

**MUMBAI METRO RAIL CORPORATION LIMITED. MUMBAI.**

NaMTTRI BUILDING, PLOT NO. R-13, E-BLOCK  
BKC, BANDRA (EAST), MUMBAI-400 051.

**TENDER NOTICE**

**Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051.**

The General Manager (Administration), Mumbai Metro Rail Corporation Ltd., (MMRCL) invites sealed tenders/bids for hiring of office premises for total carpet area requirement being 9,000-12,000 sq. ft. (approximately). The concerned office space is required in the vicinity (within a radius of 2 kms) of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051, Mumbai for an initial period of 3 (Three) years which may be renewed thereafter, for subsequent periods from time to time, as required by the MMRCL. Parties having office premises of minimum carpet area from 9,000 to 12,000 sq. ft. may bid.

The Premises should be located within Bandra Kurla Complex or extend upto Govt. Colony Bandra (East) for use as office and should be in a condition ready to be occupied within 1 month of signing of contract with partitions, cupboards, toilets, lifts, furnishings, etc. sufficient parking space, water supply for drinking & for housekeeping, power connection and standby power supply and firefighting equipment should be made available according to the size of the building. The office premises should be legally free from all encumbrances, well connected by public transport and should have a wide approach road.

Owners/Authorized representatives/Power of Attorney holders may contact on any working day between 10:30 to 18:00 Hrs. at the above address. Bid Documents can be viewed online of MMRCL website. For Entire Tender notice and to download bid document please visit Website given below.

<https://www.mmrcl.com>

The last date for submitting of Bid form duly filled: 26.08.2019 (Till 17:00 Hrs.)  
MMRCL reserves the right to accept/reject any offer, without assigning any reason whatsoever.

No tender will be accepted in unsealed condition or by Fax, Email, Tele-fax & any other such means.

**The detailed tender documents are enclosed as Annexure;**

1.	Terms and Conditions	<b>Annexure "I'</b>
2.	Proforma for Technical Bid-Part -I	<b>Annexure "II'</b>
3.	Proforma for Financial/Price Bid-Part -I	<b>Annexure "III'</b>

The tenders should be submitted in two parts i.e. Part-I for Technical Bid and Part-II for Financial Bid fully filled up. Both the Annexure (II & III) should be kept in a Single sealed envelope which may be super-scribed as **“Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra – 400051”** and addressed to the **“The General Manager (Administration), MUMBAI METRO RAIL CORPORATION LIMITED, MUMBAI NAMTTRI BUILDING, PLOT NO. R-13, E-BLOCK BKC, BANDRA (EAST), MUMBAI-400051” by post or by hand.**

The **MMRCL** reserves the right to cancel the tender at any time without assigning any reason.

Parties having more than one premises in the near vicinity i.e. in the same building or premise adding up to the required area may also bid for the Tender. If any such person/party is interested to submit their offer for more than 01 (one) location, he/she may submit their offer separately for each location within the same bid.

The Tenders will be short listed on the basis of their Technical and Financial Bids. Weightage will be given to parameters like location, Suitability, Convenience, Guidelines of Government, shall be subject to certification by "Hiring Committee" and final approval/sanction by the MMRCL as per the rules framed in this regard.

**TENDER SCHEDULE**

S. No.	Description	
1	Title	Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051
2	Tender Fee (Non-refundable)	₹5,900/- (Rupees Five Thousand Nine Hundred Only) Including GST In form of a DD or Banker's Cheque drawn in favor of "Mumbai Metro Rail Corporation Limited" payable at Mumbai.
3	EMD (Refundable)	₹25,000/- (Rupees Twenty-Five Thousand Only) In form of a DD or Banker's Cheque drawn in favor of "Mumbai Metro Rail Corporation Limited" payable at Mumbai.
4	Date of sale of tender document	The tender documents can be downloaded online from MMRCL website.

5	Last Date & Time of receiving /submission of tender document.	26.08.2019 up to 17.00 Hrs.
6	Date & Time of opening of Technical Bids and Financial Bids.	Technical Bids: 26.08.2019 after 17.00 Hrs. Financial Bids: Will be intimated later
7	Time Limit for handing over possession of the premises.	Within 30 (Thirty) days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	As mentioned in the terms and conditions of the contract.
11	Validity of tender	90 days from the date of opening of Technical Bid.

For any further details or clarification in the matter, the following persons may be contacted with prior appointment: (+91-22-26384615)

1) Shri. Avinash Patil, OSD (Admin), MMRCL

**Ms. Madhavi Sardeshmukh**  
**General Manager (Administration),**  
MUMBAI METRO RAIL CORPORATION LIMITED,  
NAMTTRI BUILDING, PLOT NO. R-13, E-BLOCK  
BKC, BANDRA (EAST), MUMBAI-400 051.

## ANNEXURE - "I"

### MUMBAI METRO RAIL CORPORATION LIMITED, MUMBAI.

NAMTTRI BUILDING, PLOT NO. R-13, E-BLOCK  
BKC, BANDRA (EAST), MUMBAI-400 051.

#### **Tender/Offer Document (Terms & Condition)**

To,  
All the intending Person/Parties

.....  
.....

**Subject: -** Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051.

Sir/Madam,

MMRCL intends to hire office space having a desirable carpet area as mentioned above either separately or clubbed together in a vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051 for its office, including other requirements as mentioned below:-

#### **1. THE PREMISES HAVING FOLLOWING MINIMUM AMENITIES/FACILITIES AND FEATURES WILL BE PREFERRED FOR CONSIDERATION AND WILL GAIN WEIGHTAGE:**

(Selection of the premises based on location and quality of construction, rent and other amenities provided, Suitability and subject to certification by "Hiring Committee" and final approval/sanction by the MMRCL as per the rules framed in this regard.)

- i. The building offered should be a completely constructed building and suitable for use as office.
- ii. The Building offered should be located on the main roads in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra – 400051 and should be within a radius of 2 kilometer from MMRCL Transit Office and situated in Bandra Kurla Complex or Govt. Colony Bandra (East).
- iii. There should be adequate natural lighting in the campus/compound.
- iv. There should be provision of drinking/potable water supply system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- v. There should be adequate cross-ventilation.
- vi. The building should have adequate fire safety measures and security measures as per legal requirement.
- vii. The building should be a Municipal Corporation approved building, that should meet all other safety norms like earthquakes resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.

viii. The net carpet area should preferably be in a single independent building. Parties having more than one premises in the near vicinity i.e. in the same building or premise adding up to the required area may also bid for the Tender

ix. It should have sufficient provisions of lifts of reputed make if the premises offered are on the upper floors.

x. The premises should have suitable power supply for official use.

xi. There should be uninterrupted power supply for commercial operations/common area lighting.

xii. There should be adequate open space for installation of generators and there should be provision for connecting them to the power supply lines.

xiii. The building/s should have prescribed parking space for each 1000 Sq.ft. of rented carpet area. Exclusive parking for the hirer will be desirable.

xiv. All building services such as Lifts, Power Supply, Plumbing, Sewerage and Telephone Connectivity shall be fully operational at the time of submission of the Offer by the bidder.

xv. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the MMRCL.

xvi. There should be provision of vitrified tile/marble flooring/mosaic /Granite flooring in general areas.

## **2. OWNERS/AUTHORISED REPRESENTATIVES/ POWER OF ATTORNEY HOLDERS MAY CONTACT ON ANY WORKING DAY BETWEEN 10:30 TO 16:00 HRS. AT THE ABOVE ADDRESS.**

Bid Documents can be downloaded from MMRCL website and shall be submitted with a DD of Rs. 25,000/- in favor of "**Mumbai Metro Rail Corporation Limited, Mumbai**" towards EMD and a DD of ₹5.900/- towards Tender Fee. Failing which their Bids will be disqualified.

The interested parties should send their proposal/bid to OFFICE OF THE General Manager (Administration), MUMBAI METRO RAIL CORPORATION LIMITED, MUMBAI NAMTTRI BUILDING, and PLOT NO. R-13, E-BLOCK BKC, BANDRA (EAST), MUMBAI-400 051 by post or by hand.

The Technical and Financial bid have been placed as Annexure-"II" and "III" respectively to this tender document.

The amount would be returned back to unsuccessful bidders immediately after finalization of the tender. For the successful bidder, the same would be returned after the contract signing.

## **3. FOLLOWING DOCUMENTS ARE ESSENTIAL AND MUST BE SUBMITTED AS PART OF TECHNICAL BID: -**

- a. Offer Letter (duly signed and stamped)
- b. This Tender/Offer document duly signed (and also stamped in case of an entity submitting the bid) on each page, as token of acceptance of Terms & Conditions mentioned therein.
- c. Technical Bid in Annexure "II" (Duly signed and stamped on each page)
- d. Other documents as detailed in the Technical Bid i.e. Annexure-"II" (duly signed and stamped on each page.)

## **4. THE PROCEDURE FOR SUBMITTING BIDS IS MENTIONED BELOW:**

The Technical Bid along with EMD and Tender Fee shall be sealed in a separate envelope marked as ENVELOPE – I and a separate envelope marked ENVELOPE – II shall be sealed with Financial Bid in it. Both the aforesaid Envelopes should be placed in a bigger

envelope which should also be properly sealed. This envelope should be superscripted as:-

**" Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051" and addressed to General Manager (Administration), MUMBAI METRO RAIL CORPORATION LIMITED, NAMTTRI BUILDING, PLOT NO. R-13, E-BLOCK BKC, BANDRA (EAST), MUMBAI-400 051.**

## **5. TERMS & CONDITIONS**

1. The bid documents should be submitted along with the offer letter to office of the General Manager (Administration), Mumbai Metro Rail Corporation Limited, Mumbai, NaMTTRI Building, Plot no. R-13, E-Block, BKC, Bandra (east), Mumbai-400051 by post or by hand by **26.08.2019 (Till 17.00 Hrs)**. The Financial Bids of those who qualify on evaluation of technical bids by the Hiring Committee would be opened on the date specified in tender schedule.
2. After opening the Bids, physical inspection of the premises offered by the bidders, covered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.
3. In case the bid is found acceptable, the selected party will be required to submit the original copy of the Title Deed of the property along with proof of identity of the owner before the bids are opened. Original documents shall be returned after decision is taken to open Bids or otherwise.
4. The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes (excluding GST) and duties to be paid to various authorities should be indicated in the financial bid only.
5. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within 30 (Thirty) days of acceptance of the offer by the Hiring Committee.
6. The offer should be valid for a minimum period of Three months (**90 days**) from the due date of opening of the tender.
7. It should be noted that most competitive rates should be offered. However, selection will be on basis of cost as well as quality of construction, suitability, convenience and consideration of the MMRCL.
8. Brokerage/fee shall be paid to the authorized representatives (Real Estate Agents) equal to 1 month or rent offered and **Rent Deposits** will be given by the **MMRCL** to the Owner for offering the premises equal to 4 months of Rent.
9. Tenders received after the due date and time for whatever reason, shall not be entertained and the **MMRCL** shall not be responsible for any loss or delay in delivery of tender documents.
10. The premises offered should be legally free from all encumbrances.
11. Finalization of rent would be at the discretion of the MMRCL after final approval/sanction by MMRCL as per the rules framed in this regard.
12. The selected bidder would be required to sign Lease agreement with the MMRCL. The

original copy of the lease document shall be retained by the lessee.

13. The tender is for hiring for an initial period of 03 (Three) years. Within this period there will not be any revision of rent. In case required the hiring, period may extend beyond. The revision of rent beyond 03 years, if required, would be as per conditions mentioned in Lease Agreement signed. If lease is extended beyond 03 (Three) years, up to 15% increase in rent would be agreed upon between the parties.

14. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents are liable to be rejected. However, the MMRCL may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The MMRCL may also call for any additional details/documents from the bidder, if required. The bidder before submitting the tender should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/ documents would render the tender form invalid.

15. Monthly rent should be quoted on lump-sum basis for the Carpet area.

16. The monthly rent will start as and when possession of the building is taken over by the MMRCL. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made.

17. All existing and future rates, taxes including property taxes, assessment charges and other outgoings of any description in respect of the said premises shall be borne by the owner.

18. The MMRCL shall pay all charges in respect of electric power, light and water used on the said premises during the lease periods as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

19. The cost of repair and maintenance of civil/Electric installation including Air Conditioning plant, power backup (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the MMRCL. The scope of maintenance is enclosed as per "Annexure-IV".

20. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for the building will be met by the owner. The services like security and maintenance shall be of the quality acceptable to the MMRCL. The internal security of the building will be taken care of by the MMRCL. The bidder should make sure that the Lifts work smoothly during the period of contract. The owner will also be required to install and maintain CCTV cameras with a backup of minimum 72 hours at all strategic locations like main gate, in lifts, backyard, in and exit gates etc.

21. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of MMRCL. If the bidder fails to do so, Rs.500/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs 1000/- per minor complaint.

22. The MMRCL at any time during the Lease Period/extended Lease Period may make temporary alternations like partitions, office fixtures and fittings to suit the requirements.

23. The stamp duty and registration charges shall be borne by either party in the ratio 50:50.

24. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/ tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

25. The MMRCL reserves the right to amend any/all terms and conditions, as it deems necessary.

26. The assessment of reasonable rent will be done by the Hiring Committee of MMRCL.

27. Participation in the tender process does not entail the bidders any commitment from the MMRCL. The MMRCL will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract.

28. The MMRCL reserves the right to reject/accept any or all the Tenders in full or part without assigning any reasons and the decision of the MMRCL shall be final and is binding on all concerned. No appeal against the decision of the MMRCL shall be entertained.

**Ms. Madhavi Sardeshmukh**  
**General Manager (Administration),**  
MUMBAI METRO RAIL CORPORATION LIMITED,  
NAMTTRI BUILDING, PLOT NO. R-13, E-BLOCK BKC,  
BANDRA (EAST), MUMBAI-400 051.



## **OFFER LETTER**

**Subject:-** Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051

With reference to your Tender Notice calling for offers for hiring of office Premises for MMRCL at BKC, Mumbai.

I/We hereby submit my/our offer as follows: -

- a) Technical Bid: As Annexure-"II" (along with a non-refundable Tender Fee of ₹5,900/- (including GST), and an EMD (refundable) of ₹25,000/- either in the form of Bank Draft or Bankers Cheque in favor of "Mumbai Metro Rail Corporation Limited, Mumbai." & other documents (Envelope-I).
- b) Financial Bid: As Annexure-"III" in separate sealed cover (Envelope-II) Both Annexure namely technical bids and financial bids referred to above put in an envelope as required.

I hereby undertake to abide by various terms and conditions contained in tender calling for offers. (Copy, duly signed, enclosed)

I also certify that the details furnished in the bid/bids, various enclosures and other documents are true and correct to my/our knowledge.

