

MAHANAGAR GAS LIMITED

Registered Office:- MGL House, Block -33, Bandra Kurla Complex, Bandra- East, Mumbai- 400051



LEASE OF OFFICE PREMISES

Mahanagar Gas Limited (MGL) invites Proposals from Interested Owners/Promoters/Developers/Builders for Providing office Premises on lease basis under two bid system as per the following details:

Location/Area	Area	Carpet Area	Last date for Submission of detailed technical proposal
Charkop	Hindustan Naka Area / Link Road (From M.G. Road Junction To Chikuwadi Junction), Mahavir Nagar Area	1500 to 2000 Sq. Feet	10 th September, 2019 before 12:00 Noon
Anik Depot.- Sion Chunabhatti	Near Anik Depot. / Everard Nagar	3000 to 4000 Sq. Feet	
Panvel	Panvel Main road	2500 to 3000 Sq. Feet	

TERMS AND CONDITIONS FOR HIRING OF OFFICE PREMISES

Interested service providers (**EXCLUDING BROKERS**) may send their offers **under TWO ENVELOP SYSTEM in sealed envelopes latest by 10.09.2019 before 12 noon. 1st Envelope to be super scribed as TECHNICAL ENVELOPE** and shall contain Location details, ownership details, drawings, facilities available, Property tax details and other terms and conditions **except RATE. 2nd Envelope to be super scribed as PRICE ENVELOPE and** shall contain the **per sq.ft. rate** on carpet area basis and **Security Deposit** amount being requested from MGL. Both these envelopes shall be placed in a Bigger Envelope Super scribing **“OFFER for OFFICE PREMISES – DO NOT OPEN”** and shall be sealed and sent to the attention of Vice President (Contracts & Procurement) 5th Floor, West Wing, Equinox Business Park, Off. Bandra Kurla Complex, LBS Marg, Kurla (West) Mumbai 400 070. Queries (if any) can be e-mailed to sdhawan@mahanagargas.com or pyewale@mahanagargas.com.

In case one wishes to offer more than one office premises, then they shall submit separate set of envelopes for each location super scribing the name of office/location on the envelope.

1. The Proposal shall be submitted in **TWO BID ENVELOP SYSTEM.**
2. The **Technical envelope** shall consist of the following documents:
 - a) Copy of Sale Deed and Ownership documents including previous Sales documents.
 - b) Copy of recently paid Property Tax receipt.
 - c) Contact Details /Full address of the owner.
 - d) Power of Attorney if applicable.
 - e) Location map clearly indicating location of the premise.
 - f) Layout Plan / Drawings of the property.
 - g) Occupancy Certificate
 - h) In case of standalone / floor plate, parties shall submit complete structural details and details like number of car parking, lift, air conditioning system etc.
 - i) Details of property – Whether Furnished/Semi furnished/Unfurnished
 - j) Number of Car Parking available in the premises
 - k) Electrical power Supply and Sanctioned Load for the Floors offered in KW
 - l) Running Municipal Water Supply
 - m) Back up arrangement for Power (DG Details)
 - n) Lift/Elevator facilities available.

3. Preference shall be given to the Offices which have easy accessibility to public transport and vicinity to railway station.
4. The proposals shall be submitted by owners /promoters / developers / builders. **No brokers/mediators shall be entertained.** However, proposals from reputed real estate consulting firms viz. M/s Knight Frank India, Cushman Wakefield, Jones Lang Lassale or such reputed firms may be accepted provided the offers are supported with authorization/Power of Attorney letters from the respective Owners /Promoters / Developers / Builders.
5. MGL reserves the right to accept or reject any offer without assigning any reason.
6. MGL reserves the right to modify / alter carpet area / plot area / location indicated above on its **sole discretion**.
7. The **Price envelope** shall consist of the following:
 - a) Unit Price per Square Feet on Carpet Area basis
 - b) Security Deposit Amount Payable
 - c) Name of Authorised person to be contacted for Finalisation/negotiation of prices
8. Property offered should be free from **encroachments** and shall have clear and marketable title.
9. MGL shall shortlist the suitable property(s) based on its own discretion after assessment and evaluation of offered properties.

10. Other Facilities required in the office:

- a) Separate Entry & one emergency exit.
- b) Adequate Lighting & Ventilation
- c) Minimum Two Car parking places for MGL's Vehicle
- d) Pantry facility
- e) Separate Toilets for male and female employees.