

**Part A**  
**Technical Bid**  
**(To be kept in Envelope marked I to be superscribed as**  
**“Technical Bid for office premises”)**

**Tender for offer of office premises on leave and license basis in**  
**Mira Road, Bhayander, Thane or Navi Mumbai**

**Last date of submission: November 29, 2019 at 3.00 p.m.**

**Date of technical bid opening: November 29, 2019 at 5.00 p.m.**

**Introduction:**

SIDBI Venture Capital Limited (SVCL), a wholly owned subsidiary of SIDBI is looking for readily furnished single office space on leave and license basis at a conveniently located place in Mira Road, Bhayander, Thane or Navi Mumbai, admeasuring 2,000 sq.ft. (185.87 sq.mt.) carpet area (plus / minus 15%), (this area is approximate and SVCL reserves the right to take somewhat more or somewhat less area).

This tender is being invited by SVCL (the Licensee) 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 SVCL, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 at telephone nos. 022-26530500 – 501 and email id: info@sidbiventure.co.in.

**A pre-bid meeting will be held at 3:00 p.m. on November 22, 2019 only at SVCL, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051. After the pre-bid meeting the clarifications / decisions, if any, will be posted on www.sidbiventure.co.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 at a conveniently located place in Mira Road, Bhayander, Thane or Navi Mumbai, admeasuring 2,000 sq.ft. (185.87 sq.mt.) carpet area (plus / minus 15%), (this area is approximate and SVCL 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 open / covered car parking for use to be earmarked exclusively for the Licensee, i.e., SVCL.

**Location:** The location shall be Mira Road, Bhayander, Thane or Navi Mumbai.

**Ready furnished office with following requirement:**

1. Space has to be furnished with all basic amenities. The Licensor should be willing to customize the premises as per the requirement of Licensee within 1 month and should be in line with the furnishings prevailing in other buildings in the surrounding area.
2. 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.
  - f) Air conditioning in the premises including cabins, pantry, etc.
  - g) Necessary wiring for all electrical and equipment including the landline, fax and network connectivity on all the working desks.
  - h) Adequate toilets for gents and ladies with all the modern amenities.
  - i) There should be provision to run the office equipment, whatever the equipment will be brought in by the Licensee.
  - j) Adequacy of electrical power to run normal office equipment. 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 equipment, utensils, crockery and any other such equipment will be arranged by the Licensee.
  - k) Adequate water supply for drinking and sanitary installations.
  - l) Adequate lighting system, provision of proper lights shall be the responsibility of the Licensor. Subsequent changing of bulbs and tube lights will be a part of consumables to be borne by the Licensee.
  - m) Fire-fighting systems as per BMC/ MMRDA/ Statutory Authority norms. The certificate from the fire officer shall be provided.
  - n) Any other requirements for functioning of a modern office as per advice of the Licensee.

**Points to be noted:**

- i) The furnishing will have to be carried out by the Licensor within 1 month.
- ii) Till such time the furnishing is declared complete by the Licensee no rent will be payable. However, the leave and license 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 Licensee to change

- certain specifications or add to it or modify certain requirements which will have to be carried out by the Licensor.
- iv) The maintenance of all the furnishing, furniture, electrical wiring system, fire-fighting, maintenance of water supply system, etc. whatsoever has been provided by the Licensor shall remain with the Licensor till the entire period of the leave and license.
  - v) The acceptance regarding the suitability of the furnished premises would rest solely with the Licensee and its decision will be final and binding. The Licensor shall have to carry out the required amendments or additions as decided by the Licensee 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 equipment purchased and brought in by the Licensee will remain with the Licensor, however, the daily cleaning and the security of the portion of premises occupied by Licensee shall remain with the Licensee.
  - vii) The decision of the Licensee will be final and binding on all these matters.
3. The premises should consist of cabins, work stations, meeting rooms, conference room, records room/ store, server room, pantry, toilets, etc., as per **Annexure I**.
4. 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 Licensee at his own cost. For execution of interior work by the prospective Licensor, he shall appoint a professional from the field to carry out interior furnishing work including supply/installation of the furniture items, air conditioners etc. as per Licensee's requirement. Such work shall not exceed 1 month.
5. Preference would be given to:
- a) Suitability of location of the premises, 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 equipment.
  - h) Premises shall have 24 hours water supply.
  - i) The premises should have clear title and free from encumbrances and litigation so that it can be given on leave and license.
  - j) 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 leave and license

