



Ref. No. SDCL/EOI/2025-26/46

**Expression of Interest (EOI) for Hiring of Office Space in Delhi**

<b>Procuring Authority</b>	<b>Sagarmala Development Company Limited (SDCL)</b>
<b>Last Date of EOI Submission</b>	<b>19<sup>th</sup> May'2025</b>
<b>Address for Submitting EOI</b>	Sagarmala Development Company Limited (SDCL) Thapar House, Gate No.2, 1 <sup>st</sup> Floor 124, Janpath, New Delhi – 110001 Website: <a href="http://www.sdclindia.com">www.sdclindia.com</a> e-mail: <a href="mailto:gm.projects@sdclindia.com">gm.projects@sdclindia.com</a> , <a href="mailto:sm.projects@sdclindia.com">sm.projects@sdclindia.com</a> ,

**2<sup>nd</sup> May'2025**

### **EXPRESSION OF INTEREST FOR OFFICE SPACE IN DELHI**

1. Sagarmala Development Company Limited (SDCL) is a Min Ratna Category-I CPSE under the Ministry of Ports, Shipping and Waterways, Government of India. SDCL was incorporated with an initial authorized capital of Rs. 1,000 Crores and paid capital of Rs. 1000 Crores.
2. SDCL proposes to acquire office space having clear and unambiguous title deeds etc., in Commercial Complexes on lease basis, for setting up its Corporate Office and thereby seeks expressions of interest from owners and authorized agents of the suitable premises keeping in view the criteria parameters defined in section 3 below. The building should have a convenient location and well connected to Major roads/Metro/Airport and have modern amenities along with professional landscaping and aesthetically pleasing ambience. The offered premises should have all necessary statutory approvals for office use. The premises should be available for taking over for possession within maximum 30 days from date of award.
3. The Selection Preference & Requirements of Premise:

**i. Preference in selection:**

The preference will be given to applicants having following, in addition to parameters/requirements mentioned in Para 3(ii):

- a. Premises owned by PSUs/Government bodies/ other Government institutions.
- b. Premise having complete independent building.
- c. Premise with minimal requirements of Furnishing.

**ii. Premise Parameters/Requirements:**

- a. Premise should be located in Delhi.
- b. Approximate space requirement – 10,000 to 15,000 square foot carpet/usable area.

Required area is tentative and can be increased or decreased at the time of finalization.

- c. Offered premises and surroundings should be in good condition and well maintained with roads near the entry and exit points free of traffic congestion.
- d. Nearest Metro Station – about 1km walking distance.
- e. Central Delhi offices (Central Secretariat) – Within 10 Km motor-able distance.
- f. Age of the premises should not be more than **20 Years** old.
- g. Suitable parking space for min **5 Cars**.

- h. Premises should also offer additional parking space for visitors.
- i. Premise Security system – Extensive coverage of CCTVs for all common areas.
- j. Adequate lift facility & Disability Friendly Access.

**4. Instructions:**

- a) Interested parties i.e. premise owners or their authorized agencies, possessing built-up areas as stated above, having clear legal title are invited to send their expression of interest to our registered office in the prescribed template enclosed herewith furnishing details like name of the owner and authorized agent, contact details, location of the office space, space details, amenities, etc.
- b) The floor plan of proposed premise clearly indicating the offered area should be submitted along with the EOI.
- c) No brokerage will be paid by SDCL for the proposed leasing.
- d) The Expression of Interest can be submitted by Owner or Owner's authorized representative. The Authorized Representative will have to enclose letter of authority from owner along with their EOI offer. Otherwise, the offer is liable to be considered null and void at any stage as per the decision of SDCL.
- e) **The EOI should be submitted to SDCL office, address given below, latest by 19<sup>th</sup> May'2025.**
- f) The EOI should complete in all respects and signed on all pages. The EOI should be delivered in a sealed envelope mentioning 'EOI – OFFICE SPACE ON LEASE IN DELHI' having two separate sealed envelopes inside.
  - i. First envelope out of these two, shall be super scribed with "EOI for Office Space (Technical)", Annexure-I. This envelope should contain the EOI template provided below.
  - ii. Second envelope out of these two, shall be super scribed with "EOI for Office Space (Financial)". This envelope should contain the indicative price for office space offered along with associated terms and conditions, if any, in prescribed format as per Annexure-II. This second envelope containing indicative Financial terms will be opened only for the shortlisted parties only.
- g) On receipt of such Expression of Interest, the said premises will be inspected for evaluation and preliminary short-listing by SDCL Committee, and the additional Technical and Financial information/documents may also be invited if deemed necessary, from the shortlisted parties subsequently.

