

No. ADMIN/ESTT/ACCO/MUMBAI/01/2019

Date: 24.09.2025

Tender Notice

Sealed quotations are invited from interested parties to take lease of the two flats of the Spices Board on monthly rental basis for a period of **Two (2) years or more** based on mutual agreement and in as is where is condition and as per the terms and conditions specified in the **Annexure-1** enclosed.

Place of submission of Tender	Spices Board, EL-184, TTC MIDC, Mahape, Navi Mumbai – 400710, Industrial Area
Last date & time of Tender submission	15.10.2025 till 5:00 pm
Date & Time of Opening of Tenders	16.10.2025 @ 11:00 am
Reserve Lease Rent	The minimum reserve lease rent per Flat(floor) is Rs. 90,000/-per month, excluding GST and all other charges mentioned in Clause 8 & 9 of the Terms and Conditions. Bidders are required to quote above the Reserve Price.
Prices to be quoted	Flat 1 : Flat 2:
Contact Person	Mr. Ramanna, Deputy Director – Tel No. 022-27630035,37,38
Visiting Time	Interested parties may visit the office during office time to see the flats.
Tender form	No specific Tender Form, Kindly submit the quotation in English duly typed.
Location, address and Extend of the flats	Banking Complex-II, 2nd and 3rd Floor, Sector-19A, Turbhe, Vashi, Navimumbai – 400 703. 2nd Floor – 1949.174 Sqft + 542.304 Sqft (Terrace) 3rd Floor – 2496.320 Sqft

TERMS AND CONDITIONS

1. The tender duly typed in English duly signed on all the pages should be put in a sealed cover super scribed with 'Tender for taking lease of the flats on monthly rental basis' and should be submitted to the Officer-in-Charge, Regional Office, Spices Board, EL-184, MIDC, TTC industrial Area, Mahape, Navi Mumbai-400710.
2. Duly filled in tender will be accepted till 5.00 pm on 15.10.2025 and will be opened on 16.10.2025 at 11.00 a.m. in the presence of the tenderer who choose to be present. If the date of opening the tender happens to fall on any holiday, the tender shall be received and opened on the next working day.
3. The offer should contain Monthly Rent rate separate for each flats (exclusive of any tax elements).
4. The Successful Renter/Lessee (as applicable) should pay 6 times of the monthly rent as deposit advance to the Spice Board within fifteen (15) days from the date of receipt of written communication intimating about the acceptance of their tender and Board have the right to deduct the expenditure for any damages during vacating the building. Refund of security deposit will be interest free. In case any successful bidder fails to remit the deposit amount on the stipulated date, Spices Board shall be at liberty to cancel the tender and no claim will be entertained.
5. The renter/ lessee will, during the said term, pay the monthly rent hereby reserved shall pay before the 07th day of every following English Calendar month.
6. In case of any default in payment of rent by the renter/ lessee, the said advance amount will be adjusted by the Board/lessor towards the said arrears including the default interest. Lessee has to pay the default rent and interest within 30 days to compensate the advance rental deposit.
7. In case of default in payment of monthly rent for any reason whatsoever, an interest @12% p.a. shall be levied for the entire default period.
8. Maintenance charges (if any), any other charges as defined in Clause 67 of the Building Society Bye-Law, water charges and electricity charges for the occupied flats should be borne by the Renter/ Lessee. Original payment receipts should be handed over to the Board on succeeding month.
9. The renter/lessee have to pay all Municipal Taxes, GST, cess and other levy including penalties if any and any other statutory charges, fees etc. imposed by the Central Government, State Government or other local or civil authorities from time to time in addition to monthly rent in respect of premises taken on lease.
10. Any repair and modification of the Building should be done only after getting written approval from Spices Board, Mumbai.
11. During vacating the Building, the Renter/Lessee is liable to pay the damages happened if any other than the normal wear and tear.
12. Tenders received incomplete and received after the date and time of submission will be rejected.
13. Those tenders found not signed by the bidders and defective for other reasons are liable to be rejected. In the event of tender being submitted by a Partnership firm / Company, it should be signed

separately by each Partner/ Managing Director /Director thereof and in the event of in the absence of any partner/director, it must be signed by a person holding the power of Attorney authorising him to do so. The signature in the tenders shall be deemed to be of the authorised signatory. Attested copy of the Power of Attorney should be enclosed.

