



Ref: Deptt. Estate 04/2022

Dated: 7<sup>th</sup> October, 2022

**NOTICE**

**Advertisement for renting out office premises on leave and license basis situated at  
Ground Floor, Lok Chambers, Marol Maroshi Road,  
Andheri East, Mumbai 400049 wef 1<sup>st</sup> November 2022**

Agriculture Insurance Co. of India Ltd. owns office space situated at Ground Floor at Lok Chambers, Marol Maroshi Road, Andheri East, Mumbai 400049 and is required to rent out said premises on leave and license basis for office purposes to Public Sector Undertakings / Centre and, or State Govt. / Govt. Departments / Other Govt. Companies /Banks / Financial Institutions of standing repute/ autonomous bodies/ NGO of repute only.

The details are mentioned hereunder:

Purpose	Running Office on AS IS WHERE IS BASIS
Location	Andheri East, Mumbai 400049
Address	Ground Floor at Lok Chambers, Village Marol, Survey No. 65, Hissa No. 1, New CTS No. 589A and 590A, Marol Maroshi Road, Andheri East, Mumbai 400049
Carpet Area	1351.50 sq. ft. (Subject to measurement)
Built Up Area	1590.54 sq. ft (Subject to measurement)
Period of lease (On leave and license basis)	Long term lease (i.e., 5 years + 5 years with further renewals as agreed by the parties) w.e.f. 1 <sup>st</sup> November, 2022 on leave and license basis
Increase in rent	35% increase in rent after every block of 5 years
Security Deposit	Interest free security deposit equal to 2 months rent
Lock in period	11 months
Municipal Taxes	Will be paid by Licensee in proportion to the area occupied
GST	To be borne by the Licensee
Electricity Charges	Will be paid by licensee as per their metered usage
Water Charges	Will be paid by licensee as per their metered usage
Maintenance Charges (Housekeeping etc.)	Will be paid by licensee in proportion to the area occupied
Lease Deed execution	Lease Deed (On leave and license basis) execution expenses would be shared equally (at 50:50) Lease Deed (On leave and license basis): Prescribed format with agreed terms and conditions as vetted by AICIL Legal Deptt.
Vacation & Notice Period	3 month notice period required for both parties
Date of publishing advt	<b>07<sup>th</sup> October, 2022</b>
Date for submission of quotes	<b>21<sup>st</sup> October, 2022</b>



**IMPORTANT INSTRUCTIONS:**

**1. APPLICATION PROCESSING FEE AND EMD:**

The bidder / offeror shall submit non-refundable amount of **Rs. 5,000/- (Rupees Five Thousand only)** towards application processing fee before the time of submission of the offer. The application fee and tender processing fee shall be through NEFT/RTGS in the following bank account:

ACCOUNT NAME : AIC OF INDIA  
EXPENSES OF MANAGEMENT CONTROL ACCOUNT  
BANK NAME : AXIS BANK LIMITED  
A/C TYPE : CURRENT ACCOUNT  
ACCT NO. : 007010200018780  
BRANCH NAME : NEW DELHI (DL), NEW DELHI,110001  
IFSC CODE : UTIB0000007

Bidders shall also have to furnish **EMD of Rs. 1,30,000/- (Rupees One Lakh Thirty Thousand only)** to be remitted electronically through NEFT/RTGS/BG/Surety bonds. The EMD shall be forfeited in the event the bidder withdraws or amends his offer or fails to execute the contract, if any, or submit the Security deposit. Format for Bank Guarantee is attached as FORM-2

The EMD of the unsuccessful bidder /offeror will be discharged /returned to the bidder /offeror without any interest whatsoever at the earliest after evaluation of the offers and latest within 45 days from the date of declaration of H1 bidder.

The successful bidder's /offeror's EMD will be discharged without any interest whatsoever upon the bidder's /offeror's acceptance of the offer and furnishing the security deposit.

Any offer without application processing fee and EMD shall not be considered for evaluation.

2. **ELIGIBILITY CRITERIA:** Public Sector Undertakings / Centre and, or State Govt. / Govt. Departments / Other Govt. Companies /Banks / Financial Institutions of standing repute/ autonomous bodies/ NGO of repute only having Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India.



### 3. INSTRUCTIONS FOR E-BIDDING

The eligible Bidders / offerors are required to submit Bids/offers **electronically through E-bidding portal** <https://aicofindia.auctiontiger.net/EPROC/>.

