

**Leasing out of 2030 sq ft office premises in Regent  
Chambers  
at Nariman Point, Mumbai**

**TENDER FORM**

**Regional Division Mumbai**  
**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
(Ministry of Commerce & Industry, Government of India)  
103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old  
Panvel, 410206  
**Phone: +91 8421732464, +91 7710968980**  
E-mail : ro.mumbai@mpeda.gov.in  
Web Site: <http://www.mpeda.gov.in>

**MPEDA Head Office**  
**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi - 682  
036.**  
**Phone: + + 91-484- 2321722, 2312812, 2311901**  
**Fax: + + 91-484-2312812 / 2313361**  
E-mail: [admn@mpeda.gov.in](mailto:admn@mpeda.gov.in)  
Web Site: <http://www.mpeda.gov.in>

## **1. TENDER NOTICE**

Ref: MA1-ADMN/ADMG/1/2024-O/o RD MUMBAI

**Leasing out of 2030 sq ft of office premises in Regent Chambers (605 and 606) at Nariman Point Mumbai owned by MPEDA, MoCI, GoI**

Tender/Bids are invited from individuals / reputed brokerage agency / company etc. as per the requirements in the tender document available on the web site [www.mpeda.gov.in](http://www.mpeda.gov.in)

The Tender/Bid must be submitted by post or by hand in hard copy to

**The Deputy Director,  
Regional Division Mumbai  
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY  
(Ministry of Commerce & Industry, Government of India)  
103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old  
Panvel, 410206  
**Phone: +91 8421732464, +91 7710968980**  
E-mail : [ro.mumbai@mpeda.gov.in](mailto:ro.mumbai@mpeda.gov.in)  
Web Site: <http://www.mpeda.gov.in>**

## INDEX

Sl. No.	Item	Page No.
1.	<b>TENDER NOTICE</b>	02
2.	<b>TENDER/BID DATA SHEET</b>	04
3.	<b>TENDER DOCUMENT</b>	05
	1. Introduction	05
	2. Premises description	05
	3. Eligibility Criteria	05
	4. Terms & conditions	06
	5. Instruction to Tender/Bidder	07
	5.1. How to apply	07
	5.2 Brief description of the selection process	07
	6. Schedule of tendering process	07
	<b>Tender/Bid application form</b>	08-09
	<b>Format for giving details of key personnel of the agency</b>	10
	<b>Tender/Bid Format (Annexure I)</b>	11
	<b>Floor lay out prior to interiors</b>	12

### Regional Division Mumbai

#### **THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**

(Ministry of Commerce & Industry, Government of India)

103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old  
Panvel, 410206

**Phone: +91 8421732464, +91 7710968980**

E-mail : ro.mumbai@mpeda.gov.in

Web Site: <http://www.mpeda.gov.in>

### 1. TENDER/BID DATA SHEET

Name of organization	<b>Regional Division Mumbai MPEDA, Ministry of Commerec &amp; Industry, GoI</b>
Premises details	605, 6 <sup>th</sup> Floor, Regent Chambers, Jamnalal Bajaj Marg, Nariman Point, Mumbai - 400021
Last Date and Time for receipt of Tender/Tender/Bid	20/01/2025, 06.00 PM
Time and Date of Opening of Tender/Bid	21/01/2025, 10.00 AM
Place of Opening Tender/Bid	<b>The Deputy Director, Regional Division Mumbai THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY</b> (Ministry of Commerce & Industry, Government of India) 103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old Panvel, 410206 <b>Phone:</b> +91 8421732464, +91 7710968980 E-mail : <a href="mailto:ro.mumbai@mpeda.gov.in">ro.mumbai@mpeda.gov.in</a> Web Site: <a href="http://www.mpeda.gov.in">http://www.mpeda.gov.in</a>
Tender/Bid Validity	90 Days.
Contact Person	Deputy Director, Regional Division Mumbai
Language of Tender/Bid	English

**TENDER DOCUMENT**  
**THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY**  
**Regional Division, Mumbai**

# **Tender document for leasing out of 2030 sq ft of office premises in Regent Chambers at Nariman Point owned by MPEDA**

## **1. Introduction**

The Marine Products Exports Development Authority (MPEDA), a statutory body under the Ministry of Commerce and Industry, Government of India.

