

**KERALA COASTAL AREA DEVELOPMENT CORPORATION LIMITED (KSCADC)
T.C.16/1709, Near DPI, Jagathy, Thiruvananthapuram 695014**

Expression of Interest for hiring of Office Space

KSCADC is desirous of hiring office space for its corporate office. The requirement is for 3000-4000 Sq.ft with parking facility for 5 cars and around 20 two wheelers preferably on 1st or 2nd floor located within 3 Kms radius from Government Secretariat, Tvm. Preference will be given to the building with easy access to railway station/bus station. Monthly rent should be quoted initially on a fixed basis for a period of 3 years. Requests received against the EOI shall be processed in two parts (Technical & Financial) EOI should reach us on or before 10th December 2013 at 3 PM by speed post address to Managing Director, KSCADC . For more details log on to www.keralacoast.org Ph: 0471-2321520

CONDITIONS TO BE SATISFIED:

- 1) Building offered must be free from all encumbrances, claims and legal disputes etc. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, Telephones, Water, Electricity charges etc. Must be submitted along with this EOI Document.
- 2) Selected party shall be required to sign a Rent Agreement with the designated authority in KSCADC, in accordance with the provisions of the law applicable. The Agreement shall be signed initially for a period of three years extendable to fifth or sixth year as per the requirements of the user and with mutual consent only. A sample format of the Rent Agreement document is attached at Annexure-II.
- 3) KSCADC will have the right to act as lessee for a period not less than fifteen years, during the period of which the landlord/ authorised person shall not notify the KSCADC to vacate the building, failing which the lesser shall compensate for all the damages and losses to KSCADC against the capital invested in the building to enable the smooth functioning of the office, at the rate fixed by KSCADC and this shall be binding on the lesser.
- 4) Monthly rent should be quoted initially on a fixed basis for a period of three years. Incremental/Decrement rates of rent for the extended period may also be indicated

in percentage terms. Quoting parties may note that no increase in Rental Charges per month will be allowed during the initial three years of the Agreement period.

- 5) Terms and condition as appearing in the different clauses given in the Lease Agreement format at Annexure – II are sacrosanct and shall be considered as integral part of this Expression of Interest.
- 6) Intending Parties may furnish complete details in the Questionnaire given in Annexure – 1 to this document.
- 7) All existing and future rates, taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.
- 8) KSCADC shall pay all charges in respect of electric power, light and water used on the said premises during the lease period.
- 9) KSCADC may, at any time during the period of the rent /extended rent Period make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
- 10) Interested parties should return the complete Expression of Interest document, including annexure – I and II duly filled in and link signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted:

“TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION FOR KSCADC”

Price Quotation for monthly rent, in lump sum, may be put in second envelop duly wax sealed and superscripted:

“PRICE QUOTATION FOR MONTHLY RENT FOR KSCADC”

Both this envelopes may then be put in another bigger separate cover. This third cover may also be wax sealed and bear superscription:

“REFERENCE EOI FOR OFFICE ACCOMMODATION FOR KSCADC DUE FOR OPENING ON 10.12.2013.

- 11) The EOI offer should be sent by speed post so as to reach KSCADC on or before 3 PM on 10.12.2013.

- 12) 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 Technical Offers are found acceptable and suitable to KSCADC.

- 13) Rent charges shall be paid at the fixed rate at the end of each month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed. Advance payments shall not be ordinarily made unless specifically agreed in writing previously.

- 14) In the event of Technical offer being found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the Property along with proof of identity of the owner along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.

- 15) Quoting parties may keep their offer valid for a period of 90 days. Offers with a shorter validity or inconsistent with the requirements set out in this EOI shall be ignored summarily and no representation in this regard shall be entertained by this Department.

- 16) KSCADC will be at liberty to choose few offers from the available “Technical document for office accommodation for KSCADC” on the basis of merits, location, facilities etc. and to reject the other offers.

- 17) The “Price quotations for monthly rent for KSCADC” of the selected technical offers only will be opened and the nonqualified offers will be returned.

- 18) The decision of the Managing Director, KSCADC will be final and cannot be challenged.

- 19) If any special offers, additional facilities are there from the owners side that may be mentioned as separate attachment.

QUESTIONNAIRE

ANNEXURE I

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 Super Builtup Area in Sq feet (Floor wise) :

5. Distance in KM from Secretariat :

6. Parking Space :

7. Contact Details Name :

Mobile No

Fax :

e-mail :

8. Essential Documents Furnished (please tick mark the correct option)

(I) Copy of TITLE DEED OF THE PROPOSED PROPERTY : YES / NO

(II) COPY OF BUILDING PLAN DULY APPROVED BY : YES / NO

PLEASE INDICATE

(I) Whether it is an Independent Building for exclusive use of KSCADC without sharing : YES / NO

(II) General Amenities / Toilets available on each floor : YES / NO

(III) 100% Power Backup : YES / NO

(IV) Central Air Conditioning Provided : YES / NO

(V) Parking Space for 5 Cars / Vehicles : YES / NO

(VI) Number and Area Of Cabins / Rooms already built up : YES / NO

(VII) Any Temporary Structure Built up with area of each such Structure : YES / NO

(VIII) Whether proposed building is free from all Encumbrances, Claims, Litigations : YES / NO

(IX) Whether proposed building is PHYSICALLY VACANT / READY TO OCCUPY : YES / NO

(X) Whether all Govt dues, (property) Taxes Electricity, Telephone, Water Bills are Paid up as on date of Application with : YES / NO

(DOCUMENTARY PROOF should be furnished).

