

Ministry of Defence
Government of India
Department of Defence Production
Defence Exhibition Organisation

EXPRESSION OF INTEREST FOR OFFICE SPACE AT NEW DELHI

1. The Defence Exhibition Organisation (DEO) of the Department of Defence Production, Ministry of Defence (MoD) organises and co-ordinates Defence Exhibitions in India and abroad, primarily with a view to promote export potential of defence oriented products and services, developed and manufactured by the Indian Defence Public Sector Undertakings, Ordnance Factory Board, and Private Defence Manufacturing industries. The DEO undertakes work related to organising the domestic Aerospace and Defence Exhibition viz Aero India & Defexpo and also facilitates participation of DPSUs, OFB, Pvt industries in foreign Exhibitions as an 'India Pavilion'.

2. DEO proposes to Lease office space admeasuring 2000-2500 sqft for three years on Monthly rental basis for its Office and seeks Expressions of Interest (EOI) with indicative price from owners and authorized agents. The space requirement is as given below:-

- (i) Office area required - 150 sqm to 200 sqm (approx 2000sqft-2500sqft).
- (ii) The premises should be in one building and on the same floor and should be readily available wef 01 Jul 2021.
- (iii) The building and campus should be well maintained and the building should provide a professional and aesthetically pleasing appearance and should be approved for office use.
- (iv) There should be minimum 05 in nos. of Car parking and 10 in Nos motor cycle parking.
- (v) The offered space must be available in a building situated in the vicinity of South Block, New Delhi, in any of the following locations (including nearby area):-
 - a. Connaught Place (within 2km radius)
 - b. Lodhi Road
 - c. Chanakyapuri
 - d. Sansad Marg
 - e. Ashok Road

3. The Documents / details to be attached are as given below:-

- f. Layout plan of the premises
- g. Photos of the building & premises
- h. Write up on the facilities / amenities available with details of other occupants
- i. Ownership details as applicable
- j. Other suitable documents, if any.

Please note this is an Eol for available space with an indicative price and not an invitation to bid.

4. Interested parties possessing premises as stated above, having clear and marketable legaltitle are invited to submit their Eol to our Office at the following address

in the prescribed format enclosed herewith furnishing details like name of the owner, contact details, location of the Office space, size, amenities, as also the rates etc.

The Director
Defence Exhibition Organisation
Ministry of Defence
Room No. 102-107, 1st Floor,
Hotel The Ashok, 50B Chanakyapuri,
New Delhi-110021
Telephone No: 0112687191
Fax No: 011 26871988
Email id: ceo.defex-mod@gov.in

5. The EOI should be complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope and the envelope shall be superscribed with "EOI for Office Space at New Delhi". **Alternatively, scanned copy of Offers can also be submitted by email to the above mentioned email ID.**

Please note that the last date of submission of offers with all the details is 07 April 2021.

6. EOI may be submitted either by the owner of the premises or by the Owner's authorized representative. Representative will have to enclose the letter of authority along with the EOI. **No brokerage or advance of rental deposit will be paid.**

7. Selection of the premises shall be made based on the details submitted in the EOI and Onsite visit. The offered premises will be inspected for preliminary short-listing by MoD. This may include carrying out the measurements. Selected offer will be informed subsequently to submit additional details as required, firm and final financial offer, terms and conditions, Lease and License agreement, etc.

8. Notwithstanding anything contained above, DEO reserves the right to reject any or all EOI offers and give consideration to properties other than those offered in response to this advertisement.

9. **Corrigendum, if any, will be issued and posted on MoD/DDP website only.** Interested parties are, therefore, advised to visit the Tenders section of www.ddpmod.gov.in on regular basis for any updates related to schedule or corrigendum with respect to the above EOI. The last date for submission of EOI/indicative offers with details is **07th April 2021 upto 1700Hrs.**

The shortlisted offers will be evaluated on 08th April 2021 at 11:00 AM at following address:-

Defence Exhibition Organisation, Ministry of Defence
Room No. 102-107, 1st Floor,
Hotel The Ashok, 50B Chanakyapuri,
New Delhi-110021

The Offers submitted will be valid for a period of 90 days

Expression of Interest Form

To

The Director
Defence Exhibition Organisation
Ministry of Defence
Room No. 102-107, 1st Floor,
Hotel The Ashok, 50B Chanakyapuri,
New Delhi-110021

Sir,

Sub: Expression of Interest offering office premises on on Monthly Rental Basis at NewDelhi.

1. This EOI/offer is with reference to the advertisement released in the Newspapers/put up in the Tender section of DDPMOD website www.ddpmod.gov.in inviting EOI/indicative offers for acquiring office space on Monthly rental basis.
2. The details of the premises offered are as under:-

Sl. No.	Description	Remarks
(i)	Details of Vendor/Firm/Builder/Owner/Representative	
a)	Name	
b)	Address & Phone No. Email Address	
c)	Constitution of Vendor/Firm. (Whether Proprietary / Partnership /Pvt. Ltd. / Public. Ltd. / PSU etc).	
d)	In case of a Company, details of Incorporation of Company and Commencement of Business	Incorporation Date: Ref: Commencement Date: Ref:
e)	Permanent Account Number (PAN) Goods and Service Tax Number(GSTIN)	

f)	Name, Designation and Contact No. of the Contact Person to whom all reference shall be made regarding this EOI	
(ii)	Details of Property	
a)	Location & Address of the Property	
b)	Usage of Property (as approved by Competent authority). i) Commercial ii) Shopping Complex iii) Institutional Office	
c)	Tenure of the Land i) Freehold ii) Leasehold iii) If leasehold give residual period of lease and name of the title holder	
(iii)	Details of the Building	
a)	Type Building: (Commercial/Institutional/Any other)	
b)	Type of Construction: (Load Bearing / RCC / Steel framed)	
c)	Clear floor height from floor to Ceiling	
d)	Floors on which the offered premises is located	
e)	Area of premises offered i) Super built up area ii) Built up area iii) Carpet area	Sq.mt. Sq.mt. Sq.mt.

(iv)	Age/Condition of the Construction/Building	
a)	Newly constructed (within 2 years)	
b)	Old Construction – mention year of Completion	
c)	Under-Construction - mention date of possession	
(v)	Details of Boundaries and Adjacent Building	
a)	Boundary of the Property i) North ii) East iii) South iv) West	
b)	Adjacent Buildings, if any	
(vi)	Car Parking Space	
a)	i) Car & Motor cycle Parking spaces ii) No. of Car & Motor Cycle Parking	Reserved/Open Reserved/Open
(vii)	Completion/Occupation Certificate (Only for ready premises)	
a)	Whether completion/occupation certificate issued by the competent authority	
(viii)	Who is maintaining the building (Society/Builder/Condominium)	
(ix)	Indicative price per sq.ft. of carpet area (Carpet area will be as defined in IS code)	Rs-----Per sqft of carpet area Or Rs----- Per sqmt. of carpet area
(x)	Other charges payable (Common area maintenance charges, Electricity, Water etc. have to be indicated separately)	

3. I hereby confirm that all the terms and conditions specified with respect to this Expression of Interest are acceptable to me. I further confirm that all the required details have been furnished and if this Expression of Interest form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of DEO.
4. I am aware that DEO is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.
5. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to submit the details towards this Expression of Interest.

Yours faithfully,

Name & Signature of the
Offeror
Designation
Seal/Date
Business Address: