

INVITATION OF REQUEST FOR PROPOSAL FOR OFFICE SPACE IN MUMBAI FOR MSSDS & MSInS

TENDER NO. MSSDS/AEP/G/80/2018



Maharashtra State Skill Development Society (MSSDS)

INVITATION OF REQUEST FOR PROPOSAL FOR OFFICE SPACE

IN MUMBAI FOR MSSDS & MSInS

TENDER NO. MSSDS/AEP/G/80/2018

Last Date for Submitting the Proposal: 29/09/2018

Time: 3:00 PM

Issued by:

Maharashtra State Skill Development Society (MSSDS)
Skill Development and Entrepreneurship Department
Government of Maharashtra
4th Floor, MTNL Telephone Exchange Building, Cuffe Parade
Mumbai – 400 005
Tel: 022-22160210/11

Website: <https://kaushalya.mahaswayam.in/>

E-mail: registrar.mssds@gmail.com



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12/11/18

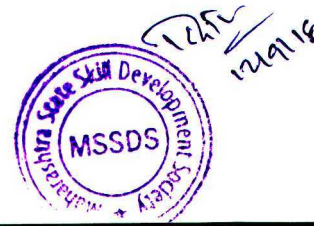


SECTION A**NOTICE INVITING TENDER****INVITATION OF REQUEST FOR PROPOSAL FOR OFFICE SPACE****Maharashtra State Skill Development Society (MSSDS) and Maharashtra State Innovation Society (MSInS)****REQUEST FOR PROPOSAL FOR OFFICE SPACE IN MUMBAI**

Maharashtra State Skill Development Society (MSSDS) having its office at 4th Floor, MTNL Telephone Exchange Building, Cuffe Parade, Mumbai - 400 005, is the nodal agency for all skill development activities in the State of Maharashtra. MSSDS is registered as a Society implementing various skill development schemes like Pramod Mahajan Kaushalya va Udyojakta Vikas Abhiyan (PMKUVA), Industry Linked Skill Development Program (ILSDP) etc.

Instructions to Bidders:

1. Offers are invited for hiring suitable, **well-furnished and refurbished office** accommodation having a **carpet area of about 11,000 sq. ft.** for housing the office of **Maharashtra State Skill Development Society (MSSDS) and Maharashtra State Innovation Society (MSInS)** at Mumbai.
2. The accommodation should be at a convenient location **preferably within 5 km. radius from Mantralaya, Government of Maharashtra.**
3. The accommodation should be suitable as per the space/furnishing requirement of MSSDS and MSInS. Cost, if any, for new construction/modification/renovation/furnishing in the existing structure shall be borne by the bidder/owner of the premises. The details of office wise requirement are attached as **Annexure – 1.**
4. The building **should have all requisite amenities like electricity, fire safety system, power backup, lift, water, separate toilets for ladies and gents, central air-conditioning, along with sufficient parking space for at least two cars and preferably 5 cars.**
5. **With other things being equal, preference will be given to:**
 - 5.1 Premises offered by Public Sector Undertakings/Government Departments and other Government bodies,



- 5.2 Suitability of location of the premises,
- 5.3 Suitability of the premises (physical condition) as per the requirement
- 5.4 Premises offering better amenities,
- 5.5 Premises offering additional parking space &
- 5.6 Premises ready for possession and occupation with all necessary permissions and approvals in place.
6. Interested parties can download the detailed RFP from the website <https://ese.maharashtra.etenders.in> or <https://kaushalya.mahaswayam.in/> The submission is online and no hardcopy submission will be accepted.
7. Any update, amendment, corrigendum to the tender will be published on <https://ese.maharashtra.etenders.in> and <https://kaushalya.mahaswayam.in/> Bidders are requested to update themselves by frequently visiting the websites mentioned above.
8. The last date and time for submission of bids is 29/09/2018 by 3:00 PM. Bids received after due date and time shall not be considered valid. The technical bids will be opened on 01/10/2018 at 12:30 Hrs.

