

**Proposal invited for availing of i) office space and
ii) Guest house premises on rental basis at
Jharsuguda OR Hemgir OR Belpahar town, Odisha**



**General Manager (CPD)
Gujarat Mineral Development Corporation Limited
Khanij Bhavan, 132-ft Ring Road, Gujarat University Ground,
Vastrapur, Ahmedabad- 380052
E-mail – cpd@gmdcltd.com**

Contact Details :

Contact Person	Shri B.K.Mahato, General Manager (CPD)
Address of Communication	Gujarat Mineral Development Corporation Limited. 132 Ft. Ring Road, Near University Ground, Vastrapur, Ahmedabad - 380052 Website – www.gmdcltd.com
Email Address	cpd@gmdcltd.com
Contact Number	9727792768

Last date for submission of offer in attached format:

On or before 17/07/2023 at above address of communication.

Background :

Gujarat Mineral Development Corporation Ltd (GMDC) is the leading State-owned Mining and Minerals Company of Gujarat with operational experience over 60 years and having product portfolio across mining, value added products and power.

GMDC is a zero-debt company listed on National and Bombay Stock Exchanges. The Government of Gujarat (GoG) disinvested 26% stake to the public shareholders vide an IPO in 1997 while the balance ownership is held by the Government of Gujarat. It stands fifth in terms of market capitalization (Rs 2100 crore/ USD 300 m) among its peers as on July 2021.

GMDC has got coal blocks in Odisha i.e. Burapahar Block in Sundargarh district and the Baitarani (West) Block in Jharsuguda district. **Now GMDC seek the acquisition of office space having 3000-3500 sq. ft. carpet area and guest house premises having 5-6 bedrooms as well as adequate car parking facility at Jharsuguda OR Hemgir OR Belpahar town, Odisha. Please note that Office & Guest house shall be at separate location.**

The details requirements are enumerated below.

Office premise:-

1. The office premises situated centrally located area/place at Jharsuguda OR Himgir OR Belpahar town, Odisha only.
2. The office premises should be either furnished or non-furnished.
3. Approx. Area required: 3000-3500 Sq. Ft of carpet area. (The total area should be situated on the same floor only in the same building)
4. Period of Lease/Rental: Decided on mutually after selection of premises by GMDC
5. The property of the subject premises should have a clear marketable title and the owner should have absolute & exclusive ownership of the premises with undisputed possession.
6. The property offered should have all the statutory and other local approvals/clearances for commercial use.
7. The premises should have all basic amenities like availability of electricity, toilet and pantry area should have source water pipeline connected to main overhead tank, outlet for sewage line to septic tank & drainage line. Paved car parking space (at least 4-5 vehicles parking) and proper approach from the main road. Provision of lift with power backup beyond 1st floor will be required. Internal painting and flooring completed in all respect and in good presentable conditions.

8. The floor in which the premises offered should have clearly one main exit and one emergency exit.
9. The premises should be ready in all respects for occupation by GMDC within 30 days from the date of LOI/Agreement whichever is earlier. The 30 days will be provided if required to owner to prepare the offered area as per requirement & GMDC satisfaction. Jobs like removal of existing partition & false ceiling, paving of car parking area, painting of internal walls, fixing/repairing of floor tiles, preparation of toilets & pantry provisions can be carried out during this 30 days period. The agreement will start with the handing over of the area to GMDC.

Guest House premises:

1. The guest house premises situated at Jharsuguda OR Himgir OR Belpahar town, Odisha only.
2. The guest house premises should be either furnished or non-furnished. **Preference will be given to furnished property.**
3. Guest house should must have one center/living room with dining space, one kitchen, minimum 5-6 bedrooms with attached bathrooms and adequate car parking facility preferably in same floor & same building.
4. Period of Lease/Rental: Decided mutually after selection of premises by GMDC
5. The property of the subject premises should have a clear marketable title and the owner should have absolute & exclusive ownership of the premises with undisputed possession.
6. The premises should be ready in all respects for occupation by GMDC within 30 days from the date of LOI/Agreement whichever is earlier. The 30 days will be provided if required to owner to prepare the offered area as per requirement & GMDC satisfaction. Jobs like removal of existing partition & false ceiling, paving of car parking area (4-5 vehicle parking area), painting of internal walls, fixing/repairing of floor tiles, preparation of toilets & pantry provisions can be carried out during these 30 days period. The agreement will start with the handing over of the area to GMDC.

