

**STATE TRADING CORPORATION OF INDIA LTD.
MUMBAI BRANCH
(A Government of India Enterprise)
B-1-201, Marathon Nextgen Inova,,Opp. Peninsula Corporate Park,
Off Ganpatrao Kadam Marg,,Lower Parel (West)
Mumbai 400 013
Telephone: 24926245, Fax 24902411
Email: Mumbai@stc.gov.in Website: www.stc.gov.in**

**Notice Inviting Tender
for**

Fully furnished office premises on monthly lease rental basis for The State Trading Corporation of India Ltd., Mumbai.

To be submitted on or before by 15.00 hours on 25.01.2016
Tender shall be opened in the presence of the tenderers who will be present at 15.30 hours on 25.01.2016 in the office of

**The State Trading Corporation of India Ltd.,
B-1-201, Marathon Nextgen Inova,,Opp. Peninsula Corporate Park,
Off Ganpatrao Kadam Marg,,Lower Parel (West)
Mumbai 400 013**

Telephone: 24926245, Fax 24902411

NOTICE INVITING TENDER

**The State Trading Corporation of India Ltd.,
(A Government of India Enterprise)**

Tender No.STC/MUM/GAD/OP/2015-16/01

1. Sealed tenders are invited on behalf of The State Trading Corporation of India Ltd., a Government of India Enterprise under the administrative control of Ministry of Commerce & industry, Govt. of India, from bonafide owners, owner's representatives complete with all necessary documentation evidencing proof of ownership and vacant possession issued by appropriate Competent Authority including a permission issued by the concerned local authorities for use of premises for Office/Commercial purposes for

“a fully furnished office premises admeasuring area of 6500 sq.ft. (+/- 10%) in Lower Parel (Central Business District) AND/OR Business Centre at outskirts of Mumbai on western railway line upto Bandra Kurla Complex, Nariman Point/Fort/Ballard Pier, Andheri Kurla Road, Powai and Andheri Link Road (W).”

The premises offered must have Occupancy Certificate (OC) at the time of submission of bids on the date mentioned in the tender document. The premises should be at a prime location with sufficient parking space with easy access.

2. The tender shall be submitted in original tender document super subscribed by the name of the tender and respective location of the proposed premises.
3. The tender is a two part t-tender consisting of Part-I(Technical Bid) and Part-II(Financial Bid). In these two part tender, two sealed covers super subscribed as part-I and part-II shall be submitted. These two sealed envelopes shall be put together in a third envelope and sealed with super subscribed by the name of the tender and respective location of the proposed premises.
4. Part-I (Technical Bid) and Part-II (Financial Bid) should be strictly as per Annexure-I and Annexure-II respectively. All tender documents as published on the website should be duly signed and stamped by the Authorized Signatory of the bidder.

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5. The tender can be forwarded by Owner or Owner's representative. Representative will have to enclose the letter of authority along with this offer or before opening the Financial Bids. Otherwise the offer is liable to be considered null and void at any stage as per the decision of STC.
6. The requirement is of premises for office space on lease of monthly rental basis. If owner has more than one premise to be offered, a separate bid has to be submitted for each of the premises to be given on lease.
7. The premises should be ready for possession and occupation immediately.
8. No Commission/Brokerage will be paid by STC in this transaction.
9. The tenderer should quote his rates in figures as well as in words. In case of any discrepancy in words and figures the rates quoted in the words will be final.
10. The tenderer shall submit the tender which satisfies each and every condition laid down in the tender documents failing which, the bid will be liable to be rejected.
11. The STC do not bind themselves to accept the lowest or any tender or to give any reasons for their decisions.
12. The STC hereby reserves its right to accept / reject any offer without any reasons thereof at any stage without giving any notice.
13. The tenders submitted shall remain valid for acceptance for a period of 60 days from the date set for opening of the tender. The tenderer shall not be entitled during the said period of validity to revoke or cancel his tender or vary the tender given or any item thereof.
14. The tender shall be received upto 1500 hours on 25.01.2016 and shall be opened at 1530 hours on the same day in presence of those tenderers who may be present.

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15. The preliminary scrutiny of the tender will be made to determine whether it is complete in all respect, the documents are duly signed and are in order. The tenders with any deficiency will be rejected summarily.
16. The submission of the tender by tenderer implies that he has read the Notice and all other documents and has made himself aware of the scope and the specifications as mentioned in the tender Notice.
17. This Notice inviting tender shall form part of the contract document.

