

SBICAP TRUSTEE COMPANY LTD.

Apeejay House, 6th floor,
3, Dinshaw Wachha Road, Churchgate, Mumbai 400 020

Purchase of Commercial office Premises in Central Mumbai
(i.e. Dadar, Prabhadevi, Parel & Lower Parel area)

SBICAP Trustee Company Ltd. (SBICTCL) invites sealed offers for purchase of ready built or likely to be ready within 3 months time, office premises at Central Mumbai (i.e. Dadar, Prabhadevi, Parel and Lower Parel area), admeasuring 10,000 sq.ft. (+/- 10%) built-up area on single floor along with minimum six covered car parkings with **permanent water / electricity connection, on outright basis**. The property should be **free from encumbrances** and provisions of **Urban Land Ceiling Act** and the owner must have a **clear and marketable title** of the same.

Schedule of issue and acceptance of forms etc.

Sr. No.	Details	Date & Time
1.	Date of pre-bid meeting	3:00 p.m. on 10.03.2017
2.	Last date of submission of filled in application forms	3:00 p.m. on 15.03.2017
3.	Opening of Technical bids	5:00 p.m. on 15.03.2017
4.	Validity of offer	4 months from the last date of submission of the tender documents i.e. 15.07.2017

EMD – A sum of Rs. 1,00,000/- (Rupees One Lakh only) should be deposited as Earnest Money by way of Bank draft / pay order of any scheduled Commercial Bank favouring “**SBICAP Trustee Company Ltd**” payable at Mumbai along with Technical Bid for each proposal. Bid received without Earnest Money Deposit will not be opened/considered.

After opening and scrutiny of technical bids, the earnest money of bidders who are not shortlisted for further consideration will be refunded. The EMD of shortlisted bidders will be kept till finalization of proposal. No interest on this amount will be payable. The EMD of successful tenderers shall be forfeited in case Organisations/ Owners refuse to accept the purchase offer. The EMD of successful tenderer will be refunded after execution of the sale deed / agreement.

The prospective Bidders, meeting above requirements are requested to download tender documents viz. Technical Bid and Price Bid from SBICTCL's website www.sbicaptrustee.com under '**Tenders**'. Separate tender documents are to be submitted for each proposal. The completed sealed tender documents (Technical Bid and Price Bid in separate envelopes) are to be placed in a single cover to be superscribed "**SBICAP Trustee Company Ltd. – Offer for Office Premises**" along with certified true copies of documents / credentials like clear title, Municipal Corporation approved layout plan, NOC, Commencement, Occupation, Completion certificates etc. if available as mentioned therein and **should be submitted latest by 3:00 p.m. on 15.03.2017** at the address mentioned above.

Contact person:- Shri Deepak Dhondye – Marketing Dept. Tel. 022-43025555

The Technical Bids will be opened at 5:00 p.m. on 15.03.2017 at the above office of SBICAP Trustee Company Ltd. in the presence of tenderers, who choose to be present thereat. **Offers from brokers strictly will not be entertained.** In case 15th March, 2017 is declared a Holiday, tenders will be opened on the next working day at the same time. The Price Bid shall be opened in due course subsequent to shortlisting of Bidders from the Technical Bid. The date and time of opening of the price bids will be intimated separately to the shortlisted bidders (technically qualified bidders) in due course.

The discretion of SBICTCL will be final and binding to all in respect of finalising parameters on which technical bids will be analysed and as also percentage of weightage which will be allocated for technical and price bids. The proposal will be evaluated on techno-commercial basis assigning 70% marks for technical parameters and 30% marks for the Price Bid. Preference will be given to the property to be disposed off by the **Public Sector Banks / undertakings or Govt. Depts.**

The Company reserves the right to reject any or all the tenders without assigning any reason therefor. Canvassing in any form will disqualify the tenderer. **No brokerage will be payable.**

List of documents to be submitted along with the Technical Bid Form

Sl. No.	Document Details
1.	Documents relating to the title and/or development rights in respect of the office premises, building in which such office premises is situated and the land over which such building is constructed.
2.	Certified (by a Notary Public) true copy of the Advocate's Report(s) stating the devolution of title on the seller and that title of the property is clear, free from encumbrances and doubts, and is marketable.

