

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.
(A Government of India Enterprise)

EXPRESSION OF INTEREST (EOI) FOR ADDITIONAL OFFICE SPACE

IRCTC invites EOI for Hiring of office space ranging 2000-4500 Sq.Ft. of carpet area on lease / rent basis only from the Owner(s) of such properties in the vicinity of Chetpet Railway Station, Chennai.

The premises should be fully furnished (plug and play) and ready to move, having approx. 25 Workstations, 5 Cabins, Dedicated Reception, Conference room (seating capacity – 15), Pantry area (seating capacity - 6), Server Room, Store room, Washrooms, etc.,

The EOI should be submitted through in single Sealed Envelope containing the Technical Offer and Financial Bid mentioning “**Expression of interest (EOI) for additional office space**”.

Technical Offer:- The technical offer should contain detail information of the locality and carpet area of the premises, the infrastructure available, the allotted power capacity, water connectivity, documentation about ownership and clearance/NOCs from all applicable authorities if any.

More specifically technical offer should contain the following information as per format in the enclosed as Annexure I:

- 1) Bidder should submit photocopy of document to prove the ownership, enclosing the copies of Title deed, Property Tax and latest paid utility bills (Electricity & Water)
- 2) Carpet Area in Sq.Ft. supported by layout of the premises.
- 3) Details of nos. of workstations, cabins, dedicated reception, conference room(s), furniture details, pantry etc.
- 4) No. of car parking space, 24 hrs. water supply, power back-up in the building, if any.
- 5) Centralized air conditioning provision / adequate power supply to take care of air conditioning.
- 6) Proper toilet blocks for male and female staff.
- 7) Initial Lease Period and Lock-in Period, if any.
- 8) Copy of PAN Card and GST Registration certificates.
- 9) Any other relevant information about the offered premises.

Financial Offer: The financial offer should clearly mention the offered monthly rent (per Sq.ft of Carpet Area) exclusive of GST.

More specifically Financial offer should contain the following information as per the format in the enclosed Annexure II :

- 1) Monthly rent (per Sq.ft of Carpet Area) exclusive of GST.
- 2) Maintenance charges, if any.
- 3) Advance Rent, if any.
- 4) Detail of services to be provided by Lessor to Lessee without any additional charges.
- 5) Parking Charges, if any.
- 6) Electricity and Water Charges, if any.
- 7) Revision in Rent Mechanism.
- 8) Security Deposit, if any.
- 9) Extended facilities charges beyond office hours, holidays, if any.

Note: No Brokerage shall be paid by IRCTC.

At any time prior to the deadline for submission of bids, IRCTC may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents. Amendments will be provided in the form of Corrigendum to the Bidding Documents, which will be published.

The sealed envelope containing both “Technical Offer & Financial Offer” should be submitted addressing to GGM/IRCTC/SZ in the tender box at the following address.

The last date for submission of EOI documents is **30-10-2024 till 12:00 hrs.** IRCTC reserves the right to seek any clarifications or additional documents if required. IRCTC reserve the right to accept or reject any offer without assigning any reasons. IRCTC will consider only such applications which fulfill its requirements and the concerned applicants will only be contacted.

Office of Group General Manager (South Zone), IRCTC Ltd.
6A, IRCTC, The Raintree Place, No-9, Mc Nichols Road,
Chetpet, Chennai – 600031.
Ph: 044-28363726

TABLE 2: FINANCIAL PARAMETERS

S.No	Particulars	Sqft area	Total Amount
1	Monthly rent (per sqft of carpet Area) exclusive of GST		
2	Monthly Maintenance if any.		
3	Details of services to be provided by Lessor to Lessee without any additional charges.		
4	Parking Charges,if any.		
5	Electricity and water charges ,if any		
6	Revision in rent Mechanism		
7	Security Deposit		
8	Advance Rent, if any.		
9	Extended Facilities charges beyond office hours,holidays, if any.		
10	Other charges (To specify)		
11	Total Cost		

SEAL & SIGNATURE OF THE OWNER

FORM FOR SUBMITTING LANDLORD' QUOTATION

ANNEXURE-I

This Form must be submitted only using the Landlord's Official Letter Head

TABLE 1: TECHNICAL SPECIFICATIONS

No	Description/ Specification	Details	Documents		Remarks
1	Documents enclosed	Photocopy of document to prove the ownership			
		Copy of Title deed			
		Copy of Property Tax			
		copy of latest paid utility bills(Electricity & water)			
		Carpet Area in Sq.Ft supported by layout of the premises			
		Copy of PAN Card			
		GST Registration certificates			
		Initial Lease Period and Lock-in Period, if any Any other relevant information about the offered premises			
		Details	No.of units	Size in Sq.Ft.	Remarks
2	Technical information	Details of nos. of workstations (Min.25 Nos.)			
		cabins (Min.05)			
		Dedicated reception			
		conference room(s) (Min.seating capacity -15)			
		Furniture details			
		Pantry (Min.seating capacity - 6)			
		No. of car parking space			
		Separate storage capacity of water supply			
		Power backup in the Building (If any)			
		Centralized air conditioning provision /adequate power supply to take care of air conditioning			
		Proper toilet blocks for male & female staff			

SEAL & SIGNATURE OF THE OWNER