Date

Signature and stamp of the  
Owner /bidder/authorized Signatory  
with complete Name, Address, Contact  
no, including Mobile No(s) (also  
indicate the category in which signing,  
whether on  
his own behalf of as power of Attorney/  
Authorized signatory of the owner)

## Annexure – ‘II’

**Subject:** - Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051

### TECHNICAL BID

Attach extra sheets, if required, which should also be signed

Sr. No.	Particulars	Details (Please tick /Fill up with relevant answer)
1	Name of the persons/party submitting the Bid (hereinafter referred to as the bidder); Permanent Account No. (PAN); whether assessed to tax? and if so, particulars thereof.	
2	Status of the bidder (individual/Partnership Firm/Company/Society/Any other specify).	
3	Name of the person/party holding Title to the property (hereinafter referred to as the owner) Permanent Account No (PAN) whether assessed to tax? and if so, particulars thereof. (Agreement copy & Ownership document)	
4	Status of the owner (individual/Partnership Firm/Company/Society/Any other(specify)	
5	<b>Whether he/she is himself/herself the owner of property offered on rent or holds a Power of Attorney or a duly Authorized Person?</b>	
6	<b>Contact details of bidder: -</b>	
6.1	Name	
6.2	Complete Postal Address	
6.3	Contact Tel no./Mob	
6.4	Fax no. with STD Code	
7	<b>Contact details of owner (if different from bidder): -</b>	
7.1	Name	
7.2	Complete Postal Address	
7.3	Contact Tel no./Mob.	
7.4	Fax no. with STD Code	

8	<b>Details of property offered: -</b>	
8.1	Location and Address of the Property	
8.2	Whether property is having "Office Use" as permissible use by competent authority?	
8.3	Whether it is an independent building for exclusive use by the <b>MMRCL</b> or part of the building offered? Give detail of same.	
8.4	Whether the space offered for hire is situated in more than one floor of a property? if Yes, specify floors.	
8.5	Total plot area of the property where Office is offered (Complete land area including open spaces, constructed are within the boundary of property offered on rent) (in Sq. ft.).	
8.6	Total carpet area on each floor offered for rent (in Sq. ft.).	
8.7	Total carpet area (total of all floors) offered (excluding underground/covered parking areas) (in Sq. ft.).	
8.8	Open area (open parking space, inner roads, garden etc.)	
8.9	Covered Parking areas; garages, Underground parking etc. (if any).	
8.10	Approximate distance of the property from MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051.	
8.11	Width of road on which the property is located.	
8.12	Whether proper access from road is available/ Also specifies clearly whether the premises are easily accessible for heavy vehicles? (Inform if any restrictions have been imposed by govt. or other authorities if any.)	
8.13	Details regarding natural light and Proper Ventilation.	
8.14	Whether the proposed property/building is free from all encumbrances, claims, litigations etc.? (If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances, claims, litigations etc.)	
8.15	Whether all Govt. Dues including Property tax, electricity, telephone water bills etc. Have been duly paid up to date? (enclose documentary proof for the same)	
8.16	Whether the proposed building/property is physically vacant and available - "Ready to occupy?"	
8.17	Parking space for car/vehicle available. Public parking spaces on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space. (if any and open parking space may be indicated separately)	
8.18	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, mention separately for men and women if any).	

8.19	Details of lift capacity and number.	
8.20	Details of available fire safety and security measures.	
8.21	Whether suitable power supply for Commercial operation is available?	
8.22	Whether adequate open space for installation of generator is available?	
8.23	Details of the power backup, whether available or not.	
8.24	Any other facility which the owner/bidder may provide to the <b>MMRCL</b> in proposed property such as Conference Room, business entry, Food Court, Gymnasium and other recreational Facilities etc.	
<b>9</b>	<b>Maximum time required for Completing the internal wall partition and other finishing works as per user requirements.</b>	
<b>10</b>	<b>Further general details relating to the Building/Location.</b>	
10.1	Year of construction. Specify whether the said building was given on lease /hire or occupied earlier? If yes furnish details along with last Rent charged and date of vacation by the earlier lessee.	
10.2	Please specify the details of public transport facilities available to and from the premises. (BEST)	
10.3	Mention specifically any hazards associated with building or surroundings which are harmful for Human occupation.	
10.4	Whether the premise has extra storage facility? (If yes, give details. If not, specify whether such facilities are available in the vicinity.)	
<b>11</b>	<b>Building Management-please provide full details of the building management company including its ownership structure and whether the management service is in house or outsourced.</b>	
<b>12</b>	<b>Electricity -1.5 KVA/100Sq. ft would be the minimum electrical load for internal office consumption, which would be procured by the Owner/bidder.</b>	
<b>13</b>	<b>Whether electricity installation and fitting, Power plugs switches etc. provided or not? Whether buildings have been provided with fans in all rooms or not? (If yes, give the nos. of fans floor wise)</b>	
<b>14</b>	<b>Signage- MMRCL requires the right to use its logos and graphics at the entrance to its premises and within the premises. The MMRCL shall also be provided signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade.</b>	

