in the appropriate tender box if the aforesaid tenders are received in time.
- i. It is, therefore, advised that bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post.
- j. Tenders, which are not superscribed, may not be considered.
- k. Tenders, which are not addressed properly, may not be considered.

(W) There are **34** pages in this complete offer and I have signed on each page.

We also understand that the following procedure will be followed:

- a) There will be a pre-bid meeting on, 2019 at 11.00 a.m. at Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051. The outcome/clarifications of the meeting will be displayed on the website www.utiitsl.com.
- b) The first part of the tenders i.e. the Technical Bids (Envelope II) will be opened on, 2019 at 3.30 p.m. at the office of Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 in the presence of bidders who wish to remain present.
- c) MUDRA reserves the right to call for any further information / certification etc. from the bidders/ others.
- d) A Committee with representatives from MUDRA would be constituted for shortlisting of premises.
- e) This Committee (Short listing), along with representatives of MUDRA will visit the premises for short listing of properties suitable for an office.

- f) Shortlisting of premises, prima facie meeting the above eligibility criteria shall be done on the basis of following technical parameters:

S.No.	Parameters
1	Location
2	Carpet area offered
3	Approach to the premises and surroundings
4	Visibility and Frontage
5	Present Age, Condition and maintenance/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 (preferably covered) available
9	Power Back-up (DG set facility)
10	Suitability / condition of existing Interiors/furnishing / AC
11	Willing to furnish / provide AC, as per Lessee requirement
12	Provision of Separate toilets for ladies and gents.
13	Provision of Pantry
14	Adequate power connection
15	Time required for giving possession of furnished premises
16	Overall impression of the committee after visits / inspection
17	Other relevant matters

- g) The office premises which are not as per the location/parameters as indicated or unsuitable would be summarily rejected even without inspection. The unopened financial bids of these premises would not be opened or considered but will be dealt with as deemed fit by MUDRA.
- h) MUDRA reserves the right to give preference to offers from Government Departments/Undertakings/ Companies/Bodies/ PSU Banks/MSE Enterprise provided the offered premises fulfils the eligibility criteria. EMD from Government Departments/ Undertakings/ Companies/ Bodies/ PSU Banks/ MSE Enterprise would not be called, provided a certificate to that effect is submitted or MUDRA is satisfied that the bidder fulfills this condition.

- i) The owners/ Lessors of the short listed offers would be asked to give a certificate to the extent that the title of their property is clear, and the property could be leased to MUDRA to be used as Office premises. This Certificate would have be given by the owner's solicitors as provided in tenders if not submitted along with the Technical Bid.
- j) In addition to the above, MUDRA, reserves the right to get the documents of such short listed properties to be examined by the Solicitors approved by MUDRA and the decision of the MUDRA's solicitors in this matter would be final.
- k) The Financial Bids will not be opened/be valid, for the Bidders who do not qualify in the Technical bids.
- l) The EMD of unsuccessful bidders would be returned to the bidders who are not considered for opening of financial bids. The EMD of unsuccessful bidders may also be returned in the same instrument if EMD is not deposited.
- m) The Departments of Central Govt./State Govt./Undertakings/ Bodies/ Companies/ PSU Banks/ MSE enterprise/ created by statute are exempted from payment of EMD will accordingly in support thereof have to enclose document as a proof that the Organization is a part of above bodies for exempting the entity from paying EMD though MUDRA have a right not to ask for the said communication if they are satisfied on this aspect.
- n) In case of a successful bidder the EMD would be retained and returned at the time of registration. In case the successful bidder withdraws his bid during the validity period or refrains from leasing the said property or delays beyond a period of 90 days (from the date of opening of Financial Bid) then the EMD would be forfeited. The EMD would be non-interest bearing. MUDRA shall not be liable to pay any interest to the bidders irrespective of the duration of time between the submission of EMD and its return to bidders.
- o) If for any reason, whatsoever, attributable to MUDRA, the lease agreement cannot be entered into, MUDRA shall reserve the right to annul the tendering process and return the Bid Security to the respective bidder(s). In such an event, MUDRA shall not be liable for payment of any interest on the Bid Security amount to the bidders. Moreover, the bidder, in such a case shall not be entitled to any right of specific performance or any right or interest whatsoever.

