

Advt. 6/2017	Tender for offer of Prime Office space on Lease	 <u>HHEC of India Ltd., PSU</u> <u>(Ministry of Textiles)</u>
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**EXPRESSION OF INTERESTS ARE INVITED**

**FOR TAKING GARMENT FACTORY**

**IN NOIDA, U.P. & GUINDY, CHENNAI**

**OF**


**THE HANDICRAFTS & HANDLOOMS**

**EXPORTS CORPORATION**

**OF INDIA LTD. (HHEC), PSU,**

**UNDER MINISTRY OF TEXTILES**

**ON PLUG & PLAY MODEL**

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**Tender for offer of Garment Factory in Noida & Guindy, Chennai of HHEC on plug & Play basis**

**1. Factory Space :**

SN	Description	Noida	Chennai
1	Address	A 2 -5, Sector 2, Noida 201301 (Opposite Indian Oil Building)	Guindy Factory Chennai Plot No. SP 31-32 Guindy Industrial Estate Guindy , Chennai -600032
2	Space	2125 sq.ft.	6497 sq. ft.
3	Machines	39 Nos. (single needle sewing machines)	50 Nos. (single needle sewing machines) 3 Nos. (double needle sewing machines) 3 Nos.(Over lock machines) 2 No.(Feed of Arm machines) 1 Nos.(Button hole machine) 1 No.(Button stitch machine) 2Nos.(Fusing press machine) 1 No.(straight knife cutting machine)
4	Stitching capacity	Available for 39 tailors	Available for 50 tailors
5	Sewing capacity	39 Nos. (single needle sewing machines in working condition)	Above sewing machines are in working conditions. Manufacturing capacity of basis men shirts around 300 pcs.per day/8 hrs.shift
6	Steam press table	3 tables	4 Nos.(Steam iron & Iron table)
7	Cutting table	1 table	1 No.(cutting table)
8	Layer Table	1 table	-
9	Space for inspection, packing & dispatch operation	YES INCLUSIVE IN ABOVE 2125 SQ. FT	Space for inspection packing & dispatch operations are available inside this space itself.
10	EMD	Rs.25,000	Rs. 50,000

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**Document Control Sheet**

Name of the Company	The HHEC of India Limited
Date of issue	<b>September 28 , 2017</b>
Last Date and Time for submission of Tender	<b>December 05, 2017 till 4.00 PM</b>
Schedule for Opening of Tender	<b>December 05, 2017 at 04.00 PM</b>
Place of Opening of Bids	<b>The HHEC of India Limited, Noida Complex, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-201301</b>

**INSPECTION DETAILS:**

<b>S. NO</b>	<b>Location</b>	<b>Inspection date</b>	<b>Contact Person</b>	<b>Contact Number</b>
<b>1</b>	NOIDA	Mon- Fri 10.00 am to 5.00 pm	Pramod Khapekar	9999077343
<b>2</b>	CHENNAI		Priya Prabhakaran	9841416686

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**TENDER DOCUMENT FOR**

**Tender for offer of Garment Factory in Noida & Guindy, Chennai of HHEC on plug & Play basis**

**ISSUED TO: -**

.....  
.....

**TIME AND LAST DATE OF SUBMISSION:- December 5, 2017 Upto 4.00 p.m**

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**TENDER DOCUMENT FOR**

**Tender for offer of Garment Factory in Noida & Guindy, Chennai of HHEC on plug & Play basis**

NAME OF TENDERER	
ADDRESS	
TELEPHONE	
FAX	
EMAIL	
NAME OF CLIENT	
DATE OF SUBMISSION	
RECEIPT NO.	

