



## **MUMBAI METRO RAIL CORPORATION LIMITED**

(A JV company of Govt. of India and Govt. of Maharashtra)  
MMRC Office Building, Bandra-Kurla Complex, Bandra (E), Mumbai- 400 051.  
Website: <https://mmrda.maharashtra.gov.in>

### **EXPRESSION OF INTEREST**

#### **PROVIDING RESIDENTIAL FLATS ON LEASE BASIS FOR THE EXECUTIVES OF MMRC**

1. Mumbai Metro Rail Corporation Ltd (MMRC) is a Joint Venture Company of Government of India and Government of Maharashtra established for implementing Mumbai Metro Line-3 (Colaba-Bandra-SEEPZ).
2. MMRC hereby invites Expression of interest from the interested owners / Developers / Estate Agents / Authorized Power of attorney holders for providing residential flats with carpet area as detailed below (excluding covered/underground parking area, if any) on initial lease of **3 years** and renewable thereafter for accommodation of its Executives:

<b>Sr No</b>	<b>Flat Type</b>	<b>Requirement in Numbers</b>	<b>Carpet area (Sqft)</b>	<b>Parking Space per flat</b>
1	3 BHK	10	1250-1500	1 Car
2	2 BHK	21	700-800	1 Car

3. **The detailed EOI documents are enclosed as Annexure:**

<b>A</b>	<b>Part-I (Technical Bid)</b>		
1.	Terms and Conditions	Annexure "I"	Page No. 3
2.	Undertaking	Annexure "II"	Page No. 9
3.	Proforma for Technical Bid	Annexure "III"	Page No. 10
4.	Scope of Maintenance	Annexure "IV"	Page No. 13
<b>B</b>	<b>Part-II (Financial Bid)</b>		
1.	Proforma for Financial/Price Bid	Annexure "V"	Page No. 14

#### 4. EOI Schedule:

Sr. No	Description	
1	Title	Expression of Interest for providing of residential flats on lease for the Executives of MMRC in Mumbai
2	Earnest Money Deposit (EMD)	Rs. 50,000/- in the form of Bank Draft/ Bankers Cheque in favor of "Mumbai Metro Rail Corporation Limited" payable in Mumbai.
3	Issue of blank EOI document	The EOI document can be downloaded from the website: <a href="https://mmrda.maharashtra.gov.in">https://mmrda.maharashtra.gov.in</a> .
4	Last Date & Time of receiving /submission of EOI document.	The sealed EOI document should reach the office of the Assistant General Manager (Maintenance Cell), 1st Floor, MMRC office, Plot No.R-13, E-Block, Bandra (East), Mumbai-400051 on or before <b>31/08/2015 upto 1300 Hrs</b>
5	Date & Time of opening of EOI Bids.	<b>31/08/2015 at 1600 Hrs, if possible.</b>
6	Time Limit for handing over possession of the premises.	Within 15 ( Fifteen ) days from the date of issue of acceptance letter.
7	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
8	Notice period for Termination of contract.	As mentioned in the terms and conditions of the contract.
9	Validity of EOI	90 days from the date of opening of Technical Bid.

- EOI document should have to be submitted **by hand only in MMRC office**. No EOI will be accepted in unsealed condition or by post, Fax, e-mail & any other such means.
- Right to reject any or all offers without assigning any reason thereof is reserved with MMRC.

Date. 06/08/2015  
Place: Mumbai  
No. MMRC/Flats/Lease/EOI/15

Managing Director

## ANNEXURE - "I"

### TERMS AND CONDITION

**Subject:-**Expression of Interest for providing of residential flats on lease for the Executives of MMRC in Mumbai

MMRC hereby invites Expression of interest from the interested owners / Developers / Estate Agents for providing residential flats with carpet area as detailed below (excluding covered/underground parking area, if any) on initial lease of **3 years** and renewable thereafter for accommodation of its Executives including other requirements as mentioned below:

Sr No	Flat Type	Requirement in Numbers	Carpet area (Sqft)	Parking Space per flat
1	3 BHK	10	1250-1500	1 Car
2	2 BHK	21	700-800	1 Car

**1. The premises having following minimum amenities / facilities and features will be preferred for consideration and will be given weightage:**

