

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,

Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024



TENDER

FOR

Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers,10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis.

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,

Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

INVITATION FOR BIDS

The Dredging Corporation of India Limited (DCIL/Corporation) invites sealed tenders in two bid system from eligible agencies / firms / companies for “Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on ‘Leave & License agreement’ basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers, 10th Floor, 101A, Nariman Point, Mumbai -400021 on “as is where is” basis.

02. Interested parties may obtain tender documents from the undersigned on all working days (from Monday to Friday) or by downloading the tender documents from the website www.dredge-india.com and <http://eprocure.gov.in> from 03.01.2024 from 1000 hrs to 31.01.2024 up to 1500 hrs.

03. The parties may participate in the bid by paying Rs.1180.00/- (Rs.1000/- plus 18% GST) (Rupees One Thousand One Hundred and Eighty only) towards the cost of tender documents (non-refundable) and EMD of Rs 66,650.00/- (Rupees Sixty-Six Thousand Six Hundred and Fifty only) along with the Technical Bid, without which the tender documents will be summarily rejected. The last date for receipt of tender is 1500 hrs on 31.01.2024 and the Technical Bids will be opened on the same day at 1530 hrs. The payment shall be made only by NEFT/RTGS to DCI's account as stated in this document and the acknowledgement of the same is to be enclosed with the bid.

04. Tenderers are advised to well acquaint themselves fully with the location of the building space and terms & conditions including all the provisions of the Tender Document before submission of their tender.

05. It is essential that the bidder visits the site and examines the Office space and all its facilities and infrastructure and take full responsibility for directly obtaining all necessary information for preparing the bid and entering into contract. The cost of any such visit shall be borne entirely by the bidder and no claim in this regard shall be entertained by DCIL.

06. Interested party may visit the location by prior intimation to “The Project Manager, Dredging Corporation of India Limited, Rainbow Shop & Flats Owners Association, F2-B1, Vashi, Sector-10, Navi Mumbai-400703”. However, prior to the site-visit, the bidder shall fix up an appointment with Project Manager who will available at Mob. no. 9920453573 from 10-00 a.m. to 1-00 p.m. & 2-00 p.m. to 5-00 p.m. from Monday to Friday.

07. Pre-Bid Meeting will be held on 17.01.2024 at 2:30 pm at Dredging Corporation of India Limited, Rainbow Flat & Shop Owners Association, Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai-400703.

08. The interested agencies/firms/companies may submit their sealed tenders in the Tender Box situated at Dredging Corporation of India Limited, Rainbow Flat & Shop Owners Association, Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai-400703 up to 3:00 pm on or before 31.01.2024.

09. Sealed Tender documents may be submitted as under:

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,

Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

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Envelope A- (Technical bid with all enclosures and proof of payment of Tender Cost and EMD)

Envelope B - (Financial bid)

Envelope C - Envelope “C” should contain both Envelope “A” & Envelope “B”

Each envelope be superscribed as “Tender for Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers,10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis and should bear the full address of the tenderer at left side bottom of the envelope.

10. Tenders shall be opened on the same day i.e. on 31.01.2024 at 1530 hrs in the presence of tenderers who may wish to remain present. Corporation reserves its right to accept or reject or cancel the tender(s) without assigning any reasons thereof and to reject the tender received with counter conditions.

11. The detailed NIT and complete tender documents are hosted in our website www.dredge-india.com and <http://eprocure.gov.in>.

Project Manager
(WRO-Mumbai)

DREDGING CORPORATION OF INDIA LIMITED

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TENDER

M/s. Dredging Corporation of India Limited (owned by the Consortium of Four Major Ports i.e. Visakhapatnam Port Authority, Paradip Port Authority, Jawaharlal Nehru Port Trust Authority & Deendayal Port Authority) is letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on Leave & License agreement' basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers,10th Floor, 101A, Nariman Point, Mumbai-400021 on “**as is where is**” and has invited bid in two cover systems i.e. Technical & Price Bid. The details with regard to EMD, Security Deposit, Period of Contract, etc., are as indicated in the following Memorandum: -

MEMORANDUM

i	Title of Tender	:	Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers, 10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis.
ii	Name and Address of the Landlord	:	M/s Dredging Corporation of India Limited, Rainbow Flat & Shop Owner's Association, Flat No: F2-B1, Sector-10, Vashi, Navi Mumbai-400703, Maharashtra, India.
iii	Tender Ref No	:	DCI/WRO-M/HR/NP Office Lease/23-24, date: 31.01.2024
iv	Product Category	:	Letting out office Premises on lease / rent.
v	Cost of Tender Documents	:	Rs.1180.00/- (Rs.1000/- plus 18% GST) (Rupees One Thousand One Hundred and Eighty only) including GST, payable by NEFT/RTGS. Tender Cost is non-refundable even if the tender is cancelled. E-receipt of same should be enclosed with the tender.
vi	E.M.D	:	Rs 66,650.00/- (Rupees Sixty-Six Thousand Six Hundred and Fifty only) payable by NEFT/RTGS. E-receipt of same should be enclosed with the tender.
vii	First announcement Date & Time	:	03.01.2024 at 1000 Hrs
viii	Pre-bid meeting Date & Time	:	17.01.2024 at 1430 Hrs venue at Dredging Corporation of India Limited, Rainbow Flat & Shop Owners Association, Flat no. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai-400703
ix	Last Date & Time of Document Collection	:	All working days between 1000 Hrs to 1730 Hrs up to 30.01.2024
x	Last Date & Time of Submission	:	31.01.2024 at 1500 Hrs

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

xi	Opening Date & Time	:	31.01.2024 at 1530 Hrs
xii	Downloading of tender documents	:	Tender Document can be downloaded from 03.01.2024 to 31.01.2023 up to 1500 hrs from websites www.dredge-india.com and http://eprocure.gov.in
xiii	DCIL current account details	:	<ol style="list-style-type: none">1. Name of the Company: M/s. Dredging Corporation of India Limited2. Name of the Bank: Canara Bank.3. Branch Name: DCI Ltd, Branch, H.B Colony Main Road, Seethammadhara, Visakhapatnam- 530022.4. Current Account No.: 358330700000145. IFSC Code: CNRB00135836. GST No.: 37AAACD6021B1ZC Note: E-Receipt in respect of (i) Cost of tender document and (ii) EMD is must and shall be attached to the tender document in Envelope-A (Technical Bid).
xiv	Work description	:	Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers,10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis.
xv	Pre-Qualification	:	<ol style="list-style-type: none">i) PAN under Income tax authority (Govt. of India)ii) GST No.iii) The firm should give Self Declaration that they have not been blacklisted by any Central/State Govt. Agency in past three years.iv) Average annual financial turnover during the last three-year ending 31st March of the previous financial year should be Rs. 10 Lakhs and in this regard copy of certified certificate from Chartered Accountant must be enclosed.v) Certificate of Incorporation/Partnership Deed.vi) Solvency certificate from Schedule Banks (excluding co-operative bank) of Rs. 33.32 Lakhs. Note: (Self-attested Copy to be attached as above)
xvi	Place of Bids Submission	:	Project Manager, Dredging Corporation of India Limited, Rainbow Flat & Shop Owners Association, Flat no. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai-400703
xvii	Security Deposit	:	The successful bidder shall be required to submit a Security Deposit equal to 6 (Six) month’s license fee, which shall be made by NEFT/RTGS to DCI’s account as stated in this document (or) in the form of a Bank guarantee from a scheduled Bank in the format given in Annexure-II with validity of 3 years as the case may be from the date of commencement of lease and execute an agreement with DCIL

Signature of Tenderer with seal

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			on a non- judicial STAMP PAPER of Rs. 100/- value as per SPECIMEN DRAFT in Annexure-I of this document within 10 days of award of contract (i.e., from date of issue of LOI). The security deposit will be refunded/returned within 1 (one) month of the completion of the Lease period or extended period. No interest is payable on the security deposit under any circumstances. In case, the successful bidder fails to submit the Security Deposit or fails to execute the agreement within the stipulated time or declines/ backs out / rescinds from his offer, DCI reserves the right to forfeit the EMD amount of Rs.66,650/- and take such other action as it deems fit.
xviii	For clarification	any :	Shri. Girishkumar Naik, Project Manager (WRO-M) e-mail id: girishkumar@dcil.co.in , pomumbai@dcil.co.in Mob no.: 9920453573

FINAL TENDER

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

Tender Document for Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers,10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis.

TECHNICAL BID- I

INDEX

Sl. No.	PARTICULARS
1	SUBMISSION OF TENDER AND DECLARATION
2	GENERAL TERMS AND CONDITIONS OF THE TENDER
3	SELF DECLARATION FORM
4	ELIGIBILITY CRITERIA FOR EVALUATION OF TENDER
5	CHECK LIST OF SELF ATTESTED DOCUMENTS

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

1. Submission of Tender and Declaration

Date: _____

To,

Project Manager,
Dredging Corporation of India Limited,
Rainbow Flat & Shop Owners Association,
Flat no. B1, F-2 Wing, Sector 10,
Vashi, Navi Mumbai-400703

Sub : Submission of tender for “Letting out Office Premises for the period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers, 10th Floor, 101A, Nariman Point, Mumbai -400021 on “**as is where is basis**” and DECLARATION

Dear Sir,

- 1) I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.
- 2) I/We are enclosing herewith E- receipt of Ref. No. _____ dt. _____ towards Tender document cost of Rs.1180/-
- 3) I/We are enclosing herewith, E- receipt of Ref. No. _____ dt. _____ in your favour, towards earnest money deposit of Rs.66,650/-
- 4) I/We have filled and signed each page of the tender documents and the same are enclosed here with.
- 5) I/We hereby declare that tender documents have been downloaded from DCI website www.dredge-india.com / <https://eprocure.gov.in> and it is submitted in original without any alterations/modifications/deletions /additions.

Signature and seal of tenderer :

Name Capacity /authority to sign :

Full address :

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

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2. GENERAL TERMS AND CONDITIONS OF THE TENDER

- (i) Interested parties may visit the site on any working day with prior appointment.
- (ii) Conditional Tender will be rejected out-right.
- (iii) No parking space available for the vehicles at the “Let out Site”, however ample parking spaces are available in and around the property.
- (iv) In lieu of assigning rights of exclusive use of the above property, Corporation shall charge Rent / lease on monthly basis payable in advance i.e. by 5th of every month. In the event of failure to pay the monthly rent and other charges within the stipulated date for 3 consecutive months, an interest @18% per annum will be charged beginning from the 1st day of the first month to which Lessee/Licensee fee pertains without prejudice to the other rights of DCI.
- (v) The payment of property Tax/municipal tax/other cess payable to the statutory/local authorities shall be made by DCI.
- (vi) Water charges/ electricity charges/ Monthly maintenance charges of Society shall be payable by the successful bidder within 7 days from submission of the Bills by DCI/Association. The GST, as applicable, will be additionally paid by the Lessee/Licensee.
- (vii) The Bidder should quote his monthly rent for total area of 617 sq. ft. only and not for the part area. The quotes received for part area will be rejected.
- (viii) The offer shall remain valid for a period of 90 days from the last date of opening of tenders.
- (ix) The above property is offered under ‘leave & license agreement’ from the date of agreement for Three years. Further renewal for Three years will be made on mutually agreed terms; otherwise, the licensee shall have to vacate the premises on expiry of 3 years.
- (x) The monthly Rent to be fixed on the basis of this tender shall be revised upwards by 5% of rent after expiry of each term of 12 months / one year.
- (xi) The Earnest Money Deposit of Rs. 66,650.00 of the successful bidder will be adjusted against the interest free security deposit and will be refunded to the unsuccessful bidders.
- (xii) The successful Bidder shall be assigned the rights of exclusive use of the above property during the currency of the leave & license agreement. The successful Bidder will have to enter into a written leave & license agreement with the Corporation for use of the above said property and get it registered as required by local rules prior to occupation of the

Signature of Tenderer with seal

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Ref No. DCI/WRO-M/HR/NP Office Lease/23-24
premises.

Date: 03.01.2024

- (xiii) Successful Bidder will have to deposit at the time of execution of leave & license agreement and keep deposited with the Corporation during the period of this agreement and renewal thereof an interest free deposit equal to six months license fee (monthly Rent), which is refundable on the expiry of the period of the license or earlier determination or termination thereof as hereinafter provided on handing over vacant possession of the premises to the Licensor after adjusting outstanding dues, if any.
- (xiv) Successful Bidder will not be permitted for erection or to make any structural alterations or additions whatsoever to the said premises licensed to or any part thereof without the specific prior written permission of the Corporation except modification of toilets, change of flooring and false ceiling, internal wooden partitions, cabins, shelving racks, electrical equipment and other interior works of temporary nature.
- (xv) Successful Bidder shall have to conform with the administrative discipline set up by the Corporation / Association for the building as may be mutually agreed.
- (xvi) Successful Bidder shall not assign, sublet or transfer the rights of the leave & license agreement in any manner to any person(s)/party (ies).
- (xvii) Successful Bidder shall have to make their own arrangement for interior works but will submit the Layout Plan for Interiors to the Corporation, to enable the Corporation to assess whether the successful Bidder is making any structural alterations to the said premises and give suitable permission.
- (xviii) The total expenses towards stamp Duty and registration Fee of leave & license agreement will be shared 50:50 between the Corporation and successful Bidder.
- (xix) The above office premise has been considered for letting out on leave & license agreement with General office working time i.e. Monday to Saturday.
- (xx) The tenders received within the specified time shall be opened on the same day at the given time in the presence of Bidders who may wish to remain present. Tenders received after last date and time will not be accepted at any circumstances.
- (xxi) Financial Bid shall be opened in respect of those Bidders who qualify the Technical Bid.
- (xxii) Corporation reserves its right to accept or reject any tender without assigning any reason thereof.
- (xxiii) The successful bidder shall comply with all prevailing labour laws, Municipal laws & statutory requirement of other Central/ State Government organizations. In case of non-adherence of any laws/regulations of the statutory bodies, the successful bidder will be

Signature of Tenderer with seal

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fully responsible for the consequences arising out of non-adherence. DCIL in no way will be responsible for the same.

- (xxiv) The successful bidder shall remain liable to and shall indemnify DCIL in respect of causes of action, claims, damages, compensation or cost, charges and expenses incurred arising out of accident or injury sustained by any workman or other person while in the above office premises arising out of any act of omission or commission, default or negligence, error in judgment on the part of the successful bidder or its staff.
- (xxv) The space allotted should be used only for the purpose for which allotment has been made.
- (xxvi) In case of breach of any of terms and conditions mentioned above, DCIL will have the right to cancel the work order or contract as a whole without assigning any reason thereof and nothing will be payable by the DCIL in that event and the security deposit will be forfeited.
- (xxvii) **ARBITRATION:** Any dispute or difference arises between the DCI and the Contractor in connection with contract or as to the rights and liabilities of the parties hereto, other than those referred to the above or matters which are stated to be final and binding on the contractor shall be referred to the arbitration by a sole Arbitrator, as per the provisions of the Arbitration and Conciliation Act 1996 and the award of the sole Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996. The arbitrator shall give a reasoned Award and it shall be in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof. The venue of the Arbitration shall be Visakhapatnam and the Courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this contract. Arbitration proceedings will be held at Visakhapatnam and the language of the arbitration proceedings and that of all documents and communication between the parties shall be English. The Sole Arbitrator is pre-cluded for awarding any interest for the pre-reference period and pendente-lite period. The cost of Arbitral tribunal shall be equally borne by both parties. The cost of Legal Counsels shall be borne by the respective parties.
- (xxviii) Disclaimer: DCIL or any person authorized by the competent authority of DCIL shall not be responsible for any omission or commission on the part of Tenderer.

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

(xxix)

3. SELF DECLARATION FORM

(This form shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Bid.)

Tender Notice No: -----

To,

Project Manager,
Dredging Corporation of India Limited,
Rainbow Flat & Shop Owners Association,
Flat no. B1, F-2 Wing, Sector 10,
Vashi, Navi Mumbai-400703

Sir/ Madam,

1. I / we, the undersigned do hereby declare that my/our firm/company M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. dept. from participating in the tender as on date.

2. I / we have never ever been blacklisted and / or there were no debaring actions against us for any default in the performance of the contract entrusted to us in any other essential commodity during last three years, not involved in any illegal activity and/or not charge sheeted for any criminal act of theft etc.

3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my/our bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Corporation

Place :

Date :

Yours faithfully,

Signature of the Tenderer with seal

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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4. Technical Eligibility Criteria for tenderers

(Particulars shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Technical Bid)

Sl. no.	Particulars	Filled by the party			
1	Name and full Address of the firm (Including e-mail id, website address, Tel No)				
2	Authorized person name, Mob No and e-mail id				
3	Contact person Name, Mob No, email ID				
4	Cost of tender document of Rs.1180.00 particulars (<i>Payment Ref copy to be enclosed</i>)				
5	Earned Money Deposit amount of Rs.66,650.00 particulars (<i>Payment Ref copy should be enclosed</i>)				
6	Pan no. under Income Tax Authority (Govt. of India) (<i>Copy to be enclosed</i>)				
7	GST No (<i>Copy to be enclosed</i>)				
8	The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Self-Certification letter no & date Authorized person name: Signatory:			
9	Average annual financial turnover during the last three-year ending 31st March of the previous financial year should be Rs.20 Lakhs and in this regard copy of certified certificate from Chartered Accountant must be enclosed.	FY	2022-23	2021-22	2021-20
		Annual turnover Amount in Rs (Lakhs)			
		Annual profit Amount in Rs (Lakhs)			
		Annual Average turnover in Rs. (Lakhs)			
10	Certificate of Incorporation/Partnership Deed (<i>self-attested copy to be enclosed</i>)	Date of Incorporation / Partnership deed: <u>Under Partnership act, attested copy of partnership deed duly signed by all partners in case of partnership firm.</u> <u>Under Company act, attested copy of AOA/MOA in case of company</u>			
11	Solvency certificate from schedule Banks (excluding co-operative bank) of Rs. 33.32 Lakhs (<i>self-attested copy to be enclosed</i>)	Name of the Bank: Branch Name & Address: Amount of Bank Solvency: (In words also)			
12	Proforma for information about employment of relatives (Annexure-III)				
Kindly Note:					
1) Self-attested copies wherever required, must be enclosed otherwise tenderer shall be deemed not eligible.					

Signature of Tenderer with seal

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CHECK LIST OF SELF ATTESTED DOCUMENTS

1	Blank tender document purchased from office.	YES	NO
	Tender document downloaded from web site.	YES	NO
2	Tender Document cost of Rs. 1180/- in favour of ‘The Dredging Corporation of India Ltd., Mumbai’ is enclosed.	YES	NO
3	Earnest Money Deposit amount of Rs.66,650 /- in favour of ‘The Dredging Corporation of India Ltd., Mumbai’ is enclosed.	YES	NO
4	Registration of various authorities and their Nos. for Eligibility Criteria (Self-attested Copies of the same shall be enclosed)	YES	NO
5	PAN card under Income tax authority (Govt. of India)	YES	NO
6	GST no.	YES	NO
7	Average annual financial turnover during the last 3 years ending 31st March of the previous financial year should be Rs.20 Lakhs in this regard copy of certified certificate from Chartered Accountant must be enclosed.	YES	NO
8	The firm should give Self-Certificate that they have not been blacklisted by any Central/State Govt. Agency in past 3 years.	YES	NO
9	Certificate of Incorporation/Partnership Deed (self-attested copy to be enclosed).	YES	NO
10	Solvency certificate from Schedule Banks (excluding co-operative bank) of Rs. 66.64 Lakhs (self-attested copy to be enclosed)	YES	NO

Signature and seal of Tenderer :

Name Capacity /authority to sign :

Full address :

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

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Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

FINANCIAL BID

To,
Project Manager,
Dredging Corporation of India Limited,
Rainbow Flat & Shop Owners Association,
Flat no. B1, F-2 Wing, Sector 10,
Vashi, Navi Mumbai-400703

Sub : Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers, 10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis.