of the premises is allowed by the loaning Institution. A certificate from the Advocate or lawyer has to be provided.

- k) 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 giving out the premises on leave and license and using the premises for commercial purpose before handing over possession to the Licensee.

### **General Instructions:**

1. The requirement is for Office premises only.
2. The tender document can be freely downloaded from the website [www.sidbiventure.co.in](http://www.sidbiventure.co.in) or can be obtained from the office of SVCL during office hours from 9.45 a.m. to 5.45 p.m on weekdays (excluding Saturday, Sunday and holidays).
3. 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.
4. The bid can be forwarded by Owner or owner's representative by 3.00 p.m. on November 29, 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 18, otherwise the offer will be considered null and void at any stage as per the decision of SVCL.
5. 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.**
6. 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 duly completed Technical bid be put in this envelope and sealed. This envelope would be superscribed as "**Technical bid for offer of office premises**". If the tender is not superscribed then there are chances of accidental opening and liable for 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. The Bidders are invited for the bid opening. After opening of the Technical Bid and site visit by the Premises Selection Committee (PSC), the premises will be awarded marks based on criteria as per **Annexure II**.
  - ii) **Envelope marked as II:** The Financial bid be put in this envelope and sealed. This envelope would be superscribed as "**Financial bid for offer of office premises**". This bid will be opened if the offer is found suitable based on technical bid and site visit and the date of opening of the Financial Bid will be intimated to the shortlisted bidders only by email. The Bidders are invited for the

bid opening. The final shortlisting of the bidder would be based on least basic rent quoted per sq. ft. of carpet area i.e. L1. Negotiation, if any, will be held with L1 (lowest) bidder only.

iii) **Envelope marked as III:**

The above two sealed Envelopes No. I and No. II containing Technical bid and Financial bid respectively be placed in Envelope No. III and superscribed as **“Tender for offer of office premises”**.

iv) If any of the tender envelope(s) is not superscribed then there are chances of accidental opening and liable for 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, sealed and superscribed tenders must be deposited in the specified tender box kept at the address of **SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051.**
9. The tenders will be opened at 5:00 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 7 days. An announcement to this effect shall be made on [www.sidbiventure.co.in](http://www.sidbiventure.co.in).
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 **“SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, 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”**. (The bidder 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. SVCL takes no responsibility for any tender not reaching in time.
  - f. SVCL takes no responsibility for tender not reaching at all.
  - g. SVCL 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 SVCL 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 bidder 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. SVCL 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. Bid shall be valid for 90 days after Financial Bid opening.
16. There will be a leave and license agreement (by SVCL about the area, rent, amenities, responsibilities, as decided by SVCL). The bidder shall ensure that execution of such agreement is permissible as per prevailing law.

From: **Senders name & address**

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To,  
The Chief Executive Officer,  
SIDBI Venture Capital Limited,  
Office no. 1001, 10th floor,  
Naman Centre, C-31, G-Block,  
Bandra Kurla Complex, Bandra (E),  
**Mumbai - 400 051**

Sir,

**Offer of office premises on leave and license basis in  
Mira Road, Bhayander, Thane or Navi Mumbai**

This offer is with reference to the advertisement released on \_\_\_\_\_ in the newspapers and put up on the website of SIDBI Venture Capital Limited (SVCL) for taking on leave and license office premises in Mira Road, Bhayander, Thane or Navi Mumbai, as per the terms and conditions mentioned in the tender.

**Conditions of the tender:**

1. No brokerage is payable by SVCL to us or our representative(s)/ Real Estate Consultant/ Agents, in this transaction.
2. Preference would be given to the office premises offered by Government Departments/ Undertakings/ Companies/Bodies/PSU Banks/ Medium & Small Enterprise under any or all parameters provided the premises meets all the eligibility criteria.
3. The Office premises should be ready for occupation with all necessary documents required for leave and license / leasing of the office premise.
4. **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 should be provided**

\_\_\_\_\_  
Signature of the bidder

5. The owners of the shortlisted offers would be asked to give a certificate through their lawyers to the extent that the premises can be given on leave and license and can be used as office premises immediately.

6. **Leave and license rent & Outgoings :**

a) The leave and license rent quoted for the furnished premises offered shall be for **per sq. ft. of carpet area per month** and should include all other charges and outgoings except the following (which will be separately paid / reimbursed by the Licensee):

- i. common area maintenance charges
- ii. municipal / property tax / water tax
- iii. GST

b) The electricity charges for the premises on leave and license would be borne by the Licensee as per the consumption. Such charges would include electrical charges for lighting of the area under leave and license. All charges for electricity both for light and power consumed in the said premises and billed by the electricity distribution company to the Licensee, shall be borne and paid by the Licensee. For clarification these will not include any common electricity usage charges.

c) The rent quoted should be competitive since other similar offers will be concurrently examined.

d) **Other terms of rent:**

- i) Leave and license rent shall be paid by SVCL in the first week of every month.
- ii) The Licensor shall provide the Licensee 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) The rent 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 leave and license agreement whichever is later and would be payable upto termination of agreement or handing over the premises back to Licensor whichever is later.



- v) Common area maintenance charges, municipal / property tax / water tax would be paid on reimbursement basis on submission of invoice(s) and copies of receipt(s).
- vi) GST will be paid by the licensee as applicable.

**e) Leave and license term, Escalation and Refundable Security Deposit:**

- i) The initial period of leave and license would be 5 years and renewal for another term of 5 years on mutually agreed terms.
- ii) There would be an escalation at the rate of 5% every year on the last rent paid.
- iii) Refundable Security Deposit:  
Interest free security deposit of six months of rent would be paid (Licensor to quote in the financial bid) on the execution of the leave and license deed. The entire security deposit shall be refunded by way of demand draft / pay order / electronic / wire transfer in the name of Licensee payable in Mumbai drawn on a scheduled commercial bank within 10 days from the vacation of premises by the Licensee.
- iv) 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 Licensee then the Licensee may terminate the leave and license without any notice period and the Licensee shall vacate the whole premises on payment of the proportionate rent and electricity charges for the premises up to the date of vacation.

**7. Termination:**

- i In case of termination of the leave and license agreement and / or vacation of the premises by the Licensee for any reason, the Licensee shall hand over peaceful and clean possession of the premises to the Licensor only.
  - ii The Licensor/ Licensee shall have the right to terminate the leave and license at any point of time, by giving a written notice of three months.
8. The stamp-duty, registration charges payable in respect of this leave and license transaction through the tender called for the purpose and/or Instrument of Leave and license and on all other documents would be borne by the Licensee.
9. The advertisement released in this context will form part of the contract.

10. By submitting this offer, the Owner/ Licensor has permitted SVCL 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.

11. **Interior furnishing** -

- i) I/We confirm to carry out the work of interior furnishing, amenities etc. as required by the Licensee at our own cost.
- ii) I / We shall provide air-conditioned premises with necessary interior furnishing as per the layout and specifications approved by SVCL.
- iii) I / We shall complete the interior furnishing work within 1 month, after receipt of approval from SVCL. Leave and license 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 from the field to carry out interior furnishing work including supply/installation of the furniture items, air conditioners etc. as per Licensee's requirement. We confirm that for such work no additional rent or charges would be payable.

12. **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 Licensor at their cost. In case, the repairs and painting is / are not done by Licensor as agreed now, the Licensee will be at liberty to carry out such repairs and painting etc. at Licensors cost and deduct all such expenses from the rent payable.
- ii) The internal of the leave and licensed premises shall be painted with plastic emulsion paint at Licensors cost before handing over the possession to the Licensee.
- iii) In case of any major repairs or maintenance is required for the interiors to be carried out, the Licensee will give a notice for such repairs or maintenance and the Licensor will have to carry out the said repairs with specifications and time as mutually agreed. In case the Licensor is unable to do so the Licensee will have the right to carry out the same and the amount shall be deducted from the rent payable.
- iv) The Licensee will have the liberty to install additional office equipment for their functioning at their own cost, with a liberty to take it back.

13. Adequate Insurance cover would be taken by the Licensor for insuring the premises and the furniture and fixtures provided by the Licensor during the leave and license period.

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 leave and license, 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	a. Whether the property is Freehold/ leasehold.  b. Name of Licensor.  c. Whether permission of the Lessor is available in case the property is leasehold.  d. In case the leave and license deed, etc., are to be executed by Power of Attorney holder/s of the Licensor/s, names of the PA holder/s.  e) Date till which Lease of land is valid.	
5	<b>Details of the Building:</b>	
	a) Year of construction	

b) Total constructed area (Sq ft)	
c) No. of floors	
d) Floor on offer	
e) Type of construction whether 1 <sup>st</sup> 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 Equipment, Air Conditioning system, etc. are available in the premises.	
m) Whether premises has independent and proper access for easy movement of staff, customers and Licensees / licensees assets.	Yes/ No.
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	(a) Whether Premises is Furnished or Semi furnished?  (b) Time to be taken to furnish as per Licensee's requirement at the cost of the Licensor.	Furnished / Semi furnished
7	Whether the premise is ready for handing over before December 31, 2019, with the requirements of the Licensee.	
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	Total Carpet area of the office premise offered in sq. ft. /. 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.  Enclose a measurement sheet and line sketch with computation of area (as advised above) duly signed by an Engineer/ Architect recognised/ registered	

	<p>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>Open / covered car parking space which can be exclusively earmarked to the Licensee.</p> <p>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</p>	<p>Yes/No</p> <p>Details of open / covered parking (Nos. etc.)</p>
13	<p><b><u>Leave and license Period</u></b></p> <p>5 years with 5% increase in rent every year. Renewal for another term of 5 years on mutually agreed terms.</p>	<p>Yes</p>
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>	<p>Yes/ No.</p>
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 leave and license. The owner has to give a certificate from his lawyer or any other document(s) in support of this.</p> <p>If not submitted with tender such certificate or other document(s) would have to be provided within 5 days of demand. If not submitted on demand as stipulated, the offer can be rejected.</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 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 leave and license is constructed as per the statutory approved plans.</p>	Yes/ No.
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 leave and license 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 leave and license 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, if the building is more than 20 years old.</p> <p>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.</p>	Yes/ No.
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. 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. Enclose a certificate from an Electrical Engineer that minimum electricity load for running a totally computerized office with air conditioning, normal office equipment and pantry equipment is available with the</p>	<p>Electrical power load available .....KW for the premises offered.</p>



	total sanctioned load. This load may be around 10-12 KW per 1,000 sqft., or as specified to run a modern office with full computerization and pantry set-up.	
23	Whether back up power (DG set) is available.	Yes/No. Electrical power load available ____ KW.
24	Number of toilets exclusively available for the area offered.	Gents: Ladies:
25	Availability of 24 hours water supply.  The owners shall ensure the availability of water supply either direct or through water storage tank.	Yes/No.
26	Number of lifts catering to the area offered.	
27	Other remarks, if any. Use separate sheet if required.	
28	All the copies/ certificates etc. submitted with the tender, should be self attested by the bidder/ owner.	
29	The bid shall be valid for 90 days after the financial bid opening.	