## **2. Premises Description**

1. Total carpet Area: 2030 sq ft
2. Four Cabins out of which three are having sea view from Window
3. Staff cubical with storage space - Total 14 nos.
4. Computer Room
5. File Rooms (2)
6. Kitchen with dining and additional cabin for higher officials dining
7. Two Wash rooms
8. Storage Room
9. One car parking just beside Status hotel

## **Bid/Tender Information:**

Tender document can be downloaded from our website **[www.mpeda.gov.in](http://www.mpeda.gov.in)**. The last date for submission of tenders is 20/01/2025 at 06.00 pm. The Tender/Bids shall be opened on 21/01/2025 at 10.00 am in the presence of the Tender/Bidder's representative who choose to be present at the MPEDA Regional Division Mumbai during the evaluation process.

Those who are meeting the eligibility criteria and are interested to take premises on lease subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

## **3. Eligibility Criteria**

1. The Bidder shall be a reputed firm / organization / individual
2. A broker agency shall have a minimum of 5 years' experience in renting / leasing / purchase / sale of real estate property

## **4. Essential Documents for Eligibility.**

Bidders intending to respond should submit the following essential documents to be eligible to open Tender/Bid.

1. Copy Of Pan Card
2. Income Tax Returns (last three years)
3. Service Tax Registration

#### 4. GST Registration

### 5. Terms and conditions

1. Cooling period for renovation or interior modification will be for three months.
2. **While vacating the premise no charges will be paid by MPEDA for the modifications done in the interiors . If the tenant wants to remove interiors or new furniture, then the premises shall be handed over in the same condition the property was taken over.**
3. During the cooling period electricity bill, water bill and maintenance charges will be paid by the occupant/tenant/agency to MPEDA RD Mumbai as per the bill.
4. Subsequent bills for electricity, water and maintenance shall be paid directly by the tenant.
5. The tenant shall enter into agreement with MPEDA during the commencement of cooling period.
6. The decision of the MPEDA in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
7. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.
8. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
9. Resolution of the Company (if the bidder is a Company) authorizing the person to sign the Tender on behalf of the Company, shall be provided.
10. In the event of the tenant committing a breach of the contract the MPEDA is entitled to receive from the tenant, a compensation to the extent of loss incurred as determined by the MPEDA for any loss or damage caused to the premises.
11. The successful Bidder shall inform acceptance of the tender to MPEDA within ten (10) working days from the date of notice of award of the contract.
12. In the event of the Bidder being unable to serve the contract for whatever reason, MPEDA shall revoke the contract.
13. In case of violation of any terms and conditions of the agreement or nonpayment of electricity, water charges, maintenance or any other necessary payments the tenant has to vacate the premises as per the discretion of the MPEDA after paying necessary dues.
14. The expected rent is Rs.180 to 200/-Sq.ft on carpet area. ( The expected rent between Rs.3,65,400/- to 4,06,000/-) + GST +

Maintenance charges

15. Long lease for 3 years and above will be encouraged.
16. In case of broker agency providing services, no brokerage will be paid by MPEDA

## **6. INSTRUCTIONS TO BIDDERS**

1. Bidders are advised to study the Tender/Bid document carefully before submission of Tender/Bids.
2. Bidders are requested to submit their Tender/Bids as per the terms and conditions specified herein. Only application of those agencies that fulfill the criteria would be considered by the Authority.

## **7. TAXES**

The Bidder shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable under the contract. All such duties and taxes must be borne by the Bidder in the Tender/Bid indicated as a distinct item.

