

MADHYA PRADESH FINANCIAL CORPORATION

EXPRESSION OF INTEREST (EOI)

FOR

LEASING OF OFFICE PREMISES

**Property: 103,1st floor, DDA Shopping
complex, Pocket 'B',
Siddhartha Extension,
Near Gurudwara ,Ring Road,
New Delhi -14**

Last Date of submission:15th July, 2024

(Only from PSUs/Govt. Bodies/PSU Banks/Listed Companies & MNCs')

M.P.F.C.

(A State Govt. Financial Institution)

EXPRESSION OF INTEREST (EOI) FOR LEASING OF OFFICE

M.P.F.C., invites EOI from the interested PSUs/Govt. Bodies/PSU Banks/ Listed companies and MNC's for leasing out the following property on monthly rental basis on “As is where is” & “As is whatever is” basis:

Property:	Office space admeasuring 650 Square Feet at 1st floor located at DDA Shopping complex, Pocket 'B', Siddhartha Extension, Near Gurudwara Ring Road, New Delhi -14
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Interested parties fulfilling the eligibility criteria may submit their Expression of Interest (EOI) **on or before 15th July, 2024 by 5 P.M.** at the following address, in the prescribed format along with the requisite documents. The EOI document can be obtained from our website: www.mpfc.org. The duly filled in EOI may be submitted in a sealed envelope superscribing “**Expression of Interest for hiring on rent of MPFC Office, Delhi**” to the Manager (Administration), Finance House, Geeta Bhawan, A.B. Road, Indore (M.P.)-452001

Place: Indore
Date: 17.06.2024

Sd/-
Manager (Administration)

A. Process for submission of BID:

1. Interested parties may submit their EOI in the prescribed format given at Annexure-I(Party's Information) and Annexure –II (Undertaking) & the requisite documents at the following address on/or **before 15th July, 2024** by 5.00 p.m.

To: Manager (Administration), Finance House, Geeta Bhawan, A.B. Road, Indore (M.P.)-452001

Interested parties may submit EOI based on their requirement. However, M.P.F.C. reserves the right to allot the premises on lease to the party based on rent quoted by the party.

2. The participants will have to submit self-attested copies of GST Registration Number, PAN/TAN Card, Certificate of Incorporation (if applicable), Shops & Establishment Registration as may be applicable, Board resolution/Authority Letter/Power of Attorney (POA) approving participation and authorization for representing in the process along with their EOI.
3. Eligibility Criteria for Bidder Parties who are interested in hiring the above property should fulfill the following eligibility criteria:

They should be both a PSU or a Govt. Bodies/PSU Banks, Listed Companies and MNCs'.

B. General Terms & Conditions towards EOI:

1. The EOI document can be downloaded from website www.mpfc.org
2. In any case, the EOI received beyond the stipulated time will not be accepted.
3. Applications that are incomplete in any respect including submission of certified copies of documents as asked for or those that are not consistent with the requirements as specified in this document or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection and no further correspondences will be entertained with such bidders. However, M.P.F.C. reserves the right to ask for any other documents in addition to the documents submitted by the party.
4. Mere submission of EOI does not qualify any party for allotment of premises. Selection of suitable parties shall be based on the evaluation of responses received in EOI.
5. On scrutiny of EOI submitted by the bidders, highest rental offering value bidder shall be declared as the successful bidder. In case of a tie in the Highest rental offering bid value amongst the bidders, snap bidding will be done only amongst such bidders who have quoted the same highest rental value in their bid and tie has taken place between or amongst them.

6. The participating bidders should attach self-attested copies of GST Registration Number, PAN/TAN Card, Certificate of Incorporation (if applicable), Shops & Establishment Registration, as may be applicable, Board resolution/Authority Letter/Power of Attorney (POA) with the EOI document, failing which the EOI may be summarily rejected.

7. M.P.F.C. may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

8. M.P.F.C. reserves the right to accept or reject any or all the offers without assigning any reasons thereof. No contractual obligation whatsoever shall arise from the EOI process unless and until a formal Lease Deed is executed between M.P.F.C. and the successful bidder.

9. Contact Persons : In case of any query, you may contact the following official:

Shri Surendra Udasi,

Manager (Administration) – Tel. 0731-2580540/529. Mobile: 9425347479

Shri Dinesh Kuliya (Assistant) – Mobile:9818013853

10. All corrigenda or extension of scheduled dates or change in specifications or any other information will be uploaded for the information of the prospective bidders on M.P.F.C's Website.

11. Interested parties will be allowed to inspect the aforesaid property on any day till the last day of submitting the EOI between Office Hours i.e., 10 am to 6 pm on prior intimation.

12. The interested parties should make their own independent inquiries and satisfy themselves.

13. M.P.F.C. reserves the right to decide not to lease or to lease only a part of the premises or to decide the date of start of lease or to reject any or all offers, without assigning any reason.

14. M.P.F.C. reserves the right to call for any clarification/Additional papers/documents required for scrutiny from anyone including the Bidder.

15. The period of lease shall be for **5 years** and further extension shall be subject to the mutual consent of both parties. The lease shall be subject to **Lock-in-Period of 3 years**.

16. The bidder shall quote the maximum rent which they would like to quote and the same shall be a guiding factor in decision making. The payment of rent shall only be by electronic mode and no separate receipt shall be issued for each payment, but an annual statement shall be given, if required.

17. The Annual Lease Rent shall be payable in advance and the first such payment shall be made on or before the date of execution of the Lease Deed. The next advance lease rent shall be payable 30 days before the expiry of one year of lease term.

18. The Lessee shall be required to **deposit Three Months rent as Security Deposit** within 30 days from date of issue of letter of acceptance which shall be refunded at the time of termination of lease without any interest after deducting pending dues & services, damages to the property, if any.

19. Lease Deed is to be executed by Lessee within 60 days of issue of letter of acceptance by M.P.F.C.

20. The **Lease Rent shall be revised @20% once in every 2 (Two) years** and the Lessee shall be required to pay such revised rent as above.

21. The Lessee shall also be liable to pay the GST, as applicable from time to time on the lease rent payable, which shall be over and above the lease rent fixed.

22. The lease deed shall be got registered and the expenses including stamp value towards the same shall be borne by the lessee.

23. The said property shall be used for office purposes only.

24. Furniture's and office work stations, additional electrical connections if required etc. shall be installed by the Lessee.

25. The detailed terms and conditions of the Lease can be seen in the Format of Lease Deed at Annexure-III.

C. Other terms & conditions

1. The successful bidder shall be required to execute the lease deed on standard format of M.P.F.C within 60 days from date of issue of letter of acceptance by M.P.F.C.

2. The successful bidder shall be required to pay all charges such as building maintenance charges, electricity & water charges etc. The Lessor will pay the property tax and insurance only.

Disclaimer:

1. The purpose of this document is to provide the Applicant(s), with information to assist the formulation of their EOI. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice from appropriate sources. M.P.F.C., its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the document.
2. M.P.F.C. may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.
3. The issue of this EOI does not imply that the M.P.F.C. is bound to select an Applicant. No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed between M.P.F.C. and the concerned applicant (s).
4. M.P.F.C. reserve the right not to proceed with the EOI or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the proposal further with any party submitting a proposal in response to this EOI.

DETAILS OF THE INTERESTED PARTY (BIDDER)

No	Description	Details(as applicable)
1	Name of the Applicant (Company/Govt. Department/Society/Others)	
2	Address	
3	Contact Details	
	a)Name of Contact Person	
	b)Tel. No. with STD Code	
	c)Mobile No.	
	d)E-mail Id	
4	PAN No./TAN No./CIN No./GST Regn. No./Shops & Establishment Regn. No. (Enclose copy of each document)	
5	Type of Bidder A) Govt. Company/Public Sector Undertaking	
	B)Central/State Govt.	
	C)Central /State Govt. Dept.	
	D)Other Depts./Organization	
6.	Company Registration Details	
7.	Activities of the Bidder	
8.	POA/Authorization Letter (to be submitted)	
9.	Any other information or remarks which the bidder thinks are appropriate to disclose as per the transparency norms may be mentioned here.	
10.	Price Bid (in Rupees/month)	

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's seal

Undertaking

Annexure II

We understand that:

- 1) I am/ We are aware that M.P.F.C. will not pay any brokerage in the transaction to any agent or representative.
- 2) All payments would be made through digital mode only in connection with the lease.
- 3) I/We confirm having fully inspected the property & is/are satisfied to rent the premises.
- 4) I/We here by confirm that, all the terms and conditions specified in this offer and/ or the standard format of Lease Deed to be executed are acceptable to me/us and will form part of the lease agreement.
- 5) I/We are a bonafide user and require this for use of M/s. _____, whom I/We represent. The authority letter /Power of Attorney from the company, I/We represent are submitted.
- 6) I/We have read and understood the terms & of conditions of the EOI and I/We unequivocally accept the same.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's seal

