



## **Invitation to Proposal**

**Reference No. – MBOCWW/03/2019**

**Date: 23<sup>rd</sup> May, 2019**

**Inviting Sealed Quotations/Proposal for**

**“Requirement of Office Premises on Lease for Maharashtra Building and other Construction Workers Welfare Board in and around Bandra Kurla Complex area, Mumbai (Maharashtra).”**

**Issued By**

**MAHARASHTRA BUILDING AND OTHER CONSTRUCTION WORKERS  
WELFARE BOARD, GOVERNMENT OF MAHARASHTRA**

OFFICE OF THE SECRETARY/CEO, MBOCWW BOARD,  
KAMGAR BHAVAN, 4TH FLOOR, C-20, E BLOCK,  
OPP. RESERVE BANK, BKC, BANDRA (E), MUMBAI-51



Date: 23-May-2019

To,

All Applicants,

**Sub:** Proposal for Requirement of Office Premises on Lease for Maharashtra Building and other Construction Workers Welfare Board in and around Bandra Kurla Complex area, Mumbai (Maharashtra).

Sir/Madam,

Building and Other Construction workers are the most vulnerable segment of unorganized workers as they are unskilled, migrant and socially backward. The Maharashtra Building and Other Construction Workers' Welfare Board (MBOCWW) has been established in 2007 in order to regulate wages, improving working conditions, and proving the social security of BOC workers. The Board has been reconstituted in 2015 & 2018. The main functions of the board are Registration of construction workers, Cess collection and Implementation of welfare schemes for construction workers.

The Maharashtra Building and Other Construction Workers Welfare Board, Mumbai deals with welfare of various types of Construction Workers in Maharashtra. MBOCWW Board intends to hire office premises from the individual / firms on lease basis admeasuring approximately 4000 - 8000 sq.ft carpet area which are in ready to occupy condition preferably well furnished with at least 5 four wheeler parking plus 5 two wheeler parking in and around **Bandra Kurla Complex area, Mumbai (Maharashtra)**

Maharashtra Building and other Construction Workers Board intends to Lease premises which are ready to occupy condition from Individuals / Firms.

Carpet area required (approx.)	Location
4000 to 8000 Sq. ft.	in and around Bandra Kurla Complex area, Mumbai, Maharashtra
Status of Land / Plot	Lease
Usage of the Property	Commercial
Parking	5 four wheeler plus 5 two wheeler

You are hereby requested to submit sealed envelope Commercials for Office Premises on Lease for Maharashtra Building and other Construction Workers Welfare Board in and around Bandra Kurla Complex area, Mumbai (Maharashtra) **on or before 10.06.2019 up to 4:00 pm.**



The Secretary/CEO,  
MBOCWW  
Kamgar Bhavan, 4th floor,  
C-20, E Block,  
Opp. Reserve Bank, BKC,  
Bandra (E), Mumbai-51

Yours Faithfully

Sd/-

Secretary Cum CEO,

MBOCWW Board



**Annexure A**

**Cover Letter**

< On company Letter head >

Date: dd/mm/yyyy

To,

The Secretary/CEO,

Maharashtra Building and Other Construction Workers Welfare Board.

Kamgar Bhavan, E-Block, C-20,

Banda-Kurla Complex, Bandra (E),

Mumbai – 400 051

**Reference: Office Premises on Lease for Maharashtra Building and other Construction Workers Welfare Board in and around Bandra Kurla Complex area, Mumbai (Maharashtra).**

Sir/ Madam,

We hereby offer Office Premises on Lease for Maharashtra Building and other Construction Workers Welfare Board in and around Bandra Kurla Complex area, Mumbai (Maharashtra).

