

India SME Asset Reconstruction Company Ltd.



And



भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

**Invitation of offers for acquiring office premises on Lease in and around
Western Express Highway starting from JVLR to Seepz Quarters through
MIDC Industrial Estate to Marriot Mumbai To Moti Nagar touching Western
Express Highway starting from JVLR
to Sahar Road**

(As shown in the Map attached with Bid)

India SME Asset Reconstruction Co. India Ltd., (ISARC) and Small Industries Development bank of India (SIDBI) jointly intends to acquire on lease office premises (preferably fully furnished) having carpet area of about **5000 sq.ft.** Interested parties having clear and marketable title to the properties built as per local bye laws and having permission for commercial use of the same, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to India SME Asset Reconstruction Co. Ltd., MSME Development Centre, C – 11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051.

The detailed advertisement is available on ISARC AND SIDBI's website (www.isarc.in) and (www.sidbi.in).

The interested parties may obtain the blank application forms and other details from India SME Asset Reconstruction Co. Ltd., MSME Development Centre, C – 11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051 or download the same from our web site www.isarc.in and www.sidbi.in

In case of any clarifications the interested parties, may contact India SME Asset Reconstruction Co. Ltd. on Telephone No. 022- 61579600.

Last Date and time for receipt of filled in application is

10/06/2011 upto 5 PM

Note - Interested parties are required to sign on all the pages of tender and submit the same with their offer as a token of acceptance

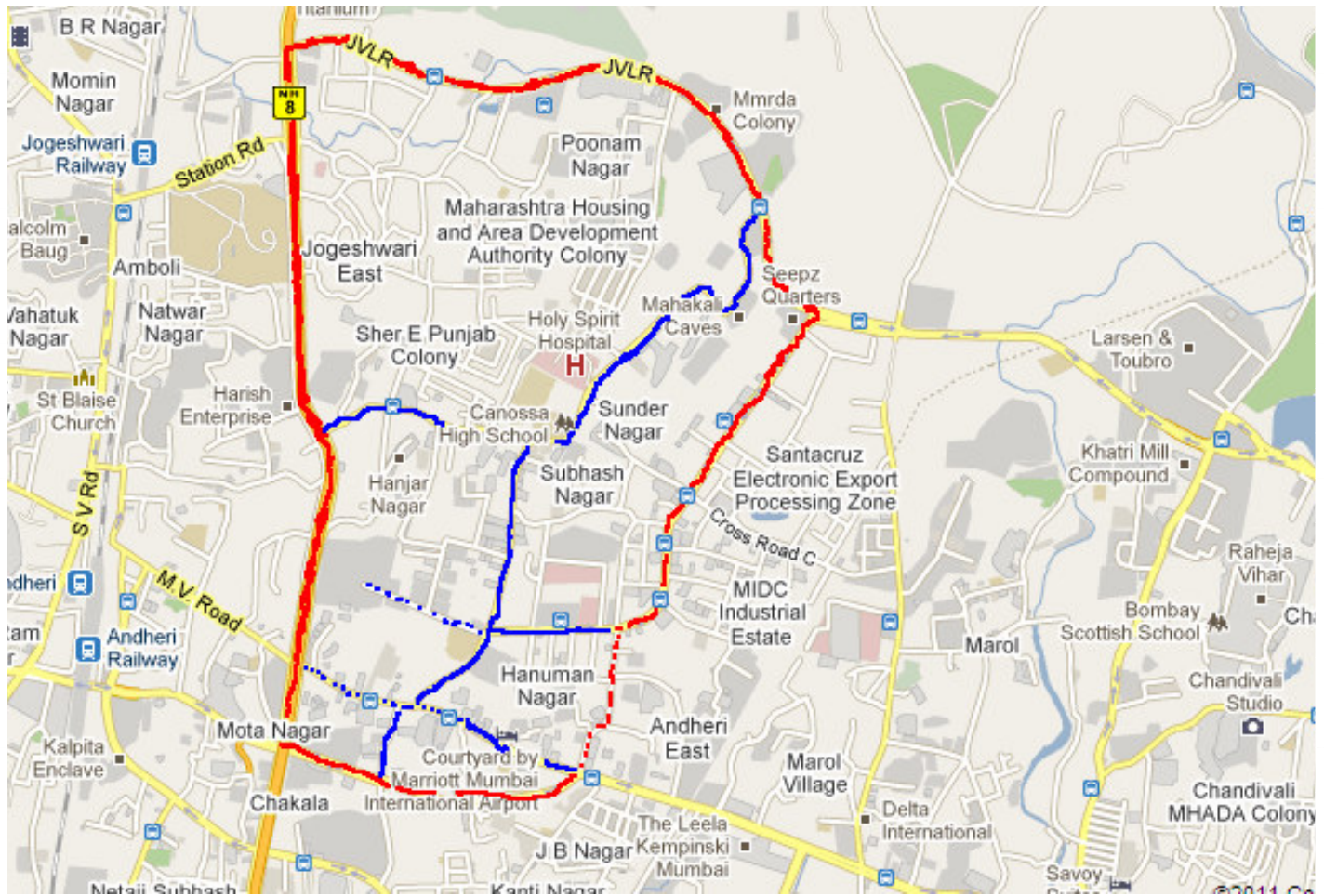
(Sign and seal of offerer and date)

Location of proposed premises would be preferably within approximately 500 meters on main road or arterial road

(As shown in Red line with blue dot as main road and blue line as arterial road)

At the following places

Western Express Highway starting from JVLr to Seepz Quarters through MIDC Industrial Estate to Marriot Mumbai To Moti Nagar touching Western Express Highway



(Sign and seal of offerer and date)

Instructions / Guidelines to Owners (bidders) for filling the Format

- 1) The bidders are required to complete the format in all respects with specific answers to queries.
- 2) The bidder shall enclose copy of proof of ownership of the premises. The bidder shall also enclose copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc, indicating dimensions of the space offered.
- 3) Arrange all permissions/ approvals (if required) from the concerned local statutory authorities for using the premises for commercial purpose before handing over possession of the premises.
- 4) The bidder shall state the details of existing furnishing/amenities provided and confirm his willingness to carry out the work of provision of furnishing /amenities as desired by ISARC and SIDBI at his own cost details of which is given in technical bid.
- 5) The rate quoted shall be on a **per sq ft. of carpet area** of the premises offered and shall be inclusive of all applicable taxes, out-goings, maintenance charges, etc.. The rate quoted shall be competitive since other similar offers will be concurrently examined.
- 6) Possession of premises is to be handed over to ISARC and SIDBI as early as possible, but not later than the date of possession mentioned by the bidder. Bidder to also state the stage of construction if offered premises are under construction.
- 7) One certified copy each of the following documents to be submitted by the bidders selected by ISARC and SIDBI.
 - Title document (preferably with English translation)
 - Copy of proof of up to date payment towards municipal / property tax
 - Occupancy / completion certificate and any other Clearance of Development authority/ local body obtained, if any in connection with the related work.
- 8) Stamp duty, Registration charges, etc. to be shared equally by both the parties(owners and ISARC/SIDBI).
- 9) Completed format with necessary enclosures to be sent to ISARC and SIDBI at the above address before the last date.

(Sign and seal of offerer and date)

- 10) Description of property and other terms and conditions as prescribed in Technical Bid (TB) shall be submitted duly signed on each page by owner / authorized representative in COVER 1. Instructions/guidelines for filling the format, declaration and terms and conditions to be also submitted in Cover 1.
- 11) Commercial [Financial] Bid (FB) should be submitted in a separate cover and marked as COVER 2.
- 12) The COVER 1 & COVER 2 shall together be put in a separate cover and addressed to The Dy. General Manager, ISARC and SIDBI. Name of the site / location being offered is to be mentioned on the top of the envelope.
- 13) The Cover 2 of such bids who do not satisfy the requirement of ISARC and SIDBI, as per the advertisement, shall not be opened.
- 14) The offer is irrevocable and shall be kept open for 45 days from date hereof, for acceptance.