## **8. How to apply**

- a. Sealed quotations must be sent to Deputy Director, MPEDA, Regional Division Mumbai, 103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old Panvel 410206 on or before 20/01/2025, 06.00 pm
- b. Details of the bidder shall be provided as per the format given at Annexure 1.
- c. **Financial quote for rent shall be provided in another sealed cover as per the format given at Annexure 2.**

## **9. BRIEF DESCRIPTION OF THE SELECTION PROCESS**

- a). **Pre Tender Enquiries:** Prospective Bidders may contact MPEDA RD Mumbai during office hours Monday to Friday from 10 am to 5 pm for clarifying the doubts..
- b). The Tender/Bid in original shall be submitted as per instructions given at Point 8.
- c) Bidder who quotes highest amount will be the **Successful Bidder** and shall be recommended for award of contract.

## **10. SCHEDULE OF TENDERING PROCESS**

The Schedule for the process for selection of event manager is as follows:

<b>Sl. No.</b>	<b>Milestone</b>	<b>Date</b>
1	Tender Notice	20/12/2024
2	Last Date for Submission of Tender/Bid	20/01/2025 at 06.00 pm
3	Date for Opening of Tender/Bid	21/01/2025 at 10.00 am

**Annexure -1**

-

**Tender/Bid application form**

**Last date for receipt of application is upto 20.01.2025 at 06.00 pm**

**From**

.....  
.....  
.....

**To**

**The Deputy Director,  
Regional Division Mumbai  
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY  
(Ministry of Commerce & Industry, Government of India)  
103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old  
Panvel, 410206  
**Phone: +91 8281859095, +91 7710968980**  
E-mail : ro.mumbai@mpeda.gov.in  
Web Site: <http://www.mpeda.gov.in>**

<b>No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Vendor</b>
	Name	



	Registered Office	
	Nearest Office Branch If Any in Mumbai	
	Contact Person	
	Address	
	Phone	
	Mobile	
	Email	
	Year Of Incorporation	
	PAN CARD (Copy To Be Attached)	Yes / No
	INCOME TAX RETURNS (Copies To Be Attached)	Yes / No
	SERVICE TAX REGN (Copies To Be Attached)	Yes / No
	GST REGISTRATION (Copy To Be Attached)	Yes / No
	Turn Over 2021-22	
	Turn Over 2022-23	
	Turn Over 2023-24	
	Experience With Govt./ PSU/ MPEDA	
	Details Of Previous premises	
	Any Other Relevant Information	
	<b>Verification</b> - The Application For Engagement Should Be Signed By The Authorized Signatory Verifying That All The Details Furnished In The Application Are True And Correct To The Best Of His/Her Knowledge And That In Case Of Furnishing Any False Information Or Suppression Of Any	

Material Information Would Lead To Rejection Of Application Besides Initiation Of Penal Proceedings By The Organizers.

**Name & Signature of authorized signatory**

**Date:  
& Seal of Vendor**

**Name**

**FORMAT FOR GIVING DETAILS OF KEY PERSONNEL OF THE AGENCY**

Sl. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

**Name & Signature of authorized signatory**

**Date:  
& Seal of Agency**

**Name**

-  
-  
**Annexure 2**

**FINANCIAL TENDER FORM FOR OFFICE SPACE IN REGENT CHAMBERS**

**AT NARIMAN POINT ON RENT**

Address: 605, 606 REGENT CHEMBER (Status Hotel Building) NEAR VIDHAN BHAVAN NARIMAN POINT MUMBAI 400021.