In the event of acceptance of our bid, we do hereby undertake that:

- All the services/ deliverable shall be performed strictly in accordance with Commercial documents.
- In case of lease proposal, we affirm that the period of lease will be 3 (Three) years with 2 (Two) years lock - in period and minimum notice period of four months from either side for termination of agreement. The lease period will be extendable for mutually agreed period & escalation in rent.
- We accept that there won't be any escalation/ increase in the final rate quoted by us in the commercial Format.
- We hereby certify that the Applicant/Owner is a Director and the person signing the Commercial Format is the constituted attorney.
- We do hereby undertake, that, until a formal contract is prepared and executed, this Quote/Proposal, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.
- MBOCWW Board or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted of this application. For this purpose, we hereby authorize (any public official, engineer, bank, depository, manufacturer, distributor, etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by



Purchaser to verify statements and information provided in this application or regarding our competence and standing.

- We declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail. On verification at any time in the future if it is found that information furnished with this application and statements made therein are not true, incomplete or incorrect, we hereby authorize MBOCWW Board to reject our application

Signature of Authorised Signatory (with official seal) & Date

**Name** :  
**Designation** :  
**Address** :  
**Telephone** :  
**Fax** :  
**Email** :



**Annexure B**

**Declaration/Affidavit for not being under an ineligibility for corrupt or fraudulent practices or blacklisted**

(Applicant shall submit the Declaration/Affidavit on duly notarized Stamp paper of Rs.100/-)

Date: dd/mm/yyyy

To,

Secretary/ CEO, MBOCWWB,

Kamgar Bhavan, E-Block, C-20,

Banda-Kurla Complex, Bandra (E),

Mumbai – 400 051

**Reference: Requirement of office premises on Lease for Maharashtra Building and other Construction Workers Welfare Board in and around Bandra Kurla Complex area, Mumbai (Maharashtra).**

**Subject: Declaration/Affidavit for not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units in India**

Sir/ Madam,

We, the undersigned, hereby declare that We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Commercial Quote/Proposal or convicted of economic offence in India for any reason as on last date of submission of the Quotation/Proposal.

We hereby also declare that

1. We are not convicted for any of the following offenses under the Prevention of Corruption Act, 1988; Or
2. We have not been convicted under any Indian Penal Code or any law in force, for creating public injury to person or property or risk to public health as a part of execution of public procurement contract ;
3. We have not been blacklisted/banned/debarred by any Government (State/Central) / Semi Government/ Corporation / PSU in India in last 3 years;
4. We have not violated the code of integrity in last 2 years;
5. Our Security Deposit or EMD or performance security deposit or any other deposit was not withheld (fully or partly) by the purchaser during any procurement process or contract execution undertaken by purchaser in last 2 years;



6. We have not withdrawn our Proposal/Quotes post submission of the same. (maximum incidents are limited to 3)
7. If Owner / Partner / Director / Trustee of the organization is Owner / Partner / Director / Trustee of any other organization
8. We hereby declare that Our Owner / Partner / Director / Trustee are not Owner / Partner / Director / Trustee of any other organization which is presently blacklisted / Banned / Suspended by the Government / Semi-Government / PSUs, and any other organization to which the provisions of GoM GR dated 01.12.2016 are applicable.
9. We declare that we comply with all clauses mentioned under section 5.8.5 of GoM GR dated 01.12.2016.

We accept that in case of any irregularity, lapses, non-compliances, MBOCWW Boards decision shall be final and binding on us.

Thanking you,

Yours Faithfully

Authorized Signatory

Name & Designation:

Date :

Seal :

Business Address :