Note:

1. **Interested applicant is requested to fill up the attached annexure 1 & 2 in support of your offer.**
- 2 **Office space & Guest house shall be at separate location.**
- 3 **Any Govt property will be given priority.**

Other Terms and Conditions

- a. The owner will execute the lease agreement with GMDC in standard format.
- b. The rental should be inclusive of all the amenity charges except electricity & water which shall be borne by GMDC for which dedicated meter should be made available.
- c. All Municipal/Govt./other taxes/charges/cess/levies shall be borne by the owner
- d. The owner shall have to indemnify GMDC to the effect that the offered property is not subject to any attachment, lien, charge, recovery or litigation in the standard format.
- e. Office Premises should be situated in commercial area with easy access and good surroundings; and should be well connected with public transport
- f. The owner of the property shall enter into lease agreement with GMDC, within one week of receipt of communication regarding award of tender. After the completion of the interior works, etc. the rent payable shall be reckoned from the date of occupation. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.
- g. If lease deed required to be registered with the sub registrar and the cost of registration / stamp duty /expenses will be shared equally.
- h. Option of renewal of Leave & License agreement rests with GMDC.
- i. Any dispute with third party, arising out with regards to the property shall be directly settled by the owner of the property.
- j. Payment: The Lease Rent shall be paid by 7th working day of the respective month against satisfactory services and submission of bill through Electronic mode only.
- k. Unless and otherwise exempted under IT Act, the income tax shall be deducted from monthly rental bill. All taxes applicable on rent shall be borne by the owner.**
- l. GMDC shall not allow any escalation for the initial term of 3 years.
- m. All statutory taxes & charges etc. for the premises are to be paid by the registered owner(s) of the property at his own cost.
- n. If the applicant is an agent of the owner a copy of the authorization letter from the owner to be submitted.
- o. No brokerage will be payable to the agents/agencies.**

Details of Office premises:

Particulars	Owner's offer
Name of the Owner with contact details	
Name of the co-owners/partners (wherever applicable)	
Full address of premises offered on lease	
Distance of nearest public amenities (in Km)	
a. From Railway station -	
b. From Highway Road -	
c. From Bus stop -	
Whether freehold/leasehold	
Distance from the main road/cross road	
Whether there is direct access to the premises from the main road	
Area offered (in Sq. Ft.)	
Specify whether the area is carpet	
Type of construction(Load Bearing/RCC/Steel framed)	
Year of construction	
If the building is new , whether occupancy certificate is obtained from	

the competent local planning authority	
Flooring marble/tiles	
Power/electricity – 3 Phase (give details)	
Water supply facility (give details)	
Car parking facility (give details)	
Lift facility in case of offered premises above the ground floor	
If office space is furnished then the amenities provided	
Chiller, A/C ducts, AHU(s), Dampers	
Electrical fittings etc.	
Any other facility like intercom / telephone/dish antenna /internet. etc.	
Details of internal furnishings (Please provide itemized list and detailed Annexure thereof)	
Additional amenities (Please provide itemized list and detailed Annexure thereof)	
No. of toilets and area.	

