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## **REQUEST FOR TENDER**

**For  
TAKING PREMISES ON LEASE BASIS FOR VADODARA BRANCH  
OF ECGC LTD.**

**Ref: ECGC/Vadodara/Tender – 1/01/2022-23**

**Date: 04<sup>th</sup> January, 2023**

### **ECGC LIMITED**

**Regd. Address: ECGC Bhawan, CTS No. 393, 393/1 to 45, M. V.  
Road, Andheri (East), Mumbai – 400069, Maharashtra, India.**

**Branch: ECGC Vadodara Branch, 504, Sixth Floor, Concord  
Building, R C Dutt Road, Alkapuri, Vadodara, Gujarat – 390007**

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## Section - 1

### 1. Introduction

#### 1.1. Invitation to Bidders

By way of this Request for Tender ('**RFT**') Document, (hereinafter also referred to as 'the Bid Document' or 'the Tender Document') **ECGC Limited** (hereinafter referred to as 'ECGC'), a Company wholly owned by Government of India and set up in 1957, invites competitive Bids from Owners of Commercial Premises, and / or their Power-of-Attorney holders for **taking premises on lease basis for Vadodara Branch of ECGC Ltd.** (hereinafter referred to as "**New Vadodara Office Premises**") **as per scope and requirements defined in Annexure – I of this RFT.**

The "Technical and Financial Bids" along with other documents would be received in physical form.

The Bidder(s) are advised to study the Tender Document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.

Note that all the required information as sought in the Tender Document shall be provided by the bidders. Incomplete information may lead to rejection of the Bid. The Company reserves the right to change the dates mentioned in this RFT Document, which will be communicated to the

Bidder(s), and shall be displayed on ECGC’s website. The information provided by the Bidder(s) in response to this RFT Document will become the property of ECGC and will not be returned. ECGC reserves the right to amend, rescind or reissue this RFT Document and all subsequent amendments, if any to this RFT Document. Amendments or changes shall be communicated directly and/or displayed at ECGC’s website only.

**1.2. Schedule of events**

RFT Document Availability	The RFT Document will be published on the website of ECGC.
Last date and time of submission of Bids	30th January 2023, 3 PM IST.
Opening of Technical Bid	Will be informed to bidders on 30th January 2023.
Opening of Financial Bid	Will be informed to bidders who are eligible for opening of financial bid, as per the eligibility / evaluation criteria mentioned in this RFT.
<p><b>Contact Details:</b></p> <p>Branch Manager: 0265 – 2341615 (D) / 99255 13152</p> <p>Manager : 0265 – 2354728 / 70166 49897</p>	

Address for Communication and submission of Bid.	ECGC Vadodara Branch Manager ECGC Limited, 504, Sixth Floor, Concord Building, R C Dutt Road, Alkapuri, Vadodara, Gujarat – 390007
All correspondence / queries relating to this RFT Document should be sent to following email ID only, except as otherwise specified.	<a href="mailto:vadodara@ecgc.in">vadodara@ecgc.in</a>
Earnest Money Deposit	NIL
Timeline to handover complete vacant possession of Premises	Within 30 days of issue of Letter of Intent.

**NOTE: Timelines are subject to change at the sole discretion of ECGC Ltd.**

## Section - 2

### **2. Disclaimer**

The information contained in this RFT Document or information provided subsequently to Bidder(s) in documentary form by or on behalf of ECGC, is provided to the Bidder(s) on the terms and conditions as set out in this RFT document and all other terms and conditions subject to which such information is provided.

This RFT Document is neither an agreement nor an offer and is only an invitation by ECGC to the interested parties for submission of Bids. The purpose of this RFT Document is to provide the Bidder(s) with information to assist the formulation of their bids.

This RFT Document does not claim to contain all the information each Bidder may require. ECGC shall incur no liability under any law, statute, rules or regulations as to accuracy, reliability or completeness of this document. ECGC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFT Document.

ECGC reserves the right to reject any or all the bids received in response to this document at any stage without assigning any reason whatsoever. The decision of ECGC in this regard shall be final, conclusive and binding on all the parties. The information provided by the bidder in response to this document will become the property of ECGC and will not be returned. No contractual obligation whatsoever shall arise from the RFT process until a formal contract/service agreement is signed and executed by duly authorized representatives of ECGC with the selected Bidder.

## Section - 3

### 3. Instructions for Bidder(s)

#### 3.1. General Instructions

**3.1.1** Before bidding, the Bidder(s) are requested to visit the ECGC website <https://www.ecgc.in> and also carefully examine the Tender Document and the General Terms and Conditions of the Contract (TCC) contained therein, and if there appears to be any ambiguity or discrepancy between any terms of the Tender Document and the Contract, they should immediately refer the matter to ECGC for clarifications.

**3.1.2** The Bidders may submit their Technical and Financial bids in two separate envelopes super scribed as '**Technical Bids**' and '**Commercial Bids**'. These two envelopes are to be duly sealed and put in one bigger sealed NON-WINDOW envelope super-scribed '**Proposal for Taking Premises on lease basis for Vadodara Branch of ECGC Ltd.**'

**3.1.3** The Bidder, for the purpose of making the Bid, shall complete in all respects, the form(s) annexed to the Tender Document, quote the prices and furnish the information/ documents, called for therein, and shall sign and put date on each of the forms/documents in the space provided therein for the purpose.



The Bidder shall affix its initial on each page of the Bidding Documents.

- 3.1.4** The Bid shall be signed by a person or persons duly authorized by the Bidder with signature. In the case of a body corporate, the Bid shall be signed by the officers duly authorized by the body corporate with its common seal duly affixed. In case of a consortium, the Bid shall be signed by the officer (s) so authorized by each consortium member and the Bid shall be affixed with the common seals of each member of the consortium.
- 3.1.5** The Bid shall contain the address, Tel. No., Fax No. and e-mail id of the Bidder, for the purposes of serving notices required to be given to the Bidder in connection with the Bid.
- 3.1.6** The Bidder shall submit the Part-I which is a Technical Bid as per the form provided under **Annexure-1** and the same shall be enclosed in single sealed envelope superscribed as **“Part-I: Technical Offer for taking Premises on Lease Basis for Vadodara Branch of ECGC Ltd”**.
- 3.1.7** The Bidder shall submit the Part-II which is Price/Commercial Bid as per the form provided under **Annexure –3** and the same shall be enclosed in another sealed envelope superscribed as **“Part-II: Commercial Offer for taking Premises on Lease Basis for Vadodara Branch of ECGC Ltd.”**

- 3.1.8** The Bid form and the documents attached to it shall not be detached from one another and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the forms or documents attached thereto. Any alterations or changes to the entries in the attached documents shall only be made by a separate covering letter otherwise it shall not be entertained for the Bidding process.
- 3.1.9** The Bidder, irrespective of its participation in the bidding process, shall treat the details of the documents as privileged, secret and confidential.
- 3.1.10** ECGC does not bind itself to accept the lowest of any Bid or any other bid received and shall have the right to reject any Bid without assigning any reason whatsoever. ECGC also reserves the right to re-issue the Tender Document.
- 3.1.11** The Bidder should ensure that there are no cuttings, over-writings, and illegible or undecipherable figures to indicate their Bid. All such Bids may be disqualified on this ground alone. The decision of ECGC shall be final and binding on the Bidder. The Bidder should ensure that ambiguous or unquantifiable costs/ amounts are not included in the Bid, which would disqualify the Bid.

- 3.1.12** Each Bidder can submit only one Technical and Financial Bid each for one premises but can submit different proposals for different properties under separate bids.
- 3.1.13** Partial Bids will not be accepted and shall stand rejected. Bidder(s) shall have to quote for the entire scope of work.
- 3.1.14** All rates and total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
- 3.1.15** No questions or items in the annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'Nil' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
- 3.1.16** Bids not confirming to the requirement of the RFT may not be considered by ECGC. However, ECGC reserves the right at any time to waive any of the requirements of the RFT.
- 3.1.17** Bids must be received by ECGC at the address specified, no later than the date & time specified in the "Schedule of Events" in Invitation to Bid.
- 3.1.18** ECGC is not responsible for non-receipt of bids within the specified date due to any reason including postal delays or holidays.

- 3.1.19** Any Bid received after the deadline for submission of Bids prescribed, will be rejected and subsequently destroyed. No Bids shall be returned.
- 3.1.20** ECGC may, at its discretion, extend the deadline for submission of Bids by amending the appropriate terms and conditions in the Bid Document, in which case, all rights and obligations of ECGC and Bidders previously subject to the deadline will thereafter be subject to the extended deadline, which would also be advised to all the interested Bidders on ECGC's website.
- 3.1.21** ECGC reserves the right to accept or reject any Bid or to cancel the Bidding process and reject all Bids at any time prior to contract award, without incurring any liability to the affected Bidder or Bidder(s). All decisions taken by ECGC are binding and final.
- 3.1.22** ECGC reserves the right to verify the validity of bid information and reject any bid, where the contents are found incorrect whether partially or fully, at the time during the process of RFT or even after the award of the contract.
- 3.1.23** The bid is liable to be disqualified in the following cases:
- i. Bid not submitted in accordance with RFT and prescribed format;

- ii. Bid received in incomplete format;
- iii. Bid is not accompanied by all requisite documents or in format not approved by ECGC;
- iv. Bid is received after the prescribed due date and time.

**3.1.24** The bids once submitted cannot be modified or altered.

**3.1.25** The Bidder shall bear all costs associated with the preparation and submission of its Bid, and ECGC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

### **3.2. Eligibility for Bidding:**

The Eligibility criterion and other requirements are as per Annexure - 1.

### **3.3. Rights of ECGC:**

- i. ECGC does not bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received, without assigning any reason thereof.
- ii. While processing the Bids, ECGC further reserves the right to modify any requirement contained in the Tender Document without assigning any reason thereof.
- iii. In case, more than one firm/person bid at same price, their financial bids will be ranked based on their technical qualifications.

### **3.4. Queries:**

- i. The Bidder(s) having any doubt/ queries/ concerns with any clause of this document or selection process shall raise their concern within 3 days of release of RFT Document in the format annexed at Annexure – 2. ECGC will not be liable to accept or provide any explanation towards any doubt/ concerns beyond the deadline of 3 days from the release of RFT document.
- ii. All the queries shall be communicated only through the e-mail id provided, [vadodara@ecgc.in](mailto:vadodara@ecgc.in), in the format provided in Annexure - 2.
- iii. ECGC would issue clarifications/ amendments in writing via e-mail/website and the same will become part of RFT.

### **3.5. Bidding process**

3.5.1. The Bid prepared by the Bidder, as well as all correspondences and documents relating to the Bid exchanged by the Bidder and the Company and supporting documents and printed literature shall be submitted in English.

3.5.2. The interested bidders should submit their Technical Bid & Financial Bids duly sealed separately in one bigger sealed NON-WINDOW envelope only super-scribed **“Proposal/ Offer for taking commercial premises on Lease basis for Vadodara office of ECGC Ltd.”- Proposal and Eligibility Documents.** and before closing hours on the last date of submission of bids.

3.5.3. The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The envelope shall be addressed to ECGC at the said address given in Section 1.2; The envelopes shall contain completely filled documents in the following order:

Envelop - 1

- (i) Annexure-1: Details of Property as per eligibility / qualification criteria along with evidences/supporting documents.
- (ii) Annexure – 4: Acknowledgment;
- (iii) Annexure 5 – Declaration;

Envelop -2

- (iv) Annexure – 3: Commercial Bid;
- (v) Annexure – 7: Bank Details.

3.5.4. All envelopes should indicate the name and address of the Bidder on the cover.

3.5.5. If the envelope is not sealed and marked, ECGC will assume no responsibility for the Bid's misplacement or its premature opening.

3.5.6. Prices are to be quoted in Indian Rupees only in the format at Annexure – 3.

3.5.7. Prices quoted should be exclusive of all Central / State Government levies, taxes (including Service Tax / GST).

### **3.6. Opening and evaluation of bids**

#### **3.6.1. Opening of Bids by ECGC**

3.6.1.1. ECGC reserves the right to open the Bids soon after the cutoff time and date specified in the RFT.

3.6.1.2. ECGC will examine the Bids to determine whether they are complete, whether the required formats have been furnished, the documents have been properly signed, and that the Bids are generally in order.

3.6.1.3. Prior to the detailed evaluation, ECGC will determine the responsiveness of each Bid to the Bid Document. For purposes of these clauses, a responsive Bid is one, which conforms to all the terms and conditions of the Bid Document without any deviations.



- 3.6.1.4. Only those Bidders and Bids which have been found to be in conformity of the terms and conditions of RFT during the preliminary evaluation would be taken up by ECGC for further detailed evaluation.
- 3.6.1.5. Bidder(s) bidding in the process shall give as a part of the Bidding documents a statement on their letter head, as per the format provided under Annexure - 4, that they have no objection with any clause of the Tender Document.
- 3.6.1.6. No Bidder shall contact ECGC on any matter relating to its Bid, from the time of opening of Financial Bid to the time the Contract is awarded.
- 3.6.1.7. Any effort by a Bidder to influence ECGC in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bidder's Bid and barring from any future RFTs / contracts / business with ECGC.

### **3.7. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Company will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

## **Section – 4**

### **Award of Contract**

The Bidder who qualifies the technical round as per the scoring criterion mentioned in Annexure-1 and bids the lowest in financial round shall be awarded the Contract. However, ECGC shall be under no obligation to accept the lowest or any bid received and shall be entitled to reject any or all bids without assigning any reason whatsoever. ECGC will notify the successful Bidder in writing, by letter or by e-mail (Letter of Intent), that its Bid has been accepted. The notification of award will constitute the formation of the offer to contract. The selected Bidder should convey acceptance of the award of contract by returning duly signed and stamped duplicate copy of the award letter within seven working days of receipt of the communication. In case, more than one firm bid at same price, their financial bids will be ranked based on their technical qualifications which shall be decided solely by ECGC. In case the selected Bidder fails to accept the award then the Bidder having the next lowest financial bid among the Bidder(s) (other than the Bidder who has failed to accept the award) will be considered for the award and so on. The successful Bidder will have to execute a Lease agreement within 30 (thirty) working days of the award of Contract, which will

be valid for the tenure as mentioned in this RFT Document. The draft of the same is annexed herein below as Annexure – 6. ECGC reserves the right to alter / vary / amend / modify all or any of the terms set out in the said draft Agreement before the same is signed.

## **Section – 5**

### **TERMS AND CONDITIONS OF CONTRACT (TCC)**

As stated in draft Lease Agreement at Annexure 6.

## **Section – 6 (Annexures)**

1. Annexure 1: Eligibility criterion and other requirements
2. Annexure 2: Queries
3. Annexure 3: Financial Bid Format
4. Annexure 4: Acknowledgement
5. Annexure 5: Declaration
6. Annexure 6: Lease Agreement Format
7. Annexure 7: Bank Details

## Eligibility Criterion and Other Requirements

Following will be the conditions for participating in tender.

### 1. Eligibility of person/bidder:

- a. Legal owner/s of the premises shall be eligible. (i.e. person/s, company, HUF, etc.)
- b. Power of attorney holder shall be eligible.

No brokerage will be paid in any form by ECGC.

### 2. General requirements for office premises building, location, and similar aspects:

The General requirements are mentioned in 'Parameter Description' as stated in Clause 4 of this Annexure.

### 3. Lease Conditions:

- a. Expected lease period – 10 years
- b. Expected lock-in period – 3 years

### 4. Score card:

The following is the scoring methodology which shall be followed for evaluating the tender responses:

Sr . N o.	Parameter Descriptio n	Maxim um Marks	Criteria / Marks Break-up (Evidence to be submitted mandatorily)	Respo nse by Bidder	Document to be submitted, if any
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1	Area and Floor of Office premises	N/A	<p>3000 sq. ft. to 3300 sq. ft. contiguous area, preferably in approximate square or rectangular shape. Larger area may be considered on the basis of cost / requirement, depending on the bid / value addition / unique propositions, if any.</p> <p>Note:</p> <p>a. Premises having Natural Light – maximum possible sunlight / natural light shall be preferable.</p>		Site Plan/Layout
2	Distance from current office	10	<p>Within 500 mts – 10 marks</p> <p>&gt; 500 mts up to 1 km – 7 marks</p>		

			<p>&gt; 1 km up to 1.5 km – 5 marks</p> <p>&gt; 1.5 km – 3 marks</p>		
3	Age of building	10	<p>Zero to 5 years – 10 marks</p> <p>For every year or part of year greater than 5 years, one mark shall be deducted.</p> <p>Building older than 10 years – Disqualified from bidding.</p> <p>Building not well-maintained, clean, hygienic, and has termite infestation or similar pest issues- Disqualified from bidding.</p> <p>Building should ideally be occupied by corporate clients / PSUs / Banks / Financial Institutions.</p>		



4	Lifts	15	<p>2 lifts, simultaneously available, capacity 10 or greater than 10, fully enclosed – 15 marks</p> <p>2 lifts, simultaneously available, capacity between 5 and 10, fully enclosed – 12 marks</p> <p>2 lifts, only one available at a time, capacity between 5 and 10, fully enclosed – 7 marks</p> <p>Any other – zero marks</p>		Photographs
5	Toilets / Provision for toilets	NA	This is a qualifying and mandatory condition. Provision for minimum two toilets (1 Gents and 1 Ladies) for		

			dedicated use within the premises is mandatory.		
6	Barrier-free access for Divyangjan	NA	This is a qualifying and mandatory condition. The building must satisfy accessibility and barrier – free access guidelines as issued by the Government of India ( <a href="https://disabilityaffairs.gov.in">https://disabilityaffairs.gov.in</a> and / or <a href="https://cpwd.gov.in">https://cpwd.gov.in</a> )		Photographs
7	Dedicated / Guaranteed / Reserved and covered Parking	15	5 or more parking for four-wheeler and 5 or more parking for two-wheeler – 15 marks  4 parking for four-wheeler and 4 and more parking for two-wheeler – 12 marks  3 parking for four-wheeler and 3 and		

			<p>more parking for two-wheeler – 10 marks</p> <p>2 parking for four-wheeler and 2 and more parking for two-wheeler – 8 marks</p> <p>Less than 2 parking for four-wheeler / no dedicated parking available –</p> <p>Disqualified from bid.</p>		
8	Generator backup for common areas	10	<p>Greater than 8 hours – 10 marks</p> <p>Greater than 4 hours but less than 8 hours – 7 marks</p> <p>Greater than 1 hour but less than 4 hours – 3 marks</p> <p>Less than one hour – zero marks</p>		
9	Security Services in Building	15	<p>(i) Functional CCTV,</p> <p>(ii) ID card / biometric / smart</p>		

			<p>card entry for employees,</p> <p>(iii) lobby / reception with manual or computerized desk for visitor registration and control,</p> <p>(iv) secure lift,</p> <p>(v) security guard at each entry – 15 marks</p> <p>Any 3 of (i) to (iv) above and (v) – 11 marks</p> <p>Any 2 of (i) to (iv) above and (v) – 9 marks</p> <p>Any 1 of (i) to (iv) and (v) above – 7 marks</p> <p>Only (v) above – 5 marks</p> <p>No security services – zero marks</p>		
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10	Fire, Safety, Municipal, Local, State Government, Central Government and Quasi Government / Regulatory / Statutory Compliances	NA	This is a qualifying and mandatory condition.		Valid certificate from Fire Authorities
11	Clear, unencumbered title and possession of premises to be available to the owner, and right	NA	This is a qualifying and mandatory condition.		Copy of Occupation Certificate, ownership document, mortgage, if property is mortgaged.

	of way to properly access the premises, access to roof / parapet (if applicable) and ducts for network connectivity installations, permissions for installation of AC units, water supply, electricity, etc.				
12	Three-phase commercial power	NA	This is a qualifying and mandatory condition.		

	supply with at least 15 KW load.				
13	24 hours municipal water supply.	NA	This is a qualifying and mandatory condition.		
14	Documentary Proof of Ownership		<p>Bid shall be submitted in the prescribed format only from the owner/power of attorney (POA) holders of the Premises along with documentary proof of ownership like Sale Deed, etc. with copy of POA (if applicable), GSTIN (if any), PAN needs to be submitted.</p> <p>Note: The owner should have Occupation</p>		PoA/Ownership Documents

			<p>Certificate (OC) and a No-Objection Certificate (NOC) from the concerned Society to let out the premises on rent to the Company. In the event of the premises under consideration being mortgaged to any financial institution, a declaration has to be provided by the owner of the premises to deposit the rent amount directly in to the loan account with the consent of the mortgagee, if applicable.</p>		
15	Physical verification of all of the above as well as	30	The Physical Verification / Visit and Evaluation Committee shall decide the overall		



	<p>other features / fixtures / location / cabling / infrastructure etc. by ECGC Branch Personnel as well as by ECGC Personnel from ECGC Western Regional Office and / or from ECGC Head Office.</p>		<p>marking after visit to and evaluation of all premises.</p>		
16	<p>Evaluation of value-added services, features, fixtures,</p>	30	<p>The Physical Verification / Visit and Evaluation Committee shall decide the overall marking after visit to</p>		

	<p>infrastructure, existing occupants (banks / PSUs / corporate clients / Financial Institutions ), unique propositions (if any), prestigious building / location, floor orientation , preferential access to common areas, etc.</p>		<p>and evaluation of all premises, and also based on documentary evidences submitted.</p> <p>Note: Any furniture, fixtures, cabling, features etc. which are already part of the premises, have to be as per ECGC requirements.</p> <p>Further, ECGC shall reserve the right to make appropriate changes without incurring any liability as to restoration of the same to condition as prevailed prior to occupation of premises. ECGC envisages a bare-shell premises which shall be built up by ECGC as per its requirements / plan. However, any value</p>		
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			addition in this regard shall be considered for marking as per below score-card.		
17	Grand Total	135*			

\* - Maximum Marks and Marks Scored shall be normalized to 100.

- Bidders scoring more than 75 out of 100 shall be considered as qualified at this stage of the tender.
- Commercial bids of bidders who have qualified as per scorecard above shall be opened for further processing.