### Certificate from the Owners/Licensor

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 leave and license the subject office premise property. On our behalf, the bidder as signed below has made the bid to SVCL for requirement of the office premise on behalf of the Licensor.

\_\_\_\_\_  
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, encumbrances, litigation and is free from any kind of dispute of any nature ready to be given on leave and license.
- (C) I/ We also declare that the premises, if mortgaged, required NOC would be provided to the satisfaction of SVCL.
- (D) The drafts of all documentation that may be finalized by SVCL and their solicitors / lawyer shall be final and binding on me/us.

\_\_\_\_\_  
Signature of the bidder

- (E) I am / We are aware that the leave and license rent quoted for the furnished premises offered shall be for per sq. ft. of carpet area per month and should include all other charges and outgoings except the following (which will be separately paid / reimbursed by the Licensee):
- a) common area maintenance charges
  - b) municipal / property tax / water tax
  - c) GST
- (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 Licensor)**.
- (H) I/ we am/ are aware that SVCL is not bound to accept the lowest or any or all the Tenders and SVCL 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 SVCL and that SVCL 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 Licensee concerning and/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 leave and license 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, the same will be compared and confirmed with the original available with SVCL. 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 SVCL 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 SVCL at any stage. SVCL 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 **leave and license rental figure / amount inclusive of all other charges and outgoings except common area maintenance charges, municipal/property/water tax, GST as specified herein 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 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 SVCL:
- 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. 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. 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 Chief Executive Officer, SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051”**, before 3:00 p.m. on **November 29, 2019**. I am aware

that, the offers will be opened at 5.00 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 Chief Executive Officer, SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, 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**”. (The bidder 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. SVCL takes no responsibility for any tender not reaching in time.
  - f. SVCL takes no responsibility for tender not reaching at all.
  - g. SVCL 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 SVCL 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 27 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 **November 22, 2019 at 3:00 p.m.** at SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051. The outcome/clarifications of the meeting will be displayed on the website **www.sidbiventure.co.in**.
- b) The first part of the tenders i.e. the Technical Bids (Envelope I) will be opened on November 29, 2019 at 5.00 p.m. at the office of SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 in the presence of bidders who wish to remain present.
- c) SVCL reserves the right to call for any further information / certification etc. from the bidders/ others.
- d) A Premises Selection Committee (PSC) will be constituted by SVCL for inspecting and shortlisting the premises.
- e) 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 SVCL.
- f) SVCL reserves the right to give preference to offers from Government Departments/Undertakings/ Companies/Bodies/ PSU Banks/Medium & Small Enterprise provided the offered premises fulfils the eligibility criteria.
- g) The Owners/ Licensors of the shortlisted offers would be asked to give a certificate to the extent that the title of their property is clear, and the property could be given on leave and license to SVCL to be used as Office premises. This Certificate would have to be given by the owner's solicitors as provided in tenders if not submitted along with the Technical Bid.
- h) In addition to the above, SVCL, reserves the right to get the documents of such short listed properties to be examined by the Solicitors approved by SVCL and the decision of the SVCL's solicitors in this matter would be final.
- i) The Financial Bids will not be opened/be valid, for the Bidders who do not qualify in the Technical bids.
- j) **Validity:**
  - 1) The evaluation of suitability and shortlisting would be done within 5 days from date of opening Technical bid and site visit.
  - 2) Financial bid will be opened within 5 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.

- k) The offers are irrevocable and shall be valid as per the above mentioned validity.
- l) This validity period of 90 days reckoned from the date of opening of the Financial Bids for effective leasing upto the registration of leave and license agreement would be the essence of the contract.
- m) The measurement of the carpet area of the office premises will be carried out by the bidders in the presence of the representatives of SVCL 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.
- n) 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.
- o) The date for opening of the financial bid will be intimated to the bidders of the shortlisted properties. This bid will be opened at SIDBI Venture Capital Limited, Office no. 1001, 10th floor, Naman Centre, C-31, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051. The date and time shall be indicated in the said intimation.
- p) Decisions would be taken based on the tender parameters. Discretion of SVCL in this would be final. Negotiation, if any, may be carried out with the bidders.
- q) 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.
- r) The leave and license deed as approved by SVCL would be final and binding.
- s) SVCL shall have the right to call for any documents/ any clarification at any stage.

