



**STATE TRADING CORPORATION OF INDIA LTD.  
MUMBAI BRANCH  
( A Government of India Enterprise )**

**3rd FLOOR, 'C' WING, TRADE WORLD,  
KAMLA MILL, SENAPATI BAPAT MARG,  
LOWER PAREL (WEST)  
MUMBAI - 400 013 INDIA.**

**Phone : +91-22-24919285, 24954937**

**Fax : +91-22- 24902411/24955264**

**E-mail : [mumbai@stclimited.co.in](mailto:mumbai@stclimited.co.in) Website: [www.stclimited.co.in](http://www.stclimited.co.in)**

**Notice Inviting Tender  
for**

**Fully furnished office premises on monthly lease rental basis for The State Trading Corporation of India Ltd., Mumbai.**

To be submitted on or before by 15.00 hours on 31.10.2018

Tender shall be opened in the presence of the tenderers who will be present at 15.30 hours on 31.10.2018 in STC's Mumbai Branch at the below address :

**THE STATE TRADING CORPORATION OF INDIA LTD.  
3rd FLOOR, 'C' WING, TRADE WORLD,  
KAMLA MILL, SENAPATI BAPAT MARG,  
LOWER PAREL (WEST)  
MUMBAI - 400 013 INDIA.**

## NOTICE INVITING TENDER

**The State Trading Corporation of India Ltd.,  
(A Government of India Enterprise)**

Tender No.STC/MUM/GAD/OP/2018-19/01

Date : 16.10.2018

1. Sealed tenders are invited on behalf of The State Trading Corporation of India Ltd., a Government of India Enterprise under the administrative control of Ministry of Commerce & industry, Govt. of India, from bonafide owners, owner's representatives complete with all necessary documentation evidencing proof of ownership and vacant possession issued by appropriate Competent Authority including a permission issued by the concerned local authorities for use of premises for Office/Commercial purposes for :

***“a fully furnished office premises admeasuring area upto 2000-2500 sq.ft. (carpet) (+/- 10%) in Business Centre in suburbs of Mumbai on western railway line***

The premises offered must have Occupancy Certificate (OC) at the time of submission of bids on the date mentioned in the tender document. The premises should be at a prime location with sufficient parking space for 5 cars and 5 bikes.

2. The tender shall be submitted in original tender document super subscribed by the name of the tender and respective location of the proposed premises.
3. Earnest Money Deposit (EMD) of Rs.50,000/-(Rupees Fifty Thousand Only ) is to be deposited through RTGS/NEFT to STC's account as per following banking details

INDUSIND BANK LTD. OPERA HOUSE BRANCH,  
INDUSIND HOUSE 425, DADASAHEB BHADKAMKAR MARG,  
MUMBAI 400 004.  
A/C NO. 200999555639  
IFS CODE NO. INDB0000001  
SWIFT CODE : INDBINBBB00

The same is required to be submitted alongwith Technical Bid (Part-1) of the Bidder. The EMD of the bidders will be retained till the finalization of premises by STC and hand over of the possession of the premises by successful Bidder to STC. EMD will be forfeited in case of back-out by successful bidder. EMD of other bidders will be forfeited in case of withdrawal before finalization and handover of possession of office premises by the successful bidder to STC.

4. STC will be within its right to forfeit EMD of a Bidder if it withdraws its bid within the validity Period whatsoever reason may be.

