

**DREDGING CORPORATION OF INDIA LIMITED
CORPORATE OFFICE, HB COLONY, SEETHAMMADHARA
VISAKHAPATNAM – 530022**

NIT

TENDER NO: DCI/MAT/RENTING OF BUILDING/20-21 DT: 03.09.2020

PREMISES AVAILABLE ON LEASE/RENT

Dredging Corporation of India Ltd. invites sealed quotation for our premises at HB Colony, Seethammadhara, Visakhapatnam – 530022 on lease/rental basis for Commercial / Office use. This premise is equipped with all basic amenities and ready for possession / occupation. The format for submission of the bid (**Annexure-A and Annexure-B**) can be downloaded from DCI website <http://dredge-india.nic.in> . Downloading of tender documents shall be carried out strictly as provided by DCI and no addition, editing, deletion of matter shall be permitted. If such action is observed at any stage, such tenderer will not be considered and will be rejected.

The tenderer shall furnish the **pre-bid EMD of Rs.20,000/-** through online transfer into Dredging Corporation of India Limited, Current Account No: 35833070000014, IFSC/RTGS CODE: SYNB0003583, SWIFT CODE: SYNBINBB032, BANK NAME: Syndicate Bank, BRANCH NAME: DCI LTD, Port Area Branch, Visakhapatnam-530001.

The tender can be submitted first week of every month and same will be evaluated in next three weeks of the month and cycle will continue till the vacant space will completely occupied. The DCI reserves the right to accept or reject any offer without assigning any reasons therefore. No Brokerage shall be paid.

Further instructions are given in the tender document.

HOD (Materials)

APPLICATION FOR LEASE

SL.NO.	PARTICULARS	RESPONSE/ANSWERS
01)	Name of the Applicant	
02)	Address	
03)	Name of the Authorized person With contact number (Designation & with authority to negotiate)	
04)	In case of Individuals: a) Identity proof b) Address proof c) PAN card copy d) Bank Account details e) Nature / details of business f) Copies of Income Tax returns for the last 3 years g) GST Regd No. h) Particulars of Last Premises occupied.	
05)	In case of Company / Partnership firms: a) Full particulars of business b) Copies of trade license: c) Partnership deed / Memorandum of articles of association: d) Copy of last 3 years audited balance sheet & Income tax returns: e) GST Regd No. f) Particulars of Last Premises occupied.	
06)	Area in sqft required	
	Floor opted	
07)	Basic Rent quoted per S.Ft. Annexure B – exclusive of Municipal taxes, Service Tax and all other taxes and charges)(All proportionate taxes and charges to be borne by the Lessee on actual basis)	
08)	Purpose for which the premises is to be utilized	
09)	Electrical Load required	
10)	Any other requirements / information	
11)	Particulars of family members or relatives working in DCI.	

I/We are hereby declare the particulars furnished by me/us in the application are correct and that I/We have not concealed or misrepresented any fact in it.

**SIGNATURE OF AUTHORISED PERSON
WITH SEAL**

ANNEXURE – B

AREA STATEMENT OF DCI NEW BUILDING:

LOT NO.	FLOOR	LOT NAME	TOTAL AREA IN SFT
1	GROUND FLOOR	WEST WING	2415
2		ROOM NO. 1	845
3		ROOM NO. 2	853
4		ROOM NO. 3	638
5	FIRST FLOOR	NORTH WING	2246
6		WEST WING ROOM NO. 1	721
7		WEST WING ROOM NO. 2	2277
8		WEST WING ROOM NO. 3	999
9	FOURTH FLOOR	NORTH WING	4152
10		EAST WING	6385
11		WEST WING	5553

OFFER FORM

LOT NO.	FLOOR	LOT NAME	TOTAL AREA IN SFT	APPLICANTS OFFER OF MONTHLY BASIC RENT PER SQ.FT.
1	GROUND FLOOR	WEST WING	2415	
2		ROOM NO. 1	845	
3		ROOM NO. 2	853	
4		ROOM NO. 3	638	
5	FIRST FLOOR	NORTH WING	2246	
6		WEST WING ROOM NO. 1	721	
7		WEST WING ROOM NO. 2	2277	
8		WEST WING ROOM NO. 3	999	
9	FOURTH FLOOR	NORTH WING	4152	
10		EAST WING	6385	
11		WEST WING	5553	

- ``BASIC RENT per Sq.ft is exclusive of Municipal taxes, Service tax and all other taxes and charges `` (all proportionate taxes and charges to be borne by Lessee on actual basis)

I / We are hereby agree/ accept for the final decision taken by DCIL.

**SIGNATURE OF AUTHORISED PERSON
WITH SEAL**

TECHNICAL & OTHER DETAILS OF DCI NEW CORPORATE BUILDING

SL NO	PARTICULARS	DESCRIPTION
1.	Location of premises	DCI Corporate Office HB Colony, Visakhapatnam-530022.
2	Ownership of the Land	Owned by DCI
3	Area offered on lease	Floor wise details given in Advertisement & Annexure B
4	Monthly Rent	Basic Rent per sq.ft is to be quoted with reference to reserved basic rent fixed by DCI.
5	Property tax	Proportionate property tax for let out portion is to be borne by Lessee only and therefore to be paid to DCI periodically whenever demanded.
6	Common services like Lift, Maintenance, cleaning & security services	All tenants to form a consortium For common services to share on pro rate basis(per Sft)
7	Electricity	Sub meter will be provided (Lessee account only)
8	Stamp duty/Registration	To be borne by lessee. Execution of standard lease proforma of DCI
9	Possession	On execution of lease deed on DCI standard lease proforma.
10	Rent Deposit	An amount equal to 6 months rent is to be paid as interest free rent deposit to be refunded only on expiry of Lease / Termination of Lease subject to adjustments, if any.
11	Allotment Preference	Preference will be given to Govt and PSU undertakings both state and central, GIC, Nationalized Banks and similar reputed institutions.

12	Other Terms & Conditions	<p>a) The space will be let out on as is where is basis and any internal alterations to be made at the cost of the lessee after obtaining due permission from DCI.</p> <p>b) Lease deed to be executed as per DCI `s standard lease agreement. Enclosed herewith and all the terms and conditions mentioned there in are binding.</p>
13	Parking & generator space	Will be provided as per availability, on payment of additional rent to be negotiated.
14	AC Charge Measurement	Separate BTU meter will be provided and the charge has to be paid as per meter reading and charges will be fixed separately.

The technical details and other particulars of the premises for which are inviting the applications for letting out on lease in the enclosed offer form. Kindly submit **Annexure A and Annexure B** in a sealed envelope on super scribing “Offer for Vacant space in DCI Corporate Building” to the following address:

HOD (Materials)
Dredging Corporation Of India Limited,
Corporate Office, Visakhapatnam-530022.

For more details, please contact below mentioned individuals:

- 1) JM (MAT) – msrinivas@dcil.co.in (9652788844)
- 2) JM (HR) - bangarraju@dcil.co.in (9849331979)

HOD (Materials).