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Signature of owner/ Joint owners/Authorized Signatory

Name of the Signatory: -----

Date : -----

Place: -----

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Signature of the bidder

**Check List**

<b>Sr. No.</b>	<b>Enclosures/ Activities to be done by the bidder Last Date of Tender Deposit : Dated November 29, 2019, by 3 p.m.</b>	<b>Please tick to ensure completion of the activity</b>
1.	Entered the price in the Financial bid of the Tender Documents and sealed in Envelope No II. duly superscribed.	
2.	The quoted amount is written in words also	
3	Technical bid with documents placed in Envelope I 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 properly 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.	

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

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 our office premise at (give complete address of the premises to be given on leave and license) :

\_\_\_\_\_

\_\_\_\_\_



by dropping the same in the Tender Box kept for the purpose at your above office address by 3.00 p.m. on November 29, 2019. I am aware that, the offers will be opened at 5.00 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: -----

---

Signature of the bidder

**ANNEXURE I**

<b>Particulars</b>	<b>Approx no. of people/ rooms</b>	<b>Approx. area in sq. ft.</b>	<b>Total carpet area in sq. ft.</b>
Cabin (Large)	1	150	150
Cabin (Small)	6	100	600
Work Stations	20	20	400
Meeting Rooms	2	90	180
Conference Room (10 seater)	1	140	140
Records Room / Store	1	35	35
Waiting Area	1	35	35
Server Room	1	30	30
Pantry	1	30	30
Dining Area	1	40	40
<b>Total</b>			<b>1,640</b>
Area for circulation		25%	410
<b>Grand total</b>			<b>2,050</b>

**ANNEXURE II**

<b>Technical Bid - Criteria</b>		
<b>Sl. No.</b>	<b>Criteria</b>	<b>Max marks</b>
1	<b>Location / Prominence</b>	15
	i. On main road junction: 15	
	ii. On main road: 10	
	iii. Inner side from Main road: 5	
2	<b>Carpet area offered</b>	15
	i. 2,000 sq.ft and above: 15	
	ii. 1,700 upto 2,000 sq.ft: 10	
	ii. Less than 1,700 sq.ft: 5	
3	<b>Surroundings of the premises</b>	5
	Adequate natural ventilation and light	
4	<b>Visibility and frontage / elevation</b>	10
	i. >= 40 feet: 10	
	ii. >= 30 feet: 07	
	iii. >= 20 feet: 05	
5	<b>Present age, condition and maintenance/upkeep of the Building</b>	10
	i. New :10	
	ii. 1- 5 years old: 8	
	iii. 6-10 years old: 6	
	iv. 11-15 years old: 4	
	v. 16-20 years old: 2	
6	<b>Parking</b>	5
	i. Covered parking: 5	
	ii. Open parking: 0	
7	<b>Readiness to occupy as per SVCL requirement</b>	20
	i. Immediately: 20	
	ii. Within 7 days: 15	
	iii. Between 8 to 15 days: 10	
	iv. Above 15 days to upto 30 days: 5	
8	Government Authorities approval for the premises	10
9	Overall impression of the Premises Selection Committee (PSC) after visits / inspection (as assessed by the PSC)	10
<b>Total Marks</b>		<b>100</b>
Bidders / premises securing 70 marks and above shall be technically qualified and those whose marks are less than 70 will be rejected. The marks awarded by the PSC will be final & binding. However, SVCL reserves the right to relax the qualifying marks depending on the number of bids getting qualified.		