The Registrar,
Maharashtra State Skill Development Society,
4th Floor, MTNL Telephone Exchange Building,
Cuffe Parade, Mumbai-400 005
Tel: 022-22160210/11 Extn: 999



SECTION B

TERMS AND CONDITIONS

Terms and Conditions of the tender for hiring of office space for MSSDS and MSInS, Government of Maharashtra, on rental basis are as follows:

- 1 The offered space **should have a carpet area of about 11,000 square feet**, preferably on a single floor, with the following features/amenities:
 - i. Furniture & fixtures as per the requirement of MSSDS & MSInS
 - ii. Electricity connection with adequate electrical fixtures and power backup with provision for installation of independent meters/sub-meters
 - iii. LAN wiring
 - iv. Water supply
 - v. Separate toilets for ladies and gents
 - vi. Minimum 2 car parking spaces and preferably 5 car parking spaces for the officers and visitors
 - vii. Adequate security arrangements
 - viii. Fire Safety System
 - ix. Air-conditioning
 - x. Lift
- 2 The building **should preferably be within a radius of 5 km from Mantralaya, Mumbai.**
- 3 Bidder or the authorized signatory of the bidder shall submit the offer *on-line* in Electronic formats both for Technical and financial proposals on e-tendering system of Government of Maharashtra website <https://ese.maharashtra.etenders.in> or <https://kaushalya.mahaswayam.in/>
- 4 Both technical and financial proposals should be submitted in the format attached in **Annexure-2 and Annexure-3** respectively.
- 5 The term of the Leave & License shall be **3 (Three) years**, subject to extension upon such terms and conditions as may be mutually agreed upon in writing and signed by all the parties at the time of any such extension.



- 6 **The rent will be subject to Fair Rent Certificate by Public Works Department (PWD), Government of Maharashtra.**
- 7 Separate Application forms are to be submitted for different properties / offers. Violation of this can lead to summary rejection of the bid.
- 8 MSSDS is not bound to accept any or all the Request for Proposal forms and will not give any reasons for rejecting any Request for Proposal.
- 9 MSSDS reserves the right to negotiate the rates even after the RFP process while finalization of premises with each of the shortlisted bidder for settling the final commercial terms and conditions,
- 10 MSSDS would be free to use/share rented premises for its associated partners/ departments/ corporations.
- 11 The lock in period will be 3 years. Before 3 years no party can terminate the leave & license agreement.
- 12 The offered premises will be shared by Maharashtra State Skill Development Society (MSSDS) and Maharashtra State Innovation Society (MSInS). Hence, the rent paid to the selected lessor will be shared by these two entities based upon the occupancy of the carpet area.
- 13 Leave & License agreement will be signed by these two entities i.e. Maharashtra State Skill Development Society (MSSDS) and Maharashtra State Innovation Society (MSInS), with the lessor.
- 14 The bidders are requested to send their consolidated queries to Smt. Pratibha Chavan-Mali, Registrar, Maharashtra State Skill Development Society (MSSDS) on e-mail registrar.mssds@gmail.com latest by 3:00 PM on 19/09/2018. Any further queries sent by the bidders shall not be entertained. Pre bid meeting shall be held at 12:30 PM on 21/09/2018. The responses to the queries shall be conveyed to all the prospective bidders by way of hosting amendments/clarifications on the website i.e. <https://ese.maharashtra.etenders.in> or <https://kaushalya.mahaswayam.in/> in accordance with the respective clauses of the RFP within two working days of the pre bid meeting and no participant would be intimated individually about the response.



