

BALMER LAWRIE & CO. LTD.
5, J N HEREDIA MARG, BALLARD ESTATE,
MUMBAI – 400001

NOTICE INVITING TENDER (NIT)

SUB: TENDER FOR HIRING OF FULLY/SEMI FURNISHED/ READY TO OCCUPY OFFICE SPACE (400 sq.ft to 450 sq.ft carpet area) FOR PUNE LOCATION

TENDER ENQUIRY NO. BL/T&V/MUM/001/May-2019 dated 7th May 2019

Online Bids are invited from reputed, experienced, bona-fide and eligible bidders/owners/power of attorney holders/ registered and prominent brokers for hiring office space for Pune office through Balmer Lawrie eProcurement Portal <https://balmerlawrie.eproc.in>

OR

Hard Copy tenders documents should be submitted in a single sealed envelope marked “Tender for Hiring of Office Premises for Pune location.” In two parts in **TWO** separate sealed envelopes for **technical** and **financial bids** each and Envelopes should be marked clearly as “**TECHNICAL BID**” and “**FINANCIAL BID** for hiring of Office space at Pune on the below mentioned address.

M/s. Balmer Lawrie & Co. Ltd.

5, J.N Heredia Marg,

Ballard Estate, Mumbai – 400001.

1. Earnest Money Deposit (EMD)

Along with the Technical Bid, Bidders have to submit Earnest Money Deposit of **Rs.10000/-** in the form of Demand Draft/Pay order or Bank guarantee or through on-line bank transfer in NEFT/RTGS/IMPS mode in favour of **Balmer Lawrie & Co. Ltd., payable at Mumbai, India.** Registered Micro Small & Medium Enterprise (MSME) shall be exempted thereof subject to submission of their registration certificate (UAM) Udyog Adhar Memorandum. The Demand Draft has to be made from **a Scheduled Indian Bank.** The EMD, if remitted by bank transfer, should be credited to our Bank Account at least one day prior to the Due date for the tender. The Bank and other details as required for effecting NEFT/RTGS Transfer is detailed in Annexure- 7 of this Tender. EMD will be refunded to the unsuccessful bidders after finalization of offer.

Note:

Cheque / Cash payment is **not acceptable towards EMD.**

OFFERS RECEIVED WITHOUT EMD WILL BE REJECTED

- a) EMD will carry no interest
- b) EMD will be refunded only after execution/signing of the agreement with the successful bidder

1.1. EMD is liable to be forfeited in the event of:

- a) Withdrawal of offers by the bidders during the validity period of the offer
- b) Any unilateral revision made by the bidder during the validity period of the offer
- c) Non execution of lease /sub-lease/sub-letting agreement by the bidder, after acceptance of the offer

2. Due Date for Submission of Bids

The Original Bid along with the copies of documents requested for as per the tender requirements, must be sent either in person or through post/ courier addressed to Assistant Manager -HR, Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India **on or before 18.00Hrs. on 16th May 2019.**

Offer received through fax/e-mail or in any other form of open offer shall not be accepted.

The Company shall not take any responsibility for any delay or non-receipt/loss of any document. If any of the documents furnished by the bidder is found to be false/ fabricated, the bid is liable to be cancelled.

The bidder should follow all the instructions mentioned in Annexure-3 (Check List for Bid submission) for sealing and sending the sealed bid/offer.

3. Late Bids

Any bid received after the submission deadline will be declared 'Late' and rejected and returned unopened to the bidder

3.1 Bid Validity

The offer shall remain valid for a period of three (3) months from the due date of tender.

4. Bid Rejection Criteria

A bid may be rejected if

- i. If the bidder fails to send the Earnest Money Deposit (EMD) amount along with the Technical bid.
- ii. If the bidder does not meet the Technical criteria and/or non-submission of documents specified in the tender.
- iii. The bids of any Tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
- iv. Any bid deviating from these terms and conditions would stand disqualified.
- v. For any unresolved issues.

5. Clarifications

All clarifications shall be sought by E-mail/letters titled/super-scribed "**Clarifications for TENDER FOR HIRING OF FULLY / SEMI FURNISHED/ READY TO OCCUPY OFFICE SPACE (400 sq.ft to 450sq.ft carpet area) FOR PUNE LOCATION** to naik.pd@balmerlawrie.com". (Only email queries shall be replied).

6. Technical Bid

The Carpet area as mentioned (400 sq.ft to 450 sq.ft) will be subject to a maximum tolerance of $\pm 20\%$. The offer should comply with the requirements as specified in Annexure -4 of this tender and the technical bid should be submitted with the documents specified, duly signed and sealed. The hard copies of the documents specified should reach our office at 5, J. N. Heredia Marg, Ballard Estate (Basement), Mumbai – 400001, on or before 18.00Hrs. On 16th May 2019.

