

SME Rating Agency of India Ltd.



**Format for invitation of offers for acquiring office premises on Lease at
Okhla Industrial Estate, Phase 3, New Delhi**

SME Rating Agency of India Ltd., (SMERA) intends to take office premises on lease having admeasuring an area around **1100 sq ft (carpet area) preferably furnished office as per SMERA's satisfaction/unfurnished office owners may also participate in the tender subject to they agree to furnish the premises as per SMERA's satisfaction)** Interested parties having clear and marketable title to the properties built as per local bye laws and having permission for commercial use of the same, may submit their offers in two separate sealed covers, one for technical bid and another for financial bid to SME Rating Agency of India Ltd., Unit no. 102, 1st Floor, Sumer Plaza, Marol Maroshi Road, Marol, Andheri (East), Mumbai – 400 059.

The detailed advertisement is available on SMERA's website (www.smera.in).

The interested parties may obtain the blank application forms and other details from SME Rating Agency of India Ltd., Unit no. 102, 1st Floor, Sumer Plaza, Marol Maroshi Road, Marol, Andheri (East), Mumbai – 400 059 or download the same from our web site. www.smera.in

In case of any clarifications the interested parties, may contact SME Rating Agency of India Ltd on Telephone No. 022- 6714 1111

**Last Date and time for receipt of filled in application on
03/03/2012 upto 5 PM**

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

(Sign and seal of offerer and date)

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

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

(Sign and seal of offerer and date)

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

N.B. a) SMERA reserves the right to reject any or all the offers without assigning any reasons at any stage. Offers submitted by Real Estate consultants / Agents should be accompanied by an authority letter from the owner(s). One Month's Rent will be paid as brokerage by SMERA if the offer is submitted by Real Estate consultants / Agents

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

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

(Sign and seal of offerer and date)

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

I / We hereby agree that:

a) Rent

- i) Rent shall be paid by SME Rating Agency of India Ltd. (SMERA) (hereinafter referred as 'SMERA') for the exclusive usable carpet area on sq. ft basis in the beginning of each month during the tenure of lease period which will initially be for 3-5 years and for the extended lease period.
- ii) SMERA is however at liberty to vacate the premises at any time during the lease period by giving 2 months notice in writing without paying any compensation for earlier termination.

b) Taxes / Rates

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

c) Maintenance / Repairs

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

d) Rental Deposit

SMERA has to pay us a sum, as will be agreed to by both the parties, maximum up to 6 months' rent, being the interest free advance of rent deposit which will be refunded to the SMERA at the time of vacating the premises or SMERA will be at liberty to adjust the amount against rent/ retain possession of the premises (without payment of rent) till the deposit is refunded.

(Sign and seal of offerer and date)

e) Lease Deed / Registration Charges

I / We undertake to execute lease agreement as per agreed terms and conditions on the SMERA's proforma at any early date. I / We undertake to bear 50% charges towards stamp duty and registration for registering the agreement.

f) Usage of premises for commercial purpose

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

g) Ownership & payment of rental

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

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

Date :

Place :

(Sign and seal of offerer and date)

(Sign and seal of offerer and date)

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

From,

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To,

SME Rating Agency of India Ltd.
Unit no. 102, 1st Floor,
Sumer Plaza,
Marol Maroshi Road,
Marol, Andheri (East),
Mumbai – 400 059

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

SI. No.	Particulars	Details to be filled in by the offerer
1(a)	Location of the premises (Mention full address with the landmark in the surrounding if any). [Please give full address of the Premises]	
(b)	Whether property is Freehold / Lease Hold	
(c)	Whether there is direct access to the premises from the main road	
(d)	Name of the Owner	
(e)	If the building is new, whether occupancy certificate is obtained.	
(f)	If the building is old whether Repairs / Renovation is required. If so cost of repairs / construction.	
2	Present Age of premises and type of construction (mention whether 1st class RCC or tiled roof structure etc.) (Certificate from Chartered Engineer regarding structural stability / safety of the building to be produced if demanded by SMERA).	