Place :

Date :

Signature of Applicant with Name

Details of Guest House :

Details of Guest House premises

Particulars	Details of Guest House premises
Address with contact details	
Plot Area (in Sq. Ft.)	
Built-up Area (in Sq. Ft.)	
No. of Car Parking	
Distance from the main connecting Road – (in Km)	
Distance from Railway Station (In Km.)	
Applicant is owner/Broker/Realty Agency of the property.	
Ground Floor	
1 st Floor (If any)	

Living /Center Room	
Carpet Area(in Sq. Ft.)	
Three Seater Sofa (Fabric / leatherite) – YES/NO	
Single Seater Sofa (Fabric / leatherite) – 2 nos– YES/NO	
Centre Table with glass top – 1– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling Fan – 01 / 02 as per requirement– YES/NO	
Dining Table (8 seater) with Chairs – 01 set– YES/NO	
Curtains in all windows & doors– YES/NO	
Carpet below the Centre Table– YES/NO	
Attached Common toilet Table– YES/NO	
Kitchen Modular kitchen with sufficient storage facility	
Carpet Area(in Sq. Ft.)	
Dining Area (either combined with Drawing Room or separate)	
Carpet Area(in Sq. Ft.)	

Bedroom -1	
Carpet Area(in Sq. Ft.)	
<p>Attached Bathroom – YES/NO</p> <ul style="list-style-type: none"> • WC with hand faucet - 1 No– YES/NO • Wash Basin with Mirror - 1 No– YES/NO • Geysar - 1 No– YES/NO • Exhaust Fan - 1 No– YES/NO • Light as per requirement– YES/NO • Towel Racks / Rods / hooks – YES/NO • Shower, Mixer - 1 No – YES/NO 	
Double bed either wooden / steel frame with wood, with good quality mattress – YES/NO	
32” LCD TV– YES/NO	
The floor of the room -Marble / tiles finished.	
Curtains in all windows– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling fan– YES/NO	
Tube light, Night Lamp, Table lamps – 01 each or as appropriate.– YES/NO	

Bedroom -2	
Carpet Area(in Sq. Ft.)	
<p>Attached Bathroom – YES/NO</p> <ul style="list-style-type: none"> • WC with hand faucet - 1 No– YES/NO • Wash Basin with Mirror - 1 No– YES/NO • Geyser - 1 No– YES/NO • Exhaust Fan - 1 No– YES/NO • Light as per requirement– YES/NO • Towel Racks / Rods / hooks – YES/NO • Shower, Mixer - 1 No. – YES/NO 	
Double bed either wooden / steel frame with wood, with good quality mattress – YES/NO	
32” LCD TV– YES/NO	
The floor of the room -Marble / tiles finished.	
Curtains in all windows– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling fan– YES/NO	
Tube light, Night Lamp, Table lamps – 01 each or as appropriate.– YES/NO	

Bedroom -3	
Carpet Area(in Sq. Ft.)	
<p>Attached Bathroom – YES/NO</p> <ul style="list-style-type: none"> • WC with hand faucet - 1 No– YES/NO • Wash Basin with Mirror - 1 No– YES/NO • Geyser - 1 No– YES/NO • Exhaust Fan - 1 No– YES/NO • Light as per requirement– YES/NO • Towel Racks / Rods / hooks – YES/NO • Shower, Mixer - 1 No. – YES/NO 	
Double bed either wooden / steel frame with wood, with good quality mattress – YES/NO	
32” LCD TV– YES/NO	
The floor of the room -Marble / tiles finished.	
Curtains in all windows– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling fan– YES/NO	
Tube light, Night Lamp, Table lamps – 01 each or as appropriate.– YES/NO	

Bedroom -4	
Carpet Area(in Sq. Ft.)	
<p>Attached Bathroom – YES/NO</p> <ul style="list-style-type: none"> • WC with hand faucet - 1 No– YES/NO • Wash Basin with Mirror - 1 No– YES/NO • Geyser - 1 No– YES/NO • Exhaust Fan - 1 No– YES/NO • Light as per requirement– YES/NO • Towel Racks / Rods / hooks – YES/NO • Shower, Mixer - 1 No. – YES/NO 	
Double bed either wooden / steel frame with wood, with good quality mattress – YES/NO	
32” LCD TV– YES/NO	
The floor of the room -Marble / tiles finished.	
Curtains in all windows– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling fan– YES/NO	
Tube light, Night Lamp, Table lamps – 01 each or as appropriate.– YES/NO	