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**Tender for offer of Garment Factory in Noida & Guindy, Chennai of HHEC on plug & Play basis**

**INSTRUCTIONS FOR TENDERERS**

- 1) Before tendering, the Tenderers are requested to visit website of The HHEC of India Ltd. (THE HHEC OF INDIA LTD.) ([www.hhecworld.in](http://www.hhecworld.in)) and also carefully examine the Tender Documents and the terms & conditions contained therein, and if there appears to be any ambiguity or discrepancy they should immediately refer the matter to Chief Finance Manager, (Contact .No.9711346393), HHEC, Noida for clarification. Failing which the decision of HHEC shall be conclusive, final & binding on the Tenderers.
- 2) The Tenderers shall complete in all respects, form(s) annexed to the Tender Documents quote the price and furnish the information called for therein and shall sign and date each of the documents in the space provided therein for the purpose. The Tenderers shall initial each page of the Tender Documents.
- 3) The Tender shall be signed by a person or persons duly authorized by the Tenderer with signature duly attested .In the case of a body corporate, the Tender shall be signed by the officers duly authorized by the body corporate with its common seal duly affixed .In case of a consortium member, the Tender shall be signed by the officer (s) so authorized by each consortium member and tender shall be affixed with the common seals of each member of the consortium and supported by relevant resolutions.
- 4) The Tender shall contain the address, Tel.No., Fax No. and email id , if any, of Tenderer for serving notices required to be given to the Tenderer in connections with the Tender.
- 5) The Tender form and the documents attached to it shall not be detached one from the other and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the documents attached thereto .any alterations or changes to the entries in the attached documents shall be made by a separate covering letter otherwise it shall not be entertained.
- 6) The Tender shall accompany the earnest money of the required amount as mentioned on page no. 2 & 3 for the Submitting the EOI of the respective Premise in the form of Demand Draft /Pay Order drawn in the name of HHEC Ltd payable at Delhi.
- 7) The Tenderer irrespective of its participation in the tender process shall treat the details of the documents as secret and confidential.
- 8) HHEC LTD. reserves the right to adjust arithmetical or other errors in any Tender in the manner in which HHEC LTD considers suitable or deem fit .Any adjustments so made by HHEC LTD shall be stated to the Tenderer if HHEC LTD makes an offer to accept his Tender.

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9) HHEC LTD does not bind itself to accept the highest or any Tender and has the right to reject any Tender without assigning any reason whatsoever. HHEC LTD also reserves the right to re-issues the Tender.

10) In case of EOI of Commercial & Office Space, details of purpose of utilization of space be also submitted for consideration.

**11) Details of tender document :**

Issue of tender document :Tender can be downloaded form's from website or can be collected from **Noida Complex, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-201301** during working hours up to **5 December, 2017 till 2.00 PM** by paying Rs.500/- (Five Hundred Only)

Last date and time of receipt of tender : December 5, 2017 till 4.00 p.m.

Date and time of opening of tender December 5, 2017 at 4.30 p.m.

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## **FORM OF TENDER**

**(Note: The Appendix forms part of the Tender)**

To,

The HHEC of India Ltd.  
A-2, Sec-2, Gautam Budh Nagar, Noida  
201301, UP

Sir,

### **Tender for offer of Garment Factory in Noida & Guindy, Chennai of HHEC on plug & Play basis**

- 1) Having fully examined the terms and conditions of the Tender, we offer to take a lease of.....(Premises) (furnish the particulars of the Premises /portion or part of the premises offered to be taken on lease ) strictly in conformity with the terms and conditions of this Tender Document.
- 2) We shall enter into a Indenture of Lease /Lease Agreement/Lease Deed / Memorandum of Understanding with you in the form and manner satisfactory to you containing the usual provisions and detailing the terms and conditions of the proposed lease by us within 15 days from the date of issues of acceptance of my /our offer by HHEC LTD.
- 3) We understand that if our Tender is accepted, we shall be jointly and severally responsible for the due observance and performance of the terms and conditions of the Tender and take lease of the Premises as aforesaid. Should I /We fail to execute and perform the terms and conditions when called upon to do so, the Earnest Money Deposit (EMD) shall be forfeited by HHEC LTD.
- 4) We understand that you are not bound to accept the highest or any Tender you may receive Further we will not object in case HHEC LTD goes for re-tendering /accepting any other than the highest at its discretion.
- 5) We understand that the time is essence of the contract for completing the leasing formalities of the Premises and we agree and undertake to abide by it.