5. STC will be within its rights to forfeit the EMD if the successful bidder withdraws its bid within the validity of the period of the Tender or is unable to handover the possession of office premises within the stipulated period.
6. The EMD of unsuccessful Bidder shall be returned after finalization and handover of possession of office premises by the successful bidder to STC. The EMD shall be returned without any interest by STC and shall remain interest free throughout the process of Tender and till finalization and handover of possession of office premises by the Successful bidder to STC.
7. The Tenderer to strictly adhere to compliance towards all Govt. taxes / levies from time to time, including any new taxes / levies/ GST.
8. The offer submitted by Bidder must be Unconditional.
9. Applicant has to submit scanned copy (in pdf format) of duly filled bid offers as per annexures along with requisite enclosures on  
  
EMD submission proof's scanned copy  
Documents to be scanned and uploaded  
Valid DSC for participating
10. The tender is a two part tender consisting of Part-I(Technical Bid) and Part-II(Financial Bid). In these two part tender, two sealed covers super subscribed as part-I and part-II shall be submitted. These two sealed envelopes shall be put together in a third envelope and sealed with super subscribed by the name of the tender and respective location of the proposed premises.
11. Part-I (Technical Bid) and Part-II (Financial Bid) should be strictly as per Annexure-I and Annexure-II respectively. All tender documents as published on the website should be duly signed and stamped by the Authorized Signatory of the bidder as token of acceptance of Terms and Conditions of the Tender and all the Tender Documents except Annexure-II ( Financial Bid ) must be enclosed in the Envelope consisting of Technical Bid (Part-I).
12. The Tender can be forwarded by owner or owner's representative. Authorised Representative of the Prospective Successful Bidder must be Authorised by the Successful Bidder Company through Board Resolution and/or Authority Letter in his favour and same should be retained along with self attested KYC (i.e. PAN Card, Aadhar Card and 2 photographs) of that Authorised Representative and said Authorised Representative will have to enclose the letter of authority and/or Board Resolution along with this offer or before opening the Financial Bids Otherwise the offer shall liable to be considered null and void at any stage as per the discretion and decision of STC.
13. The requirement is of premises for office space on lease of monthly rental basis. If owner has more than one premise to be offered, a separate bid has to be

submitted for each of the premises to be given on lease.

14. The premises should be ready for possession and occupation immediately.
15. No Commission/Brokerage will be paid by STC in this transaction.
16. The tenderer should quote his rates in figures as well as in words. In case of any discrepancy in words and figures the rates quoted in the words will be final.
17. The tenderer shall submit the tender which satisfies each and every condition laid down in the tender documents failing which, the bid will be liable to be rejected.
18. The STC do not bind themselves to accept the lowest or any tender or to give any reasons for their decisions.
19. The STC hereby reserves its right to accept / reject any offer without any reasons thereof at any stage without giving any notice.
20. The tenders submitted shall remain valid for acceptance for a period of 60 days from the date set for opening of the tender. The Tenderer shall not be entitled during the said period of validity to revoke/withdraw or cancel his tender or vary the tender given or any item thereof.
21. The tender shall be received upto 1500 hours on 31.10.2018 and shall be opened at 1530 hours on the same day in presence of those tenderers who may be present.
22. The preliminary scrutiny of the tender will be made to determine whether it is complete in all respect, the documents are duly signed and are in order. The tenders with any deficiency will be rejected summarily.
23. The submission of the tender by tenderer implies that he has read the Notice and all other documents and has made himself aware of the scope and the specifications as mentioned in the tender Notice.
24. This Notice inviting tender shall form part of the contract document to be signed between STC and the successful bidder and same shall be binding on both the parties i.e. STC and successful bidder

**25. Procedure of evaluation:-**

- a. On receipt of the tenders, part I comprising of the Technical Bid will be evaluated and the premises which are not as per the specified location/parameters indicated would be summarily rejected.
- b. On evaluation of the part I of the tender, those premises which qualifies as per the specified locations/parameters will be inspected for preliminary shortlisting by a Committee duly constituted by the competent authority of the STC.
- c. The Part II of the tender comprising of the Financial Bid will only be evaluated in respect of only those premises which shall be shortlisted on the basis of inspection report submitted by the Committee.
- d. The owners of such shortlisted offers would be required to get their property documents examined by the Solicitors appointed by STC to the extent that the property could be given on lease of monthly rental basis and the decision of STC's Solicitors in the matter would be final.
- e. The Property offered by the prospective successful bidder, if mortgaged to any Bank, Financial Institution, Asset Reconstruction Company (ARCs) against any financial assistance then in that situation, prospective successful bidder/owner of said premises shall have to arrange NOC from the said Bank, Financial Institution, Asset Reconstruction Company (ARCs) to whom said office premises is mortgaged and same shall be submitted to STC. The NOC shall be continuing till the date of expiry of lease with STC.
- f. The drafts of all documentation that may be finalized by STC and / or its lawyer shall be final and binding.
- g. Any communication/Notice/Query with respect to the tender must be addressed as the following address :