Bedroom -5	
Carpet Area(in Sq. Ft.)	
<p>Attached Bathroom – YES/NO</p> <ul style="list-style-type: none"> • WC with hand faucet - 1 No– YES/NO • Wash Basin with Mirror - 1 No– YES/NO • Geyser - 1 No– YES/NO • Exhaust Fan - 1 No– YES/NO • Light as per requirement– YES/NO • Towel Racks / Rods / hooks – YES/NO • Shower, Mixer - 1 No. – YES/NO 	
Double bed either wooden / steel frame with wood, with good quality mattress – YES/NO	
32” LCD TV– YES/NO	
The floor of the room -Marble / tiles finished.	
Curtains in all windows– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling fan– YES/NO	
Tube light, Night Lamp, Table lamps – 01 each or as appropriate.– YES/NO	

Bedroom -6	
Carpet Area(in Sq. Ft.)	
<p>Attached Bathroom – YES/NO</p> <ul style="list-style-type: none"> • WC with hand faucet - 1 No– YES/NO • Wash Basin with Mirror - 1 No– YES/NO • Geyser - 1 No– YES/NO • Exhaust Fan - 1 No– YES/NO • Light as per requirement– YES/NO • Towel Racks / Rods / hooks – YES/NO • Shower, Mixer - 1 No. – YES/NO 	
Double bed either wooden / steel frame with wood, with good quality mattress – YES/NO	
32” LCD TV– YES/NO	
The floor of the room -Marble / tiles finished.	
Curtains in all windows– YES/NO	
Split AC of adequate capacity– YES/NO	
Ceiling fan– YES/NO	
Tube light, Night Lamp, Table lamps – 01 each or as appropriate.– YES/NO	

<p>Separate room for cook cum attendant, either in the same house or in the same premises with common toilet & bathing facility is required</p>	
<p>Can property owner be in a position to give vacant possession of the premises within 30 days of our approval and after carrying out necessary changes / alterations as required by the GMDC.</p>	
<p>The adequate 3-phase electric power / connected load – Give details.</p>	
<p>Supply of adequate potable water round the clock should be available at the premises – YES/NO. (give details)</p>	

Other Amenities	
<p>1.Refrigerator-capacity</p>	
<p>2.Washing Machine -capacity</p>	
<p>3.Domestic RO</p>	
<p>4.Inverter facility – YES/NO</p>	

Place :

Date :

Signature of Applicant

**AVAILING OF OFFICE SPACE AND GUEST HOUSE PREMISES ON RENTAL BASIS AT JHARSUGUDA
OR HEMGIR OR BELPAHAR TOWN, ODISHA**

**(IN A SEPARATE SEALED ENVELOPE SUPERSCRIBED AS " QUATATION FOR AVAILING
OF OFFICE SPACE AND GUEST HOUSE PREMISES ON RENTAL BASIS
AT JHARSUGUDA OR HEMGIR OR BELPAHAR TOWN, ODISHA")**

Schedule of Rate

Sr. No.	Parameter	Total Monthly rent (In Rs.)	
		In Figure	In words
1	Rent in Indian Rupees per month for office space as per above requirement and terms and conditions (exclusive of applicable GST).		
2	Rent in Indian Rupees per month for guesthouse as per above requirement and terms and conditions (exclusive of applicable GST).		

Special conditions :

1. The offer should be unconditional.
2. When there is a difference between the rates in figures and words, the rate as quoted in words shall be adopted.
3. The rent proposed to be charged should be inclusive of all costs of services including following, except applicable GST If any :-
 - a. The charges for the maintenance (Civil, electrical, plumbing).
 - b. The charges for parking space and security.
 - c. Taxes and duties, to be paid to various authorities.

The terms and conditions contained in the Tender Documents are acceptable to us.

Place :-

Signature of Owner/Bidder

Date :-

Name: _____