

**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
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

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
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Regional Division Mumbai

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Phone: +91 8421732464, +91 7710968980

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

1. TENDER/BID DATA SHEET

Name of organization	Regional Division Mumbai MPEDA, Ministry of Commerec & Industry, GoI
Premises details	605, 6 th Floor, Regent Chambers, Jamnalal Bajaj Marg, Nariman Point, Mumbai - 400021
Last Date and Time for receipt of Tender/Tender/Bid	01/04/2025, 06.00 PM
Time and Date of Opening of Tender/Bid	02/04/2025, 10.00 AM
Place of Opening Tender/Bid	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 P h o n e : +91 8421732464, +91 7710968980 E-mail : ro.mumbai@mpeda.gov.in Web Site: http://www.mpeda.gov.in
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**. The last date for submission of tenders is 01/04/2025 at 06.00 pm. The Tender/Bids shall be opened on 02/04/2025 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 01/04/2025, 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:

Sl. No.	Milestone	Date
1	Tender Notice	27/02/2025
2	Last Date for Submission of Tender/Bid	01/04/2025 at 06.00 pm
3	Date for Opening of Tender/Bid	02/04/2025 at 10.00 am

Annexure -1

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Tender/Bid application form

Last date for receipt of application is upto 01.04.2025 at 06.00 pm

From

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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
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No.	Particulars	Details to be filled in by the Vendor
	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	
	Verification - 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.
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Date:
& Seal of Vendor

Name & Signature of authorized signatory
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

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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 01/04/2024. (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)

Lj 1-1

SECTION AA

SOUTHWEST ELEV.