(XI) Water Storage Tanks fitted on the roof : YES / NO

If yes , Water storage capacity (In Litres) –

(XII) Whether the Land lord of the Building is : YES / NO

A near relative of any of the personnel of KSCADC

(XIII) Whether the Land lord is prepared to Execute the Rent Agreement As per the Sample format given at Annexure –II : YES / NO

[if not, changes desired / modified maybe stated] (please furnish reasons therefore)

(XIV) Other Information which the Indenting Party wishes to furnish .

ANNEXURE –II

RENT AGREEMENT – SAMPLE FORMAT

AN AGEEMENT MADE THIS ----- DAY OF
----- two thousand----- between -----

Hereinafter called “The Lessor” (which expression shall include its successors and assigns wherever the context or meaning shall so require or permit) on the one part and the KERALA STATE COASTAL AREA DEVELOPMENT CORPORATION (hereinafter referred as (“KSCADC”) on the other part.

WHERE BY IT IS AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the landlord agrees to let out and KSCADC agrees to take on rent the land covenants and premises known as.....
.....together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called “THE SAID PREMISES” more particularly described in SCHEDULE “A”.
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2. The rent shall commence on the day of two thousand.....

and shall, subjects to the terms hereof, continue for a term of..... year(s) with an option to the KSCADC to renew the rent for a further term as set out in clause 14 hereof.

3.The KSCADC shall, subject to the terms thereof, pay rent for the said premises at the rate of per month payable monthly in arrears, inclusive of maintenance. In the event of the term hereby created hiring is terminated as provided by these presents, the lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such determination

4.The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule 'A' above referred to, and KSCADC shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause II here of, yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, Act of God, riots or other civil commotion, enemy action and/or other causes not within the control of KSCADC excepted, provided that KSCADC shall not be responsible for any structural damage which may occur to the same during the term hereby created or any renewal thereof.

5. The KSCADC shall be entitled to use the said premises for any purpose whatsoever during the continuance of tenancy.
6. The KSCADC shall have the right to sublet the whole or any part of the said premises without consent of the landlord but shall be responsible for the full payments of rent.
7. All existing and future rates, taxes including property taxes, assessment charges and other out-goings whatsoever of description in respect of the said premises payable by the owner thereof, shall be paid by the landlord.
8. The KSCADC shall pay all charges in respect of electric power, light and water used on the said premises during the continuance of these presents.
9. The landlord shall execute necessary repairs usually made to premises in that locality as and may be specified by the KSCADC in a notice in writing within such time as may be mentioned therein and if the landlord fails to execute any repairs in pursuance of the notice, the KSCADC may cause the repairs specified in the notice to be executed at the expense of the landlord and the cost thereof may, without prejudice to any other mode of recovery be deducted from the rent payable to the landlord.
10. The KSCADC may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the KSCADC who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the KSCADC shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the KSCADC excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state and condition of repairs, as they were in at the commencement of this lease.
11. The KSCADC shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, acts of Government, riots or other civil commotion, enemy action and/or other causes, not within the control of the KSCADC and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the KSCADC shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under clause 10 hereof.
12. The KSCADC shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or for any amount of compensation in

respect of the said premises other than the rent payable as aforesaid and the landlords shall make no claim in respect thereof.

13. The landlords agree with the KSCADC that the latter paying the rent hereby reserved and observing and performing the conditions and stipulations herein contained on the part of KSCADC to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the landlords or any person claiming by, through or under them.

14. If the KSCADC shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted and of such its desire shall deliver, to the landlords or leave for them or send by registered post to them at their last known place of abode or business, notice in writing, not less than one month before the expiration of the term hereby granted when the landlords will at or before the expiration of the term hereby granted if there shall than be no subsisting breach of any of the leases obligation under this present Agreement on the part of KSCADC, grant to the KSCADC a new lease of the said premises for a further term of one year to commence from and after the expiration of the term hereby granted at the same rent and subject to the same covenants, agreements and conditions as in this present Agreement reserved and contained including the present covenant for renewal and so on from year to year on the KSCADC exercising such option and giving the notice as aforesaid.

15. The KSCADC shall be entitled to terminate the lease at any time by giving to the landlords three months previous notice in writing of its intention to do so.

16. Any notice to be made or given to KSCADC under these present or in connection with the said premises shall be considered as duly given if sent by the landlords through the post by registered letter addressed to the KSCADC and any notice given to the landlords shall be considered as duly given if sent by the KSCADC through the post by registered letter addressed to the landlords at their known place of abode. Any demand or notice sent by the post in either case shall be assumed to have been delivered in the usual course of post.

17. Should any dispute or difference arise out concerning the subject matter of these presents or any covenant clause or thing herein contained or otherwise arising out of this lease, the same shall be referred to an arbitrator to be appointed by the KSCADC and decision of such Arbitrator shall be conclusive and binding on the parties hereto. The provisions of the Arbitration Act, 1940 or any statutory modification thereof for the time being in force shall apply to such arbitration.

IN WITNESS hereof these presents have been executed by the landlords and the KSCADC, Thiruvananthapuram , the day year first above written.

THE SCHEDULE ABOVE REFERRED TO:

All That the _____
The _____ floor of the building known as ---
-----in the city of -----which building
bear Municipal No. _____ and is situated on plot/land bearing
Survey Nos. _____ and is bounded on or towards East by
_____ on or towards West by _____ on or
towards North by _____ on or towards South by

IN WITNESS WHEREOF the official seal of _____
was hereunto and to a duplicate hereof affixed in the manner hereinafter mentioned
and KSCADC, Thiruvananthapuram has, the day and year first above written. The
official _____ seal _____ of _____ the _____ landlord
_____ was hereunto
affixed in the presence of _____ who has sent his own signature
hereto in the presence of:-
Signed for and on behalf of the KSCADC BY _____ in the
presence of:-

- 1.
- 2.