**IMPORTANT:**

- a. The bidders are expected to provide a write-up including the above, with supporting documents, evidences, and any other salient points, unique propositions, value additions, location descriptions, pictures, etc. This shall act as a profile of the premises being offered, and shall form an input for the Committee during its evaluation, and therefore it is expected that this document shall be comprehensive in nature.
- b. One bidder may submit more than one valid bid for multiple premises, in separate and independent envelopes, but only one valid bid per premises per Bidder shall be allowed. Bidder must provide exact postal address so that uniqueness of valid bids can be determined. Multiple bids for same premises from same Bidder shall result in immediate disqualification of the Bidder from the bidding process with regard to that premises.

## Queries Format

<b>Sr No</b>	<b>Bidder Name</b>	<b>Page No. (tender Ref)</b>	<b>Clause (tender Ref)</b>	<b>Description in the tender (tender Ref)</b>	<b>Query</b>
<b>1</b>					
<b>2</b>					

Note: The queries may be communicated only through the e-mail id provided, [vadodara@ecgc.in](mailto:vadodara@ecgc.in) Responses of queries will be uploaded on ECGC website or emailed to concerned bidder. No queries will be accepted on telephone or through any means other than e-mail. The queries shall be sent in .xls /.xlsx format in the above mentioned proforma.

**Annexure – 3**

**Price / Financial Bid Format**

**PRICE/COMMERCIAL BID FOR Leasing of Premises for ECGC**

**Vadodara Branch**

(Must be submitted in the **sealed envelope** as mentioned above)

NAME OF THE OWNER/POWER OF ATTORNEY HOLDER:

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ADDRESS:

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CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

**We submit our Price/commercial bid ( ) for the proposed  
assignment as under:**

Sr. No.	Description	Amount in INR																		
1.	<Name and address of Premises> - <carpet area in square feet> Per Square Feet Per Month Rate (In case of Quarterly / Half-Yearly / Annual or any other frequency, kindly specify)																			
2.	Security Deposit																			
3.	Total recurring lease amount per year for first year (excluding taxes)																			
4.	Any other charges not included in Lease Amount (maintenance, cable laying / roof access, equipment installation, society charges, parking charges, lift / common area charges, etc.)																			
5.	Total Lease and other charges for first year (3 + 4)																			
7.	<p>Projection of Total Lease Amount for subsequent years (in case of increase in rent amount, kindly specify the increase expected, and fill in increased amount):</p> <table border="1" data-bbox="352 1637 1118 2024"> <thead> <tr> <th data-bbox="352 1637 496 1697">Sr. No.</th> <th data-bbox="496 1637 751 1697">Year</th> <th data-bbox="751 1637 1118 1697">Amount in INR</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1697 496 1765">1</td> <td data-bbox="496 1697 751 1765">Second</td> <td data-bbox="751 1697 1118 1765"></td> </tr> <tr> <td data-bbox="352 1765 496 1832">2</td> <td data-bbox="496 1765 751 1832">Third</td> <td data-bbox="751 1765 1118 1832"></td> </tr> <tr> <td data-bbox="352 1832 496 1899">3</td> <td data-bbox="496 1832 751 1899">Fourth</td> <td data-bbox="751 1832 1118 1899"></td> </tr> <tr> <td data-bbox="352 1899 496 1966">4</td> <td data-bbox="496 1899 751 1966">Fifth</td> <td data-bbox="751 1899 1118 1966"></td> </tr> <tr> <td data-bbox="352 1966 496 2024">5</td> <td data-bbox="496 1966 751 2024">Sixth</td> <td data-bbox="751 1966 1118 2024"></td> </tr> </tbody> </table>	Sr. No.	Year	Amount in INR	1	Second		2	Third		3	Fourth		4	Fifth		5	Sixth		
Sr. No.	Year	Amount in INR																		
1	Second																			
2	Third																			
3	Fourth																			
4	Fifth																			
5	Sixth																			

	6	Seventh		
	7	Eighth		
	8	Ninth		
	9	Tenth		

Terms and Conditions:

- 1) The amount shall be exclusive of any taxes applicable.
- 2) ECGC will deduct tax (TDS) while releasing payment, if applicable as per the provisions of Income Tax Act, and all other applicable taxes, levies, cess etc.
- 3) ECGC reserves the right to negotiate with the successful bidder.
- 4) Fee should be quoted in INR and in two decimal points only.

-----

Signature of the Authorized Signatory

Name:

Designation:

Contact no. (Mobile):

Email Id::

## **Annexure – 4**

### **Acknowledgement**

Date:

To,

ECGC Vadodara Branch Manager

ECGC Limited,

504, Sixth Floor, Concord Building,

R C Dutt Road, Alkapuri,

Vadodara - 390007

Dear Sir/Madam,

**Subject: Response to the Request for Tender for “Leasing of Premises for ECGC Vadodara Branch”**

1. Having examined the Request for Tender Document including Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to provide the premises on lease to ECGC in accordance with the requirements as stated in the RFT Document within the cost stated in the Bid.
2. That the Commercial premises and the land on which the same is constructed has clear marketable title and the same is free from all



encumbrances, charges, court cases, litigation and is free from any kind of dispute of any nature, whatsoever.

3. To furnish no dues certificate/NOC from the concerned Society, for which the entire payment will be made by me/us.
4. If our Bid is accepted, we undertake to abide by all terms and conditions of this RFT.
5. We certify that we have provided all the information as requested by ECGC in the prescribed format.
6. We also understand that ECGC has the right to reject this Bid if ECGC finds that the required information is not provided or is provided in a different format not suitable for evaluation process for any other reason as it deems fit. ECGC's decision shall be final and binding on us.
7. We agree that ECGC reserves the right to amend, rescind or reissue this RFT Document and all amendments any time during the tendering process.
8. We agree that we have no objection with any of the clauses and bidding process of this Tender Document and a copy of entire tender document duly signed and stamped on each page as a token of acceptance is attached.

.....

