



Maharashtra Small Scale Industries Development Corporation Ltd.  
Krupanidhi, 9 Walchand Hirachand Marg, Ballard Estate,  
Mumbai-400001  
Telephone 022-22620624/2617567

**EXPRESSION OF INTEREST**

**FOR HIRING PREMISES ON RENT FOR MARHATI MAHARASHTRA EMPORIUM  
IN MUMBAI**

**AT DADAR OR MATUNGA OR PAREL OR VILEPARLE**

PREAMBLE

Maharashtra Small Scale Industries Development Corporation Ltd.( A Government of Maharashtra Undertaking) invites Expression of interest (Eoi) for its Handicraft Emporium in Mumbai from the owners of COMMERCIAL PREMISES/SHOP admeasuring around 1000 sq.ft. to 1500 sq.ft. carpet area to be taken ON RENT for a period of 10 years in the centralized location of Mumbai ( such as Dadar of Parel or Matunga or Vile Parle).

The property should be preferably at a prime location, easily accessible, with parking space and having good foot traffic, visibility and accessibility. It should be in an area frequented visited by customers, such as tourists, locals or shoppers.

Schedule for Expression of Interest

Sr. No.	Particulars	Details
1	Expression of Interest	Hiring Premises on Rent for Marhati Maharashtra Emporium in Mumbai at Dadar or Matunqa or Parel or Vileparle
2	Eoi Reference No.	MSSIDC/Admn/Eoi/2024-25/01
3	Cost of the Eoi form	Free of cost
4	Bid Validity Period	120 days after Date of Opening Bid
5	Date of sale of Eoi forms	From 30.01.2025 to 18.02.2025 On all working days excluding Government holidays from 11.00 am to 5.00 pm.
6	Last date for submission of Eoi	Thursday, 20.02.2025 upto 3.00 pm
7	Place, Time, and Date of Opening of EOI	Friday, 21.02.2025 at 3: 30 pm Address: 9, Krupanidhi, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400001.
8	Contract person for queries	Shri Rajendra Kalkutki, Assistant Manager 9420456384
9	Address for the Eoi to be Submitted	Addressee: MSSIDC Mumbai. Address: 9, Krupanidhi, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400001.
10	Submission Type	Manual

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**TERMS & CONDITIONS**

1. The area requirement for the proposed premises for Marhati Maharashtra Emporium is a follows:-

Description	Approximate minimum carpet area per unit	Number of units
Space for Emporium/commercial shop	1000 sq.ft. to 1500 sq.ft.	1

However reasonable concession/variation in this regard may be considered at the discretion of MD,MSSIDC.

2. The successful party will be declared as "the Lessor" which means and includes not only the party but also his legal heirs, successors, in office, legal representatives etc.
3. The MD,MSSIDC or his official representative shall be declared as "the Lessee".
4. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
5. In case a particular party owns more than one premises and wishes to submit EOI with respect of those premises, he should submit a separate EOI containing technical documents and price quotation in respect of each premises.
6. Owners of two adjacent spaces matching the required space can submit their EOI jointly or separately.
7. The technical document and the price quotation shall be signed by the authorized signatory, where the document is altered or overwriting is done, the same shall be signed by the authorized signatory.
8. The building in which office space is offered shall have all basic amenities like proper water connection/facilities adequate fire protection system as per local authority, requirements etc. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up the electricity load for air conditioning of the premises.
9. The title of the proposed office space should be clear and undisputable. The Applicant bidder will have to submit his title documents along with his bid to substantiate his ownership of the proposed office space and shall be free from litigations.
10. In case of damage to the leased property due to any natural calamities, rioting etc, MSSIDC will not undertake to compensate the loss or damage incurred by the owner of the property.
11. The EOI will be acceptable from the original owner / lease holder / power of attorney holder of the building / property or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of document by MSSIDC.
12. MSSIDC will not pay any security depository brokerage for the offered property under any circumstances.