N.B. a) ISARC and SIDBI reserves the right to reject any or all the offers without assigning any reasons at any stage. Offers submitted by Real Estate consultants / Agents should be accompanied by an authority letter from the owner(s). No brokerage will be paid by ISARC and SIDBI.

b) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid together with the seal of bidder and the date.

(Pl. Note: If the offer is forwarded by the Estate/ Property agent the authority letter in Original from the Owner of the Premises must be enclosed duly signed by him confirming the Technical details forwarded by the Estate / Property agent).

(Sign and seal of offerer and date)

TERMS & CONDITIONS (to be signed and submitted in Cover 1)

I / We hereby agree that:

a) Rent

- i) Rent shall be paid jointly by India SME Asset Reconstruction Co. Ltd. (ISARC) and Small Industries Development bank of India (SIDBI) for the exclusive usable carpet area on sq. ft basis in the beginning of each month during the tenure of lease period which will initially be for 3 years and for the extended lease period.
- ii) ISARC and SIDBI is however at liberty to vacate the premises at any time during the lease period by giving 3 months notice in writing without paying any compensation for earlier termination.

b) Taxes / Rates

All existing and enhanced/ future Municipal taxes, rates and cesses will be paid by me / us.

c) Maintenance / Repairs

- i) ISARC and SIDBI shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including painting in common area and external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, ISARC and SIDBI will be at liberty to carry out such repairs and painting etc. at our cost and deduct all such expenses from the rent payable to us.

d) Rental Deposit

ISARC and SIDBI has to pay us a sum, as will be agreed to by both the parties, being the interest free advance rent / deposit which will be refunded to ISARC and SIDBI at the time of vacating the premises or ISARC and SIDBI will be at liberty to adjust the amount against rent/ retain possession of the premises (without payment of rent) till the deposit is refunded.

(Sign and seal of offerer and date)

e) Lease Deed / Registration Charges

I / We undertake to execute separate or joint lease agreement with ISARC and SIDBI as per agreed terms and conditions on the proforma approved by ISARC and SIDBI at any early date. I / We undertake to bear 50% charges towards stamp duty and registration for registering the agreement.

f) Usage of premises for commercial purpose

I/we confirm that the premises offered have been approved by the Local Municipality / Development Authority for using as commercial premises.

g) Ownership & payment of rental

I/we confirm that I am/we are the owner of the premises and jointly ISARC and SIDBI will pay rental to me/us after deduction of applicable income tax (TDS).

h) Lease rent shall be paid with effect from the date on which possession of the completed premises is handed over to jointly ISARC and SIDBI along with necessary occupation certificate, power, water supply and other agreed facilities.

Date :

Place :

(Sign and seal of offerer and date)

(Sign and seal of offerer and date)

**The Format for Technical Bid (TB)
(to be submitted in Cover – 1)**

From,

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.....
.....

To,

India SME Asset Reconstruction Co. Ltd.
MSME Development Centre
C – 11, G Block
Bandra Kurla Complex
Bandra (East)
Mumbai – 400 051

With reference to your advertisement Dated published in the Local Newspapers and posted at ISARC and SIDBI Website, I / We hereby submit the Technical bid for the office premises required by you. I / We confirm that I / We are the owners / authorised person to offer you the premises on lease basis purchase basis by ISARC and SIDBI.

Sl. No.	Particulars	Details to be filled in by the offerer
1(a)	Location of the premises (Mention full address with the landmark in the surrounding, if any). Premises should be located in a purely commercial building [Please give full address of the Premises]	
(b)	Whether property is Freehold / Lease Hold	
(c.)	Distance from the main road (as marked in red line dotted with red) <i>Preferably should be within approx. 500 meters from either main road or arterial road as shown in the map attached with the bid</i>	
(d)	Whether there is direct access to the premises from the main road	
(e)	Name of the Owner	
(f)	If the building is new, whether occupancy certificate is obtained.	

(Sign and seal of offerer and date)

(g)	If the building is old whether Repairs / Renovation is required. If so cost of repairs / construction.							
2	Present Age of premises and type of construction (mention whether 1st class RCC or tiled roof structure etc.) (Certificate from Chartered Engineer regarding structural stability / safety of the building to be produced if demanded by ISARC and SIDBI). <i>Age of the premises should not exceed 15 years and type of construction should be 1 class RCC</i>							
3	Premises should preferably fully furnished and situated at ground floor / first floor							
4	Total carpet area of the premises offered (carpet area means covered floor space excluding pillars / columns walls thickness along the periphery, open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). Columns area inside the rooms / hall is not deductible. Area of Toilets exclusively constructed for the premises will be included. <i>Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the with dimensions.</i>	<table border="1"> <tr> <td>TOTAL CARPET AREA</td> <td>SQ. FT.</td> </tr> <tr> <td>TOTAL BUILT UP AREA</td> <td>SQ. FT.</td> </tr> <tr> <td>SUPER BUILT UP AREA</td> <td>SQ. FT.</td> </tr> </table>	TOTAL CARPET AREA	SQ. FT.	TOTAL BUILT UP AREA	SQ. FT.	SUPER BUILT UP AREA	SQ. FT.
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SUPER BUILT UP AREA	SQ. FT.							
5	Mention the floor, at which the premises is being offered.							
6	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parking. (Minimum 02 cars and 06 two-wheelers parking required)	Car parking ----- nos. (covered) ----- nos. (Open) Two wheeler parking ----- nos.						
7	Whether premises has independent and proper access for easy movement of staff, customers and ISARC and SIDBI assets.	Yes / No						
8	Name of the owner (s) of the property offered (Enclose proof of ownership)	1. 2.						
9	Whether Offerer is real owner or is he a Power of attorney holder. (Enclose documentary evidence)							
10	Whether premises is constructed as per the approved plans of statutory authorities, having provision of fire	Yes / No						

(Sign and seal of offerer and date)

	safety as per local bye-laws. Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purposes? (enclose the documentary evidence)	
11	Enclose brief construction specifications and details of other amenities provided in the said premises	
12	Whether independent water and electricity connections are available on the Owners name / on any others name (Please specify).	Yes / No Electrical power load available: KW
13	Whether power back-up (DG Set) is available If yes, give details.	Yes / No Electrical power load available: KW
14	Availability of AC facility if provided in existing premises. Give details.	
15	Whether adequate frontage for fixing signboard available.	Yes / No
16	Details of common facilities available in the building viz. lift, fire fighting arrangement, cleaning / maintenance arrangement etc.(Mention specifically on all the facilities)	
17	Whether separate toilets for Ladies and Gents provided within the premises or to be constructed.	
18	If not furnished, willing to furnish as per ISARC and SIDBI requirements at own cost. ISARC and SIDBI will prefer fully furnished premises	
19	Whether furnished premises, if YES , give details of seating arrangement and particulars like cabin, cubicles, modular\ furniture, flooring, false ceing, Air conditioners etc - Age of construction of interior work - Attach the interior layout plan	
20	Any other details which the offerer would like to furnish.	

Note :- i) The premises should be painted with plastic emulsion paint at the cost of owner before handing over the possession to the ISARC and SIDBI, the shade will be as advised by the ISARC and SIDBI.

- ii) Owner of the offered premises shall have to provide following items/provisions in quoted rent-
- a) 24 hrs. water supply

(Sign and seal of offerer and date)

- b) Adequate power connection for operating AC, Computers, Light & Fans, etc
- c) Light fixtures for sufficient illumination including internal wiring /points for lights, fans and AC.
- d) Dedicated Toilets
- e) Entrance door of glass with door
- f) Toilet of adequate size in the premises.
- g) Pantry, Dinning space water supply/drainage line, sink with necessary fittings.

iii) No indication of rent/charges to be given in Technical Bid (TB).

Indicative requirement of interior / furnishing for ISARC and SIDBI:

Reception area having provision of Waiting lobby, CEO Cabin (Big)-01 no., Medium Cabin-3 nos., Small cabins – 7 nos., Discussion cabin- 2 nos. (preferably 1 big and 1 small), Conference room -1 no, Data centre/ IT cabin/ Server Room-1 no., Cubicle -13 nos., Work stations - 65 nos., pantry & Dinning area– 1 no.

Except cabins all open office seating arrangement would preferably of modular furniture. Apart from the above stated seating arrangement, there should be provision for storage area and toilets for both ladies and gents in the said area of offered premises. Tentative cost of interior furnishing, ACs , Electrical and computer cabling etc would be around ₹ 1600/ per sft of carpet area.

(Signature of the Offerer)

(This format shall be sent in a separate sealed cover super scribing - "TECHNICAL BID FOR OFFICE PREMISES AT

.....")

(Sign and seal of offerer and date)

**The Format for Financial Bid (FB)
(to be submitted in Cover – 2)**

From,

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To,

India SME Asset Reconstruction Co. Ltd.
MSME Development Centre
C – 11, G Block
Bandra Kurla Complex
Bandra (East)
Mumbai – 400 051

Having read and understood the Technical bid, I am / We are furnishing the desired information and submitting our Technical Bid duly signed by our Authorised person. Now we hereby submit (in separate sealed cover) our Financial Bid for the office premises offered by us.

on Lease/Leave License basis (as applicable) basis

(A) Office Premises

Sl. No.	Particulars	Details to be filled in by the offerer
1	Monthly rent per sq.ft. of carpet area per month (excluding rent for interior furnishing) .	₹. per sq. ft.* (PI write in words also)
2	Lease period a) Initial period (minimum 5 years) b) Renewal period (3 / 5 years)	Increase in rent after -----years @-----% Percent
3	Municipal and other Taxes are to be borne by the landlord.	To be included in monthly rent
4	Service Tax	To be specified
5	Maintenance of common area / facilities	To be included in monthly rent
6	DG Set charges per month, if any. Based on actual power consumption (meter reading) the bill will be paid by the ISARC AND SIDBI.	DG Set charges ₹.. per unit if any
7	Type of agreement to be executed (cost of stamp duty & registration charges is to be borne by landlord & lessee at 50 : 50 each if any)	Lease agreement / leave and licence agreement
8	Any other charges payable (specify details)	

(Sign and seal of offerer and date)

10	Interest free deposit if required (Maximum up to 6 months' rent)	Equivalent..... months rent (preferably to be refunded / adjusted during the last equivalent months of the lease period).
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(B) Interior Furnishing

If the premises is unfurnished, landlord has to offer fully furnished and air-conditioned premises. If the premises is fully furnished, then landlord has to quote separate rate for furnishing.
This is compulsory.

S. No.	Particulars	Details to be filled in by the offerer
1	Monthly rent / License fee per sq. ft. of Carpet area for the interior furnishing and air conditioning already furnished or to be done in the Premises by the landlord at his cost. The tentative cost per sq. ft. for the said work which will include providing cabins, fixed partitions, false ceiling, loose furniture, electrical / computer wiring, LAN, air conditioning etc. may be considered at ₹.1600 per sq. ft.	Rs. _____ per sq.ft
2	Period of rental to be charged for interior furnishing (3 years or 6 years). No increase in the rent for interior while renewing the lease.	-----years
3	Amount of deposit (interest free) payable if any for interiors (Maximum upto 6 months rent for interiors)	Equivalent to _____ months rent for interiors (₹. _____)
4	Details of other terms / conditions for interior work, if any	

- Monthly rent should include charges such as municipal & other taxes (such as water / sewage tax, property tax etc.) maintenance of common area / facilities, parking charges and all other charges. The Service tax and the Electricity charges, of the rented premises based on actual meter reading for which **separate meter** shall be installed by the landlord, will be paid by ISARC and SIDBI. Day to day maintenance / upkeep of premises as well as of ACs (excluding AMC charges), furniture / fixtures will be done by the owners. Any minor / major repairs required in the premises will also be done by the owners. Premises along with interior furnishing are to be insured by the owner for its restoration value. No extra amount shall be paid for the same by ISARC and SIDBI.

(Sign and seal of offerer and date)