



DATED:- 22 August 2025

EXPRESSION OF INTEREST FOR HIRING OFFICE PREMISES FOR ON LONG TERM LEASE

The Chief Executive Officer, Slum Rehabilitation Authority, Pune & Pimpri Chinchwad Area, Pune-16 invites Expression of interest from the interested parties for providing ready to move furnished office premises located towards South-East side (Off University circle) and within about 2 to 5 KM distance from its current office at Kakade Bizz Icon, Near E-Square Theater, Ganeshkhind Road, Shivaji Nagar, Pune-16.

The proposal shall be submitted in two parts. The first part will be the "Technical bid" which contains technical parameters as per Annexure-I. The second part will be the "Financial bid" as per Annexure-II which indicates the rent proposed per Square meter of carpet area inclusive of all Taxes and Charges.

Earnest Money Deposit (EMD) or bid security of Rs.10,00,000/- (Rs. Ten Lakhs only), shall be submitted by bidders through online mode only. Tenders shall be treated as non responsive and shall be rejected, at the initial stage itself, if EMD is not received.

Dates for the tender submission, processing and opening are as under-

Published Date	25/08/2025 at 11.00 pm
Bid Submission End date on or before	01/09/2025 at 3.00 pm
Technical Bid opening date	02/09/2025 at 3.00 pm
Site visit by review committee	03/09/2025
Disclosure of Technical score to all applicants	04/09/2025 at 3.00 am
Financial Bid opening date	08/09/2025 at 3.00 pm

In the event of any of the above-mentioned date being subsequently declared as a holiday/ closed day for this office, the tender will be opened on next working day at the schedule time.

Chief Executive Officer,
Slum Rehabilitation Authority,
Pune & Pimpri Chinchwad Area, Pune 16



The Government of Maharashtra Vide housing Department Notification No- झोपुयो-२००४/ प्र.क्र. २१३/ झोपसू-१ दि. ३० जून २००५ has appointed the Slum Rehabilitation Authority for Pune and Pimpri-Chinchwad Area (hereinafter referred to as SRA, Pune) under the provisions of section 3-A of the Maharashtra Slum areas (Improvement, Clearance and Redevelopment) Act, 1971.

Slum Rehabilitation Authority (SRA, Pune) is constituted for entire Municipal Corporation / City limits of Pune (PMC) and Pimpri Chinchwad (PCMC) including Pimpri Chinchwad New Town Development Authority (PCNTDA) and Maharashtra Industrial Development Corporation (MIDC) Areas. The SRA is empowered with all powers and authorities as Special planning Authority and may undertake Rehabilitation of hutment dwellers in the slums located in the area of jurisdiction of SRA, Pune.

SRA, Pune is looking for well furnished and ready to move furnished office located towards South-East side (Off University circle) and within about 2-3 KMs distance from its current office at Kakade Bizz Icon, Near E-Square Theater, Ganeshkhind Road, Shivaji Nagar, Pune-16 on long term lease basis for the initial period of 3 years subject to renewal on mutual agreeable basis. Expression of Interest (EOI) is hereby invited from the interested Firms/ Agencies /Individuals offering well-furnished office space with an area of Appr. 1000 Sq.Mtr. All terms of the tender are specifically defined.

TERMS AND CONDITIONS:

1. The area requirement for the proposed furnished office premises is as follows: -

Description	Appr. Minimum Carpet area per Unit	Number of Units	Total Carpet Area of all units
Office Chamber Type A with Anti-Chamber and attached WC	60 Sq. Mtrs	1	60 Sq. Mtrs
Office Chamber Type B with Anti-Chamber and attached WC	25 Sq. Mtrs	1	40 Sq. Mtrs
Office Chamber Type C	20 Sq. Mtrs	5	100 Sq. Mtrs
Office Chamber Type D	15 Sq. Mtrs	24	360 Sq. Mtrs
Office Chamber Type E	10 Sq. Mtrs	15	150 Sq. Mtrs
Work Stations for about 28 Persons	5 Sq. Mtrs	6	30 Sq. Mtrs
Meeting Hall	60 Sq. Mtrs	1	60 Sq. Mtrs
Conference Hall	40 Sq. Mtrs	1	40 Sq. Mtrs
Server room	10 Sq. Mtrs	1	10 Sq. Mtrs
Record Room	50 Sq. Mtrs	1	50 Sq. Mtrs
Visitors Room	15 Sq. Mtrs	1	15 Sq. Mtrs
Pantry	10 Sq. Mtrs	1	10 Sq. Mtrs
Washroom, and Waiting room slum dwellers	75 Sq. Mtrs		75 Sq. Mtrs
Total		58	1000 Sq. Mtrs