#### DEFINITIONS:

- a. E-procurement Technologies Limited:  
Service provider to provide the e-Tendering Software and facilitate the process of e-Tendering on Application Service Provider (ASP) model.
- b. ETL e-Procurement Portal:  
An e-tendering portal of Agriculture Insurance Company of India Limited (AIC) introduced for the process of e-Tendering which can be accessed on <https://aicofindia.auctiontiger.net/EPROC/>

#### PRE-REQUISITES:

- (i) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-Tendering portal of ETL. Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in) E-procurement Technologies Limited also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact E-procurement Technologies Limited at mobile no. +91- 6353217080, 6359576791 for DSC related queries or can email at [sonu@abcprocure.com](mailto:sonu@abcprocure.com) and [satabdi@abcprocure.com](mailto:satabdi@abcprocure.com)
- (ii) To participate in the online bidding, it is mandatory for the Applicants to get themselves registered with the ETL e-Tendering Portal (<https://aicofindia.auctiontiger.net/EPROC/>)
- (iii) System Requirement/ Registration Manuals/ Bid Submission Manuals are available at ETL Portal (<https://aicofindia.auctiontiger.net/EPROC/>)
- (iv) For helpdesk, please contact Help Desk Nos. 9081000427/9904406300/9510812960/9510812971 /9374519729
- (v) Participant are requested to email their issues to helpdesk at [support@auctiontiger.net](mailto:support@auctiontiger.net) This will help serving the participant better
- (vi) The amendments/ clarifications to the tender, if any, will be posted on the ETL e-Tendering Portal (<https://aicofindia.auctiontiger.net/EPROC/>)
- (vii) The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- (viii) It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s Agriculture Insurance Company of India Limited (AIC) nor M/s. E-procurement Technologies Limited will be responsible for such eventualities.



4. For site inspection (with prior notice) can be done by prospective offeror by taking prior permission from the following:

**Head Office- New Delhi:**

Manager  
Agriculture Insurance Company of India Ltd.,  
Head Office, Plate B & C, 5<sup>th</sup> Floor, Office Block 1,  
East Kidwai Nagar, New Delhi -110023

e-mails and contact no. for clarifications (if any):

[jaspalsk@aicofindia.com](mailto:jaspalsk@aicofindia.com);

Ph +91 11 24600440

**Regional Office at Mumbai at following address:**

Regional Manager  
BSE Tower, 20<sup>th</sup> Floor, Dalal Street, Fort, Mumbai – 400 020  
e-mail: [svshetty@aicofindia.com](mailto:svshetty@aicofindia.com); [ro.mumbai@aicofindia.com](mailto:ro.mumbai@aicofindia.com)  
Phone: 022-61710910; 022-61710903  
M- 98196 09047; 93215 38821.

**5. EVALUATION PROCESS:**

1. A committee formed for the purpose of evaluation of offers shall oversee the process and declare the successful bidder.
2. Complete proposal and other required documents is to be submitted with the offer.
3. After receipt of offers, the designated Committee will scrutinize the same based on this document. Incomplete bids with mismatched profiles and/or incomplete documents will be rejected.
4. Based on eligibility criteria supported by the relevant documents, if the committee is satisfied about the credentials of the Agency and found as 'fit and proper' such offers shall be declared as technically qualified. Mere fulfilling eligibility criteria does not confer any right on the part of the applicant to be declared as technically qualified and the decision of the designated committee shall be final in this regard.
5. No further queries shall be entertained for the bidders whose bid is rejected for any reason whatsoever.
6. Bidders whose bid is technically qualified shall be eligible for the opening of the offers. The financial bid shall be opened at the time and place to be notified on the website.
7. After opening of the offers, applicants who have offered the highest per month rent shall be declared as highest bidder (H1) and accordingly will be successful bidder.
8. In the event two or more applicants have quoted the same rate, AIC reserves the right to accept any offer amongst them.



## 6. OTHER TERMS

1. Selected applicants/offerors may be called for discussion with members of Joint Committee forfor discussing issues, if any, and for their resolution.
2. The premises shall only be used for legal purposes in accordance with applicable rule and regulations
3. Lease will be as per AIC's standard format.
4. Brokers will not be entertained.
5. AIC of India reserves its right to accept/reject any or all the applications / offers at its sole discretion without assigning any reason thereof.

GENERAL MANAGER



**TECHNICAL BID**  
**(ON BIDDER'S / OFFEROR'S LETTER HEAD)**

1. Name and address of organization .....
2. Name and designation of Authorized person.....
3. Type of organization (Corporation/ Govt. Deptt /public ltd company etc) .....
4. Registration Number & Date of registration/ Incorporation .....
5. Nature of Business .....
6. Goods& Service Tax Registration number (if any) .....
7. Contact No. :
  1. Mobile.....
  2. Land line.....
  3. E-mail .....

Any other information

Documents to be mandatorily submitted: -

- Copy of registration of firm/establishment/company
- Authority letter
- Duly signed Form-1
- Duly encrypted offer cum financial bid as per Annexure-1
- Any other document such as BG (FORM-2) as applicable.

I/ we hereby declare that the particulars furnished by me/us in this application are correct and that I/ we have not concealed or misrepresented any fact in it.

Place : .....

Date : .....

Signature & seal of Authorized person: \_\_\_\_\_

Name of Authorized person: \_\_\_\_\_

Designation of Authorized person: \_\_\_\_\_

Bidder's Seal: \_\_\_\_\_



**ANNEXURE-1**  
**OFFER CUM FINANCIAL BID**

S. No.	Particulars	Rate Offered
1	Rate per Square feet per month on built up area	Rs. _____  In Words:
	Note: <ul style="list-style-type: none"><li>▪ Built up area is 1590.54 sq. ft (Subject to actual measurement)</li><li>▪ GST applicable will be paid extra by the offeror on actuals</li><li>▪ Rate per sqft per month offered should be exclusive of all Govt. taxes and as per prevailing market rent in the area- to be submitted online</li></ul>	

**Declaration:**

In case we are H1 bidder, we shall execute the agreement within 15 days from the date of declaration. All other terms shall be as per invitation to offer, and we hereby unconditionally accept the same.