(Selection of the premises will be based in terms of location, quality of construction, suitability, amenities provided, condition of flat / building and other factors as deemed fit by the evaluation committee of MMRC)

- i. The building in which the flats are offered should be located in areas **upto Borivali, Thane & Kharghar**;
- ii. The building offered should be a completely constructed building and suitable for residential use;
- iii. The building should preferably be completed after year 2000;
- iv. The Building offered should be located in the vicinity of main roads and should be well connected with public transport;
- v. The building should have valid Occupation Certificate issued from the Competent Authority;
- vi. The flat offered should have legal water connection, electricity connection, etc;
- vii. The flats should be preferably in one building / wing of the building complex;

- viii. The building having elevators with back up DG facility will be preferred;
- ix. The lease may be extended for further period on mutually agreed terms;
- x. There should be adequate natural lighting in the campus/compound;
- xi. There should be adequate cross-ventilation.
- xii. The building should have adequate fire safety measures and security measures as per legal requirement.
- xiii. The building should be a Municipal Corporation / CIDCO approved building that should meet all other safety norms like earthquakes resistance, flood, etc required under the law. The property should be insured against all types of damages during the entire period of contract.
- xiv. The premises should have suitable uninterrupted power supply for operations & common area lighting.
- xv. The building/s should have prescribed parking space for each rented carpet area. Exclusive parking for the hirer will be desirable.
- xvi. All building services such as Lifts, Power supply, Plumbing, Sewerage shall be fully operational at the time of submission of the offer by the bidder.
- xvii. All internal walls should be painted with good quality plastic emulsion paint at the time of handing over the premises to the MMRC.

**2. Following documents are essential and must be submitted as part of EOI:-**

The detailed proposal shall include but be not limited to the following:

**A) Envelope-A: Earnest Money Deposit:**

Earnest Money deposit amounting to Rs. 50,000/- (Rupees Fifty thousand only) in the form of Bank Draft/ Bankers Cheque in favor of "Mumbai Metro Rail Corporation Limited" payable in Mumbai shall have to be enclosed while submitting sealed EOI. Offers with no earnest money deposit shall be summarily rejected. The earnest money of unsuccessful bidders will be refunded on application after intimation regarding rejection sent to him or on expiry of validity whichever is earlier. For the successful bidder, the same would be returned at the end of lease period.

**B) Envelope-B: Part-I (Technical Proposal) :**

- i) Covering letter on firms letterhead (duly signed and stamped) mentioning documents attached including page numbers;
- ii) Firm's legal status including relevant past experience;
- iii) Documents of the flats offered like ownership, approved flat plan with stamp of Competent Authority and the documents in proof as mentioned at point No.1 above;
- iv) For agents, MOU with developer / owner on Rs 100/- stamp paper regarding flat availability is necessary;
- v) This offer document (Annexure-I, II, III & IV) duly signed and stamped on each page, as token of acceptance mentioned there in.
- vi) Related documents as detailed in the proforma of Technical Bid i.e. **Annexure-"III"** (duly signed and stamped on each page)

**C). Envelope-C: Part-II (Financial Proposal) :**

The flatwise financial offer (Including all taxes) as detailed in Annexure-V duly signed and stamped on each page.

**3. The procedure for submitting bids:**

Above mentioned Envelope-A, Envelope-B & Envelope-C should be clearly marked on top and properly sealed. All these three envelopes should be properly kept in single envelope which is superscripted as "Expression of Interest for providing of residential flats on lease for the Executives of MMRC in Mumbai" and addressed to the Managing Director, Mumbai Metro Rail Corporation Ltd, NAMTTRI Building, Plot No. R-13, E-Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051.

The sealed EOI document should be submitted **by hand** to the office of the Assistant General Manager (Maintenance Cell), 1st Floor, MMRC office, Plot No.R-13, E-Block, Bandra (East), Mumbai-400051 on or before **31/08/2015 upto 1300 Hrs.**

#### **4. Evaluation of the offers received:**

On scheduled date of opening of EOI document, Envelope-A i.e. EMD amount & Envelope-B i.e. Technical proposal will only be opened and verified as per requirement. Eligible bidders will have to make arrangement of site visit of the flat offered to MMRC. The offers received will be evaluated in terms of location, quality of construction, suitability, amenities provided, condition of flat / building and other factors as deemed fit by the evaluation committee of MMRC;

Once satisfied with all the required conditions, then only the Envelope-C i.e. Financial bid will be opened. The date of the same will be intimated afterwards.