Sir,

I/we are submitting our Financial Bid for the above property as detailed below:

Financial Bid

Sl. no.	Particulars of assets/property	Area in Sq.Ft	Per Sq.ft (in Rs.)	Total Amount (in Rs.)
1	Monthly Rent	617		
Total Amount				
Total Amount in Words:				

Please note:

1. Monthly rent should be quoted excluding GST and GST is applicable as per actuals.
2. Bids to be evaluated based on the Highest Bidder i.e. H-1 basis.
3. The Bidder should quote his Monthly rent for total area only and not for the part area.

Name and address of the Bidder with seal.

Authorised signatory:

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,

Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

Annexure-I

FORM OF CONTRACT AGREEMENT

(To be submitted by Successful Tenderer only on receipt of LOA & executed on non-judicial stamp paper worth of Rs.100/-)

This agreement made on day of _____ between **M/s. Dredging Corporation of India Limited**, a body under the Companies Act, 1956, having its registered Head Office at Visakhapatnam (here in after called “the Licensor/Lessor”, which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office”) of the one part and (Name and address of the Licensee/Lessee if any individual and of all partners if a Partnership with all their addresses) (hereinafter called “the Licensee/Lessee” which expression shall unless excluded by or repugnant to the context, be deemed to include his/their heirs, executors, administrators, representatives and assigns or successors in office) of the Other Part,

Whereas the “the Licensor/Lessor” is desirous for “Letting out Office Premises for a period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers, 10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis.

And whereas the request of the Licensee/Lessee, the Licensor/Lessor has agreed to let out the said premises for a term of _____ in the manner hereinafter appearing and the Licensee/Lessee has deposited a sum of Rs.....as Security Deposit in the form of RTGS/NEFT for the due fulfillment of all the Conditions of the Contract:

Now this agreement witness as follows:

1. That in this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract here in after referred to.
2. That the following documents shall be deemed to form and be read and construed as part of this agreement viz:
 - The Contract Agreement.
 - The Tender submitted by the Licensee/Lessee (Envelope-A & Envelope-B) and all enclosures.
 - DCIL Letter of acceptance.
 - Amendments / Corrigendum, if any.
 - Security Deposit.

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,
Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

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- Invitation for Bids.
 - General Terms & Conditions of Tender
 - Tender Memorandum
 - Financial Bid.
 - Work order.
 - Correspondence exchanged before the issue of letter of acceptance by which the Conditions of Contract are amended, varied or modified in any way by mutual consent (to be enumerated).
3. That the Licensee/Lessee hereby covenants with the Employer to comply with all the terms and conditions of the Leave and License Agreement in conformity, with the provisions of the Contract in all respects.

IN WITNESS whereof the parties hereunto have set their hands and seals the day and year first above written.

the Licensee/Lessee

Licensor/Lessor

Signature :

Signature :

Name :

Name :

Designation :

Designation :

Seal :

Seal :

In the presence of **Witness**

Signature :

Signature :

Name & Address :

Name & Address :

Annexure-II

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,

Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

FORM OF BANK GUARANTEE

(IN LIEU OF SECURITY DEPOSIT)

Bank Guarantee No.:

Date:

To

The Dredging Corporation of India Limited,
Dredge House, Main Road, HB Colony,
Seethammadhara, Visakhapatnam-530022.