14. EMD amount of **Rs.8 lakhs (Rs. 4 lakhs each flat)** is payable by Demand Draft in favour of Secretary, Spices Board, Ernakulum, Kerala along with bid. EMD amount of unsuccessful bidders will be refunded without interest within one month of the finalisation of bid process. EMD amount of successful bidder will be adjusted towards advance deposit. If the successful bidder refuses to accept the premises bid for, EMD amount will be forfeited.

15. The offers quoted in the tender shall be valid for 30 days from the date of opening the tender.

16. Spices Board reserves the right to reject any or all the offers without assigning any reason whatsoever.

17. Lease agreement of the premises will be executed within thirty (30) days after finalisation of the deal. No deviation of the lease agreement is acceptable to the Board.

18. The applicant/ bidder should state the nature of intended usage of premises; give full name, address, Telephone No. of the person for contact.

19. Preference will be given to Public Sector Undertakings/Banks/ Financial Institutions of standard repute etc.

20. Initial lease period shall be for two (02) years from the date of signing of lease deed/ agreement. Lease period can be extended by one year at a time and a maximum up to the period of two (02) more years subjected to the approval of the Secretary, Spices Board without amending the terms and conditions of the initial agreement.

21. Monthly rent will be enhanced at the rate of 10% at the end of every year.

22. After completion of the lease period the renter/lessee shall not reserve any rights to the leased premises.

23. On the expiry of the period of the license or on its termination as the case may be, the renter/ lessee shall deliver vacant possession of the premises intact to the Board on the last day of contract. In the event of the renter/lessee fails to deliver the vacant possession to the Board, the Board shall have the right to take possession of the premises by putting its own lock and key to the said premises and shall entitle the Board to forfeit the Security Deposit. The articles if any left by the rentor, will be kept in public auction within a month of taking over the premises by the Board.

24. The renter/ lessee shall not use the premises for any trade or businesses prohibited by law.

25. Renter/lessee shall not during the said term assign, transfer or part with the possession of the said premises or otherwise by any act or deed cause to be assigned, transferred or the possession parted with to any person or persons whomsoever without the written consent of the Board.

26. The renter/lessee shall maintain the leased premises in good and proper condition throughout the lease period and shall not make any structural alterations into or upon the leased premises or make any alterations or additions to the external appearance or any part of the demised premises without the previous consent of the Board/lessor in writing.

27. Board reserves the right to annul the tender process at any time under conditions of exigencies.
28. In case of dispute, the decision of the Secretary, Spices Board, Kochi will be final and binding upon all the bidders.
29. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Courts at Navi Mumbai/ Vashi (as applicable) only.
30. All these conditions listed here are binding on the bidders and in token of which, the bidder have to sign all the pages of the tender.
31. All payments are to be made online using the link generated by Spices Board.
32. The interested parties may visit the flats during office hours after contacting the officer-in-charge. They themselves shall obtain all necessary information as to risks, contingencies and other circumstances, which may influence or affect their tender.
33. Lessee has to insure and keep the demised premises insured against loss or damages by fire, theft, flood or damage etc., including injury and/ or loss whatsoever, with an insurance company approved in writing by the Licensor for an amount which shall not be less than Rs. 5,00,00,000.00 (Rupees Five Crores only) and to name the Licensor as an additional insured. A certificate of the Insurance shall be provided to the Licensor.
34. The Licensor/ Board shall on termination or expiry of this Agreement, return such portion of the Security Deposit within sixty (60) days of handing over of premises, after deducting all outstanding components of the License including rent, unpaid utility bills and such amounts required to restore demised premises to original condition.
35. Lease agreement may be terminated for convenience-(a) at any time by either party with sixty (60) days notice in writing. The Licensor shall further have the right terminate the agreement for breach of any of the terms of the agreement without notice and without liability.

Sd/-
Deputy Director (Marketing)
Spices Board, Regional Office Mumbai