In case of unsuccessful firm in either Envelope-A or Envelope-B, the sealed Envelope-C containing the Financial bid will not be opened at all, but will be returned back treating it as invalid.

#### **6. TERMS & CONDITIONS**

1. After opening the Bids, physical inspection of the premises offered by the bidders will be carried out to verify whether the offer complies with the technical specifications or otherwise.
2. In case the bid is found acceptable, the selected party will be required to submit the original copy of the Title Deed of the property, etc for verification.
3. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the MMRC.
4. The offer should be valid for a minimum period of Three months (90 days) from the due date of opening of the technical bid.
5. It should be noted that most competitive rates should be offered. However, selection will be on basis of cost as well as quality of construction, suitability, convenience and consideration of the Government.

6. No brokerage/fee shall be paid to the authorised representatives and No Rent Deposits will be given by the MMRC to the Owner for offering the premises.
7. EOI received after the due date and time for whatever reason, shall not be entertained and the MMRC shall not be responsible for any loss or delay in delivery of EOI documents.
8. Finalization of rent would be at the discretion of the MMRC after final approval/sanction by the Competent Authority.
9. The premises offered should be legally free from all encumbrances.
10. The selected bidder would be required to sign Lease agreement with the MMRC. The original copy of the lease document shall be retained by the lessee. Necessary fees for lease agreement shall be borne by the owner of flats.
11. The EOI is for hiring for an initial period of 3 (Three) years. Within this period there will not be any revision of rent. In case required the hiring period may extend beyond. The revision of rent beyond 3 years, if required, would be as per conditions mentioned in Lease Agreement signed. If lease is proposed to be extended beyond 3 years, it will be on rates and conditions agreed upon between the parties.
12. Monthly rent should be quoted on lump-sum basis for the Carpet area. (Details of covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc. should be furnished) for the entire agreement periods of 3 years in the Financial Bid.
13. MMRC will make rent payment quarterly. The monthly rent will start as and when possession of the building is taken over by the MMRC. The rent shall be paid as per the lease agreement. Advance payment of rent shall ordinarily not be made.
14. All the details and documents mentioned in the EOI form must be submitted. EOI having incomplete details/documents are liable to be rejected. However, the MMRC may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The MMRC may also call for any additional details/documents from the bidder, if required. The bidder before submitting the EOI should satisfy

himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/ documents would render the EOI form invalid.

15. All existing and future rates, taxes including property taxes, assessment charges and other outgoings of any description in respect of the said premises shall be borne by the owner/bidder.
16. The MMRC shall pay only electric power consumption charges in the flat as per electric meter reading.
17. The scope of maintenance is enclosed as per "Annexure-IV".
18. Terms and conditions given in this EOI Documents are sacrosanct and shall be considered as an integral part of this offer/ EOI. In case of any conflict in terms and conditions of EOI Documents, the conditions stipulated in the EOI Documents shall take precedence.
19. The MMRC reserves the right to amend any/all terms and conditions, as it deems necessary.
20. The assessment of reasonable rent will be done by the Evaluation Committee of MMRC.
21. Participation in the EOI process does not entail the bidders any commitment from the MMRC. The MMRC will not be liable for any damage/loss caused to the bidders during the EOI process and before signing of the contract.
22. The MMRC reserves the right to reject/accept any or all the EOI in full or part without assigning any reasons and the decision of the MMRC shall be final and is binding on all concerned. No appeal against the decision of the MMRC shall be entertained.

## ANNEXURE - "II"

### UNDERTAKING

To,  
**The Managing Director,**  
Mumbai Metro Rail Corporation Ltd,  
NAMTTTRI Building, Plot No. R-13, E-Block,  
Bandra Kurla Complex, Bandra (East), Mumbai-400 051.

**Sub:-**Expression of Interest for providing of residential flats on lease for the Executives of MMRC in Mumbai

**Ref:-** EOI No: MMRC/Flats/Lease/EOI/15 dt. 06/08/2015

With reference to your EOI Notice calling for offers for Providing of residential flats on lease for the Executives of MMRC in Mumbai.