However reasonable concession/variation in this regard may be considered at the discretion of CEO SRA Pune.

2. The successful party will be declared as “the Lessor” which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives etc.
3. The Chief Executive Officer SRA Pune or his official representative shall be declared as “the Lessee”.
4. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
5. In case a particular party owns more than one premises and he wishes to submit EOI in respect of those premises, he should submit separate EOI containing technical document and price quotation in respect of each premises.
6. Owners of two adjacent office spaces matching the required office space can submit their EOI jointly or separately.
7. The technical document and the price quotation shall be signed by the authorized signatory. Where the document altered or overwriting is done, the same shall be signed by the authorized signatory.
8. The building in which office space is offered shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises.
9. The area of the proposed office premises shall preferably be on the same floor.
10. The title of the proposed office space should be clear and undisputable. The Applicant bidder will have to submit his title documents along with his bid to substantiate his ownership of the proposed office space, and shall be free from litigations.
11. In case of damage to the leased property due to any natural calamities, rioting etc, SRA, Pune will not undertake to compensate the loss or damage incurred by the owner of the property.
12. The EOI will be acceptable from the original owner / lease holder / power of attorney holder of the building / property or their authorized agents. The lease deed would however be executed by the original owner / lease holder. The lease deed would be executed after the verification of document by SRA, Pune.
13. SRA, Pune will not pay any security deposit or any brokerage for the offered property under any circumstances.
14. The rent shall be quoted on net carpet area of the proposed office space. The net carpet area shall mean as the total area of the proposed office space within the outer walls of the proposed office space or usable area. The rent would be payable from the date of actual possession of the hired property.
15. Monthly rent should be quoted initially on a fixed basis for a period of 11 months. An increment of 5% after every 11 months shall be provided on the rent as quoted in the financial bid. The successful bidder shall be finalized on the basis of the lowest rent quoted per Sqr. Meter per month. All existing and future rates, taxes including property taxes, assessment charges, maintenance charges and other outgoings whatsoever of description in respect of the said premises shall be payable by the owner to the concerned authorities
16. Proposed office space should provide minimum Parking Space of 30 (Thirty) Four-Wheelers and

60 (Sixty) Two-wheelers. However reasonable concession in this regard may be considered at the discretion of CEO SRA Pune.

17. The proposed office space should have good and sufficient ventilation from all directions and should provide air-conditioners to the entire office space in case so required.
18. Proposed office space should have sufficient urinals and WCs separately for men and women.
19. The rent shall be paid by the lessee (SRA, Pune) by cheque or by way of online transaction in the name of the bidder applicant on or before 5th day of each calendar month.
20. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force along with all statutory laws as applicable from time to time.
21. For the floor area measurement a certificate from the registered architect or any government authority shall be submitted along with the technical document.
22. EOI not conforming to these requirements shall be rejected and no correspondence shall be entertained in this regard whatsoever.
23. After opening of the technical document and before evaluation of the same, the Committee constituted by the Lessee (SRA, Pune) shall inspect the premises and ascertain its suitability for the purpose of setting the office. A Committee constituted by lessee of SRA Pune will be formed for this purpose. In case the committee finds any offered premises without minimum standards and not suitable for the purpose of setting up of SRA proposed office, the financial document submitted by such a owner shall not be opened. The decision of the committee in this matter shall be final and shall be binding on all the parties.