- 15 No proposal should be modified after the deadline for submission of proposals. In case the bidder wishes to withdraw the Bid after final submission or refuses to work after the date of opening of the bids, due to any reason, the EMD paid by the bidder shall be forfeited.
- 16 No Bidder shall contact MSSDS on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to MSSDS. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- 17 **Lessee will pay 6 month security deposit to the lessor. Total Amount payable by lessee will be as per financial proposal submitted in Annexure 3.**
- 18 Signed Declarations (Declaration 1 & 2) by the Bidder (SECTION E) to be attached with the Technical Bid. Violation of this can lead to summary rejection of the bid.
- 19 Signed Integrity Pact (SECTION F) to be attached with the Technical Bid. Violation of this can lead to summary rejection of the bid.
- 20 Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid.
- 21 Procedure for Selection:
 - a. The Competent Authority will open the technical bid and evaluate the offers on the basis of, but not limited to the suitability of the space, availability of existing basic office furniture offered, Public Sector Undertakings / Government Departments and other Government bodies, suitability of location accessibility of the premises, premises with better amenities like lift, backup power, furnishing status, etc.
 - b. The offers found suitable will be shortlisted. For this purpose, the competent authority is free to take help of any experts or a committee as deemed fit.
- 22 The financial bid of only those parties will be opened whose technical bids are shortlisted.

OTHER IMPORTANT INFORMATION RELATED TO BID

Sl. No.	Information	Details
1.	Tender Fee	Rs. 10,000/- (Rupees Ten Thousand only) to be paid online on the e-tendering portal at the time of submission of the tender
2.	Earnest Money	Rs. 1,00,000/- (Rupees One lakh only) to be paid online on the e-

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	Deposit (EMD) (to be paid online)	tendering portal at the time of submission of the tender. <i>Exemption is applicable as per the Government of India and Government of Maharashtra rules / notifications.</i>
3.	Bid Validity Period	120 days from the date of opening of the technical bid
4.	Last date for signing the contract	As intimated in Award of Contract by the <i>Tender Inviting Authority</i>

SCHEDULE FOR INVITATION OF RFP

Sl. No.	Information	Details
1	Tender Reference Number	MSSDS/AEP/G/80/2018
2	Date & Time for Commencement of Downloading Tender Document	Date : 17/09/2018 Time : 11:00 AM
3	Last date for sending Pre-Bid Queries	Date: 19/09/2018 Time: 3:00 PM
4	Pre Bid Query meeting	Date: 21/09/2018 Time: 12:30 PM
5	Last Date & Time for downloading, online preparation (Upload of Technical Document & offer)	Date : 29/09/2018 Time : 3:00 PM
6	Last Date (Deadline) & Time for submission of bids	Date : 01/10/2018 Time : 3:00 PM
7	Date and Time for Opening of Technical Bids	Date : 03/10/2018 Time : 12:30 PM
8	Date and Time for opening of Financial Bids	To be communicated later

Date: 12/09/2018.

Place: Mumbai

Chief Executive Officer, (Kaddi change)

Maharashtra State Skill Development Society

4th Floor, MTNL Telephone Exchange Building,

Cuffe Parade, Mumbai-400 005.



SECTION C 1

INSTRUCTIONS TO BIDDERS

• **OFFERS ARE INVITED IN A TWO BID SYSTEM**

FROM GOVERNMENT/INVESTORS/PSU's/CORPORATE HOUSES/CONGLOMERATES/PRIVATE PARTIES FOR THE AFORESAID PREMISES IN SECTION A. Interested bidder need not be solely in the business of real estate development. Brokers/property dealers can also participate in the Bid. However, no brokerage shall be paid. Each and every page of the bid document should be duly signed by the bidder at the bottom side. In case of a Partnership/Company, seal of the firm is a must. Any violation of this condition will result in rejection of the offer.

• **CARPET AREA**

Carpet area will be determined and agreed upon, after the joint measurement by the bidder and MSSDS during the technical visit.

• **SUBMISSION OF BIDS**

The Technical documents should not have any reference to cost/price. Any reference to cost/price should be mentioned only in the financial bid. Any violation of this condition will result in summarily rejection of the offer. Hence, bidders are requested to exercise caution.

All technical bid evaluation criteria need to be validated at the time of Technical Visits by furnishing adequate and appropriate documentation. Failing to validate any of the above mandatory requirement shall lead to rejection of the bid.

The financial bid should not have any reference to any other information other than price. Any violation of this condition will result in rejection of the offer.

In case of a mismatch in Special Terms and Conditions and General Terms and Conditions, Special Terms and Conditions shall prevail.