6.1 Opening of Technical Bid

The Technical bids will be opened on 17th May 2019 at 11.00Hrs. in the office of BL located at 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India.

6.2 Technical Bid Evaluation

The Technical Bids will be opened on the scheduled date & time.

BL will evaluate and shortlist the offered properties by comparing and conforming to the technical criteria. BL's authorized representatives shall visit the shortlisted properties before final decision is made for opening of the price bid. The bidder has to facilitate such visit and ensure that the queries are fully addressed to. The decision of the Company will be final and binding on the bidder(s).

The Price Bid of the technically qualified bidders alone will be eligible for price bid evaluation.

7. Price Bid

The Price bid is to be submitted as per Annexure- 5, no overwriting or additional pre conditions is permissible than the given format.

The price quoted should be Firm price, with a validity of three (3) months from the due date of tender.

7.1. Opening of Price Bid

The Price Bid of technically qualified Bidders, whose Property has been found suitable/ approved by the BL Committee, shall only be opened.

7.2. Price Bid Evaluation

Bids will be evaluated on the basis of quote per month. While evaluating the price bid company will apply the principal of lowest bid received.

8 Size and Location of the property:

TENDER FOR HIRING OF FULLY/ SEMI FURNISHED READY TO OCCUPY OFFICE SPACE (400 sq.ft to 450sq.ft carpet area)
free from any Encumbrances and demands from Statutory Authorities for Dues.

9 Ownership:

It is to be noted that only bids from bonafide owners / leasehold right owners/ registered brokers with authorization from property owner will be entertained.

10 Negotiations

Negotiations as per company rules may be held with the owner/lessee of the property considered as the lowest bidder to arrive at the final terms of lease. The bidders, so shortlisted after techno-commercial evaluation, shall be advised to submit fresh / supplementary or revised price bids as necessary.

11. Payment terms

Monthly Rental – BL to pay within 10th day of every month for the current month. Rent for a part of a month will be paid proportionately.

All payment would be made by RTGS / NEFT only.

12. Lease duration

The lease tenure is principally for 3 years with the lock-in period of 1 (one) year with an extension clause of 2 (years) on mutually agreed conditions.

13. Deposit

Interest free Security Deposit up to maximum 3 months' rent may be entertained. Any claim for security deposit more than 3 month's will be rejected.

14. Notice Period for terminating the agreement

On completion of the lock-in period of 1 (One) year, either party can foreclose the contract by giving maximum 3 months' notice period to other party.

15. Brokerage:

Brokerage is acceptable for consideration in Price bid subject to following conditions:

- a. If claimed by a Registered broker (not being owner)
- b. Copy of registration/ trade license enclosed with price bid
- c. Brokerage may be subject to negotiation by the tender committee.

16. Rent Escalation:

Rent shall be subject to escalation only after the expiry of 24 months, subject to maximum 10% per annum only. Any bid in violation of these terms will not be considered.

Encl :

- | | |
|---------------|---|
| 1. Annexure 1 | Minimum office amenities/facilities requirement |
| 2. Annexure 2 | General Conditions |
| 3. Annexure 3 | Procedure for Submission of Bid |
| 4. Annexure 4 | Technical Bid |
| 5. Annexure 5 | Price Bid |
| 6. Annexure 6 | Instructions for on-line submission |
| 7. Annexure 7 | RTGS Transfer |
| 8. Annexure 8 | Details of the bidder |

The premises having following minimum amenities/facilities and features will be preferred for consideration and will gain weighted:

- a. **Carpet Area in (Sq.ft): 400sq.ft to 450sq.ft.**
The carpet area as mentioned (400 sq.ft to 450 sq.ft) will be subject to a maximum tolerance of ± 20%.

Other Desirable requirements: Furnished/Semi Furnished/Unfurnished office with Air-conditioning, area which can accommodate Employee strength-6 nos., Pantry, washroom, Storage space.
Preference will be given for having provisions for : public parking, Road facing office space with excellent visibility, CCTV Cameras, WIFI Arrangement, UPS, EPABX, PPS, Commercial Power supply, provision of sufficient water system for drinking etc.
- b. Preferred location: Shivaji Nagar/ Tilak Road/ Apte Road/ Deccan/ Senapati Bapat Road/FC Road. The Building offered should be facing main road so that signage is visible clearly to the public at large crossing by the location and should be well connected with public transport;
- c. **“Property being offered should be in compliance with all applicable statutory provisions as per relevant state laws/acts/ provisions. Viz. Property tax, Fire and Safety etc.**
- d. There should be adequate natural lighting in the campus/compound.
- e. There should be adequate cross-ventilation.
- f. The building should have adequate fire safety measures and security measures as per legal requirement.
- g. It should have sufficient provision of lifts of reputed make if the premises offered are in upper floors.
- h. There should be uninterrupted power supply for commercial operations and common area Lighting
- i. The building/s should have prescribed parking space marked exclusively for the hirer. Sufficient parking space for visitors/clients should be available.
- j. All Building services such as Lifts, Power Supply, Plumbing, Sewage, telephone, Connectivity shall be fully operational at the time of submission of the offer by the bidder.
- k. All internal wall should be painted with good quality paint at the time of handing over the premises to M/s. Balmer Lawrie & Co. Ltd.