Enclose documents wherever required.

I/we have gone through the various terms and condition mentioned in the tender documents and I agree to abide by them. I/we .....(in full and Block Letter)son/daughter of.....(in full and Block Letter) solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Place:

Yours faithfully,

Date:

Signature.....

Name .....

Designation.....

### Annexure –III

**Subject:** - Invitation of Tender for Hiring of Office Premises in the vicinity of MMRCL Transit Office Building, North Side of City Park, E Block, Bandra Kurla Complex, Bandra (E), Maharashtra - 400051

#### FINANCIAL BID

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN No.
- 4. Name & Address of the proprietor, Partners/ Directors (with Mobile Number)**

Name & address of the premises	Carpet Area offered (in Sq. ft.)	Monthly rent Rs. per Sq. ft.	Total Monthly rent quoted for the carpet area Rs.
1	2	3	4

#### **: IMPORTANT NOTE:**

1. No separate rent would be paid for (a) underground / covered parking areas (b) open parking space, inner roads, garden etc. either in the compound. The rate quoted shall be inclusive of usage by tenants of all these areas.
2. If it is independent building in a plot, then the rent quoted shall give right for the tenant for usage of the total plot area of the property i.e. complete land area including open spaces and constructed area that are with the boundary of property being offered on rent. Bids should be inclusive of Terms laid down in "Annexure-IV" in tender documents.
3. The rent quoted shall include the property tax, Municipal taxes or any other taxes paid at as the current tariff as on the date of quoting.
4. The rate quoted shall be exclusive of GST.
5. The Municipal water charges and the electricity charges would be borne by the **MMRCL** on actual bases from the date of occupation to the date of vacation.
6. The tender is for hiring of an initial period of 03 (Three) to 05 (Five) years. Within three years, there will no revision of rent. In case required the hiring period may extend beyond 5 years. The revision of rent beyond 05 years, if required would be as per conditions mentioned in Standard Lease Agreement (SLA) signed.
7. Finalization of rent would be at the discretion of the **MMRCL**.
8. **The MMRCL** reserves the right to reject/accept any or all the Tenders in full or part without assigning any reasons and the decision of the **MMRCL** shall be final and is binding on all concerned. No appeal against the decision of the **MMRCL** shall be entertained.

Date

Signature and stamp of the owner /bidder/ authorized Signatory with complete Name, Address, Contact no, including Mobile No(s)(also indicate the category in which signing, whether on his own behalf of as power of Attorney/ Authorized signatory of the owner)

## **"ANNEXURE-IV" SCOPE OF MAINTENANCE**

### **The Landlord would bear the cost of maintenance of the following**

1. Periodical Civil, electrical, firefighting maintenance and preventive maintenance Drill for firefighting equipment would be responsibility of bidder.
2. Periodical maintenance of the building, which includes painting of walls, doors, windows, all the exteriors, and all the common areas of the building.
3. Maintenance of all Elevators including payments of AMC.
4. Maintenance of lighting posts etc. of common area.
5. Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
6. Provision of signage pertaining to common services.
7. Insurance of building.
8. Maintenance and running of motors and water pumps installed at the premises.
9. Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC.
10. Round the clock general security to the premises, access control and regulating visitors' movement. Regulating vehicle movement within the premises.
11. Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garage area.