In consideration of Dredging Corporation of India Limited, a Company incorporated under the Companies Act,1956 and having its Registered Office at Core No.-2, First Floor, SCOPEMINAR, Plot No. 2A & 2B, Laxmi Nagar District Center, DELHI – 110091, India (herein after called “the Licensor/Lessor”) having agreed to exempt M/s _____ having its Registered Office at _____ (herein after called the said “the Licensee/Lessee” from the demand under the terms and conditions of an Agreement/ Contract/ Work Order dated _____ made between the Licensor/ Lessor and the Licensee/Lessee for “Letting out Office Premises for the period of 3 years and extendable by 3 more years at mutual agreement on ‘Leave &License agreement’ at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers, 10th Floor, 101A, Nariman Point, Mumbai-400021 on “**as is where is basis**” hereinafter called the said “Agreement”), of Security Deposit for the due fulfillment by the said the Licensee/Lessee of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____ only),

1. We hereinafter referred to as “the Bank” at the request of M/s. _____ (the Licensee/Lessee) do hereby undertake to pay to the Licensor/Lessor an amount not exceeding Rs. _____ (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by the Licensor/Lessor by reason of any breach by the said the Licensee/Lessee of any of the terms and conditions contained in the said Agreement.
2. We do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Licensor/Lessor and without reference to the Licensee/Lessee and such demand stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Licensor/Lessor by reason of breach by the said the Licensee/Lessee of any of the terms or conditions contained in the said Agreement or by reason of the Licensee/Lessee failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).
3. We undertake to pay to the DCI any money so demanded notwithstanding any dispute or disputes raised by the Licensee/Lessee in any suit or proceeding pending before any

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,
Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Licensee/Lessee shall have no claim against us for making such payment.

4. We further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Licensor/Lessor under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Licensor/Lessor certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Licensee/Lessee and accordingly discharge this guarantee. Unless a demand or claim in writing under this guarantee has been received by us on or before _____, we shall be discharged from all liability under this guarantee thereafter.
5. We further agree that the Licensor/Lessor shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Licensee/Lessee from time to time or to postpone for any time or from time to time any of the powers exercisable by the Licensor/Lessor against the said Licensee/Lessee and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or omission on the part of the Licensor/Lessor or any indulgence by the Licensor/Lessor to the said Licensee/Lessee or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Licensee/Lessee.
7. We lastly undertake not to revoke this guarantee during its currency except with the previous consent of Licensor/Lessor in writing.
8. This guarantee will remain in force until_____. All claims under this guarantee must be made in writing and dispatched to us by Registered Post, Hand Delivery or by Courier against acknowledgment. Notwithstanding what is stated above, our liability under this guarantee will be limited to Rs. _____(Rupee_____only).

Dated _____ day of 2023 For

(Name of the bank with address)

Signature of Tenderer with seal

DREDGING CORPORATION OF INDIA LIMITED

Flat No. B1, F-2 Wing, Sector 10, Vashi, Navi Mumbai – 400703,

Maharashtra, India. ([email:pomumbai@dcil.co.in](mailto:pomumbai@dcil.co.in), girishkumar@dcil.co.in)

Ref No. DCI/WRO-M/HR/NP Office Lease/23-24

Date: 03.01.2024

Annexure-III

PROFORMA FOR INFORMATION ABOUT EMPLOYMENT OF RELATIVES

(To be given on Service provider’s Letter Head)

Date:

To
Project Manager,
Dredging Corporation of India Limited,
Rainbow Flat & Shop Owners Association,
Flat no. B1, F-2 Wing, Sector 10,
Vashi, Navi Mumbai-400703

Sir,

Sub : Tender for Letting out Office Premises for the period of 3 years and extendable by 3 more years at mutual agreement on “Leave & License agreement” basis at part area of 10th floor admeasuring carpet area 617 Sq. Ft of Mittal Chambers,10th Floor, 101A, Nariman Point, Mumbai-400021 on “as is where is” basis - Reg.

A. With reference to your Tender No. DCI/WRO-M/HR/NP Office Lease/23-24 Date: 03.01.2023, we hereby certify that, we are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India and also certify that we do not have any relatives employed in the Dredging Corporation of India Ltd.

(Or)

B. We hereby certified that my relative(s)working as Officer in Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of Shipping, Govt. of India is given below:

- 1.....
- 2.....
- 3.....
- 4.....

Thanking you,

Yours faithfully,

* Strike out ‘A’ or ‘B’, whichever is not applicable.

Signature of Tenderer with seal