Name & Signature of the authorized Signatory

Name:

Contact No (Mobile):

Email ID:

Correspondence Address:

## Annexure – 5

### घोषणा

#### Declaration

मैं/हम उपरोक्त सूचना हमारे सर्वोत्तम जानकारी के अनुसार सही है।

I / We state that the above-mentioned information are true and correct to the best of our knowledge.

हम एतदद्वारा सहमत एवं वचनबद्ध हैं कि हमने प्रत्यक्ष अथवा किसी अन्य व्यक्ति अथवा फर्म के जरिए, किसी भी प्रकार का लाभ प्राप्त करने के उद्देश्य से, ईसीजीसी के किसी कर्मचारी जो कि बोली/प्रस्ताव की प्रक्रिया एवं/अथवा अनुमोदन में शामिल है को अथवा किसी तीसरे पक्ष को, प्रस्ताव के पूर्व अथवा प्रक्रिया के दौरान अथवा प्रक्रिया के बाद एवं/अथवा हमारे प्रस्ताव/बोली के अनुमोदन के बाद, कोई भी ऐसी वस्तु अथवा अन्य कोई लाभ, जिसके लिए वह कानूनी रूप से हकदार नहीं है, प्रदान करने की पेशकश, वादा अथवा प्रदान नहीं किया है न ही हम पेशकश, वादा अथवा प्रदान करेंगे।

We hereby agree and undertake that we have not directly or through any other person or firm offered, promised or given nor shall we offer, promise or give, to any employee of ECGC involved in the processing and/or approval of our proposal/bid or to any third person any material or any other benefit which he/she is not legally entitled to, in order to obtain in exchange advantage of any kind whatsoever, before or during or after the processing and/or approval of our proposal/bid."

स्थान : वडोदरा

Place: Vadodara

मोहर एवं सदस्यता संख्या

के साथ हस्ताक्षर

Signature with Seal &

दिनांक / Date:

**DRAFT LEASE DEED**

THIS INDENTURE OF LEASE made at \_\_\_\_\_ on the <sup>th</sup> the day of \_\_\_\_\_, 2022.

**BETWEEN**

(1) .....S/O ....., aged.....years, Occupation: .....(hereinafter referred to as “**The Lessor** ”, which expression where the context so permits shall include all the co-partners and each of their respective legal heirs, successors, legal representatives, administrators, permitted assignees and executors) of the FIRST PART.

**AND**

**ECGC Ltd.**, A Govt of India Enterprise, having its registered office at 10<sup>th</sup> floor, Express Towers, Nariman Point, Mumbai – 400021, represented by Shri....., it’s Regional Manager and authorised signatory through General Power of Attorney dated \_\_\_\_\_ (hereinafter called “**THE LESSEE**”, which expression where the context so permits shall include its executors, successors in interest and successors in title of the **OTHER PART**).

**WHEREAS:**

- a. The Lessor is the lawful owner absolutely seized and possessed of the office space measuring .....at .....(hereinafter referred to as the ‘**DEMISED PREMISES**’).

- b. The LESSOR has represented and hereby declares that the LESSOR has every right, full power and absolute authority being the landlord and the owner of the said DEMISED PREMISES to execute the present indenture and to grant lease in respect of the said DEMISED PREMISES in favour of the LESSEE.
- c. The LESSOR further declares that he is authorized to lease the DEMISED PREMISES for commercial purpose and there is no violation of law, regulation, rule or order which may prevent, interrupt or restrict the use or occupation of the DEMISED PREMISES by the LESSEE.
- d. The LESSOR has agreed with the LESSEE to offer on lease the 'Demised premises' together with easements, liberties, appendages and appurtenant thereto belonging, for a period of 10 years with effect from ..... till ..... with lock in period of 3 years subject to the covenants conditions and stipulations hereinafter in these present, expressed and contained.
- e. And relying on the representations made by the LESSOR, the LESSEE has agreed to the tenure of Lease period and rate of rent to be paid by the LESSEE to the LESSOR;
- f. The parties are desirous of recording the terms and conditions agreed upon by and between them as follows:

NOW THIS DEED WITNESSETH as under:

- 1. That the Lessor hereby demises unto the Lessee ALL THAT the said area measuring .....TOGETHER WITH the absolute and unobstructed right for the Lessee and its employees and authorised agents/guests to use in common with the other tenants and other occupants of the building at all times

during the said terms of lease hereby created, and extended terms, for all purposes for .a period of 10(Ten) consecutive years commencing from .....to ....., with a lock-in period of 3 years commencing from ..... but subject to further renewals or earlier determination thereof as hereinafter provided and on terms and conditions hereinafter contained.

2. The monthly lease amount payable by the LESSEE to the LESSOR shall be Rs. (Rupees .....only) and monthly maintenance charges of Rs. ..../- (Rupees Two thousand only) or on actual basis to the Society or LESSOR, as the case may be. Taxes such as municipal Taxes, ground rent, property tax and/or other impositions, if any are to be paid by the LESSOR.

PROVIDED ALWAYS that the GST, if any, shall be borne and paid by the LESSEE to the LESSOR who in turn shall promptly and without fail pay the same to the Concerned Authorities.

3. The Lessor shall raise a separate invoice on the Lessee for each month and the same will be paid/reimbursed by the lessee on monthly basis to the Lessor. This lease rent shall be payable after deducting Income-Tax at Source (TDS) in accordance with the provisions of the Income Tax Act, 1961. This lease rent will be payable on or before 10<sup>th</sup> calendar day of every English calendar month.
4. That the Lessee shall deposit and keep such amount deposited with the Lessor, an interest free security deposit of amount equivalent to three month's Lease rent, i.e. equal to

Rs.....- (Rupees .....only) during the period of the lease.