24. **Tender Evaluation Method:**

The tender i.e. technical bid and financial bid shall be evaluated on the basis of QBES method. The parameters for this evaluation shall be as below:

- a) Technical bid shall have 40% weightage and the financial bid will have 60% weightage.
- b) Technical bid's 40% weightage will be based upon the average of the scores given out of total 100 points by each of the technical evaluation committee members. This score will be then factorised to its 40% weightage. The score out of 100 points shall be given by the technical evaluation committee members on the basis of the parameters as specified in Annexure IV of this tender document. The Technical score of all applicants will be disclosed before opening of financial bid.
- c) Financial bid will carry 60% weightage and it will be based upon the score on the basis of the price quoted by each of technically qualified bidder. For this the lowest offered rent per Square meter per month by the lowest bidder shall be taken as 100% score and remaining financial bids will get percentile score on the basis of their bid price compared to lowest bidder.

$$\text{Actual Financial Score} = \frac{\text{Rate Quoted by the Lowest Bidder}}{\text{Rate Quoted by the Applicant}} \times 100.$$

This score will be then factorised to its 60% weightage.

- d) Sum of total scores obtained as per b (Technical) and c (Financial) above shall be the final total score out of 100 points.
 - e) The bidder with higher score out of these 100 points shall be considered as the final shortlisted bidder.
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An illustration of above is more elaborated in the table given below:

QCBS Evaluation for Office Space Tender

Sr. No	Name of the Tender Bidder	Technical Weightage	Financial Weightage	Actual Technical Score	Rate Quoted Per Sq. Mtr. Per month	Factorized Technical Score (Column 3 X Column 5)	Actual Financial Score (Rate Quoted by the Lowest Bidder/ Rate Quoted by the Applicant X 100	Factorized Financial Score (Column 4 X Column 8)	Total Score out of 100 (Column 7+ Column 9)
1	2	3	4	5	6	7	8	9	10
1	I Lowest Bidder	40%	60%	40	1100	16	100.00	60.00	76.00
2	II Second Lowest Bidder	40%	60%	60	1225	24	89.80	53.88	77.88
3	III Second Lowest Bidder	40%	60%	70	1225	28	89.80	53.88	81.88 (Highest Score)
4	IV Third Lowest Bidder	40%	60%	50	1300	20	84.62	50.77	70.77
5	V Fourth Lowest Bidder	40%	60%	50	1350 And Above	20	81.48	48.89	68.89

f) In case of equal final score arrived as above amongst any of the bidders, then such bidders shall be asked to submit the sealed financial offer immediately and final bidder amongst them shall be shortlisted on the basis of lowest financial bid.

25. All the rights including the right to shortlist any offer or to reject any offer or to altered or modified the requirements shall be reserved with the Lessee (SRA, Pune) and the Lessee may cancel the document at any time without assigning any reason. The decision of the CEO, SRA, Pune in this regard shall be final and binding on all the parties.
26. The successful bidder shall be issued LOI within 15 days from the date of opening of the financial bids. And the successful bidder shall be required to sign the rent contract within 15 days from the date of the LOI. Possession of the accommodation in the ready-to-move-in condition should be handed over to SRA, Pune within 15 days from the date of signing the contract. However in case the successful bidder proposes vacant office space which is not in

ready-to-move-in condition then he will have to make the interior furniture as per the need and instructions of SRA Pune at his own expenses. SRA, Pune shall not pay for bear any cost on account of such furnishing required. Time period of maximum 3 months shall be provided for the possession of such vacant premises from the date of such permission to make such interior works subject to reasonable extension at the discretion of the CEO SRA. The time required for the interior works shall not be counted for the purpose of payment of rent and actual agreement shall be signed only after completion of such interior works in all respects. In case the successful bidder fails to provide the proposed office space within the specified period then the EMD shall be forfeited, in addition to action for non performance of the tender terms.

27. In case of any ambiguity about any of the terms of the tender, the same shall be decided in by the CEO, SRA, Pune and his decision shall be final.