**Annexure C**  
**Evaluation Framework for hiring of office Premises**

#	Description	Basis of Evaluation	Max Marks	Supporting Documents
<b>Layout of the Office premises</b>				
1.	Availability of continuous space of 4000 to 8000 Sq. Ft. Carpet area in single building or continuous floors in a single building.	4000-8000 Sq.Ft of continuous Carpet Area available= 20 Marks  4000-8000 Sq.Ft of Carpet Area available in splits = 10	20	MCGM's Approved Layout Plan, Photographs of the premises offered, Ownership proof, Possession Certificate, etc.
<b>Parking Space</b>				
2.	Availability of dedicated parking space (four wheeler / two wheeler).	5 four wheeler vehicles and 4 two wheelers vehicles = 20 marks  4 four wheeler vehicles and 3 two wheelers vehicles = 15 Marks  3 four wheeler vehicles and 2 two wheelers vehicles = 10 marks	20	Approved Parking Layout Plan
<b>#Proximity to suburban Labour Commissioner Office</b>				
3.	Proximity to existing Labour Commissioner Office Building at KAMGAR BHAVAN, 4TH FLOOR, C-20, E BLOCK, OPP. RESERVE BANK, BKC, BANDRA (E), MUMBAI-51	Less than 1.5 kms = 20 Marks  More than equal to 1.5 kms and less than equal to 3 kms = 15 Marks  More than 3 kms = 10 Marks	20	Any Address Proof of Property proposed.
<b>Site Visit by MBOCWW</b>				
4.	Suitability and usefulness for MBOCWW Office	Site Visit	15	
5.	Other Amenities provided	Site Visit	15	
6.	Approach to the building	Site Visit	10	
<b>Total</b>			<b>100</b>	

#Distance means road distance, measured from any end of the concourse





As a part of Technical evaluation of the Quotations/Proposal, the MBOCWW board official shall visit the premises and verify the office premise's feasibility with respect to the suitability and usefulness for the MBOCWW board office.

Applicant will have to score at least 60% marks in the technical evaluation so as to qualify for the commercial bid opening.

Commercial Envelope of only those Applicant who have obtained minimum 60% score in the Technical Evaluation shall be opened by the purchaser.



**Annexure D  
Commercial Format**

**Covering Letter (To be submitted on the letterhead of the applicant)**

{Location, Date}

To,  
The Secretary/CEO,  
MBOCWW  
Kamgar Bhavan, 4th floor,  
C-20, E Block,  
Opp. Reserve Bank, BKC,  
Bandra (E), Mumbai-51

MBOCWW Board reserves the right to ask the Applicant to submit proof of payment against any of the taxes, duties, levies indicated.

Particulars	Details
Name and Contact Details of Legal Owner of Property	
Address of the Property	
Carpet Area of the Premises Offered (Sq.Ft.)	
Floor	

**Commercial Format:**

Sr. No.	Brief Description	Total Carpet Area	Lease Rate Quoted per Sq.ft.	Amount per Month (Rs.)
1	Office Premises			
2	Common Maintenance Charges			
3	Other Charges (if any)			
4	Tax			
<b>Total Amount (In Figures)</b>				
<b>Total Amount (In Words)</b>				

**Note:**



- The per sq. ft. of carpet area Lease shall be inclusive of all proportionate statutory charges (i.e. all taxes / cess present and future – House tax, Property tax, water tax, GST and Municipal taxes etc.) Maintenance charges and Service charges like Society charges etc.
- The legal charges for stamp duty and registration shall be paid by the MBOCWW Board.
- The per sq. ft. of carpet area Lease shall be exclusive of registration and stamp duty charges for execution of lease agreement.
- No separate rent/amount would be paid for (a) underground / covered parking areas (b) open parking space, inner roads, garden etc. either in the compound. The rate quoted shall be inclusive of usage by MBOCWW Board of all these areas.
- If it is independent building in a plot, then the per sq. ft. of carpet area Lease quoted shall give right for the MBOCWW Board for usage of the total plot area of the property i.e. complete land area including open spaces and constructed area that are with the boundary of property being offered on the per sq. ft. of carpet area rent rate.
- The Municipal water charges and the electricity charges would be borne by the MBOCWW Board on actual basis from the date of occupation to the date of vacation.
- The Applicant with lowest cost submitted (L1 rate) in the commercial Format opening will be awarded the contract.
- In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
- For any other calculation/ summation error etc. the Commercial Quote may be rejected.
- The MBOCWW Board reserves the right to reject/accept any or all the Commercials in full or part without assigning any reasons and the decision of the MBOCWW Board shall be final and is binding on all concerned. No appeal against the decision of the MBOCWW Board shall be entertained.

Yours faithfully,

Authorized Signatory

Name & Designation:

Date :

Seal :

Business Address :