

**Andhra Pradesh Economic Development Board,  
Government of Andhra Pradesh**

**Expression of Interest (EOI)**

**Invitation for Expression of Interest (EOI) for Renting of Office Space in  
New Delhi, for Andhra Pradesh Economic Development Board (APEDB)**

The Andhra Pradesh Economic Development Board (APEDB) was established by the Government of Andhra Pradesh with the objective of promoting sustainable economic growth through investments into the State vide G.O. Ms. No. 87, G.A. (SC.B) Dept., dated 17.03.2016, under the Chairmanship of the Hon'ble Chief Minister of Andhra Pradesh. Subsequently, the APEDB has been given a statutory status through "The Andhra Pradesh Economic Development Board Act, 2018 (Act No. 21 of 2018). The APEDB is located in the 1st floor of Government Printing Press Building at Mutyalampadu, Vijayawada and its annual budget is around Rs. 60.00 Crores.

To achieve the desired goal of overall development and sustained double digit growth of the State, the APEDB extensively reaches out to major Business houses, entrepreneurs, Government agencies, Trade organizations abroad and their representatives in India to promote the state as an ideal investment destination. This requires continuous engagement with the investors and embassies. Invest India, the National Investment Promotion Agency, is based in New Delhi and APEDB works closely with it in generation of leads and project facilitation. The National capital hosts many international investment conclaves across sectors which requires APEDB team to engage on a continuous basis to be a participant and partner at these events to pitch the state to the visiting international Investors.

In view of the above, the **APEDB** has decided to open an office at New Delhi for better coordination with various Agencies and found the area near Barakhamba Road, Connaught Place, New Delhi (within 2km radius) to be the ideal location for opening of APEDB Office.

Hence, the APEDB invites Expressions of Interest for providing furnished office space admeasuring 2500sq. ft on lease basis at Barakhamba Raod, Connaught Place, New Delhi, from the interested Firms/Agencies/Individuals offering furnished office space in that area.

The EOI comprising of two separate documents viz., 1) Technical bid and 2) Financial bid shall be submitted in pdf format through e- mail CEO, APEDB ([ceo@apedb.co.in](mailto:ceo@apedb.co.in)) with subject line "Expression of Interest for Office Space for APEDB in New Delhi" on or before 16.00 hrs on 29.05.2020. The Financial bid should be password protected. Technical bids shall be evaluated first and the bids which are technically qualified only shall be considered for evaluation of Financial bids. The Bid Inviting Authority shall request all who are technically qualified for the password of financial bid for further evaluation.

Technical Bid: It should contain detailed information of the locality & area of the premises, age of the building, the infrastructure available, the allotted power capacity, water connectivity, clearances from relevant authorities and NOCs.

Financial Bid: It should clearly mention the monthly rent including all the applicable taxes and other obligations of payment, if any and their terms & conditions of Leasing of offered office space.

APEDB shall reserve the right to accept or reject any tender/ bid, without assigning any reason to the bidders/owners/Agencies.

**TERMS OF REFERENCE (TOR) FOR RENTING OF OFFICE SPACE ANDHRA PRADESH ECONOMIC DEVELOPMENT BOARD (APEDB).**

1. The Building in which the office space is offered should preferably be not more than 15 years old.
2. About 2500 sq. ft of office space is required & it should contain the following: shall be well furnish (including Air Conditioners) and shall also have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connection. Sufficient wiring and meters should be in placed to take up electricity load for air conditioning of the premises.
  - i. Reception area along with Lounge with a seating capacity of 6-8 people,
  - ii. Two executive cabins with a seating capacity of 1 plus 5 each,
  - iii. 8-10 working stations with adequate moving area,
  - iv. Pantry - coffee/ tea preparation place
  - v. Conference room with 10-12 seating capacity
  - vi. Adequate number of toilets for ladies & gents separately,
  - vii. Video Conferencing facilities with TV and internet connections,
  - viii. Wi-Fi connection & LAN line for working stations, cabins and Conference room,
  - ix. 24x7 power supply with back up & enough plug points for connecting devices,
  - x. Functional AC with sufficient tonnage capacity,
  - xi. 24x7Water supply & cooler for drinking water,
  - xii. EPBAX land line for reception and in office rooms and in Conference room and for all seaters,
  - xiii. Furniture- sufficient tables and chairs/ sofas (in good condition) in conference room, executive cabins, lounge, reception area & work stations and file/ records storage facility,
  - xiv. Blinds etc for all windows,
  - xv. Housekeeping & security,
  - xvi. 3 covered car parking space & unlimited parking for 2 wheelers,
  - xvii. Maintenance & Facility Management, and
  - xviii. APEDB logo placements in the front and appropriate locations including reception area.
3. In case of damage to the leased property due to any natural calamities, rioting etc. APEDB shall not be liable to compensate the loss or damage to the owner of the property. The owner has to undertake the required repairs/ replacement at his/ her/ it' s own cost.
4. The EOI shall be acceptable from the original owner / lease holder / power of attorney holder of the building / property or their authorized agents. The lease deed should be executed after the verification of documents by APEDB.