3.	Certified (by the Architects) true copies of the building permissions as amended from date to date including intimation of disapproval, set of all approved plans of the land as well as the building from MCGM/MMRDA/Other Civic Authorities and relevant permissions like CRZ/Environment Clearance/Airport Authority Clearance as applicable from appropriate authorities.
4.	Commencement Certificate.
5.	Details of availability of power in KW to the offered premises, MCGM Assessment bill etc. whatever is applicable.
6.	Certified true Copy (by Architect) of the Occupation Certificate/Completion Certificate, if received (Applicable for a Ready Building).
7.	Structural stability Certificate.
8.	Photographs of the Building.
9.	Completion / occupation date in case of building under construction etc. Architects certificate letter

SBICAP Trustee Company Ltd.
Mumbai

Authorised Official

22.02.2017

SBICAP Trustee Company Ltd.

PURCHASE OF COMMERCIAL OFFICE PREMISES IN CENTAL MUMBAI

Instructions & Tender conditions

The tender consists of two parts viz. Technical Bid including terms and conditions and the Price bid. Separate Technical bids and Price bids are to be submitted for each proposal. The technical bids and price bids for each proposal be enclosed in separate sealed envelopes (i.e. Technical bids and Price bids separately) and to be placed in a single envelope superscribing “**SBICAP Trustee Company Ltd. – Offer for Office Premises**”

1.1	The terms and conditions shall form part of the tender to be submitted by the tenderers.
1.2	Tender documents received by the Company after due date and time i.e. after 3:00 p.m. on 15.03.2017 shall not be considered and will be rejected.
1.3	All tenderers are requested to submit the tender documents (TECHNICAL BID and PRICE BID) duly filled in with all relevant documents / and complete and correct information in two separate sealed envelopes (one for technical bid and another for price bid). The two sealed envelopes containing the Technical Bid and Price Bid for a property should then be placed in one cover superscribing the cover SBICTCL, Corporate office, Mumbai – “Tender for Office Premises”. The tender is to be submitted to : The CEO & WTD SBICAP Trustee Company Ltd. Apeejay House, 6th floor, 3, Dinshaw Wachha Road, Churchgate, Mumbai 400 020
1.4	All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorised signatory of the Tenderer. Any over-writing or use of white ink is to be avoided and corrections duly initialed by the tenderer. SBICTCL reserves the right to reject the incomplete tenders.
1.5	In case the space in the tender document is found insufficient, the tenderers may attach separate sheets with due authentication.
1.6	The offer should remain valid at least for a period of 4 months to be reckoned from the last date of submission of offer i.e. from 15.03.2017 to 15.07.2017.
1.7	There should not be any deviation in terms and conditions that have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the tenderer is required to attach a separate sheet marking “list of deviations”.

1.8	The Technical Bid will be opened at 5:00 p.m. on 15.03.2017 in the presence of tenderers who choose to be present at the above office. All tenderers are advised in their own interest to be present on that date at the specified time.
1.9	The Company reserves the right to accept or reject any or all the tenders without assigning any reason therefor.
1.10	Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
1.11	Offers only from Government/PSU Organisations/ Owners will be preferred. Documentary evidence to ownership will have to be furnished along with Technical Bid.
1.12	Offers for higher floors, with covered car parking will be given additional weightage.
1.13	The short-listed tenderers will be informed by the Company for arranging site-inspection of the offered premises.
1.14	A sum equivalent to 2½% of the total value of deal shall be deducted from the final payment of the tenderer and shall be paid after the defects liability period of 12 months, on rectification and making good all the defects noticed during the defects liability period. A Bank Guarantee of equivalent amount may also be considered
1.15	Income Tax and other statutory clearances shall be obtained by the tenderers at their own cost as and when required. All payments to the successful tenderers shall be made by RTGS/NEFT only.
1.16	Offers of extended construction over the existing buildings with external columns will not be considered.
1.17	All the offers received will be screened and shortlisted by the In-house Committee of the Company based on the requirement specified and the details submitted by the bidder, if required by carrying out inspection of the offered sites. All such shortlisted offers will be further evaluated on the qualitative aspects in various parameters. The technical score will be assigned based on above details. 70% weightage will be given to technical parameters and 30% for price bid. After techno commercial evaluation whoever secures highest marks will be considered as the successful bidder. SBICTCL, if needed, will negotiate with the successful bidder for a fair current market price in line with valuation obtained for the property. The Company also reserves the right to reject any or all the offers or part of the offers without assigning any reasons thereof.
1.18	Conveyance of the property will be made in the name of the Company as per the usual practice in consultation and with the approval of the Company's Legal Dept.
1.19	In case of the ready premises, the payment will be made against the delivery of the possession of the office premises and the execution and registration of the sale deed thereof. In case of offers for office premises in projects / buildings which are under construction and are likely to be completed within a time span of 3 months, the terms and stages of payment to be released to the builders will be linked to the progress of the work and also to the component of the land / FSI which will be issued to only short listed Applicants in due course.

1.20	In case of default in completion of work / handing over premises to SBICTCL within the stipulated period / authorized extended period, liquidated damages @ 0.5% per week subject to a maximum of 5% of the deal value will be charged to the bidder by the Company.
1.21	<p>Measurement of built up area (BUA): The built up area of the premises alone will be measured at its floor level by measuring out to out dimensions between exterior plastered surfaces of external walls. In case of common walls with adjoining office unit 50% of the thickness of the common wall will be measured. Please note that built up area of office premises will not include staircases, dry balcony, flower beds, garden balconies, lift lobby, munties, common entrance lobby / lounge, outside passage, pump room, security cabin. O.H. / suction tank, sanitary duct / shaft, refuge area, area under stilts etc. Further, the projections of columns / walls / boxing / fins etc. beyond external face/line of the wall will not be considered for measurement of built up area of the premises. The cost of the office premises will be decided based on joint measurements of the BUA at site as per norms stated above. The area mentioned in the tender should be built up area only and rate offered should also be on built up area. The offer of owner who will quote area other than built up/plinth area like super built up, chargeable, saleable, carpet etc. will be rejected.</p>
1.22	The finally selected bidder based on the techno-commercial evaluation of the property will have to give an irrevocable letter of undertaking to the Company that he will keep his commitment for sale of the premises to the Company and will not back out for any reason whatsoever. The Company will also have discretion to ask for suitable EMD / Bank Guarantee at the time of issuing the letter of intent to the bidder for purchase of office premises.
1.23	<p>Certificate – We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBICAP Trustee Company Ltd.</p> <p>Place: _____</p> <p>Date: _____</p> <p style="text-align: right;">Signature and name of Authorised signatory and seal of the Company</p>

TECHNICAL BID

SBICAP TRUSTEE COMPANY LTD.
PURCHASE OF COMMERCIAL OFFICE PREMISES IN CENTRAL MUMBAI
(i.e. Dadar, Prabhadevi, Parel and Lower Parel area)

Tender for Commercial Office Premises
(Please strike out which is not applicable)

With reference to your advertisement in Times of India/Navbharat Times/Maharashtra Times Mumbai dated 22nd February, 2017 I/We hereby offer following office premises for sale:-

1.	<u>Reference No:</u> Note: To be filled up by the Tenderers for the particular office premises offered and shall be quoted in Price Bid also	
2.	<u>Details of Tenderer /Firm/Builder/Owner</u>	
2.1	Name	
2.2	Address	
2.3	Phone No. Fax No.	
2.4	Email Address	
2.5	Name of the Contact Person duly authorized & Contact details with Mobile No.	
2.6	Status of the Tenderer /Firm (Whether Proprietary /Partnership/Pvt. Ltd /Public Ltd Company)	
2.7	Documents relating to the title and /or development rights in respect of the office premises, building in which such office space is situated and the land over which such building is constructed. (Please provide detailed list and certified true copies of the documents)	
2.8	Marketability of Title of the Tenderer	
3.	Solicitor's /Advocate's name, address & Contact details	
3.1	Detailed report of the Solicitor/Advocate for marketability of title (s) is to be enclosed	
4.	<u>Property Details</u>	
4.1	Name of the Owner	
4.2	Name of the Building	
4.3	Address of the Property (with Landmark)	
4.4	Size of the total development in (sq.ft.)	
4.5	<u>Status:</u> Ready /under construction	