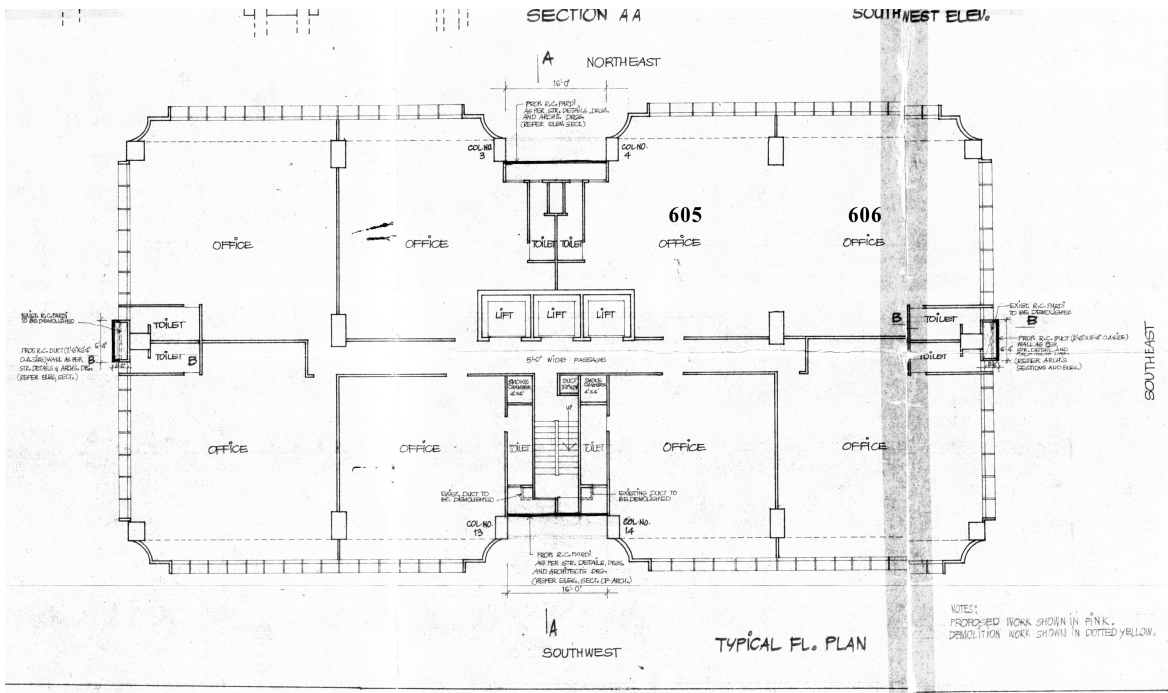
We hereby quote the following for renting your premise for ..... years.

Sealed Quotations must be sent to Deputy Director, MPEDA, Regional Division Mumbai, 103 Sai Arcade, Plot no. 142, Line Ali, Near Sparsh Hospital Old Panvel 410206 on or before 20/01/2024. (06.00 pm)

Sl. No	Name of the agency/Company/individual	Address	Quote of rent per month in Rs.	Expected numbers of years for rent
1				

**GST, electricity, water, maintenance charges extra**

**Floor lay out of the office premises (6th Floor - 605 & 606)**



SECTION AA

SOUTH WEST ELEV.

A NORTH EAST

605 OFFICE

606 OFFICE

OFFICE

OFFICE

OFFICE

OFFICE

OFFICE

OFFICE

SOUTH EAST

A SOUTH WEST

TYPICAL FL. PLAN

NOTES:  
 PROPOSED WORK SHOWN IN PINK.  
 DEMOLITION WORK SHOWN IN DOTTED YELLOW.

WALL FINISHES TO BE DEMOLISHED  
 FROM EXISTING CONDITION  
 CHANGE WALL FINISH  
 (REFER ELEV. SECTION)

WALL FINISHES TO BE DEMOLISHED  
 FROM EXISTING CONDITION  
 CHANGE WALL FINISH  
 (REFER ELEV. SECTION)

FROM EXISTING  
 AND NEW FINISHES  
 (REFER ELEV. SECTION)

FROM EXISTING  
 AND NEW FINISHES  
 (REFER ELEV. SECTION)

5'-0" WOOD PARAPETS

BASE CASE TO BE DEMOLISHED

BASE CASE TO BE DEMOLISHED

FROM EXISTING  
 AND NEW FINISHES  
 (REFER ELEV. SECTION)

FROM EXISTING  
 AND NEW FINISHES  
 (REFER ELEV. SECTION)