Tender should be complete in all respects. Any queries that the bidder has, needs to be addressed to registrar.mssds@gmail.com. Documents received after due date and time shall not be considered.

OPENING OF BIDS

- Technical documents will be opened at 12:30 PM on 03/10/2018.
- Interested bidders can witness the opening of Technical Documents at the above mentioned address on due date and time.
- A technical committee of MSSDS & MSInS officers will visit the premises of the technically qualified bidders after opening of the technical documents for which the bidders should facilitate.
- Financial bids will be opened after technical evaluation & visit report of the technical committee of MSSDS & MSInS officers.
- Financial bids of only technically qualified and validated bids shall be opened.
- The date and time of opening of Financial Bids will be communicated to technically qualified bidders.



SECTION C 2

SPECIAL TERMS AND CONDITIONS

- All TECHNICAL DOCUMENTS QUALIFICATION CRITERIA specified in SECTION D need to be validated at the time of Technical Visits, by furnishing adequate and appropriate documentation. Failing to validate any or all of the TECHNICAL DOCUMENTS QUALIFICATION CRITERIA specified in SECTION D shall lead to rejection of the bid.
- The bidder should have undisputed, clear and marketable title/ ownership and possession of the land and building. Land taken on perpetual lease from Govt. bodies for a period of 30 years and building constructed therein complying with the terms of the lease deed may also be considered.
- The premises offered should be compliant with all statutory approvals/clearances such as Municipal/Urban Land Ceiling etc., free of any encumbrance and should hold the Completion/Occupation Certificate from Competent Authorities.
- Certified copies of Title Deed including Revenue records/property records, Occupation/Completion Certificate of the building from competent authority, approved building plan to be submitted together with Technical Documents or during the Technical Visits. The premises, if any, offered in special zone/park/area should have approval from all concerned Govt. Agencies for use of said offered premises for commercial use by entities like MSSDS. Validation of Commercial Space has to be provided before the Registration of the Leave & License Agreement.
- Encumbrance status of the building, Nil litigation declaration, copies of receipts of up to date payment of all applicable taxes, duties, revenue dues etc. to be provided with the Technical Documents or during the Technical Visits.
- Only Government/investors/PSU's/corporate houses/ conglomerates/ private parties can apply for the properties that they own. In case, the properties are owned by more than one owner, such joint owners can quote jointly or through one of them holding power of attorney. Only authorized person(s) having appropriate authority letter from the Competent Authority can submit the bid.
- MSSDS may issue public notice in leading newspapers inviting claims, if any, from the public. The bidder should not have any objection for issuance of the public notice by MSSDS.
- Bidder shall have to arrange and produce all details/documents which are required by Legal Advisor, Technical and Finance Experts of MSSDS.



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- Expenses towards Stamp Duty and Registration Charges of the premises will be borne equally by MSSDS & the selected bidder. Necessary co-ordination with the Sub Registrar's office to be done by the bidder. All incidental expenses in this regard other than stamp duty and Registration Charges to be borne by the bidder.
- Applicable GST tax shall be borne by MSSDS & MSInS. All other taxes (Other than GST), levies, maintenance charges, etc. shall be borne by the selected bidder.
- Payment of rent shall be made by way of cheque /e-payment by 10th of every month as per the rent agreement which will be executed as per standard format of MSSDS & MSInS.



SECTION C 3

GENERAL TERMS AND CONDITIONS

- **Inspection:** Property will be subjected to Technical Inspection by representatives of MSSDS.
- **Financial Bid:** Rates quoted by the bidders should be clearly mentioned in Financial Bid document.
- Prices will remain firm for a VALIDITY PERIOD of 120 days from the date of opening of technical bids.
- The prices quoted by the bidder shall be firm during the validity period of the bid and bidder agrees to keep the bid alive and valid during the said period. The bidders shall particularly take note of this factor before submitting their bids.
- In consideration for having a chance to be considered for entering into Agreement with the Owner, the bidder agrees that the Tender submitted by him/her shall remain valid for the period prescribed in the tender conditions, from the date of opening of the tender. The bidder shall not be entitled to revoke or cancel the tender without the consent in writing from MSSDS during the said validity period.
- Unless specifically provided for in the tender documents or any Special Conditions, no escalation in the Tender rates or prices quoted will be permitted.
- **TERMS OF PAYMENT:** Rent payment shall be tendered in electronic mode (e-payment)/ Demand Draft/ Cheque, through any of the designated banks. The bidder will comply by furnishing full particulars of bank account (e-mandate) to which the payments are to be routed. MSSDS reserves the right to make payment in any alternate mode also.
- Non acceptance of commercial terms and conditions may result in rejection of the offer.
- MSSDS reserves the right to reject offers not meeting its Technical requirements and commercial conditions.
- MSSDS reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason. MSSDS reserves right to accept any or more tenders in part. Decision of MSSDS in this regard shall be final and binding on the bidder.
- Bidders must clearly indicate in their offer the different taxes and duties which they propose to charge extra mentioning clearly the present rates thereof. Vague offers like "Duties as applicable" or "To MSSDS account" etc. are liable to be ignored.



SECTION D

CONTACT INFORMATION

Please fill in the information in the Response Template

Contact Number 1	
Name	
Designation	
Mobile Number	
Email Address	
Contact Number 2	
Name	
Designation	
Mobile Number	
Email Address	
Contact Number 3	
Name	
Designation	
Mobile Number	
Email Address	

Minimum 3 points of contact to be provided.



SECTION E
DECLARATIONS

DECLARATION 1

(To be submitted along with technical bid)

M/s_____ hereby declare/clarify that we have not been banned/blacklisted by any Government or quasi Government agencies or Public Sector Undertakings.

Stamp & Signature of the Bidder

NOTE: If a bidder has been banned/blacklisted by any Government or Quasi Government agencies or PSU's, this fact must be clearly stated with details. If this declaration is not given along with the technical bid, the tender will be rejected as non-responsive.

19/9/18



SECTION E

DECLARATIONS

DECLARATION 2

We solemnly affirm as under:

- i. This Tender Document Set was downloaded by us from your website and is being used for submitting our bid.
- ii. The downloaded file was printed and is being submitted without any alternations, delegations, additions or changes.
- iii. The clauses, stipulations, etc., contained in the tender documents, which are not acceptable to us are highlighted separately in a note on our letterhead appended to our Technical Bid.
- iv. We further affirm that except for these deviations highlighted as above, all other Terms and Conditions of the tender set are acceptable to us and we hereby accept and agree to abide by all the other Terms and Conditions contained in the tender document set.
- v. We understand that in case it is found subsequently that the downloaded Tender Document Set was altered or tampered with, in any manner, then our bid will be rejected.

Stamp & Signature of the Bidder



SECTION F

INTEGRITY PACT

(To be executed on plain paper)

INTEGRITY PACT

Between

(MSSDS) hereinafter referred to as "The Client", and **M/s.** _____

Hereinafter referred to as "The Bidder"

Preamble

The Client intends to award, under laid down organization procedure, contract/s for _____. The Client values full compliance with all relevant laws and regulations, and the Client of economic use of resources, and of fairness and transparency in its relations with its Bidder.

Section 1- Commitments of the Client

1. The Client commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - i. No employee of the Client, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
 - ii. The Client will, during the tender process, treat all Bidders with equity and reason. The Client will, in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential / additional Information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.
 - iii. The Client will exclude from the process all known prejudiced persons.



2. If the Client obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Client can initiate disciplinary actions.

Section 2- Commitments of the Bidder

1. The Bidder commits itself to take all measures necessary to prevent corruption. He/she commits himself to observe the following principles during his participation in the tender process and during the contract execution.
2. The Bidder will not, directly or through any other person or firm, offer, promise or give to any of the Client's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
3. The Bidder will not enter with other Bidder into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
4. The Bidder will not commit any offence under the relevant Anti-Corruption Laws of India; further the Bidder will not use improperly, for purpose of competition or personal gain, or pass on to others, any information or document provided by the Client as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
5. The Bidder will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3- Disqualification from tender process and exclusion from future contracts

1. If the Bidder, before the contract award, has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Client is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

2. If the Bidder has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Client is entitled also to exclude the Bidder from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.
 - i. A transgression is considered to have occurred if the Client after due consideration of the available evidence, concludes that no reasonable doubt is possible.
 - ii. The Bidder accepts and undertakes to respect and uphold the Client's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
 - iii. If the Bidder can prove that he has restored /recouped the damage caused by him and has installed a suitable corruption prevention system, the Client may evoke the exclusion prematurely.