4.6	If Ready, Age of the building	
4.7	Whether Occupation Certificate (OC) received?	<u>YES / NO</u>
4.8	If OC not received, expected date of receiving the same	
4.9	If under Construction, Expected date of giving possession to buyer	
4.10	Usage of the Property (As approved by the Competent Authority) :	<u>Commercial / IT /BFSI</u>
4.11	No. of Buildings/wings in the complex	
4.12	Total No. of floors in the offered building	
4.13	Offered Wing / Building	
4.14	No. and level of floors offered	
4.15	At which floor the premises are offered	
4.16	Size of the floor-plate (in sq.ft.)	
5.	<u>Area of the premises offered</u>	
5.1	Total Built up Area (in sq.ft.) Please refer the mode of computation of BUA mentioned under Para 1.21 of the Tender Terms & Conditions.	
5.2	Whether the BUA of the premises mentioned above is in accordance with the mode of measurements specified by SBICTCL under Para 1.21 of the Tender Terms & Conditions.	
6.	<u>Age /Condition of the Construction /Building</u>	
6.1	Newly constructed (Age within 2 years) (copies of Completion & Occupation Certificate with date to be enclosed)	
6.2	Old construction – mention year of completion (As given in Completion/Occupation Certificate)	
6.3	Under Construction -- mention stage of construction	
6.4	Period required to complete the construction (in case of under construction building)	
6.5	Date on which the premises can be handed over to SBICTCL after finalization of the Deal	<u>Immediately but not later than 3 months</u>
7.	<u>Specifications of the construction/ materials used</u> <u>(You may use separate sheet/Annexure)</u>	
7.1	A Grade / Green /Leeds certified/ Energy efficient Building	
7.2	Type of foundation	
7.3	Type of Floor	
7.4	Internal Walls	
7.5	External Walls	
7.6	Ceiling Height	

7.7	Doors/Windows	
7.8	Toilet blocks	
7.9	Sanitary fittings	
7.10	Electrical fittings	
7.11	Type of facade	
7.12	Type of AHUs	
7.13	Pantry	
7.14	Sanctioned Electricity load per floor	
7.15	Whether RCC frame structure or load bearing walls	
7.16	Whether Structural Stability Certificate obtained (Certificate shall be from licensed structural Engineer of MCGM). Enclose copy	
8.	<u>Details of Land /site</u>	
8.1	<u>Tenure of the land</u>	
	a) Freehold	
	b) Leasehold	
	c) If Leasehold, give residual period of lease and name of the title holders /lessor	
	d) Annual lease rentals (in Rs)	
	e) Consent of the lessor for sale of premises	
	f) If the land is sold, transfer charges applicable (present & future)	
8.2	<u>Size of the plot</u>	
	a) Shape of the plot	
	b) Frontage in ft.	
	c) Depth in ft.	
8.3	a) Area of the plot in sq.ft.	
	b) Covered Area (Ground coverage) sq.ft.	
	c) Open Area in sq.ft.	
	d) Permissible FSI in sq.ft.	
	e) FSI consumed in sq.ft.	
8.4	<u>Topography of the land/site</u>	
	a) Level	
	b) Undulated	
	c) Slopping	
	d) Low lying	
8.5	Source of water supply to the Building	
8.6	Any establishment easements regarding Right of way/passing for mains of water /electricity	
8.7	Does the site or portion fall within Railway/National Highway boundary limits	
8.7.1	Whether underground cable traverses the site	
8.8	Site plan of the land/site to be enclosed	

9	<u>Details of the locality</u>	
9.1	Address & locality in which the property is situated	
9.2	Type/character of the Locality (Residential/ Commercial/Shopping Complex /Industrial/Slum)	
9.3	Whether the locality is free from special hazards like fire /flood etc.	
9.4	Whether the locality has protection from adverse influence such as Encroachment, industrial nuisance, smoke, noise etc.	
9.5	<u>Locality's proximity to following places/utilities</u>	
	a) Local Railway station	
	b) Airport	
	c) Bus Stand	
	d) Hospitals	
	e) Banks	
	f) Post Office	
	g) Eateries/Restaurants /Hotels	
10	<u>Boundary of the property & adjacent buildings</u>	
	East side	
	West side	
	South side	
	North side	
11	<u>Amenities provided</u>	
	a) AHU Rooms	
	b) Furnished Wash-rooms	
	c) Exhaust fans	
	d) Details of internal finish	
	e) Gymnasium in the building	
	f) Food –court in the building	
	g) Any other facilities like, Wi-Fi, intercom facility, Dish Antenna etc. (pl specify)	
12	<u>Common facilities provided</u>	
	a) Car Parking (Total Numbers)	<u>Covered:</u>
		<u>Open :</u>
	b) Two Wheeler Parking(Numbers)	
	c) Power /Electricity Supply	
	d) Overhead water tanks/24 hours water supply	
	e) Lifts and their numbers	
	f) Generator for emergency power backup	
	g) Anti-lightening devices	
	h) Firefighting arrangements	
	i) Anti-burglary devices	
	j) Security arrangements	