DEPUTY GENERAL MANAGER,  
THE STATE TRADING CORPORATION OF INDIA LTD.  
301 TO 314, 3 rd FLOOR, 'C' WING, TRADE WORLD, KAMLA MILL, SENAPATI  
BAPAT MARG, LOWER PAREL (WEST). MUMBAI 400 013

Email – [vpk@stclimited.co.in](mailto:vpk@stclimited.co.in), [mumbai@stclimited.co.in](mailto:mumbai@stclimited.co.in)

26. The Successful Bidder undertakes that his Company has not been blacklisted and/or banned for participation in Tender by Government of India or by any Government Undertaking and/or Government Department in India. The

Successful Bidder shall further undertakes that in case any such information comes into the knowledge of the STC or found at any stage by the STC than in that event successful bidder shall be liable to disqualified or debarred from this Tender and also in all future tenders and also liable for penal actions under relevant laws of India for false undertaking.

27. **Force Majeure:** Should any of the force majeure circumstances, namely act of god, natural calamity, fire, Government of India Policy, restrictions, any act of Govt., strikes or lock-outs by workmen, war, military operations of any nature and blockades preventing the Supplier/Buyer from wholly or partially carrying out his contractual obligations, the period stipulated for the performance of the Contract shall be extended for as long as these circumstances prevail, provided that, in the event of these circumstances continuing for more than three months, either party shall have the right to refuse to fulfill its contractual obligations without title to indemnification of any losses it may thereby sustain. The party unable to carry out its contractual obligations shall immediately advise the other party of the commencement and the termination of the circumstances preventing the performance of the contract. A certificate issued by the respective Chamber of Commerce in the Seller or the Buyer country shall be sufficient proof of the existence and duration of such circumstances. The certificate of Chamber of Commerce should be submitted within 15 days.
28. **Cancellation of Contract:** If the Prospective Successful Bidder after finalization fails to handover the peaceful possession of office premises with in specified time period for reasons other than Force Majeure, the STC shall be entitled at his option to cancel the Tender and/or contract and recover the damages besides forfeiture of Performance Guarantee. STC shall not be liable to any risks and costs, whatsoever, in consequences of such cancellation of the Tender and/or contract.
29. **Indemnification:** Without any protests or demur, Prospective successful Bidder indemnifies STC and its Branches and shall always keep STC fully indemnified and agrees to hold STC and its Branches harmless against any loss, claim, proceedings, damage, demurrage, costs, penalties, taxes, duties liabilities, legal cases, short shipment, quantity/ quality/ weight/purity/marking/ specifications, etc of the material, costs or expenses of whatsoever nature, costs to STC on account of omissions/ negligence/ mistake/ misconduct breach or default and or non-fulfilment of terms and conditions of this agreement. The Prospective successful Bidder shall keep STC indemnified at all times against any claims/liabilities/proceedings, etc from any third party or otherwise arising out/or in connection with this Tender.
30. **Arbitration:** Any dispute or difference in respect of any matter relating to or

arising out of the Tender, if the same is not resolved amicably, will be settled at Mumbai by the Arbitration in accordance with the Rules of Arbitration of Indian Council of Arbitration, Delhi and the award made in pursuance thereof shall be final and binding on the parties. Indian laws will apply. The venue of the Arbitration will be Mumbai.