5. REPRESENTATIONS, UNDERTAKINGS, COVENANTS AND OBLIGATIONS:

**A. The Lessee hereby covenants with the Lessor as follows:**

- I. To pay for all electricity consumed in the said premises along-with lease rent and maintenance, in accordance with the sub-meter readings as shown by separate sub-meters installed in respect of said premises.
- II. To use the said premises or any part thereof for its office and related purpose connected with carrying on thereof such as canteens, recreation club for employees, stores and other purposes and other associates/subsidiaries of the Lessee, and for purposes of the Lessee's activities. In accordance with all rules, regulations and Bye laws of the Municipal Corporation of Vadodara or any other relevant body or authority to exhibit, its sign boards illuminated or otherwise and other advertisements only at such places on the said premises as the Lessee may deem fit without the payment of any charges for the same to the Lessor.
- III. Not to permit or suffer to be done anything in or upon the said premises or any part thereon which may become a nuisance, annoyance or damage to the Lessor or their respective tenants or occupiers of the remaining portion of the building or of the adjoining premises.
- IV. To keep the said premises in a clean and hygienic condition at the Lessee's cost.



- V. The LESSEE shall attend to and carry out all minor repairs within the said DEMISED PREMISES during the said term and to keep the same in good and tenantable condition. The LESSEE shall have a right to make such in-house alterations and additions or improvements to the said DEMISED PREMISES by way of wooden or other partitions, false ceilings and/or other temporary structure, suitable to the LESSEES'S requirements or in order to enable it to conduct its office efficiently and economically without any prior permission from the Lessor.
- VI. Subject to what is stated hereinbefore, not to assign, subject or grant license to use or part with the possession of the said premises of any part hereof without the previous written consent of the Lessor.
- VII. The LESSEE shall be in exclusive possession and enjoyment of the DEMISED PREMISES and to permit the Lessor and its authorized agents with or without the workmen and others at all reasonable times of the day with prior appointment sought previously in writing to enter upon the said premises and to view the state or condition thereof or any works, acts and things required in pursuance of the provisions of the Municipal Corporation. Provided 48 hours' notice/prior appointment for inspection of the said DEMISED PREMISES shall be previously served by the LESSOR on the LESSEE.
- VIII. To repair at its own cost and expense any damage to the said premises caused by any act or default on the part of the Lessee, its servants, agents or visitors or by reason of any breach of the Lessee's covenants herein contained not arising from normal wear and tear or from daily use.
- IX. Not to store in the said premises or any part thereof any bales or machinery or any goods or materials or machines, gun-powder,

kerosene oil, wines, spirits or any liquified gas, other goods of combustible or explosive nature, provided that nothing contained in this sub-clause shall apply to the storage of kerosene, candles, electrical heaters or any other heating devices for pantry purposes and lanterns kept for day-to-day use and mechanical or electrical office appliances, safes, cup-boards and other furniture or samples.

- X. Not to do or permit or suffer to be done anything whereby the policy or policies of insurance on the building or on the said premises against damage by fire may become void or voidable or whereby the premium thereon may be increased.
- XI. LESSEE shall also be entitled to install an MPLS or such other alternative communication device on the terrace / parapet of the building at no extra cost/charges subject to rules and regulations of the society/Association.
- XII. The LESSEE will, at the expiration of the said term or any extension thereof, peacefully and quietly yield and deliver up possession of the said DEMISED PREMISES to the LESSOR normal wear and tear, damage by earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or Act of God excepted.
- XIII. The LESSEE, its employees, servants, agents, clients, customers, invitees, and visitors shall be entitled to use in common with the occupiers of the said building and all other persons authorized by the LESSOR the entrances, doorways, lift leading to and from the DEMISED PREMISES for the purpose of ingress thereto and egress therefrom and other common areas of the said building;

**B. The Lessor hereby covenants with the Lessee as follows:**

- I. The Lessor shall be liable to pay and discharge at all times all Municipal Tax, property tax and other rates and taxes, of the said Demised Premises or the building and keep the Lessee free and indemnified at all times.
- II. The maintenance of the DEMISED PREMISES and proper usage of the common services of the building is the obligation of the Lessor. The Lessor shall take all possible and probable steps to see that the maintenance is proper.
- III. That the LESSOR shall ensure that the Lessee paying the rent hereby, observing and performing the several covenants and stipulations herein before on its part contained shall peacefully hold and enjoy the said premises without any disturbances and/ or interruption by the Lessor or any person lawfully claiming under him.
- IV. Not to construct any structure or put any construction on any part of the said premises, except on mutually agreed terms and conditions, subject however that the permission shall not be unreasonably withheld.
- V. That the Lessor shall permit the Lessee to make, improvise, construct and install or put up any or all such gates, frames, windows, counters , all types of fittings, fixtures, articles, desks, grills, lockers, vaults computer equipment and fire-fighting equipment and other items and all other paraphernalia as the Lessee may in its business or other activities provided always that nothing shall be done or caused to be done in terms of this clause, without the prior written permissions of all applicable authorities, statutory or otherwise, if such permissions are mandated by law and for which the Lessor will render all assistance. PROVIDED always

that the Lessee shall not carry out or cause to be done any permanent structural alterations in the Demised Premises under this deed, without the prior written permission of the Lessor and all applicable authorized.