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6) We also enclose a Demand Draft /Pay Order of the specified value in the name of “The HHEC of India Ltd” payable at Noida. We understand that EMD will not carry any interest. Details of EMD is as under:-

- Demand Draft No./Pay order No.-
- Date of DD/PO:-
- Name of & Branch:-

7) We understand that the tender should be unconditional and tender having conditions contrary to the terms & conditions of the tender can be summarily rejected.

Dated.....day of..... Signature .....in the capacity of .....Duly authorized to sign tenders for and on behalf of .....

(Name and address of the Tenderer) (IN BLOCK CAPITALS)

WITNESS: Signature .....  
Name & Address.....  
Occupation .....

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**Tender for offer of Garment Factory in Noida & Guindy, Chennai of HHEC on plug & Play basis**

**(To be filled and submitted by the Tenderer)**

1) a) Name of the Tenderer : (in Block letters)

b) Complete Postal Address :  
with Telephone /Fax Nos./email ID)

2) Brief particulars by business / :  
has with any employee of HHEC LTD.

3) Relationship , if any ,the tenderer has :  
with any employee of HHEC Ltd.

4) Rate per sq.ft of built up area per month In figures : In words

5) Details of EMD (Earnest Money Deposit of: As specified above for respective premise)

i) Demand Draft No./Pay Order No.

ii) Date:

iii) Name of the

6) Income tax Permanent Account No. :

(Authorisation from Client to be Submitted) :

Signature of the Tenderer

Name and Designation of the Authorised Signatory of the Tender.

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**FORMAT OF FINANCIAL BID**

**Declaration and price bid**

I / We \_\_\_\_\_ (acting on behalf of \_\_\_\_\_) (Letter of Authority to be enclosed) hereby declare that I/We have read and understood the instructions, terms and conditions appended to this tender, and physically inspected the premises and noted the facilities / services available I / We submit our rate per month inclusive of present society outgoings and municipal taxes and other statutory dues for the available facilities at **Guindy/ Noida**. Increase in Company's outgoings and municipal taxes, as applicable in future shall be borne by us over and above the rate offered herein. Our offer is at the rate of Rs..... (Rupees.....) per month for the available facilities at **Guindy/ Noida** .

**NOTE: Price bids of the different Premises be given separately.**

Place: Date:  
Signature of the Tenderer

Name and Designation of the Authorised Signatory of the Tenderer

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## TERMS & CONDITIONS

### 1. Tender Form:

(a) The tender shall be in the prescribed form. The tender form can be collected from **Noida Complex, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-201301** during 's working hours up to **October 16 , 2017 till 2.00 PM** by paying Rs.500/- (Five Hundred Only).

(b) The Tenderer should submit his/their profile as per Schedule A of the Tender for serving the notices, required to be served to the Tenderer in connection with the Tender.

(c) Tender shall be signed by a person or persons so authorized by the Tenderer with the signature witnessed. In the case of a corporation with its seal duly affixed. In case of a consortium, the Tender shall be signed by the officers so authorized by each corporate member of the consortium, the Tender shall be signed by the officers so authorised by each corporate member of the consortium and Tender shall be affixed with the corporation seals of each member of the consortium supported by the relevant board resolutions.

(d) The tenders shall remain valid for two months or till further extension of time as approved by HHEC Ltd from the date of opening.

(e) For office space in Noida execution of Lease deed will be subject the approval from NOIDA authority.

**2. Status of the Tenderer: Preferences** shall be given to Government Organisation, PSUs, Banks, large Corporate, financial institutions, etc.

### 3. Inspection:

The premises shall be offered on **“as is where is and whatever there is”** basis. The tenderer is expected to have inspected the premises and acquaint himself with the security, parking and other services of the premises as per the details specified on page number 3.

### 4. Extent of area:

The premises being offered is on the basis of facilities available on plug n play model i.e. area of the garment factory in based in Noida, UP and in Gundy, Chennai is available to be utilized by the bidder for the said purpose. Total extent of facilities available and area of space available for lease is as per details given on page 2.