31. **No Liability/Obligation of Government of India:** It is expressly understood and agreed by and between the Prospective Successful Bidder and STC that STC is entering into this Tender and/or agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Govt. of India is not a party to this agreement and has no liabilities, obligations or right hereunder. It is expressly understood and agreed that STC is an independent legal entity with power and authority to enter into contracts, solely on its own behalf under the applicable laws of India and general principles of contract laws. The Seller expressly agrees, acknowledges and understands that STC is not an agent, representative or delegate of the Govt. of India. It is further understood and agreed that Govt. of India is not and shall not be liable for any acts, omission, commission, breaches or other wrongs arising out of the contract. Accordingly, STC hereby expressly waives, releases and foregoes any and all actions on claims including cross claims, impleader claims or counter claims against the Government of India arising out of this contract and covenants not to sue the Govt. of India as to any manner, claim, causes of action or thing whatsoever arising out of or under this Tender and/or Agreement.

32: **Jurisdiction:** If case any dispute arise out of or in connection with the interpretation of this tender Document, the parties shall submit all their disputes to the exclusive jurisdiction of the Courts at Mumbai.

33. **COMPLIANCE REGARDING GOVT. TAXES / LEVIES**

STANDARD TAXES, DUTIES AND LEVIES ETC.:

**Goods and Service Tax (GST):** Please furnish GST registration details (type of registration).

- i. Supply of goods or services or both covered under this tender shall attract goods and service tax (GST) at applicable rate as amended from time to time. The tenderer should clearly mention GST in addition to the basic cost i.e., CGST + SGST + Compensation cess if any in case of intrastate supplies or IGST + Compensation cess, if any in case of interstate supplies and imports in their price bid along with the rate applicable unless notified as exempted.
- ii. The tender shall mention in the Invoice, their GST registration Number (GSTIN), 2 digit or 4 digit HSN code (as applicable) along with description of goods as per goods and service tax act, rules and notifications made thereunder for the items listed in the price schedule of the tender.

- iii. Tenderer should submit GST Invoice for the supplies made to owner as per the provisions of goods and service Act for availing input tax credit by the owner. Further, tenderer shall ensure to file monthly returns along with payment of taxes to the appropriate authority as applicable within the prescribed time as per GST rules made thereunder.
- iv. The tenderer however shall submit a copy of final certificate of registration i.e., GST REG – 06.
- v. In case tenderers who opted for composition levy under GST, shall submit a copy of the certificate of provisional registration i.e., GST REG – 25 under GST and the copy of the intimation filed in from GST CMP-01. The tenderer however shall submit a copy of final certificate of registration i.e., GST REG – 06.
- vi. Tenderer opting for composition scheme shall not quote any taxes under GST and such bids would invariably be evaluated without taxes under GST.
- vii. The composition tenderer shall submit “Bill of Supply” with the terms mentioned in bill of supply as “composition taxable person, not eligible to collect tax on supplies” for the supplies made by him.
- viii. At the time of evaluation of offers of the registered tenderer, OWNER will consider Input Tax Credit (ITC), if eligible, in respect of eligible goods or services or both indicated in the Commercial Bid Format and their commercial status will be arrived at accordingly.
- ix. At the time of evaluation of offers of unregistered Tenderer, OWNER will, in addition to the price quoted in the bids, consider the taxes under GST that the OWNER shall pay under reverse charge mechanism in respect of goods or services or both indicated in the Commercial Bid. For this purpose, the OWNER at their discretion may rely on the tax rates quoted by other bidder registered under GST. However, OWNER will consider the input Tax Credit (ITC), if eligible, in respect of goods or services or both while evaluating the bids.
- x. In case of overseas supplier, Basic Customs Duty (BCD), Integrated Goods and Service Tax (IGST), Compensation Cess as applicable shall be considered for evaluation. All other charges borne by OWNER in case of FOB quotations shall also be considered for evaluation purpose.
- xi. GST TDS shall be deducted at such percentage as may be prescribed on the goods or services falls under notified category. This will be deducted from such date as notified by the Government and the OWNER shall issue certificate to the tenderer for claiming credit of the same.
- xii. In case any credit, refund or other benefit is denied or delayed to owner due to any non-compliance by the supplier (such as failure to upload the details of the sale on the GSTN portal, failure to pay GST to government) or due to non-furnishing or furnishing of incorrect or incomplete documents by the supplier, the supplier would reimburse the loss to owner, including loss of credit, interest and penalty.