13. The rent shall be quoted on net carpet area of the proposed Emporium space. The net carpet area shall mean as the total area of the proposed Emporium space within the outer walls of the proposed Emporium space or usable area. The rent would be payable from the date of actual possession of the hired property.
14. Monthly rent should be quoted initially on a fixed basis for a period of 3(three) years. An increment of 15% after every 3 years shall be provided on the rent as quoted in the financial bid. The successful bidder shall be finalized on the basis of the lowest rent quoted per Sqr. Meter per month. All existing and future rates, taxes including property taxes, assessment charges, maintenance charges and other outgoings whatsoever of description in respect of the said premises shall be payable by the owner to the concerned authorities
15. Proposed space should provide minimum exclusive covered Parking Space of 3 (Three) Four-Wheelers and 10 (Ten) Two- wheelers. However reasonable concession in this regard may be considered at the discretion of MSSIDC
16. The proposed space should have good and sufficient ventilation from all directions and should provide air-conditioners to the entire office space in case so required.
17. The proposed space should have sufficient urinals and WCs separately for men and women.
18. The rent shall be paid by the lessee (SRA, Pune) by cheque or by way of online transaction in the name of the bidder applicant on or before 5th day of each calendar month on submission of invoice.
19. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force along with all statutory laws as applicable from time to time.
20. For the floor area measurement a certificate from the registered architect or any government authority shall be submitted along with the technical document.
21. EOI not conforming to these requirements shall be rejected and no correspondence shall be entertained in this regard whatsoever.
22. After opening the technical document and before the evaluation of the same, the Committee constituted by the Lessee (MSSIDC) shall inspect the premises and ascertain its suitability for the purpose of setting the Emporium. In case the committee finds any offered premises without minimum standards and not suitable for the purpose of setting up of MSSIDC proposed Emporium, the financial document submitted by such a owner shall not be opened. The decision of the committee in this matter shall be final and shall be binding on all the parties.
23. **Tender Evaluation Method :**  
**The tender i.e. technical bid and financial bid shall be evaluated on the basis of QCBS method. The parameters for this evaluation shall be as below:-**
  - a) Technical bid shall have 40% weightage and the financial bid will have 60% weightage.
  - b) Technical bid's 40% weightage will be based upon the average of the scores given out of total 100 points by each of the technical evaluation committee members. This score will be then factorized to its 40% weightage. The score out of 100 points shall be given by the technical evaluation committee members on the basis of the parameters as specified in **Annexure IV** of this tender document. The Technical score of all applicants will be disclosed before the opening of the financial bid.
  - c) Financial bid will carry 60% weightage and it will be based upon the score on the basis of the price quoted by each of technically qualified bidder. For this the lowest offered rent per Square

meter per month by the lowest bidder shall be taken as 100% score and the remaining financial bids will get a percentile score on the basis of their bid price compared to the lowest bidder.

Actual Financial Score = Rate Quoted by the Lowest Bidder / Rate Quoted by the Applicant X 100.

This score will be then factorized to its 60% weightage.

- d) The sum of total scores obtained as per b (Technical) and c (Financial) above shall be the final total score out of 100 points.
- e) The bidder with the higher score out of these 100 points shall be considered the final shortlisted bidder

An illustration of the above is more elaborated in the table given below:- QCBS Evaluation for Office Space Tender

Sr. No.	Name of the Tender Bidder	Technical weightage	Financial weightage	Actual technical score	Rate quoted per sq.mtr. p.m.	Factorised technical Score ( 3 x 5)	Actual financial score (Rate quoted by lowest bidder/rate quoted by the applicant x 100)	Factorised financial Score ( 4 x 8)	Total score out of 100 (7+9)
1	2	3	4	5	6	7	8	9	10
1	Ist lowest	40%	60%	40	1100	16	100.00	60.00	76.00
2	IIInd lowest	40%	60%	60	1225	24	89.80	53.88	77.88
3	IIIrd lowest	40%	60%	70	1225	28	89.80	53.88	81.88 (highest score)
4	IVth lowest	40%	60%	50	1300	20	84.62	50.77	70.77
5	Vth lowees	40%	60%	50	1350	20	81.48	48.89	68.89

f) In case of equal final score arrived as above amongst any of the bidders, then such bidders shall be asked to submit the sealed financial offer immediately and final bidder amongst them shall be shortlisted on the basis of lowest financial bid.