B. The Following documents should be submitted along with Bid Document:

- 1) Documents in support of ownership of building / land and authorized construction thereon.
- 2) Copy of PAN and Adhar Card of original owner or owners of premises.
- 3) Proof that the applicant is the original owners or lease holders or power of attorney holders or authorized agents of properties.
- 4) Certificate of authorized signatory from CEO, if the owner is a firm, Society etc.
- 5) An affidavit swearing that the space offered is free from any litigation with respect to its ownership lease/renting against the same.
- 6) No Objection Certificate / clearance certificate from all relevant Central/ State Government and Municipal authorities, including Fire Department, for commercial/institutional/office / dual use of the property.
- 7) Copies of approved plan of the accommodation offered.
- 8) Attested/self-certified copy of completion certificate issued by the competent authority. Proof/ certificate from the authorized registered architect certifying the floor area of the space offered for hiring.
- 9) Updated copies of all Municipal/other applicable tax receipts.

C. Instructions to bidders and evaluation criteria:

- 1) Building offered must be free from legal disputes etc. Documentary Proof of ownership of the premises, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.
- 2) Selected party shall be required to sign a Rent Agreement with the designated authority of SRA, Pune in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of Ten years and renewed further as per the requirements of the user and with mutual consent. The rent agreement may be terminated before the completion of the period of 3 years at the discretion of CEO, SRA, Pune, on prior notice of 2 months, without

assigning reasons thereof. However this discretion shall not be allowed to be used by the successful party ie. the lessor.

- 3) Intending Parties may furnish complete details as given in **Annexure-I (Technical Bid)**, **Annexure-II (Financial Bid)** and submit his signed declaration as provided in **Annexure-III** of this document.
- 4) SRA, Pune shall pay charges in respect of consumption of electricity for the said premises during the lease period. No separate payment shall be made for utilizing water.
- 5) During the lease period, CEO, SRA, Pune reserves the right to make any structural alterations or modifications to the existing premises such as partitions, office fixtures and fittings as may be easily removable.
- 6) The EOI is invited for the period of Three years. However both the parties i.e. Lessor and the Lessee shall be free to terminate the lease agreement with prior notice of minimum Two months.

7) Technical & Financial Bid

Interested parties should submit the complete Expression of Interest documents, including **Annexure-I, Annexure-II** and **Annexure-III** duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions.

Price Quotation for monthly rent inclusive of all taxes (both in figures and words), in lump sum strictly as per Annexure-II.

The EOI offer should be submitted through online bidding process on <https://mahatenders.gov.in>.

- 8) Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure-I shall be deemed to be a technical offer. In the event prices are indicated by the party in the Technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose proposed office space is found to be suitable and whose Technical Offers are found acceptable and suitable by the committee.
- 9) Rent charges shall be paid at the fixed rate on the 5th day of each calendar month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed. Agreement will be of 3 years initially and shall be increased.
- 10) In the event of Technical offer being found acceptable, the selected party shall be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.
- 11) The decision of **CEO, SRA, Pune** in any matter referred to herein before shall be final and shall be binding on all the parties.
- 12) If any special offers, additional facilities are there from the owner's side that may be uploaded as separate attachment while submitting bids.

Annexure-I
(TECHNICAL BID for the proposed office space for SRA Pune)

1. Name of Person / Party holding Title to the Property:
2. Nationality of the Owner:
3. Full Postal Address of Property with PIN code:
4. Total Carpet Area of proposed office space in Sq. Mtr (Floor wise)
5. Contact Details Name:
6. Mobile No: _____ E-mail : _____
7. Furnish following details:-
8. The area available for the proposed furnished office premises: -

Part A

Sr. No.	Description of the required Unit		Appr. Minimum Carpet area per Unit	Number of Units	Total Carpet Area of all units
1	Office Chamber Type A with Anti-Chmaber and attached WC	Required	60 Sq. Mtr	1	60 Sq. Mtr
		Available			
2	Office Chamber Type B with Anti-Chmaber and attached WC	Required	40 Sq. Mtr	1	40 Sq. Mtr
		Available			
3	Office Chamber Type C	Required	20 Sq. Mtr	5	100 Sq. Mtr.
		Available			
4	Office Chamber Type D	Required	15 Sq. Mtr	24	360 Sq. Mtr.
		Available			
5	Office Chamber Type E	Required	10 Sq. Mtr	15	150 Sq. Mtr.
		Available			
6	Work Stations for about 28 Persons	Required	5 Sq. Mtr	6	30 Sq. Mtr.
		Available			
7	Meeting Hall	Required	60 Sq. Mtr.	1	60 Sq. Mtrs.
		Available			
8	Conference Hall	Required	40 Sq. Mtrs.	1	40 Sq. Mtrs.
		Available			
9	Server Room	Required	10 Sq. Mtrs.	1	10 Sq. Mtrs.
		Available			
10	Record Room	Required	50 Sq. Mtrs.	1	50 Sq. Mtrs.
		Available			
11	Visitors Room	Required	15 Sq. Mtrs.	1	15 Sq. Mtrs.
		Available			
13	Pantry	Required	10 Sq. Mtrs.	1	10 Sq. Mtrs.
14	Washroom, and Waiting room slum dwellers	Required	75 Sq. Mtrs.		75 Sq. Mtrs.
		Available			
	Total	Available		58	1000 Sq. Mtrs.
		Required			