Section 4 - Previous Transgression

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 5- Equal treatment of all Bidders

1. The Bidder undertakes a commitment in conformity with this Integrity Pact, and submits it to the Client before contract signing.
2. The Client will enter into agreements with identical conditions as this one with the Bidder.
3. The Client will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 6- Criminal charges against violating Bidders

If the Client obtains knowledge of conduct of a Bidder, or of an employee or a representative or an associate of a Bidder, which constitute corruption, or if the Client has substantive suspicion in this regard, the Client will inform the appropriate authority.

Section 7- Pact Duration

This Pact begins when both parties have legally signed it. It expires for the bidder 12 months after the last payment under this contract.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Authorized Representative of the Client.

Section 8- Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Client, i.e. Mumbai. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members or the person authorized by the partnership or consortium.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

For MSSDS & MSInS

Place

Date

For the Bidder

Witness 1:

Witness 2:



Annexure – 1

Indicative Requirement

1. Furniture & Fixtures as per requirement of MSSDS & MSInS
2. Reception Desk - 2
3. Conference Room with min. 50 sitting capacity – 1
4. Meeting room / War Room - 2
5. Toilets (Male) – 3
6. Toilets (Female) – 2
7. Toilets for Senior Officers - 4
8. UPS Room – 2
9. Store Room – 1
10. Pantry – 1
11. Fully Air Conditioned
12. Store room with compactor
13. Low height storage
14. Full height storage concealed
15. Chairs
16. Single seater sofa
17. Double seater sofa
18. Along with full electrical lighting and firefighting equipments and Misc. items.

The above list is indicative and not exhaustive.



Annexure - 2**TECHNICAL BID QUALIFICATION CRITERIA****Technical Bid for Rental Accommodation for setting up of Office for MSSDS and MSInS at Mumbai**

Sl. No.	Particulars	Documents to be submitted
1	Full particulars of the legal owner of the premises a. Name: b. Address: c. Telephone and Mobile No: d. Fax. No.: e. E-Mail Id: f. PAN & TAN NO.	Copies of PAN and TAN
2	Full particulars (With Complete contact details e.g. Postal address, Phone number, mobile number and E-mail ID of person (S) offering the premises on rent and submitting tender	Please provide details.
3	Status of the bidder with regards to the accommodation offered for hiring (Individual/ partnership firm/ Company/ society/ any other) specify.	Certificate of Authorization
4	a. Complete address with brief description and location of the accommodation offered. b. Whether it is a commercial premise c. Radial distance (approx.) from the railway station and bus station.	Copies of Permission letters for use of commercial purpose from the competent authority of space offered. Google snapshot.
5	Total area offered for rent (Floor wise) in Sq. ft. a. Carpet Area	Certified sketch and site plan
6	Particulars of building completion certificate	Attested/ Self- certified copy of building completion certificate issued by the competent authority
7	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers separately
8	Type of accommodation: a. Whether single floor or multi-storey building b. With provision of rooms each floor or hall type	Please provide answer to each sub point.