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## 5. EARNEST MONEY DEPOSIT:

(a) Amount of Earnest Money Deposit (EMD) of the amount specified for the respective premise on page number 2 shall be attached along with the tender either by Demand Draft/ Pay Order drawn in favour of “ The HHEC of India Ltd” payable at Noida. EMD shall be adjusted against the money payable in respect if successful bid. The tenders submitted without EMD by way of Demand Draft/ Pay Order will not be considered eligible and returned unopened.

(b) The EMD shall stand forfeited in the following cases: -

- i. If the successful tenderer fails to enter into Indenture of Lease/Lease Deed. Agreement for Lease/Memorandum of Understanding within 15 days from the date of issue of acceptance of the offer by HHEC Ltd.
- ii. If the successful tendered withdraws his/their tender during the period of validity of this tender. In such event, HHEC LTD will be free to re-tender the premises.

(c) The earnest Money Deposit (EMD) received by THE HHEC OF INDIA LTD. from the unsuccessful tendered will be duly discharged and repaid without interest or later than 15 days of expiry of validity of the tender extended validity of the tender as the case may be.

## 6. MODE OF SUBMISSION OF TENDER :-

(a) Tenders shall be submitted in two envelopes –

**Envelope 1** containing the details of tenderer called for together with EMD as Applicable) in the form of demand draft / Pay Order drawn in favour of "The HHEC of India Ltd, payable at Noida as prescribed in the tender.

**Envelope 2** shall contain the Declaration and price bid. The price quoted is to be given separately for each premise and written in words as well as figures and in case of discrepancies between prices written in words and process written in figures, the prices written in words shall be considered to be correct. Both the envelopes should be subscribed on top as **Envelope 1** and **Envelope 2**. Both of them shall then be placed in another envelope which shall be super scribed “**Submission of tender for taking premises on Lease**” The sealed tender should reach The Chief Finance Manager, The HHEC of India LTD, Noida Complex, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-201301 on or before **4.00 p.m. on October 18, 2017. The sealed tender to be dropped into Tender Box keep for the same.** The tenders shall be opened at 4:30 p.m. on the same day i.e. October 18 , 2017 in presence of the tenderers or their authorised representatives desirous to be present.

(b) The HHEC of India LTD reserves the right to adjust arithmetical or to other errors in any Tender, in the manner in which it considers suitable/deem for. Any adjustments do made by The HHEC LTD shall e stated to the Tenderer, if The HHEC LTD makes an offer to accept his Tender.

(c) Bidder can apply for either of the floors or both of the floors as per its requirement.

7. The Tenderer shall (whether or not be submits the tender) treat the details of the documents as secret and confidential.

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8. The HHEC of India LTD will not pay the Tenderer any expenses, which may have been incurred in the preparation of the Tender for submission.
9. The HHEC of India LTD also has the right to re-issue the Tender without the Tenders having the right to object against such re-issue.
10. Form of tender if found incomplete in any respect and/or if found with conditional compliance or not accompanied by EMD , as required, shall be our rightly rejected.
11. The HHEC of India Ltd reserves the right to reject any or all the tenders without assigning any reasons therefore
12. The HHEC of India LTD has the discretion to either accept or not accept any of the offer so submitted.
13. **Eligibility Criteria :** Technical Evaluation shall be made on the basis of the Documents called in the performa "A" and bidding firm shall be going concern with average net Profit/ income of last three years of more than Rs. 1.50 Cr.
14. Financial bids of the technically eligible bidders on the above basis shall be opened and H1 (for each floor separately) shall be offered space for rent.
15. **Lease agreement:**
- The tenderer/Client as the case may be shall enter into Indenture of Lease/Lease Deed/Agreement for Lease /Memorandum of Understanding with the HHEC of India LTD as per draft agreement to be provided by HHEC of India Ltd. containing the usual provisions and detailing the terms and conditions of the proposed lease within 15 days from the date of issue of acceptance of offer, by HHEC Ltd. or Such period of The HHEC LTD may like to extend in its own discretion, failing which bid shall be cancelled and The HHEC Ltd shall be free to give offer to the next highest tenderer or any other tenderer at its discretion. In case of individuals failing to sign the Indenture if Lease/Lease Deed/Agreement for Lease/Memorandum of Understanding or withdraw their offer, their EMD shall be forfeited and their offer shall be treated as cancelled.
  - Period of Lease:** Initial Lease & License Agreement shall be for the period of one year at the quoted price in the financial bid. The Lease and License Agreement may be renewed for every year with 10% increase on the last rent if both the parties agree for renewal. The lease shall be for maximum period of 5 years.
  - Registration:** The lease agreements shall be duly stamped and registered. Expenditure incidental thereto including costs of stamps ad registration charges shall be borne equally by the HHEC of India LTD and the tenderer / Lessee.
  - Security Deposit:** The successful bidder shall deposit the interest free security deposit of an amount equivalent to 3 months rent for Factory premises with and the same shall be refunded after the premises is vacated.
  - Commencement of lease:** Rent shall be payable from the date of entering into Indenture of Lease/Lease Deed/Agreement for Lease/Memorandum of Understanding. Or within 15 days from the date of issue of letter of acceptance of offer by the HHEC LTD, whichever is earlier.