	k) Scanning of Baggage/under vehicle scanning/boom barriers	
	l) Proper sanitary /sewerage system	
	m) CCTV surveillance for common areas in the building	
	n) Business Centre /Conference facilities	
	o) Details/status of Municipal water supply connection	
	p) Other amenities if any	
13.	<u>Details of plan/blue prints/sanctioned plans</u>	
13.1	Whether plans of the property have been sanctioned by the Competent Authority	
13.2	If Sanctioned, please enclose certified copies of the complete set of approved plans together with site plan, letter from the competent authorities like MCGM/MMRDA	
13.3	Name, Address & Contact details of the Architects/structural engineers	
13.4	Is there any deviation from the sanctioned plan?	
13.5	Can these deviations be regularized? & time line	
14.	<u>Fire Safety Arrangements</u>	
	Are safety measures taken?	
	If YES, give details of arrangement	
	Is 'No Objection Certificate' obtained from Fire Control Authorities?	
	If YES, please enclose the certified copies of the same	
15	<u>Completion /Occupation Certificate</u>	
15.1	Whether Completion /Occupation Certificate is issued by the Competent Authorities.	
15.2	Designation of the authorities which have issued the Completion/Occupation Certificate.	
15.3	Enclose a certified copy of the Completion /Occupation Certificate	
16.	<u>List of Annexures if any annexed to this 'Form'</u> <u>(Enclose separate sheet, if required)</u>	

We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBICTCL.

Place:	Signature :
Date:	Name: (Authorised Signatory of the Tenderer with Seal)

PRICE BID

SBICAP TRUSTEE COMPANY LTD.
PURCHASE OF COMMERCIAL OFFICE PREMISES IN CENTRAL MUMBAI
(i.e. Dadar, Prabhadevi, Parel and Lower Parel area)

Tender for Commercial Office Premises
(Please strike out which is not applicable)

(Excluding stamp duty and registration charges)

Ref: SBICTCL advertisement in the Times of India/Navbharat Times/Maharashtra Times, Mumbai dated 22nd February, 2017

I/ We offer premises as per the technical bid for outright sale on the following terms and conditions:

Reference of Technical Bid i.e. No. _____ dated _____ for sale of _____ sq.ft. in the Building named _____ at _____, (location) **Mumbai**

<u>Sl. No.</u>	<u>Location</u>	<u>No. of Floor offered</u>	<u>Built up Area of Each floor</u>	<u>Total Built up Area</u>	<u>Rate per sq.ft. in</u> <u>(Rs)</u>	<u>Total Amount in</u> <u>(Rs)</u>	<u>Monthly outgoings: Property /MCGM taxes/Maintenance charges etc.</u> <u>(Rs)</u>

Number of Car parkings offered along with the office premises : Covered :
: Open :

(No additional cost will be paid by SBICTCL)

Notes:

- a) The tenderer shall quote rate and amount excluding registration and stamp duty charges.
- b) Monthly outgoings quoted above shall be inclusive of all taxes, maintenance charges, water charges etc.. These charges may be actual or anticipated in case of under construction proposals.
- c) **Price bids be placed in a sealed envelope superscribing “Price Bid” and the same shall be placed along with technical bid cover in a larger envelope superscribed SBICTCL Corporate Office, Mumbai – “Tender for Office Premises”. The name and address of the tenderer should be mentioned at the bottom left hand corner of the envelope.**
- d) **Measurement of built up area** : The built up area (BUA) alone will be measured

at its floor level by measuring out to out dimensions between exterior plastered surfaces of external walls. In case of common walls with adjoining office unit 50% of the thickness of the common wall will be measured. Please note that built up area of office premises will not include staircases, dry balcony, flower beds, garden balconies, lift lobby, munties, common entrance lobby/lounge, outside passage, pump room, security cabin, O.H/suction tank, sanitary duct / shaft, refuge area, area under stilts etc. Further, the projections of columns/walls/boxing/fins etc. beyond external face/line of the wall will not be considered for measurement of built up area of the premises. The cost of the office premises will be decided based on joint measurement of the BUA at site as per norms stated above.

- e) **The bids will be evaluated on techno-commercial basis giving weightage to the qualitative aspects in various parameters as mentioned under Para 1.17 of the tender terms and conditions.**
- f) **Certificate – We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by SBICTCL. The above offer will be valid up to (Should be at least 4 months from the last date of Tender submission)**

Place:		Signature :
Date:		Name : (Authorised Signatory of the Tenderer with Seal)