GENERAL CONDITIONS

Introduction

The bidder means the individual, firm or company with whom the order is placed and shall be deemed to include the bidder, successors, representatives, heirs, executors and administrators.

Whenever there is a duplication of clause in the terms and conditions, the clause which is beneficial to BL will be considered applicable at the time of any dispute.

Validity of the Offer

The offer shall remain valid for a period of three (3) months from the due date of the tender.

Relaxation of Tender Terms & Conditions

BL reserves the right to relax any of the tender conditions, if necessary, while finalizing the tender at its discretion.

Rejection of Bids

The bid of any bidder may be rejected if a conflict of interest between the bidder and BL is detected at any stage. BL reserves the right to accept/ reject wholly/partially at any stage without assigning any reason. The decision of BL in this connection will be final. **If the party fail to fulfill the technical requirement then the bid would be rejected.**

Price

The rate given in the offer should be expressed both in words and figures and where there is a difference between these two; rate given in words will be taken as authentic.

Corrigendum to tender:

As and when necessary, BL reserves the right to add/alter terms and conditions of the tender. The bidders have to keep track of any changes by viewing the addendum/ Corrigendum's issued by the Tender Inviting Authority on time-to-time basis in the Company website. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

Execution of Lease Deed

Successful bidder has to enter into a sub-lease deed with BL on mutually agreed terms and conditions.

Arbitration

In case of any dispute or difference arising out of this tender, the matter shall be referred for adjudication at Kolkata to a sole arbitrator to be appointed by the Chairman & Managing Director of Balmer Lawrie & Co. Ltd. and the provisions of Arbitration and Conciliation Act 1996 including any statutory modifications or enactment thereof shall apply to the arbitration proceedings. The fees of the arbitrator, if any, shall be paid equally by both the parties. The Arbitration proceedings shall be in English language and the award shall be a speaking award binding on both the parties.

This tender and matters related thereto are subject to exclusive jurisdiction of courts in Kolkata.

Authorized Signatory Stamp:

Date:

PROCEDURE FOR BID SUBMISSION

- (1) Sealed envelope is to be used by the bidders for submission of the **Technical Bid & Demand Draft** towards EMD.

The bidders shall put the Technical Bid, Tender document and documentary proof as specified in Annexure – 1, duly signed and sealed by the authorized signatory(ies), along with the Demand Draft for Earnest Money Deposit in one envelope, seal the envelope and super scribe as “Technical Bid – Tender No. BL/T&V/MUM/001/May – 2019 Dated 7th May 2019 for REQUIREMENT of **TENDER FOR HIRING OF FULLY/SEMI FURNISHED READY TO OCCUPY OFFICE SPACE (400sq.ft to 450sq.ft carpet area) AT PUNE LOCATION.** The above envelope should be sent either in person or through post / courier addressed to RHR-Head (WR), Balmer Lawrie & Co. Ltd. 5, J. N. Heredia Marg, Ballard Estate, Mumbai – 400001, India on or before 18.00Hrs. on 16th May 2019, so as to reach us before the due date and time as stated in the tender. **Specified documents received without proper seal and signature would lead to disqualification/rejection.**

The bidders are requested to sign all the pages of the tender document as a token of acceptance of all the terms & conditions mentioned therein.

- (2) **Price Bid** as per Annexure 4 provided herewith to be filled online only. No hard copies/e-mail of the price bid will be acceptable. Instruction for submission of on-line bid is detailed in Annexure-5.

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at **https://balmerlawrie.eproc.in** by following the procedure given in the Catalogue. Registration with C1 India e-procurement platform is mandatory for participating in this Tender.

Annexure- 4

TECHNICAL BID		
Sl. No.	Particulars	Details (Please tick/ fill up with answers, wherever required)
1.	Name of the person/ owner of the property (hereinafter referred to as the owner) Permanent Account Number	
2	Status of the owner (Individual/HUF Partnership Firm/Company/Society)	
3	Contact details, Name & Postal address	
4	Details of property offered	
a.	Location & Address of the property	
b.	Is property having "Office Use" as permissible use by competent authority	
c.	Whether the space offered for hire is situated in more than one floor of a property, if yes, specify floors	
d.	Total built up area in sq.ft.	
e.	Total carpet area in sq. ft.	
f.	Toilet attached	Yes/No
g.	Parking space – Covered/uncovered	Yes/No
5	Approximate distance of the property from railway station	
6.	Whether proper access from roads is available	
7	Whether the property is free from all Encumbrances, claims, litigations etc.	