**b) Statutory variation in Taxes, additional levy and withdrawal of taxes:**

- i. Any new taxes or additional levies by the Government and Statutory variations during the tenure of the contract will be to Owner’s account and reimbursable by/ refundable to, ‘The OWNER’, subject to submission of relevant documentary evidence.
- ii. Any reduction in tax rates or withdrawal of taxes that are levied by the Government during the tenure of the contract shall be passed on to the Owner’s account.
- iii. However, for any new taxes levied by the Government and statutory variation during the extended time of the contract, if any, due to the reasons attributable to the Owner, the variation of tax rates will be to the Owner’s account.



- iv. However, the amount of taxes and duties, are limited to the contract value and the variations in the rates are not payable, if the contract is completed in the extended time for the reasons not attributable to Owner and shall not be reimbursed to contractor.

**a) Other GST Compliance related terms:**

- i. Tenderer shall issue tax invoice indicating all the specified fields in the Tax Invoice Rules as notified including HSN/SAC codes, GSTIN Number.
- ii. Tenderer is responsible for uploading his outward supplies data with GSTN in the month of supply and any demand of interest and penalty from Revenue Authorities to the OWNER for failure of the Tenderer to upload the invoice or to accept purchase data filed by OWNER in GSTR-2 shall be to the account of Tenderer.
- iii. In the event of non-reporting of invoices for supplies effected to OWNER during the month or non-acceptance of purchase data submitted by OWNER relying on the invoice received from Tenderer, OWNER is entitled to withhold the GST in the month of receipt.
- iv. Whenever advance against supplies is received by the Tenderer, Tenderer shall issue receipt voucher and pay the applicable GST in the month of receipt.
- v. Tenderer shall attend to all issues on reconciliation of invoices, mismatch reports etc. to the satisfaction of OWNER.
- vi. In case, the government notifies the activity covered in the contract for the purpose of TDS under GST Act, OWNER shall deduct TDS from the tenderer bills and will issue necessary certificate to the tenderer to claim credit of the same.
- vii. It is the responsibility of the Tenderer to determine the place of supply in terms of the place of supply rules.

**d. Anti-profiteering Clause:** Any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be passed on to the STC by way of commensurate reduction in prices. In view of the anti-profiteering clause in GST, proper action need to be taken accordingly by tenderer to devise a plan for arriving at the amount of benefit obtained by them on account of GST and consequent reduction in the order value to the extent.

For and on behalf of STC

V Pal Kishtafar  
Dy. General Manager (GAD)

**PART – I : TECHNICAL BID**

Senders Name & address:

Date:

To,

The State Trading Corporation Of India Ltd.  
3rd Floor, 'C' Wing, Trade World,  
Kamla Mill, Senapati Bapat Marg,  
Lower Parel (West)  
Mumbai - 400 013 India.

Dear Sir,

**Bid for offering the Office Premises lease on monthly rental basis.**

This offer is with reference to the advertisement released in the press / put up on the websites [www.stclimited.co.in](http://www.stclimited.co.in) or [www.tenders.gov.in](http://www.tenders.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) with reference to Tender No.STC/MUM/GAD/OP/2018-19/01 for taking premises lease on monthly rental basis.

