



इंडियन रेलवे केटरिंग एंड टूरिज्म कॉर्पोरेशन लिमिटेड
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD
(भारत सरकार का उद्यम - मिनीरत्न / A Govt. of India Enterprise-Mini Ratna)
दक्षिण मध्य क्षेत्र, सिकंदराबाद / South Central Zone, Secunderabad
“CIN-L74899DL1999GOI101707” E-mail: info@irctc.com Website: www.irctc.com

EXPRESSION OF INTEREST (EOI) FOR OFFICE SPACE

IRCTC invites EOI for Hiring of office space ranging **6,000-7,500 Sq. Ft.** of carpet area on lease / rent basis only from the Owner(s) of such properties in the vicinity of less than 01 KM from Rail Nilayam, Secunderabad. The premises should be furnished and ready to move (Plug and Play condition), having approx. 80-100 nos. workstations, cabins, dedicated reception and conference room(s) etc.

The EOI should be submitted through Two Separate Sealed Envelopes containing the Technical Offer and Financial Bid.

Technical Offer:- Sealed envelope containing 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 Bid should contain information such as:

- 1) Bidder should submit photocopy of document to prove the ownership, enclosing the copies of 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 and conference room(s) etc. In case, the property is without fabrication, the owner has to attach the declaration / willingness for fabricating as per the need of IRCTC.
- 4) No. of car parking space included in the Rent, 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. Proper Safety norms.
- 6) Proper separate toilets for gents and ladies.
- 7) Initial Lease Period and Lock-in Period, if any may be specified.
- 8) Copy of PAN Card and GST Registration certificates.
- 9) Any other relevant information about the offered premises.

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

More specifically Financial Bid should contain information such as :

- 1) Monthly rent (per Sq.ft of Carpet Area) exclusive of GST.
- 2) Maintenance charges, if any.
- 3) Detail of services to be provided by Lessor to Lessee without any additional charges.
- 4) Parking Charges, if any for additional parking.
- 5) Electricity and Water Charges, if any.
- 6) Revision in Rent Mechanism / incremental rents, if any.
- 7) Security Deposit, if any.

Note: No Brokerage shall be paid by IRCTC. Stamp Duty towards registration of Lease Agreement shall be borne by Lessor & Lessee equally (50:50)

The separate sealed envelope of “Technical Offer & Financial Offer” should be submitted in one master sealed envelope addressing to GGM/IRCTC/SCZ in the tender box at the following address.

The last date for submission of EOI documents is **14-05-2024 till 12:00 hrs.** The technical bid will be opened on the same day at 12:15 hrs. Financial bid of only technically qualified bidders will be opened for which Date and time of opening of Financial Bid will be intimated in due course.

IRCTC reserve the right to accept or reject any offer without assigning any reasons.

Office Address : **Group General Manager (South Central Zone), IRCTC Ltd.,**
Zonal Office: 1st Floor, Oxford Plaza, S.D. Road, Secunderabad - 500003
Ph: 040-27702401 Email : admins cz@irctc.com