- 24. All the rights including the right to shortlist any offer or to reject any offer or to alter or modify the requirements shall be reserved with the Lessee (MSSIDC Ltd.) and the Lessee may cancel the document at any time without assigning any reason. The decision of the MD, MSSIDC in this regard shall be final and binding on all the parties.
- 25. The successful bidder shall be issued LOI within 15 days from the date of opening of the financial bids. The successful bidder shall be required to sign the rent contract within 15 days from the date of the LOI. Possession of the accommodation in the ready-to-move-in condition should be handed over to MSSIDC within 15 days from the date of signing the contract. Time period of a maximum of 3 months shall be provided for the possession of such vacant premises. In case the successful bidder fails to provide the proposed office space within the specified period then the EMD shall be forfeited, in addition to action for non performance of the tender terms.

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26. In case of any ambiguity about any of the terms of the tender, the same shall be decided in by the MD,MSSIDC and his decision shall be final.

**A. The Following documents should be submitted alongwith the technical Bid :**

- (1) Documents in support of ownership of building/land and authorized construction thereon.
- (2) Copy of PAN and Adhar Card of the original owner or owners of premises.
- (3) Proof that the applicant is the original owner or lease holders or power of attorney holder or authorized agent of properties.
- (4) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
- (5) An affidavit swearing that the space offered is free from any litigation with respect to its ownership lease/renting against the same.
- (6) No Objection Certificate / clearance certificate from all relevant Central/ State Government and Municipal authorities, including Fire Department, for commercial/institutional/office / dual use of the property.
- (7) Copies of the approved plan of the accommodation offered.
- (8) Attested/self-certified copy of completion certificate issued by the competent authority.
- (9) Proof/certificate from the authorized registered architect certifying the floor area of the space offered for hire.

**B. Instructions to bidders and evaluation criteria:**

- 1) The space offered must be free from legal disputes etc. Documentary Proof of ownership of the premises, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.
- 2) The selected party shall be required to sign a Rent Agreement with the designated authority of MSSIDC in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of Ten years and renewed further as per the requirements of the user and with mutual consent. The rent agreement may be terminated before the completion of the period of 10 years at the discretion of MD,MSSIDC on prior notice of 3 months, without assigning reasons thereof. However, this discretion shall not be allowed to be used by the successful party i.e. the lessor.
- 3) Intending Parties may furnish complete details as given in **Annexure -I (Technical Bid), Annexure - II (Financial Bid)** and submit his signed declaration as provided in **Annexure-III** of this document.
- 4) MSSIDC shall pay charges in respect of the consumption of electricity for the said premises during the lease period. No separate payment shall be made for utilizing water.
- 5) During the lease period, MD,MSSIDC reserves the right to make any structural alterations or modifications to the existing premises such as partitions, office fixtures and fittings as may be easily removable.
- 6) The EOI is invited for the period of Ten years. However both the parties i.e. Lessor and the Lessee shall be free to terminate the lease agreement with prior notice of a minimum Three months.
- 7) **Technical & Financial Bid**  
Interested parties should submit the complete Expression of Interest documents, including Annexure - I , Annexure - II and Annexure - III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. Price Quotation for monthly rent inclusive of all taxes (both in figures and words), in lump sum strictly as per Annexure-II.
- 8) Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure - I shall be deemed to be a technical offer. In the event prices are indicated by the party in the Technical document, the EOI requests all stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotations of only those bidders/Parties shall be opened on a later date whose proposed office space is found to be suitable and whose Technical Offers are found acceptable and suitable by the committee. The price bid including the Annexure-II duly signed shall be submitted in Price Bid Envelope. Both the technical bid as well as Price bid shall be submitted in one envelope. The envelope shall be marked as "EOI FOR HIRING PREMISES ON RENT FOR MARHATI MAHARASHTRA EMPORIUM" and addressed to MD,MSSIDC, 9 Krupanidhi, Walchand Hirachand Marg, Ballard Estate, Mumbai-400001.
- 9) Rent charges shall be paid at the fixed rate on the 5th day of each calendar month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed. The agreement will be of 10 years initially and shall be increased.
- 10) In the event of a Technical offer being found acceptable, the selected party shall be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner before the price bids are opened. Original Documents shall be returned after the decision is taken to open price bids or otherwise.