- VI. That the Lessor shall permit the lessee to employ and maintain staff, employees, official guards, watchmen and other such personnel which may be required for day to day running of its business/establishment in the said premises at all hours.
- VII. That, the LESSOR shall ensure that the DEMISED PREMISES has independent electricity connection(s), with separate meter, of sufficient load to enable the LESSEE to run and operate all its office equipment, air conditioners (of such tonnage as if the whole of the premises was to be cooled/ heated with air conditioners only) and lights for the office;
- VIII. That, the LESSOR shall provide running water to the DEMISED PREMISES at their own cost in such quantity as may be required by the LESSEE;
- IX. That, the LESSOR shall carry out at their expenses all major and structural repairs such as repairs to the wall timbers, sewers, drains, water pipes, electric cables and to keep the premises in a good and tenable condition. It is further covenanted that painting, distemping and white-washing of the external walls and common areas walls shall be done by the LESSOR once in every two years. In the event of failure on the part of the LESSOR in the discharge of his duties, the LESSEE shall be within their right to get these jobs carried out by giving notice to the LESSOR and recover the expenses so incurred out of the monthly rent payable to the LESSOR;

- X. That, the LESSOR shall indemnify and hold the LESSEE harmless from and against any and all liability, damage, expense and causes of action arising from injury during the term of the lease Agreement to person or property, occasioned by any act or omission of the LESSOR or his agents, employees, or invitees.

**C. Provided and it is hereby agreed by and between the Lessor and Lessee as follows:**

- I. That the present lease amount agreed to herein is fixed for a period of ten years with mutually agreed increment in lease rent amount after every three years. Subject to mutual agreement between the parties, new lease agreement can be executed between the parties after the expiry of period of 10 years at mutually agreeable terms.
- II. That the Lessee shall have the option to terminate this lease at any time by giving one month's notice in writing to the Lessor. In such event, the security deposit shall be refunded to the Lessee in full before the end of the term of this Lease Deed or such Termination whichever is earlier.
- III. That if the lessor at any time during the period of this lease or extended period thereof sells/or transfers its right in the said premises as a whole or in any part of parts thereof to any one person or more than one person or any company or partnership firm or any other entity then in that event Lessor shall require the purchaser(s) or transferee(s) to recognise and be bound by all the terms and provisions of this agreement and such sale/ transfer will be subject to this agreement and shall provide advance information in that regard to the LESSEE. Also, a letter shall be issued by the prospective new landlord in favour of the lessee confirming that the terms herein agreed to shall be binding on the new landlord/

LESSOR and he/she shall also acknowledge the advance paid by the lessee to the lessor whose benefit shall be transferred to the new Lessor and all adjustments shall be in accordance with this lease.

- IV. That any notice required to be served upon the lessee shall be by way of a registered A.D post or shall be hand delivered and duly acknowledged by the Lessee on the addresses mentioned overleaf.
- V. That any notice which may be required to serve upon the Lessor shall be considered sufficiently served and given, if sent by registered A.D post or speed post or hand delivered and duly acknowledged by the Lessor.
- VI. If the said DEMISED PREMISES at any time during the said term or any extension thereof be damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any army, mob or other irresistible force or Act of God and be not caused by the acts or neglect or default of the LESSEE then in such case it shall be optional with the LESSEE to determine the Lease or to retain occupation if the LESSEE so desires provided however, in the event of the LESSEE desiring to retain occupation it shall be without any diminution of the rent hereby reserved.
- VII. That, the LESSOR shall in the event of the said DEMISED PREMISES or any part thereof at any time during the said term being damaged or destroyed not by any act or omission of Lessee so as to be unfit for habitation and use, then suspend the rent hereby reserved, until the said DEMISED PREMISES shall again be rendered fully fit for habitation and use;
6. ENTIRE UNDERSTANDING: The Lessor, and Lessee hereto acknowledge that this Lease supersedes all prior communications between the Parties including all oral or written

proposals. Any variation, waiver, additions, modifications or any amendment of this lease between the parties shall be valid and binding on either Party if in writing and signed by the persons authorized by both the parties.

7. **INVALIDITY AND UNENFORCEABILITY:** If any part of this Lease Deed or any provision thereof is found to be invalid or unenforceable by any Court or other competent body, such invalidity or unenforceability shall not affect the other provisions and/or the remainder of such provision of this Agreement and such other provisions and/or unaffected portion of such provision shall remain in full force and effect. The invalidity or unenforceability of any provisions of this lease shall not affect the validity, legality or enforceability of the remainder of this lease.
8. **SURVIVAL OF OBLIGATIONS:** The obligations relating to outstanding payments, undertakings, indemnities and refund of deposit subject to deductions if any, contained herein shall survive the termination or earlier determination of this lease.
9. That the cost of execution and registration of this agreement shall be borne equally by the LESSOR and the LESSEE.
10. **GOVERNING LAW:** The validity, construction and performance of this Agreement shall be governed by and construed in accordance with the laws of India applicable to contracts made and to be wholly performed within India, without giving effect to its conflict of laws and provisions thereof.
11. **JURISDICTION:** All disputes or differences of any nature whatsoever regarding this agreement is within the jurisdiction of Vadodara Courts only.

12. No waiver or amendment in the terms of agreement shall be binding on either party, unless it is in writing and signed by the authorized officials of both the parties.
13. The Lease Agreement shall be made in Duplicate and the Original shall be retained by the LESSEE and the Duplicate shall be retained by the LESSOR.

IN WITNESS WHEREOF the parties hereto executed these presents, on the day and year first above written.

SIGNED AND DELIVERED BY

The above named and owner  
LESSOR

SIGNED AND DELIVERED for  
And on behalf of the within named  
ECGC LTD

Through its Authorized signatory  
in the presence of WITNESSES:

- 1) Signature  
Name  
Address
- 2) Signature



Name

Address

**SCHEDULE AS PER THE INDIAN REGISTRATION ACT**

**Bank Details**

<b>Sr No</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	Name of the Bank	
<b>2</b>	Address of the Bank	
<b>3</b>	Bank Branch IFSC Code	
<b>4</b>	Bank Account Number	
<b>5</b>	Type of Account	

.....

Signature of the authorized Signatory

Name

Designation

Contact No (Mobile)

Email Id