18. Procedure of evaluation:-

- (i) On receipt of the tenders, part I comprising of the Technical Bid will be evaluated and the premises which are not as per the specified location/parameters indicated would be summarily rejected.
- (ii) On evaluation of the part I of the tender, those premises which qualifies as per the specified locations/parameters will be inspected for preliminary shortlisting by a Committee duly constituted by the competent authority of the STC.
- (iii) The Part II of the tender comprising of the Financial Bid will only be evaluated in respect of only those premises which shall be shortlisted on the basis of inspection report submitted by the Committee.
- (iv) The owners of such shortlisted offers would be required to get their property documents examined by the Solicitors appointed by STC to the extent that the property could be given on lease of monthly rental basis and the decision of STC's Solicitors in the matter would be final.
- (v) The property, if mortgaged, required NOC, would be provided by the tenderer to the satisfaction of STC / solicitors on demand by STC.

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- (vi) The drafts of all documentation that may be finalized by STC and / or its lawyer shall be final and binding.

For and On behalf of STC

R.Madhusudhan
Dy. General Manager (GAD)

PART – I : TECHNICAL BID

Senders Name & address:

Date:

To,

The Deputy General Manager (GAD),
STC, B-1-201, Marathon Nextgen Inova,
Opp. Peninsula Corporate Park,
Off Ganpatrao Kadam Marg,
Lower Parel (West)
Mumbai 400 013

Dear Sir,

Bid for offering the Office Premises lease on monthly rental basis.

This offer is with reference to the advertisement released in the press / put up on the website of www.stc.gov.in or www.tenders.gov.in or www.eprocure.gov.in with reference to Tender No.STC/MUM/GAD/OP/2015-16/01 for taking premises lease on monthly rental basis.

We understand that:

- a) No brokerage is payable by STC to us or our representative in this transaction.
- b) All payments would be made through RTGS/Banker's cheque/draft in connection of the lease.
- c) Preference would be given to the premises offered by Public Sector Undertakings/Government Departments and other Government bodies.
- d) Preference would be given to the suitability of location of the premises.

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- e) The premises with better amenities like lift, backup power /Generator set etc. would be preferred. Similarly the premises in good locations/societies and better maintained buildings would be preferred to others.
- f) Preference will be given to premises with specified parking space.
- g) Quoted rent should include All Taxes, Maintenance charges, cost of stamp duty etc. In other words, the owner has to bear all taxes, maintenance charges, cost of stamp duty & registration charges etc.
- h) Premises should be ready for possession and occupation with all the necessary documents required for giving premises on lease along with No Objection Certificate from concerned authorities and society as far as applicable. The owner has to produce the documents when demanded.
- i) The owners of the short listed offers would be asked to give a certificate to the extent that the property could be given on lease on monthly rental basis for office purpose legally.
- j) The initial term of lease of monthly rental basis is for a period of 3 years with a right to renewal clause for next 3 years on agreed terms and conditions.
- k) STC reserves its right to accept/reject any offer, without assigning any reasons thereof and without giving any notice to this effect.
- l) By submitting this offer the owner has permitted STC or their representatives, with prior appointment, to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

The details of the premises offered are as under:

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Sr.No.	Description	Details
1	Name of the Owner (In case of Joint ownership, please specify all the names, with whom the agreement would be signed and monthly rental payment would be payable.)	
2.	Address of the Owner	
3.	Contact Details: a) Telephone No. with STD Code b) Mobile No. c) Fax No. d) E mail	
4.	PAN No. of the owner/owners	
5.	Name of the owner of land (or Society) on which building/premises is situated	
6.	Address of the premises offered	
7.	Floor on which the premises is located	
8	Details of the Building: a) Year of construction b) Total number of floors c) Total number of lifts d) Any other details e) Nearby landmark	
9.	Area of the premises in Sq. ft. a) Carpet Area b) Built up area c) Super Built up area	
10	No. of Car parking area offered	
11	Municipal approved plan to be enclosed/provided on demand	
12	Occupation certificate to be enclosed/provided on demand	
13	Area of the premises offered (Sq. ft.) Carpet Built up Super Built up	
	Other remarks, if any	

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A) The amenities to be provided by the owner / landlord are as under (mention the amenities):

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

B) The offer is open for inspection for a period up to 45 days from the date of opening of the Technical bid.

Place :

Date:

Name of the Signatory:

PART – II : FINANCIAL BID

- 1. Name of Individual / Firm / Organisation : -

- 2. Address of Individual / Firm /Organisation :-

- 3. Telephone No:-

- 4. Mobile No.

- 5. Fax No.

- 6. E mail :

Offer Rate for rent (All Inclusive)

Address of the Property offered on rent:

Built up Area:Sq.ft. @ Rs.....OR

Carpet Area..... Sq.ft.@ Rs.....

Rs.(in figure)

(In words):

Date:

Signature with Seal