(Sign and seal of offerer and date)

3	Total carpet area of the premises offered (carpet area means covered floor space excluding pillars / columns walls thickness along the periphery , open verandah/ balcony, niches for storage below window cills, open corridors/ passages, lobbies, staircase, munties, shaft and rooms for lifts, common toilets and common areas etc.). columns area inside the rooms / hall are not deductible. Area of Toilets exclusively constructed for the premises will be included. <i>Enclose the copy of layout plan of the premises clearly indicating the portion being offered to the SMERA with dimensions.</i>	
4	Mention the floor, at which the premises are being offered.	
5	Whether reserved parking (covered / open) available? If so, give the details regarding the no. of car/ Two wheelers parking's.	Car parkings ----- nos. (covered) ----- nos. (Open) Two wheeler parkings ----- nos.
6	Whether premises has independent and proper access for easy movement of staff, customers and SMERA's assets.	Yes / No
7	Name of the owner (s) of the property offered (Enclose proof of ownership)	1. 2.
8	Whether Offerer is real owner or is he a Power of attorney holder. (Enclose documentary evidence)	
9	Whether premises is constructed as per the approved plans of statutory authorities, having provision of fire safety as per local bye-laws. Occupancy / Completion certificate obtained or not & whether it is permitted to be used for commercial purposes? (enclose the documentary evidence)	Yes / No
10	Enclose Brief Construction Specifications and details of other amenities provided in the said premises	
11	Whether independent water and electricity connections are available on the Owners name / on any others name (Please specify).	Yes / No Electrical power load available: KW
12	Whether power back-up (DG Set) is	Yes / No

(Sign and seal of offerer and date)

	available If yes, give details.	Electrical power load available: KW
13	Availability of AC facility if provided in existing premises - give details.	
14	Whether adequate frontage for fixing signboard available.	Yes / No
15	Details of common facilities available in the building viz. lift, fire fighting arrangement, cleaning / maintenance arrangement etc.(Mention specifically on all the facilities)	
16	Whether separate toilets for Ladies and Gents provided within the premises or to be constructed.	
17	Whether willing to furnish as per SMERA's requirements at own cost. SMERA will prefer fully furnished premises only	
18	Whether furnished premises, if YES , give of seating arrangement and particular like cabin, cubicle, modular furniture, flooring, false ceiling, Air conditioners etc <ul style="list-style-type: none"> - Age of construction of interior work - Attach the seating plan 	
19	Any other details which the offerer would like to furnish.	

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

- ii) Owner of the offered premises shall have to provide following items/provisions in quoted rent-
- a) 24 hrs. water supply
 - b) Adequate power connection for operating AC, Computers, Light & Fans, etc
 - c) Light fixtures for sufficient illumination including internal wiring /points for lights, fans and AC.
 - d) Dedicated Toilets
 - e) Entrance door of glass with door
 - f) Toilet of adequate size in the premises.
 - g) Pantry, water supply/drainage line, sink with necessary fittings.

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

(Sign and seal of offerer and date)

(Signature of the Offerer)

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

(Sign and seal of offerer and date)

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

From,

.....
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To,

.....
SME Rating Agency of India Ltd.
Unit no. 102, 1st Floor,
Sumer Plaza,
Marol Maroshi Road,
Marol, Andheri (East),
Mumbai – 400 059

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

on Lease/Leave License basis (as applicable) basis

Office Premises

Sl. No.	Particulars	Details to be filled in by the offerer
1	Monthly rent per sq.ft. of carpet area per month for fully furnished premises.	Rs. per sq. ft.* (PI write in words also)
2	Lease period a) Initial period (minimum 3 to 5 years) b) % increase in rent if any c) Lock in period of 1 year	----- Percent
3	Municipal and other Taxes are to be borne by the landlord including property tax.	To be included in monthly rent.
4	Service Tax	To be specified
5	Maintenance of common area / facilities	To be specified & included in monthly rent
6	DG Set charges per month, if any. Based on actual power consumption (meter reading) the bill will be paid by the SMERA.	DG Set charges Rs.. per unit
7	Type of agreement to be executed (cost of stamp duty & registration charges is to be borne by landlord & lessee at 50 : 50	Lease agreement / leave and license agreement.

(Sign and seal of offerer and date)

	each)	
8	Any other charges payable (specify details)	
10	Interest free deposit if required (SMERA will pay maximum 6 (Six) month's rent as deposit	Equivalent..... months rent (preferably to be adjusted during the last equivalent months of the lease period).

- Monthly rent should include charges such as municipal, subletting charges & other taxes, maintenance of common area / facilities, parking charges and all other charges except electricity charges of the rented premises which will be paid by the SMERA based on actual meter reading for which **separate meter** shall be installed by the landlord. Day to day maintenance / upkeep of premises as well as of furniture / fixtures will be done by the SMERA. However, if any major repairs are required in the premises, the same has to be done by the owners. Premises building to be insured by the owner for a mutually agreed value & conditions. No extra amount shall be payable for the same by the SMERA. Service tax will be paid on actual.

(Sign and seal of offerer and date)