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	<p>c. Whether there are any conditions for carrying out partitioning as per requirement of MSSDS & MSInS</p> <p>d. Whether rooms are constructed</p> <p>e. Whether modification in internal plan permitted in case of constructed rooms.</p>	
9	Number of lifts and their carrying capacity	Provide details of make, year of installation and status of working etc.
10	Availability of facilities / utilities	Number of toilets (Floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and wash basins (Separately for men and women)
11	<p>a. Whether running water, both drinking and otherwise, available round the clock</p> <p>b. Whether sanitary and water supply installation have been approved.</p>	Please provide point wise reply.
12	<p>a. Whether electrical installations and fittings, power plugs, switches etc., are provided or not.</p> <p>b. Whether building has been provided with fans or not (if yes, the number of fans floor wise)</p> <p>c. Whether provision for air conditioner with power point available or not?</p>	
13	<p>a. Sanctioned electricity load</p> <p>b. Whether willing to get electricity load increased incase MSSDS / MSInS needs</p>	
14.	Details of power backup facilities	Please provide details
15	Details of fire safety mechanism along with particulars of fire service department	Copy of certificate to be enclosed
16	The period and time when the said accommodation could be made available for occupation after the approval by Skill Development & Entrepreneurship Department	Undertaking by the owner
17	<p>a. Specify the period for which the property is being offered for rent (minimum three years) with provision of extension</p> <p>b. For what duration after handing over the possession to MSSDS and MSInS, the rates</p>	<p>A self-attested undertaking from the owner of the property indicating number of years for which the property is being offered for rent to MSSDS and MSInS.</p> <p>An undertaking from the owner of the property indicating number of years for</p>

INVITATION OF REQUEST FOR PROPOSAL FOR OFFICE SPACE IN MUMBAI FOR MSSDS & MSInS

TENDER NO. MSSDS/AEP/G/80/2018

	quoted should remain unchanged and rate of increment thereafter (within the period for which property is being rented).	which the rent shall remain constant and rate of increase thereafter
18	Distance from the nearest a. Mantralaya b. Railway Station c. Bus stand d. Western Line e. Central Line f. Harbour Line g. Domestic Airport h. International Airport	Please provide point wise details
19	MSSDS & MSInS reserves its right to abide by prevailing Govt. of Maharashtra norms of per sq. ft. rate for availing office space on rental basis.	An undertaking from the owner of the property
20	Various latest Tax receipts (Property, Municipality tax etc.)	Copies may be enclosed including recent one
21	Space offered should be free from any liability and litigation with respect to its ownership and there should be no pending payments against the same	A self-attested undertaking indicating the same
22	Clearance/ No objection Certificate from all relevant Central/State Government and Municipal authorities including fire department for use as office premises complying to the municipality rules / Bye-laws.	Copies of all clearances / No objection certificates from all relevant Central/State Government and Municipal authorities Copies of approved plan of the office space being offered Copies of documents in support of owner ship of building/ land and construction
23	Any legal cases pending before any court in respect of building / premises offered on rent	If yes , furnish details
24	Any other salient aspect of the building, which the bidder may like to mention	

Declaration:

- i. I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

- ii. It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and behalf and in the event of any of the same being found to be false. I/We shall be liable to such consequences / lawful action as the Department may wish to take.

Signature with the date: _____

Name: _____

Designation: _____

Contact No: _____



Annexure - 3

**FINANCIAL BID FOR RENTAL ACCOMODATION FOR SETTING UP OF OFFICE OF MSSDS and MSInS at
Mumbai**

Full particulars of the legal owner of the premises:

- a) Name :
- b) Address (Office & Residence) :
- c) Telephone & Mobile No. :
- d) E-mail ID :
- e) Address of Property offered :

Sl. No.	Brief Description	Total Carpet Area	Rate quoted (Rs. per Sq. Ft./Month)
1	Property for office space including requirements as proposed by the bidder		
2	Total Amount (in Figures)		
3	Total Amount (in words)		

Note:

- a) Offered rent (Rate quoted in rupees per sq. ft.) should be inclusive of maintenance charges, water charges, property tax or any other tax or charges required to be paid by MSSDS & MSInS and exclusive of GST. GST shall be paid by MSSDS & MSInS.
- b) Rate quoted (Rs. per sq. ft.) inclusive of all taxes and other charges in the table above shall be used as the final quote to identify the lowest bidder.
- c) Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. in case of any discrepancy between the amount mentioned in numbers and words, the lowest amount mentioned in words or figures shall prevail.

Signature with date: _____

Name: _____

Designation: _____

Contact No.: _____