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- 11) The decision MD, MSSIDC in any matter referred to herein shall be final and shall be binding on all the parties.
- 12) If any special offers or additional facilities are there from the owner's side that may be uploaded as separate attachment while submitting bids.

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**Annexure - I**  
(Technical Bid for the proposed Emporium space for MSSIDC.)

1. Name of Person / Party holding Title to the Property:
2. Nationality of the Owner :
3. Full Postal Address of Property with PIN code :
4. Total Carpet Area of proposed office space in Sq. Mtr (Floor wise)
5. Contact Details :-  
(i) Name :
- (ii) E mailing address:
6. Furnish following details

The area available for the proposed Emporium premises :-

**PART-A**

Description	Appr. Minimum Carpet area per Unit	Number of Units
Space for Emporium/commercial shop	1000 sq.ft. to 1500 sq.ft.	1

**Part B**

Sr. no	Description	Remark
1	Whether copy of title deed of the proposed property is attached?	
2	Whether copy of the Building Plan is attached?	
3	Whether it is an independent building for the exclusive use of Emporium of MSSIDC without sharing with other	
4	Number of toilets available for proposed Emporium space .	
	For Men	
	For Women	
5	Number and Area of Cabins / Rooms already built up	
6	No of assigned covered Parking Spaces for Four-Wheelers	
7	No of assigned covered Parking Spaces for Two-wheelers	
8	Whether the proposed building is free from all Claims.	
9	Whether proposed office space is fully furnished?	
10	Whether all Govt. dues (property) Taxes Electricity, Telephone, Water Bills are paid up as on date of	
11	A sufficient water supply is provided to the proposed Emporium space ?	
12	Other information which the indenting party wishes to furnish	

Note: - Attach a separate page if space is not available.

Signature  
Name  
Designation

**Annexure -II**

**(Price Bid for the proposed office space for SRA Pune)**

**a) Name:**

**b) Address( office & residence):**

**c) Address of Property offered:**

Sr. No	Brief Description of the Property offered	Total Carpet area offered	Rent quoted per square Meter inclusive of all taxes	Total amount Per Month in Rs.
1	Space for Emporium/Commsercal shop			

**Total Monthly rental (in figures inclusive of every charge): Rs. Total Monthly rental (in words inclusive of every charge):Rs.**

**Signature :**

**Name :**

**Designation :**

**Note:**

- a. Quote should be covering all taxes and duties.
- b. Total Monthly rental shall be the amount payable by MSSIDC monthly as rent.
- 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 number and words, the amount mentioned in words shall prevail.

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**Annexure-III**

**DECLARATION**

I/We .....hereby offer the premises stated in the Annexure-I on rent basis to MSSIDC . All contents in the EOI document is true to the best of my knowledge and belief. I have not concealed any material fact relating to the proposed office space. I have not changed the contents of the EOI document. I hereby accept all the terms of the EOI documents and in confirmation thereof I have duly verified and signed as below.

Yours faithfully,

Name and signature of Authorized Person with stamp (if any)