8	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date (enclose documentary proof)	
9	Whether the property is physically vacant and available for possession	
10	Parking space for car/ vehicle available on road, covered/underground	
11	Details of available fire safety and security Measures	
12	Whether suitable power supply for commercial operation is available	
13	Details of the power backup, whether available or not	
14	Please specify the details of public transport facilities available to and from the premises	
15	Contact Details of Building Management Services	
16	Signage – BL requires the right to use its logos, branding, and graphics at the entrance to its premises and within the Premises. Preference to install a prominent Signage on the main building.	
17	A photograph of the building and the actual carpet area/ office premises/staircase/lift/parking/approach road should be provided	

I have gone through the various terms and conditions mentioned in the tender documents and I agree to abide by them. I,.....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.

Signature.....

Name.....

Owner/ authorized signatory.....

Place:

Date:

Annexure-5

PRICE BID

1	Name and address of the premises	
2	PAN	
3	Whether registered for GST, If yes GST No.	
4	Net carpet area offered	Sq Ft.
5	Monthly rent Rs. Per sq.ft.	Rs.
6	Monthly Maintenance if any	Rs.
7	GST as applicable	Rs.
8	Deposit(Refundable)	Rs.
9	Total payable	

NOTE

1. No separate rent would be paid for (a) underground/ covered parking areas (b) open parking space, inner roads, garden etc. within the compound. The rate quoted shall be inclusive of usage by tenant of all these areas.
2. Net carpet area“ means usable area inside the office”.
3. No alteration/overwriting of price bid format is permissible
4. **Ownership:** It is to be noted that only bids from bonafide owners / leasehold right owners/ registered brokers with authorization from property owner will be entertained.
5. **Deposit:** Interest free Security Deposit up to maximum 3 months’ rent may be entertained. Any claim for security deposit more than 3 month’s will be rejected.
6. **Rent Escalation:** Rent shall be subject to escalation only after the expiry of 24 months, subject to maximum 10% per annum only. **Any bid in violation of these terms will not be considered.**

Date:

Signature and stamp of the Owner/ bidder

CONDITIONS FOR ONLINE BID SUBMISSION

Pre-Requisites before Login to System (Software requirements.)

Minimum System Requirements:

- P 4 or Later Processor
- Minimum of 1 GB of RAM
- Minimum 1 USB port (If Certificate is in USB Token)
- DSC Dongle driver should be installed before logging in
- Reliable Internet Connectivity
- Certificate with full chain
- Certificate should not be expired it should be valid certificate

Operating System:

- Windows 7,8,10

Browser Version:

- Internet Explorer Versions 11

Java Component:

- Go to Control panel>Add/Remove Programs>
- Check whether Java Runtime Environment (Latest 32 bit) is installed on your machine or not. Procedure

for Bid Submission

The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <https://balmerlawrie.eproc.in> by following the procedure given in the Catalogue.

Registration with e-Procurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s C1 India Pvt., Ltd. Contact Nos. and email IDs for C1 India helpdesk officers

1. Mr.Tuhin Ghosh, Mob.08981165071
Email – tuhin.ghosh@c1india.com
2. Mr. Tirtha Das, Mob 9163254290
Email - tirtha.das@c1india.com
3. Ms. Ujwala Shimpi, Tel 022- 66865608
Email – ujwala.shimpi@c1india.com
4. Mr.CH. Mani Shankar, Mob.08939284159
Email chikkavarapu.manisankar@c1india.com

BANK DETAILS FOR SWIFT/RTGS TRANSFERS

1	Company Name	BALMER LAWRIE & CO. LTD.
2	Permanent Account Number(PAN)	AACB0984E
3	Particulars of the Bank Account	
	A. Name of the Bank	STANDARD CHARTERED BANK
	B. Name of the Location	90,M.G.ROAD,FORT,MUMBAI-400 001
	C. Location Code	400 001
	D. Address	90,M.G.ROAD,FORT,MUMBAI-400 001
	E. City Name	Mumbai
	F. Telephone No.	022-22683301
	G. NEFT/RTGS/IFSC Code	SCBL0036001
	H. 9digitMICR code appearing on the cheque	400036010
	I. SWIFT CODE	-
	J. Type of Account	CURRENT ACCOUNT
	K. Account No. appearing on the cheque	231-0-512987-3
4	Email id	mukhopadhyay.s@balmerlawrie.com

Details of the Bidder		
1	Name	
2	Address	
3	Landline/Cell No.	
4	Fax No.	
5	Email ID	
6	Name of the contact person	
7	Name of the alternate contact person	

Authorized Signatory

Stamp:

Date