I/We hereby submit my/our offer as follows:-

- a) **Envelope-A i.e. Earnest Money Deposit (EMD):** Rs. 50,000/- in the form of Bank Draft/ Bankers Cheque in favor of "Mumbai Metro Rail Corporation Limited" payable in Mumbai.
- b) **Envelope-B: Part-I (Technical Proposal):** As Annexure-"III" & other documents.
- c) **Envelope-C: Part-II (Financial Proposal):** As Annexure-"V" & other documents.

I hereby undertake to abide by various terms and conditions contained in EOI document vide Ref No: MMRC/Flats/Lease/EOI/15 dt. 06/08/2015 calling for offers (Copy, duly signed, enclosed)

I also certify that the details furnished in the bid/bids, various enclosures and other documents are true and correct to my/our knowledge.

Date:

Place:

Signature and stamp of the  
Owner /bidder/authorized Signatory  
with complete Name, Address, Contact no,  
including Mobile No(s) (also indicate the  
category in which signing, whether on  
his own behalf of as power of Attorney/  
Authorized signatory of the owner)

## ANNEXURE - "III"

### TECHNICAL BID

**Subject:-**Expression of Interest for providing of residential flats on lease for the Executives of MMRC in Mumbai

Attach extra sheets, if required, which should also be signed:

SR.No.	Particulars	Details(Please tick /Fill up with relevant answer)
1	Name of the persons/party submitting the Bid (hereinafter referred to as the bidder); Permanent Account No. (PAN); whether assessed to tax? and if so, particulars thereof.	
2	Status of the bidder (Owners / Developers / Estate Agents/Company/Society/Any other specify).	
3	Name of the person/party holding Title to the property (hereinafter referred to as the owner) Permanent Account No (PAN) whether assessed To tax? and if so, particulars thereof.	
4	Status of the owner (individual/Partnership Firm/Company/Society/Any other(specify)	
5	Whether he/she is himself/herself the owner of property offered on rent or holds a Power of Attorney or a duly Authorized Person ?	
6	<b>Contact details of bidder:-</b>	
6.1	Name	
6.2	Complete Postal Address	
6.3	Contact Tel no./Mob	
6.4	Fax no. with STD Code	
7	<b>Contact details of owner(if different from bidder) :-</b>	
7.1	Name	
7.2	Complete Postal Address	
7.3	Contact Tel no./Mob.	
7.4	Fax no. with STD Code	
8	<b>Details of property offered:-</b>	
8.1	Location and Address of the Property	
8.2	Whether property is having "Residential Use" as permissible use by competent authority? (Details of Occupation Certificate issued)	
8.3	Whether it is an independent building for exclusive use by the MMRC without sharing with any other user?	
8.4	Whether the space offered for hire is situated in more than one floor of a property? if Yes, specify floors .	

8.5	Total plot area of the property where flat is offered (Complete land area including open spaces, constructed are within the boundary of property offered on rent) (in Sq. ft.).	
8.6	Total carpet area on each floor offered for rent (in Sq. ft.).	
8.7	Total carpet area (total of all floors) offered (excluding underground/covered parking areas)(in Sq. ft.).	
8.8	Open area (open parking space, inner roads, garden etc.)	
8.9	Covered Parking areas; garages, Underground parking etc.(if any).	
8.10	Approximate distance of the property from adjoining Railway Station.	
8.11	Width of road on which the property is located.	
8.12	Whether proper access from road is available/ Also specifies clearly whether the premises are easily accessible for heavy vehicles? (Inform if any restrictions have been imposed by govt. or other authorities if any.)	
8.13	Details regarding natural light and Proper Ventilation.	
8.14	Whether the proposed property is free from all encumbrances, claims, litigations etc.? (If yes, attach copies of relevant certificates. If not, give details of the nature and status of the encumbrances, claims, litigations etc.)	
8.15	Whether all Govt. Dues including Property tax, electricity, telephone water bills etc. Have been duly paid up to date? (enclose documentary proof for the same )	
8.16	Whether the proposed property is physically vacant and available-“Ready to occupy?”	
8.17	Parking space for car/vehicle available. Public parking spaces on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space. (if any and open parking space may be indicated separately)	
8.18	Details of the Gas connection available	
8.19	Details of lift capacity and number.	
8.20	Details of available fire safety and security measures.	
8.21	Whether suitable power supply for Residential operation is available?	
8.22	Details of the power backup, whether available or not.	
8.23	Any other facility which the owner/bidder may provide to the MMRC in proposed property such as Gymnasium and other recreational Facilities, etc.	
<b>9</b>	<b>Further general details relating to the Building/Location.</b>	
9.1	Year of construction. Specify whether the said building was given on lease /hire or occupied earlier? If yes furnish details along with last Rent charged and date of vacation by the earlier lessee.	
9.2	Please specify the details of public transport facilities available to and from the premises. (BEST)	

