



## 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 Bhubaneswar Branch Office, Bhubaneswar preferably from Ground to 10<sup>th</sup> floor built up area from 1500 sq.ft to 2000 sq.ft. in a vacant premises, Ready for Possession, along with parking of 1 car and 2 bikes.

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:** Built Up Area within 1500 sq.ft to 2000 sq.ft.
3. **Location of property :** Bhubaneswar City area.
  
4. **Adequate Parking space:** Covered parking for 1 car and 2 bikes
5. **Property located on which floor:** From Ground to 10<sup>th</sup> floor
6. **For Ground to 10<sup>th</sup> floor :** Lift facility should be available
7. **Age of building :** Should not be more than 10 years old
8. **Period of lease :** 10 years and **Lock in period : 5 Years**
9. **Water :** Sufficient water facility should be available
10. **Electricity :** 3 phases supply with 15 kilowatt load should be available
11. **Washroom :** Two toilets OR if one toilet available, provision for 2<sup>nd</sup> toilet should be available
12. **Condition of premises:** Preferably Well-maintained commercial premises
13. **Security and fire-fighting :** Should be available
14. **Accessibility to premises :** Free accessibility should be available to the offered premises
15. **Whether proposed property is having clear title deed or not?:** To be mentioned
16. **Photograph of premises:** Please add at least 1 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, ECGC Limited, 611, 3<sup>rd</sup> Floor, Saheed Nagar, Bhubaneswar, Odisha- 751 007

**or may contact Branch Manager, Bhubaneswar Branch on Phone No. 0674-2543592/2547772.**

**Last date for submitting the sealed bids to our Office is – 03/05/2019, 17:30 Hours. Tender will be opened on- 6<sup>th</sup> May 2019 by 11.00 AM at present Office premises. All the tender participants are requested to present at the above mentioned date and time for opening of tender.**

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.**