Part B

Sr.No.	Description	Remark
1	Whether copy of title deed of the proposed property is attached?	
2	Whether copy of Building Plan is attached?	
3	Whether it is an independent building for exclusive use of office of SRA, Pune without sharing with other occupants?	
4	Number of toilets available for proposed office space:	
	For Men	
	For Women	
5	Number and Area of Cabins / Rooms already built up	
6	No of assigned covered Parking Spaces for Four-Wheelers	
7	No of assigned covered Parking Spaces for Two-wheelers	
8	Whether proposed building is free from all Claims, Litigations	
9	Whether proposed office space is fully furnished?	
10	In case the proposed office space is not furnished then the time required for furnishing the same as per the need of SRA Pune?	
11	Whether all Govt. dues (property) Taxes Electricity, Telephone, Water Bills are paid up as on date of application with	
12	Sufficient water supply is provided to proposed office space?	
13	Other Information which the Indenting Party wishes to furnish	

Note: - Attach separate page if space is not available.

Signatures:

Name: _____

Designation: _____

Annexure -II
(Price Bid for the proposed office space for SRA Pune)

- a) Name:
- b) Address (office & residence):
- c) Address of Property offered:

Sl. No	Brief Description of the Property offered	Total Carpet area offered	Rent quoted per square Meter inclusive of all taxes and charges	Total amount Per Month in Rs.

Total Monthly rental (in figures inclusive of every charge): Rs. _____

Total Monthly rental (in words inclusive of every charge): Rs. _____

Signatures:

Name:

Designation:

Note:

- a. Quote should be covering all taxes and duties.
- b. Total Monthly rental shall be the amount payable by SRA, Pune monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

Annexure-III
DECLARATION

I/We hereby offer the premises stated in the Annexure-I on rent basis to SRA, Pune. All contents in the EOI document is true to the best of my knowledge and belief. I have not concealed any material fact relating to the proposed office space. I have not changed the contents of the EOI document. I hereby accept all the terms of the tender documents and in confirmation thereof I have duly verified and signed as below.

Yours faithfully,

Name and signature of Authorized Person with stamp (if any)

Annexure-IV

Parameters for Technical Evaluation of Bid for Office Space for SRA Pune.

Name of the Applicant (Tenderer) :-

Location :-

Inspection Date :-

Sr.No.	Particulars		Marks	Marks Obtained
1	Age of the property	Less than 5 years	10	
		5-10 years		
		More than 10 years		
2	Distance from present SRA Office	Within 2-3 km	10	
		>3 km		
3	Furniture (As per Annexure-I)	Furnished (as per requirement)	10	
		Semi furnished		
		Not furnished		
4	Over all aesthetics, maintenance & ventilation	Fully maintained	10	
		Not maintained		
5	Parking space (As mentioned in advertise)	As per requirement	10	
		Not as per requirement		
6	Time require to handover	Immediate	10	
		Up to 3 months		
7	Security	Fully secured	10	
		Not secured		
8	Backup (electric and water)	Full Back up available	10	
		Not available		
9	Access	Separate access	10	
		No separate access		
10	Infrastructure (Utilities, LAN, A/C)	If available	10	
		Not available		
		TOTAL MARKS		

Signature

Technical Evaluation Committee Member

Name:-

Designation:-