



## ECGC LIMITED

(A Government of India Enterprise)

**ECGC Limited, a PSE under the administrative control of Ministry of Commerce & Industry, invites sealed tenders (in the form of separate Technical Bid & Financial Bid) for Lease/Rent for its Indore Branch Office, in and around Indore commercial centres preferably from Ground to 5th floor Carpet area 3500 to 4000 sq.ft. in a vacant premises should be Ready for Possession.**

**Following details are required to be submitted in a tabular format forming 'Technical Bid':**

- 1. Name & Address, Telephone & Mobile No. of Owner:** Full Details
- 2. Area vis a vis requirement: Carpet Area** within 3500 sq.ft to 4000 sq.ft.
- 3. Location of property :** AB road, MG road, ring road preferably within 1KM of Vijay Nagar Square and on the main road
- 4. Adequate Parking space:** Covered parking for 2 car and 6 bikes
- 5. Property located on which floor:** From Ground to 5th floor
- 6. For 1<sup>st</sup> to 5<sup>th</sup> floor :** Multi- Lift facility should be available
- 7. Age of building :** Should not be more than 10 years old
- 8. Period of lease :** Lock in period 3 Years and shall be renewable after every 3 years, total period 9 years
- 9. Water :** Sufficient water facility should be available
- 10. Electricity :** 3 phases supply should be available
- 11. Washroom : 3 toilets –** 1 for gents, 1 for ladies and 1 for PWD
- 12. Condition of premises:** - Well-maintained commercial premises and ready for possession
- 13. Security and fire-fighting :** Should be available
- 14. Accessibility to premises :** Free accessibility should be available to the offered premises with proper ventilation with company sign/display board in front view and Building should be disabled friendly
- 15. Whether proposed property is having clear title deed or not?:** To be mentioned
- 16. Photograph of premises:** Please add at least 5 photograph

**Financial Bid:** Please mention separately with applicable GST - Rent Amount/ maintenance amount/ Security Deposits etc. Financial Bids of Technically qualified bidders only will be considered for evaluation. Stamp duty/Registration/Legal charges will be shared equally between both parties.

**Interested parties may submit their tenders in two separate sealed envelopes superscripted as 'Technical Bid' & 'Financial Bid'.**

**The sealed bids may be sent to:**

Branch Manager, Indore Branch, ECGC Limited, 408, City Center, 4th Floor,  
570 M G Road, Indore - 452 001 **or may contact**

**Branch Manager, Indore Branch on Phone No. 0731-2544215 / 2536059/ +91 9425360305.**

**Last date for submitting the sealed bids to our Office is – within 21 days from the date of this tender Hours**

The bids will be evaluated by ECGC, including physical visits to shortlisted premises & results will be displayed on our website in due course.

**Please note that NO brokerages will be paid by ECGC Limited.**

**Note: ECGC will have an absolute right to accept or reject any tenders without assigning any reasons, whatsoever.**