

TENDER NOTIFICATION

Tender Notification No. IGEIC/OFFICE LEASE/2025-2026

i-GEIC invites offers for leasing fully furnished plug and play office space in Bangalore, preferably around Central Business District or IT Hub area around ITPL park , to establish its Corporate Headquarters with experienced and qualified service providers.

Tender Due Dates		
1	Date for Availability of Tender Document on the website	04.07.2025
2	Last Date for Bid Submission	11.07.2025 03:00 PM
3	The date and time for opening of Bid	11.07.2025 03:30 PM
Tender Fee & EMD		
4	Tender fee (Inclusive of GST)	Rs. NIL
5	EMD	Rs. NIL

Terms & Conditions

- Tender Documents shall be available only on i-GEIC Website and not for sales elsewhere.
- IGEIC reserves the right to accept or reject any proposal without assigning reasons.
- Incomplete or late submissions may be disqualified.
- The selected bidder will be required to sign a lease / rental agreement with standard terms.
- Any disputes will be subject to the jurisdiction of courts at Bangalore.
- Interested bidders to submit their bid/quotation along with all requisite documents as per prequalification "on or before due date 10.07.2025, 03:00 PM.
- **Late bids will not be considered.**
- Bid should be addressed to India Graphene Engineering & Innovation Centre (i-GEIC) through email at ithelpdesk@igeic.org

Place: Thiruvananthapuram

Date: 05.07.2025

Pre-Qualification Requirements

1. Bidders must be property owners, developers, or authorized agents with legal rights to lease the property.
2. The property must have clear legal title and necessary approvals from local authorities (e.g., BBMP, fire department).
3. Preference for properties with prior commercial usage or approved for commercial purposes.
4. Interested parties must submit a detailed proposal including
 - a **Property Details:**
 - Exact location and address.
 - Total area and layout plan (floor plan preferred).
 - Photographs of the property (interior and exterior).
 - Details of amenities and infrastructure.
 - b **Commercial Terms:**
 - Monthly rent per square foot.
 - Security deposit and lease terms.
 - Maintenance charges and other costs (if any).
 - c **Legal Documents:**
 - Proof of ownership or authorization.
 - Building approvals and occupancy certificate.
 - d **Contact Information:**
 - Name, address, email, and phone number of the bidder.

Technical Requirement

1. Area and Configuration:

- a. Office area of around 2500-3000 Sqft
- b. **One Large conference room** (8–10 people) equipped with conference table, chairs, and AV facilities (projector/smart screen).
- c. **One Small meeting room** (4–5 people), suitable for private discussions.
- d. **Cabins/Cubicles:** 3-4 individual cabins or cubicles for senior staff.
- e. **Open Seating:** 20-30 open workstations for employees, with ergonomic chairs and desks.
- f. **Reception/Landing Area:** A professional reception area with seating for visitors.

2. Amenities:

- a. Pantry area with basic facilities (sink, microwave, water dispenser).
- b. Restrooms (separate male and female facilities).
- c. Adequate storage space for office equipment and documents
- d. **Parking:** Sufficient parking space for 10–15 vehicles (cars and two-wheelers)

3. Location: CBD or around IT hub – ITPL

- a. Accessibility: Proximity to public transport (metro/bus), major roads, and amenities like restaurants and banks.

4. Infrastructure and Facilities

- a. Power Supply: Reliable electricity with backup power (UPS/generator).
- b. Internet: High-speed internet connectivity provisions.
- c. Air Conditioning: Centralized or split AC units for the entire office.
- d. Safety: Compliance with fire safety norms, including fire alarms, extinguishers, and emergency exits.
- e. Security: 24/7 security personnel and CCTV surveillance.
- f. Maintenance: Regular upkeep of common areas, lifts (if applicable), and utilities.

5. Lease Terms:

- a. Duration: Minimum 3-year lease with an option to renew.
- b. Lock-in: 1 year. Option of minimum 2 renewals of one year each.
- c. Rent: Competitive pricing aligned or lower than market rates (being Govt. funded).
- d. Escalation: Standard or lower than market annual escalation clause (to be specified).
- e. Deposit: Refundable security deposit – minimum (to be negotiated).
- f. Fit-Outs: Elegant and modern look, state of the art office. Complete fitted-out for a functional move-in office. Preference for ready-to-move-in spaces with minimal customization.

6. Compliance: Clear legal title, commercial approvals, fire safety norms.

7. Site Visit: Shortlisted properties will be visited by IGEIC representatives for evaluation.

Annexure II

Financial Bid

Description and Specification	Total Cost	Remarks, if Any
Rent per month (excluding GST) – INR (A)		
Maintenance charges if any		
No. of Free Car Parking		
1. Monthly Car Parking Charges per parking, if applicable – INR (B)		Assume for 5 Car parking
2. Total Payable per month =(A+B) -INR		
3. Refundable Security Deposit-INR		
Lock-in period		
Yearly Rent Escalation (%)		
Tentative Total Office Area (Sq Ft)- Meeting Rooms, Cabins/Cubicles, Open Seats, Reception.		

Annexure III

Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with space and infrastructure requirements.
- Location suitability and accessibility.
- Competitive pricing and lease terms.
- Condition and readiness of the property.
- Legal and regulatory compliance.