Signature & seal of Authorized person: \_\_\_\_\_

Name of Authorized person: \_\_\_\_\_

Designation of Authorized person: \_\_\_\_\_

Bidder's Seal: \_\_\_\_\_

Place : .....

Date : .....



**FORM-1: COVER CUM UNDERTAKING LETTER**  
**(ON BIDDER'S / OFFEROR'S LETTER HEAD)**

To

The Manager,  
Agriculture Insurance Company of India Limited  
Plate B&C, Fifth Floor, Block 1, East Kidwai Nagar  
New Delhi -110023

Dear Sir,

**Subject: NOTICE FOR INVITATION TO OFFER REGARDING renting out office space situated at Ground Floor at Lok Chambers, Marol Maroshi Road, Andheri East, Mumbai 400049 wef 1st November 2022 on leave and license basis**

Having examined the notice documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer our quotation as mentioned in Annexure A in conformity with the said notice for inviting offers and in accordance with the financial bid / offer.

- A. We understand that the said notice document provides generic guidelines, and it has not been prepared by keeping in view any specific bidder/offeror. We have ensured ourselves about the eligibility criteria before submitting the quotation/offer.
- B. We have read, understood, and unconditionally accept all the terms and conditions / rules mentioned in the notice for inviting offers.
- C. We undertake that in competing for and if the award is made to us, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- D. We are not debarred from dealing with any company/ public department. That we are also not blacklisted currently by any Government/ Ministry/Department/PSU nor debarred currently from dealing with any company/ public department
- E. We understand that AIC is not bound to accept the highest or any offer AIC may receive. We also understand that the whole bidding exercise may be scrapped without assigning any reason and it is acceptable to us.
- F. We undertake to comply all the terms and conditions of the notice for inviting offers.
- G. We certify that we have provided all the information requested by AIC in the format requested for. We also understand that AIC has the exclusive right to reject this offer in case AIC is of the opinion that the required information is not provided or is provided in a different format. It is also confirmed that the information submitted is true to best of our knowledge and AIC reserves the right to reject the offer if anything is found incorrect.
- H. That we meet all eligible criteria mentioned in the notice for invitation to offer document and have submitted all documentary proofs alongwith our offer.

Place:

Date:

Seal and signature of the bidder

Name .....





**FORM-2**  
**PERFORMANCE BANK GUARANTEE**  
(To be stamped in accordance with stamp act)

Reference No.: \_\_\_\_\_

Date: \_\_\_\_\_

Bank Guarantee No: \_\_\_\_\_

To: \_\_\_\_\_

Against tender / NOTICE FOR INVITATION TO OFFER vide advance acceptance of the \_\_\_\_\_ covering work of \_\_\_\_\_ (hereinafter called the said 'tender') entered into between Agriculture Insurance Company of India Limited (hereinafter called the Purchaser) and \_\_\_\_\_ (hereinafter called the Vendor) this is to certify that at the request of the Vendor, we \_\_\_\_\_ (Name of the Bank), are holding in trust in favour of the Purchaser the amount of Rupees \_\_\_\_\_ to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Vendor of any of the terms and conditions of the said tender and/ or in the performance thereof.

We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said tender and/ or in the performance thereof has been committed by the Vendor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

We \_\_\_\_\_ (Name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said tender by the Vendor i.e. till \_\_\_\_\_ (Note: the time line shall be as per tender and claim period after the expiry of the tender will be as per the tender terms) hereinafter called the said date and that if any claim accrues or arises against us \_\_\_\_\_ (Name of the Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us \_\_\_\_\_ (Name of the Bank), provided that notice of any such claim has been given to us \_\_\_\_\_ (Name of the Bank) in writing, by the Purchaser before the expiry of the dates and claim period. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

It is fully understood that this guarantee is effective from the award of the tender and effective up to \_\_\_\_\_ months after completion of work as per tender terms i.e. \_\_\_\_\_ and that we \_\_\_\_\_ (Name of the Bank), undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes



raised by the Vendor in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present bond Page \_\_\_\_\_ Agriculture Insurance Company of India Ltd. being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Vendor shall have no claim against us for making such payment.

We \_\_\_\_\_ (Name of the Bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said tender or to extend time of performance by the Vendor from time to time or to postpone for any time from time to time any of the power exercisable by the Purchaser against the said Vendor and to forebear or enforce any of the terms and conditions relating to the said contract and we, \_\_\_\_\_ (Name of the Bank), shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Vendor or for any forbearance by the Purchaser to the said Vendor or for any forbearance and/ or omission on the part of the Purchaser or any other matter or thing what-so-ever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from liability under this guarantee.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor.

Place:

Date:

Office Seal .....

*(Authorized Signatory)*

Name:

Designation:

Mobile No:

Business Address: