

REQUEST FOR PROPOSAL (RFP) FOR OFFICE SPACE

IRCTC invites RFP for Hiring of office space ranging **8,000-10,000 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 Platform No:1 of Mumbai CSMT Railway station. The premises should be furnished and ready to move, having approx. 80-100 nos. workstations, cabins, dedicated reception and conference room(s) etc.

The RFP 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.
- 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 block.
- 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: 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) 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. 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/WZ in the tender box at the following address.

The last date for submission of RFP documents is **08-03-2024 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.