9.3	Mention specifically any hazards associated with building or surroundings which are harmful for Human occupation.	
<b>10</b>	Whether electricity installation and fitting, Power plugs switches etc. provided or not? Whether buildings has been provided with fans in all rooms or not? (If yes, give the nos. of fans floor wise)	

**\*\*Enclose documents wherever required.**

I/we have gone through the various terms and condition mentioned in the EOI documents and I agree to abide by them. I/we .....(in full and Block Letter)son/daughter of.....(in full and Block Letter) solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Place:

Yours faithfully,

Date:

Signature.....

Name .....

Designation.....

## ANNEXURE - "IV"

### SCOPE OF MAINTENANCE

**The owner/bidder/society would bear the cost of maintenance of the following**

1. Periodical Civil, electrical, fire fighting maintenance and preventive maintenance, drill for firefighting equipment.
2. Periodical maintenance of the building, which includes painting of walls, doors, windows, all the exteriors, and all the common areas of the building.
3. Maintenance of all Elevators including payments of AMC.
4. Maintenance of lighting posts, etc. of common area.
5. Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
6. Provision of signage pertaining to common services.
7. Insurance of building.
8. Maintenance and running of motors and water pumps installed at the premises.
9. Maintenance and running of common power backup generator/DG sets, payment of their insurance and AMC .
10. Round the clock general security to the premises, access control and regulating visitors' movement. Regulating vehicle movement within the premises.
10. Maintenance of all common areas including pavement, landscape, common garage area.
11. Payment of society maintenance including property tax / water consumption charges, etc.

## Annexure –V

**Reference No. :** - EOI No. MMRC/Flats/Lease/EOI/15 dt. 06/08/2015

**Subject:-** Expression of Interest for providing of residential flats on lease for the Executives of MMRC in Mumbai

### FINANCIAL BID

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN No.
4. **Name & Address of the proprietor, Partners/ Directors (with Mobile Number)**

<b>Sr No</b>	<b>Name &amp; address of the Flats offered</b>	<b>Carpet Area (in Sq. ft.)</b>	<b>Monthly rent in Rs. per flat</b>	<b>Remark</b>
1	2	3	4	5
1				
2				
...				
...				
31				

#### **: IMPORTANT NOTE:**

- 1 No separate rent would be paid for (a) underground / covered parking areas (b) open parking space, inner roads, garden etc. either in the compound. The rate quoted shall be inclusive of usage by tenants of all these areas.
2. If it is independent building in a plot, then the rent quoted shall give right for the tenant for usage of the total plot area of the property i.e. complete land area including open spaces and constructed area that are with the boundary of property being offered on rent. Bids should be inclusive of Terms laid down in "Annexure-III" in tender documents.
3. MMRC will make rent payment quarterly. The monthly rent will start as and when possession of the flat is taken over by the MMRC. Advance payment of rent shall ordinarily not be made
4. The MMRC reserves the right to reject/accept any or all the offers in full or part without assigning any reasons and the decision of the MMRC shall be final and is binding on all concerned. No appeal against the decision of the MMRC shall be entertained.
5. The firm shall quote the rates location wise mentioning number of flats proposed on lease flat wise in table at Sr No.4 above.

Date

Signature and stamp of the owner /bidder/ authorized Signatory with complete Name, Address, Contact no, including Mobile No(s)(also indicate the category in which signing, whether on his own behalf of as power of Attorney/ Authorized signatory of the owner)