- p) **Validity:**
- 1) The evaluation of suitability and shortlisting would be done within 30 days from date of opening Technical bid.
 - 2) Financial bid will be opened within 30 days after completion of shortlisting.
 - 3) Financial bid shall be valid upto 90 days after opening of the financial bid. The above validity can be extended by mutual consent.
- q) The offers are irrevocable and shall be valid as per the above mentioned validity.
- r) This validity period of 90 days reckoned from the date of opening of the Financial Bids for effective leasing upto the registration of lease agreement would be the essence of the contract.
- s) The measurement of the carpet area of the office premises will be carried out by the bidders in the presence of the representatives of MUDRA and the area computed. For computation of the carpet area the definition adopted in this tender will be the covered areas excluding the outer walls. The Inner walls, hall, rooms, toilets, pantry/kitchen, store, passage, covered balconies, will be counted. (Area subject to measurement) i.e. the total usable area within the four walls. No area used by any other person would be counted in this area. Also refer to definition given above.
- t) The financial bids for only those shortlisted properties, which qualify as above, would be opened in front of the bidders, who wish to remain present.
- u) MUDRA would be carrying out valuation of the shortlisted premises through a valuer empanelled with MUDRA.
- v) The date for opening of the valuation report and financial bid will be intimated to the bidders of the shortlisted properties. This bid will be opened at the Micro Units Development & Refinance Agency Limited, First Floor, MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051. The date and time shall be indicated in the said intimation.
- w) Decisions would be taken based on the tender parameters and valuations. Discretion of MUDRA in this would be final. Negotiation, if any, may be carried out with the bidders.
- x) In all cases, wherever there is a difference between the quoted amount mentioned in words and numerals/ figures, the quoted amount written in words will be considered.

- y) The lease deed as approved by MUDRA would be final and binding.
- z) MUDRA shall have the right to call for any documents/ any clarification at any stage.

Signature of owner/ Joint owners/Authorized Signatory

Name of the Signatory: -----

Date : -----

Place: -----

Signature of the bidder

Check List

Sr. No.	Enclosures/ Activities to be done by the tenderer Last Date of Tender Deposit : Dated January 31, 2019, by 3 p.m.	Please tick to ensure completion of the activity
1.	Entered the price in the Financial bid of the Tender Documents and sealed in Envelope No I. duly superscribed.	
2.	The quoted amount is written in words also	
3	Technical bid with documents placed in Envelope II and sealed and superscribed.	
4	Both the above envelopes placed in Envelope III and sealed and superscribed.	
5	All the points in the Technical Bid are duly filled in and all required self attested certificates are property enclosed.	
6	There is no mention of any financial details in the technical bid.	
7	Signed on each page of the Tender Documents.	
8	All the over writings have been duly authenticated by signing beside such over writings.	
9	Any cutting made while filling in the forms would have to be authenticated by signing beside such cuttings.	
10.	Necessary certificates are enclosed.	
11	EMD in the form of Demand Draft/ Pay Order is enclosed OR Certificate by Government Departments/ Undertakings/ Companies/ Bodies/ PSU Banks/ MSE Enterprise for exemption from payment of EMD is enclosed.	

I/ We hereby confirm that, all the terms and conditions/ instructions specified in this Tender Form are acceptable to me/us and the same is details have been furnished in the appropriate blank places and if this Tender form is **incomplete** being submitted duly signed as a token of acceptance. I/We further confirm that all the required in any respect on my/our part then the same is liable to be rejected at the discretion of the MUDRA.

We also enclose the following documents in support of our offer:

- 1.
- 2.
- 3.
- 4.
- 5.

I / We, the undersigned am / are submitting this offer (in a sealed envelope **duly superscribed** and as per directions given in the instructions for leasing out of our office premise at (give complete address of the premises to be leased):

by dropping the same in the Tender Box kept for the purpose at your above office address by 3.00 p.m. on _____. I am aware that, the offers will be opened at 3.30 p.m. on the same day and I am invited to be present at the time of tender opening.

Signature of owner/ Joint owners/Authorized Signatory

Name of the Signatory: -----

Date : -----

Place: -----