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- Rent shall be payable proportionately for the broken period, if any.
- f) **Increase in Outgoings:** Increase in society outgoings and municipal taxes as applicable in future shall be borne by the tenderer / Lease over and above the rate offered by them.
  - g) **Termination of lease:** The lease agreement can be terminated either by the THE HHEC OF INDIA LTD. or the tenderer/Lessee by serving three months notice.
  - h) **Taxes :** Payment of License fee is subject to applicable TDS and Taxes. Present and future Taxes if any, shall be paid by licensee/lessee only.
  - i) **Maintenance of the premises:** The Maintenance of the Premise & equipments of the Recurring nature has to be done by the tenants. Any capital nature Maintenance/ Repairs need to be brought to the notice of the Lessor or prior permission.
  - j) **Electricity Charges:** Electricity charges will be Payable by the bidder as per the Sub meter reading.
  - k) **Solar Plant:** In Noida office space, 50 Kva solar panel is installed at the rooftop connected to the direct meter.
  - l) **Parking Space:** Noida Premises has parking are of Approx 2 four wheeler & 3 two Wheelers. with factory in basement may be provided Complimentary. Rest are on additional Charging basis.

16. The submission of the tender means and implies that the tenderer has unconditionally and irrevocably agreed to and accepted all the above terms and conditions of the tender.

Signature of the Tenderer  
Name & Designation of the Authorised Signatory of the Tenderer

Place :

Date :

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**SCHEDULE - A**

**PROFILE OF THE TENDERER**

S. No.	Particulars	Information
<b>A</b>	<b>Premise for which tender is submitted</b>	
1.	Name of the Tenderer	
2.	Correspondence Address	
3.	Telephone No.	
4.	Fax.No. email	
5.	Registered Address	
6.	Telephone No	
7.	Fax.No email	
8.	Incorporation Date	
9.	Type of Firm /Constitution (Private /Public/Joint)	
10.	Chairman/Managing Director/ Director/ Partner/ Proprietor / Authorized representative	
11.	Annual Turnover, Accumulated Profit, Net worth for the last 3 years  Average Net Profit/ Income of last three years	
12.	Income tax/PAN No.	
13.	Date of last Income Tax Returns (Enclose copy of last 3 years Income Tax clearance certificate)	
14.	Whether the premises is required for own use or its associates /subsidiaries	



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	if so give the details of subsidiaries  Nature of business activities to be undertaken by the entity at the above said premises is to be specified.	
15.	Whether the premises is required for own use or its associates /subsidiaries if so give the details of subsidiaries  Nature of business activities to be undertaken by the entity at the above said premises is to be specified.	
16.	Whether the premises is required for own use or its associates /subsidiaries if so give the details of subsidiaries  Nature of business activities to be undertaken by the entity at the above said premises is to be specified.	
17.	Whether govt./public sector undertaking/ Bank/ Government Department	

Signature

Name of the Authorized Person

Designation:

Company Seal

All authorized should be annexed to this form