

**TERMS AND CONDITIONS FOR HIRING OF COMMERCIAL OFFICE  
SPACE ON RENTAL BASIS**

**MMTC LIMITED, A GOVERNMENT OF INDIA ENTERPRISE INVITES SEALED QUOTATIONS FROM OWNERS OFFERING FURNISHED OFFICE SPACE IN A COMMERCIAL AREA ON RENTAL BASIS.**

Interested parties may send their quotations in the prescribed format, sealed in an envelope superscribing **“Rates offered for Hiring of Commercial Office space on Rental basis”** along with the signed documents (as mandated) to be dropped in the tender box kept for the purpose at the following address:-

**General Manager  
MMTC Limited,  
No.6, Esplanade, Chennai House  
Chennai – 600 108**

**SPECIAL TERMS AND CONDITIONS :**

- 1) The offered office space should be furnished and should be in Ready-to-occupy condition with all basic infrastructural facilities including furnitures, Officer’s cabins, separate rest rooms for gents and ladies, Centralized Air Conditioners, Telephone lines, Internet/Broadband lines, suitable Power backup, Elevators and should have a pleasant working environment and corporate ambience.
- 2) The Carpet Area of the offered office space should be around 5000 to 6000 Sq.ft
- 3) The offered space should be in a prominent Commercial area with good transport connectivity.
- 4) Preference will be given to Government agencies ie., Government owned premises
- 5) MMTC intends to hire the office premises for a period of Two years on monthly rental basis from the date of possession and accordingly rental agreement shall be executed. However, the agreement can be further extended on the terms and conditions as agreed by MMTC. The agreement/renewal/extensions have to be registered and the registration charges have to be borne by the Landlord/owner.
- 6) The clear title deed of the offered office space must be in favour of the Bidder.
- 7) The office premises offered needs to be free from any dispute and litigation.
- 8) Copy of approved layout/plan of offered office space must be submitted along with the bid/quote.
- 9) This invitation to bid/quote is open to legal owners/power of attorney holders of the properties. Tender from intermediaries or brokers will not be entertained and **NO BROKERAGE SHALL BE PAID.**

- 10) In case of co-owners/joint owners, the terms & conditions of this quotation should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an Authorization/ Power of Attorney to do so from the remaining owners.
- 11) Commencement of rent shall be from the date of actual possession of office accommodation.
- 12) The initial lock-in period shall be minimum 01 year from the commencement of agreement (actual possession) for the rented premises. After the lock-in period, MMTC shall have the right to terminate the agreement any time during the term by giving two months' written notice in advance to the other party of its intention to terminate the agreement. In the event of termination or expiry of the agreement, MMTC shall hand over vacant possession of the office premises with all the fittings and fixtures intact and in working order (normal wear and tear to be accepted).
- 13) The owner shall have to complete all furnishing works and hand over the premises within 30 days from the date of issuance of LOI.
- 14) There should be reserved parking space for Cars & two wheelers within the premises. Further, the area of parking space offered along with bid shall not be considered in the carpet area of the office premises and no additional payment shall be made for the parking space allotted to MMTC. The bidder shall quote the rates accordingly.
- 15) MMTC shall pay the electricity charges on actual consumption of the electricity based on the prevailing rate applicable at that time for which a separate meter to be provided to MMTC.
- 16) All the major repairs shall be carried out by the owner at his own cost. In case of failure on the part of party / owner to carry out maintenance activities to the satisfaction of MMTC, the same shall be carried out by MMTC at your risk & cost and amount so spent shall be recovered from the payable rent.
- 17) The premises/building should be secured enough to protect the property of MMTC. The owner shall have to keep insured the office building and other items provided by him. MMTC will insure its own furniture, equipments and systems etc. belonging to MMTC.
- 18) All the existing and future rates, taxes including Property tax, assessment charges and any other charges of any description whatsoever(except GST) levied by Local bodies and other statutory authorities shall be borne by Owner and not to be paid by MMTC.

- 19) Currently, MMTC's normal working Hours is 9:30 hrs to 17:30 hrs with five days week. However, MMTC can use all the infrastructure facility round the clock for 365 days for 24 x7 seven days even on Saturday/Sunday/Gazetted Holidays etc.
- 20) During the agreement period, the owner shall not construct any structure in offered area without permission from MMTC.
- 21) The quote will be acceptable only from legitimate owner of the premises or person having valid power of attorney or those who are legally permitted under law to let out the premises to MMTC. The space offered should be free from disputes and litigation with respect to its ownership, lease/ renting and pending payments against the offered space.
- 22) In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids in respect of each premise.
- 23) The decision on selecting the premises among the offers received rests solely with MMTC.
- 24) Bids shall be kept valid for acceptance for 60 days from the date of opening
- 25) The last date for receiving the quotes is 31st January, 2020 up to 3.00 P.M. The quotes received shall be opened on the same day ie., on 31st January,2020 at 3.30 P.M. Incomplete and unsigned quotes will summarily be rejected. Decision of MMTC Limited will be final and binding on the bidders.
- 26) These terms and conditions and the Annexures given herewith (Annexures-A, B, C) have to be duly filled and signed and enclosed in a sealed envelope and dropped in the box kept for the purpose.
- 27) MMTC reserves the right to accept any quote and to reject any or all quotes without assigning any reason thereof. MMTC also reserves the right to further negotiate the offers received.
- 28) Arbitration : Any dispute or difference whatsoever arising between the parties out of or relating to construction, meaning, scope, operation or effect of the contract to be entered or validity shall be settled by arbitration in accordance with the Rules of Arbitration of the Arbitration & Conciliation Act 1996, the award made in pursuance thereof shall be binding on the parties. The venue of Arbitration will be Chennai.
- 29) For clarifications, bidders may contact 044-25341035

The terms and conditions herein given are not exhaustive and MMTC reserves the right to amend all the relevant terms and conditions as deemed necessary before executing the rental agreement.

**(GENERAL MANAGER)**

**Annexure – A****DETAILS TO BE SUBMITTED BY THE PARTY IN RESPECT OF PROPERTY OFFERED ON RENT**

Sr. No.	Particulars	Details (Please tick or fill up with relevant information)
1	(i) Name of bidder (ii) Address of office & residence: (iii) Telephone No./Mobile No. (iv) Email Address	
2	Full particulars of person(s) offering the premises on rent and submitting the tender:	
3	Status of the applicant with regard to the accommodation offered for hiring i.e. legal owner or POA	
4	Ownership details	
5	If the bidder is Power of Attorney Holder of the owner, copy of duly constituted Power of Attorney. If the bidder is authorised signatory of the Company/ Partnership firm, copy of requisite Board Resolution/Authority Letter etc.	
6	If the bidder or owner is Partnership Firm or Company/ Society etc., Copies of Partnership deed or Memorandum of Association of the Company, Registration Certificate/bye-Laws of the Society etc. needs to be submitted	
7	(a) Complete Address and location of the building. (b) Details of the Accommodation offered for rent (viz. Carpet area, no. of floor ). (c) Layout plan of floor with dimensions	
8	Type of building- Commercial or Residential	
9	Total carpet area offered for rent in Sq. ft.	
10	No. of car parking / two wheeler parking space offered	
11	Whether accommodation offered for rent is free from any dispute and litigation	
12	No. of lifts/carrying capacity, provided details of make, year of manufacture, if any.	
13	Number of Toilets – floor wise with details	
14	(a) Whether electrical installation and fitting, power plugs, switches etc. provided or not. (b) Whether building has been provided with fans in all rooms or not. (if yes, give the Nos. of fans floor wise) (c) Sanctioned Electricity Load. (d) Details of power back-up facility.	
15	Details of Fire Safety Mechanism, if any	
16	Whether the premises is ready for occupation.	
17	Distance from Railway Station	
18	Distance from Bus stand	

Name & Signature of the Bidder  
with Official Seal

**Annexure - B****LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE QUOTE**

Sr. NO.	NAME OF DOCUMENTS	YES/NO
1	Complete terms and conditions document including all Annexures	Yes/No
2	Proof of ownership	Yes/ No
3	Completion/Occupancy Certificate & Encumbrance Certificate	Yes/ No
4	Possession Certificate	Yes/ No
5	Receipt of latest Property Tax	Yes/ No
6	Approved building plan/blue print	Yes/ No
7	NOC from Fire & Safety department	Yes/ No
8	Latest Electricity Bill	Yes/ No
9	Copy of PAN Card	Yes/ No
10	GST Registration Certificate (If applicable) or undertaking for non-applicability	Yes/ No
11	Affidavit of free from any dispute and litigation.	Yes/ No

Name & Signature of the Bidder  
with Official Seal

## **Annexure - C**

### **Schedule of Rates offered**

Parameter	Carpet Area in Sq. Ft.	Rate per Sq. Ft. (In Rupees)		Total monthly rent (In rupees)	
		In figures	In words	In figures	In words
Rent in Indian Rupees per month per square feet of the carpet area (exclusive of applicable GST).					
Maintenance charges per month (net amount inclusive of Civil, electrical, plumbing charges, parking space, security charges, Centralized AC maintenance, Lift maintenance, Water, Power back up etc.)					
<b>TOTAL</b>					

- Note:**
- The offer should be unconditional & No other charges other than the rates offered above by the bidder shall be borne by MMTC
  - When there is a difference between the rates in figures and words, the rate as quoted in words shall be adopted.
  - In case of difference in per square feet rate and the total monthly rent as calculated by the bidder, total monthly rent amount shall be considered for evaluation and per square feet rate shall be calculated and considered accordingly.
  - All other Taxes and duties to be paid to various authorities shall be borne by the owner.

**Signature of Owner/Bidder**

Name: \_\_\_\_\_

**Designation** \_\_\_\_\_

With seal