We understand that :

- a) Earnest Money Deposit (EMD) of Rs.50,000/-(Rupees Fifty Thousand Only ) is to be deposited through RTGS/NEFT to STC's account as per following banking details :

INDUSIND BANK LTD. OPERA HOUSE BRANCH,  
INDUSIND HOUSE 425, DADASAHEB BHADKAMKAR MARG,  
MUMBAI 400 004.  
A/C NO. 200999555639  
IFS CODE NO. INDB0000001  
SWIFT CODE : INDBINBBB00

The same is required to be submitted alongwith Technical Bid (Part-1) of the Bidder. The EMD of the bidders will be retained till the finalization of premises by STC and hand over of the possession of the premises by successful Bidder to STC. EMD will be forfeited in case of back-out by successful bidder. EMD of other bidders will be forfeited in case of withdrawal before finalization and handover of possession of office premises by the successful bidder to STC.

- b) No brokerage is payable by STC to us or our representative in this transaction.
- c) Bidders Offer must be unconditional.
- d) All payments would be made through RTGS/Banker's cheque/draft in connection of the lease.
- e) Preference would be given to the premises offered by Public Sector Undertakings/Government Departments and other Government bodies.
- f) Preference would be given to the suitability of location of the premises.
- g) The premises with better amenities like lift, backup power /Generator set etc. would be preferred. Similarly the premises in good locations/societies and better maintained buildings would be preferred to others.
- h) Preference will be given to premises with specified parking space.
- i) Quoted rent should include All Taxes, Maintenance charges, cost of stamp duty etc. In other words, the owner has to bear all taxes, maintenance charges, cost of stamp duty & registration charges etc.
- j) Premises should be ready for possession and occupation with all the necessary documents required for giving premises on lease along with No Objection Certificate from concerned authorities and society as far as applicable. The owner has to produce the documents when demanded.
- k) The owners of the short listed offers would be asked to give a certificate to the extent that the property could be given on lease on monthly rental basis for office purpose legally.
- l) The initial term of lease of monthly rental basis is for a period of 2 years with a right to renewal clause for next 1 year on agreed terms and conditions.
- m) STC reserves its right to accept/reject any offer, without assigning any reasons thereof and without giving any notice to this effect.

- n) By submitting this offer the owner has permitted STC or their representatives, with prior appointment, to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

The details of the premises offered are as under:

Sr.No.	Description	Details
1	Name of the Owner (In case of Joint ownership, please specify all the names, with whom the agreement would be signed and monthly rental payment would be payable.)	
2.	Address of the Owner	
3.	Contact Details: a) Telephone No. with STD Code b) Mobile No. c) Fax No. d) E mail	
4.	Particulars of Demand Draft/Banker,s Cheque ;  a) Demand Draft / Banker’s Cheque No & Date  b) Name of Issuing Bank & Branch.  c) Amount in Figures and Words.	
5	PAN No. of the owner/owners GSTN Registration details	
6	Name of the owner of land (or Society) on which building/premises is situated	
7	Address of the premises offered	
8	Floor on which the premises is located	
9	Details of the Building: a) Year of construction b) Total number of floors c) Total number of lifts	

	d) Any other details e) Nearby landmark	
10	Area of the premises in Sq. ft. a) Carpet Area b) Built up area c) Super Built up area	
11	No. of Car parking area offered	
12	Municipal approved plan to be enclosed/provided on demand	
13	Occupation certificate to be enclosed/provided on demand	
14	Area of the premises offered (Sq. ft.) Carpet Built up Super Built up	
	Other remarks, if any	

A) The amenities to be provided by the owner / landlord are as under (mention the amenities):

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_

B) The offer is open for inspection for a period up to 60 days from the date of opening of the Technical bid.

Place :

Date:

Name of the Signatory:

**PART – II : FINANCIAL BID**

1. Name of Individual / Firm / Organization : -
  
2. Address of Individual / Firm /Organization :-
  
3. Telephone No:-
  
4. Mobile No.
  
5. Fax No.
  
6. E mail :

Offer Rate for rent (All Inclusive)

Address of the Property offered on rent:

Built up Area: .....Sq.ft. @ Rs.....

OR

Carpet Area..... Sq.ft.@ Rs.....

Rs.(in figure) .....  
(In words):

Date:

Signature with Seal