5. The APEDB is not liable to pay any brokerage/ service fee for the offered property under any circumstances.
6. The lease rental shall be subject to TDS as per the provision of Income Tax Act in force.
7. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
8. After opening of the technical documents and before evaluation of the same, the person/s authorized by APEDB shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case of Non- suitability of the offered space/ building for the purpose of setting up of the office, the technical bid submitted by such bidder will not be evaluated and the financial bid of the owner will not be opened. The decision of the APEDB in this matter shall be final.
9. Possession of the leased out space in the ready to move condition shall be handed over to APEDB within 15 days from the date of signing the Agreement.
10. The rent would be payable from the date of actual taking over possession of the leased property by APEDB.
11. The following documents should be submitted along with EOI:
  - i. Documents in support of ownership of the offered premises/ building/ land and construction there on,
  - ii. Construction permission from the competent authority,
  - iii . Copy of PAN of the owner of the premises.
  - iv. Supporting Documents, in case of lease holders or power of attorney holders or authorized agents of properties filing Eoi,
  - v. Certificate of authorized signatory from owner of a firm, society etc.,
  - vi. Documents in support of payment of all taxes, Duties, Dues etc. on the offered space,
  - vi. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there are no pending payments against the same.
12. Building offered must be free from all encumbrances, claims and legal disputes etc.

**TENDER FORM**  
**Technical Bid-Part 1**

<b><u>BIDDER'S DESCRIPTION</u></b>		
<b><u>1.</u></b>	<b><u>Details of Firm/Proprietor/Agency</u></b>	Points
1.1	Name of Firm/Individuals/Agency	
1.2	Address of Firm/Individuals/Agency	
1.3	Contact numbers Telephone No. Mobile No. Firm/Proprietor/Agency	
1.4	Email ID Firm/Proprietor/Agency	
<b><u>2.</u></b>	<b><u>Details Location &amp; Address of Office Space Offer</u></b>	
2.1	Address of the Office Space	
2.2	Land Mark of the Office Space	
2.3	Distance of the Main Road in meters	15
2.4	Attach layout drawings of the office premises	
<b><u>3.</u></b>	<b><u>Attached Infrastructure and amenities of the office</u></b>	
3.1	Total available space in sq. ft	
3.2	Reception area along with lounge with seating capacity of 5-7 people	10
3.3	No. of toilets	5
3.4	Two executive cabins with a seating capacity of 1 plus 5 each,	15
3.5	8-10 working stations with adequate moving area	20
3.6	Pantry - coffee/ tea preparation place	5
3.7	Conference room with 10-12 seating capacity	10
3.8	Adequate number of toilets for ladies & gents separately,	
3.9	Video Conferencing facilities with TV and internet connections	5
3.10	Wi-Fi connection & LAN line for working stations, cabins and Conference room,	1
3.11	24x7 power supply with back up & enough plug points for connecting devices	1
3.12	Functional AC with sufficient tonnage capacity,	1
3.13	24x7Water supply & cooler for drinking water	1
3.14	EPBAX land line for reception and in office rooms and in Conf room and for all seaters,	1
3.15	Furniture- sufficient tables and chairs/ sofas (in good condition) in conference room, executive cabins, lounge, reception area & work stations and file/ records storage facility,	5
3.16	Blinds etc for all windows,	1
3.17	Housekeeping & security,	1
3.18	3 covered car parking space & unlimited parking for 2 wheelers ,	1
3.19.	Maintenance & Facility Management, and	1
3.20	APEDB logo placements in the front and appropriate locations including reception area.	1

**Signature of the authorized signatory**

Name of Signatory:

Address:

Contact no.

<b><u>TENDER FORM</u></b>		
<b><u>Financial Bid, Part-2</u></b>		
<b>1.</b>	<b>Basic Rent per sq. ft.</b>	
<b>2.</b>	<b>Basic Rent on the total available space</b>	
<b>3.</b>	<b>Taxes on Rent</b>	
	3.1	GST
	3.2	Municipal
	3.3	Society / community if any
	3.4	Any other applicable taxes
		Total taxes
<b>4.</b>	<b>Water Supply Charges per month</b>	
<b>5.</b>	<b>Any other charges, if any</b>	
<b>6.</b>	<b>Total rental inclusive of applicable taxes</b>	

**Signature of the authorized signatory**

Name of Signatory:

Address:

Contact no.