- h) The Committee shall ascertain the suitability of premise and Financial Terms and Conditions mentioned by the party, not necessarily depending on the criteria mentioned in Para 3(ii), and shortlist the premises for further discussions including price.
- i) The Financial offer submitted for the shortlisted premises shall be open for discussion/ negotiation in interest of SDCL based on the budget and other compliances and condition of the premise, like furnishing, air conditioning, repair & maintenance requirements etc.
- j) On Finalization of the premise, the Contract shall be prepared with mutual discussion and consent, and the cost incurred in preparation/registration of contract shall be borne by the owner.
- k) Notwithstanding anything contained above, SDCL reserves the right to reject any or all expressions of interest offers and may also give consideration to properties other than those offered in response to this advertisement.

Interested parties are urged to visit the Tenders section of <https://sdclindia.com> on regular basis for any updates related to schedule or corrigendum with respect to the above EOI.

This is an expression of interest for available space / building and not an invitation to bid.

Interested parties may write to & submit their **EOI at following in hard copy**, any other mode of submission shall not be considered:

**General Manager (Projects)**

**Sagarmala Development Company Limited**

1<sup>st</sup> Floor, Thapar House, Gate No. 2

124, Janpath, New Delhi – 110 001

[gm.projects@sdclindia.com](mailto:gm.projects@sdclindia.com)

[sm.projects@sdclindia.com](mailto:sm.projects@sdclindia.com)

**EXPRESSION OF INTEREST FORM****To,**

General Manager (Projects)  
Sagarmala Development Company Limited  
1<sup>st</sup> Floor, Thapar House, Gate No. 2  
124, Janpath, New Delhi – 110 001

**Sir,****Sub: Expression of Interest Offering Office Premises on lease basis at Delhi.**

This offer is with reference to the advertisement released in the press / put up in the Tenders section of Sagarmala Development Company Limited (SDCL) website <http://sdclindia.com>, for taking office space on Lease Basis.

The details of the premises offered are as under:

**DETAILS OF THE PREMISES OFFERED**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>DETAILS OF BUILDING OWNER/ AUTHORIZED AGENCY SUBMITTING EOI</b>	
1.1	(a)Name of the Owner: (b)Name of the Authorized Agency submitting EOI:	
1.2	Address, Phone No, email of the Authorized agency submitting EOI:	
1.3	Constitution of Authorized Agency: (Whether Proprietary /Partnership/Pvt. Ltd. / Public Ltd./PSU etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref:
1.5	Permanent Account Number (PAN ) & TAN	
1.6	Valid Sales tax registration no.	
1.7	Valid GST registration no.	

1.8	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
<b>2</b>	<b>DETAILS OF PROPERTY</b>	
2.1	Location & Address	
2.2	Usage of property (as approved by Competent Authority) a. Commercial b. Shopping Complex c. Others (Mention Category)	
2.3	Tenure of the land a. Freehold b. Leasehold c. If leasehold give residual period of lease and name of the title holder	
<b>3</b>	<b>BUILDING</b>	
3.1	Type of Building: (Commercial)	
3.2	Type of Construction: (Load Bearing/RCC/Steel framed)	
3.3	Whether the building is certified as a Green Building	
3.4	Clear floor height from floor to ceiling	
3.5	Proposed Offered Space Condition (Bare Shell/Warm Shell/ Fully furnished)	
3.6	No of Days required for Handover from award date (Maximum 30 days)	
3.7	Nearest Metro Station – Walking distance	
3.8	IGI Airport T3 – Motor-able distance.	
3.9	Central Delhi offices (Transport Bhawan) – Motor-able distance.	
3.15	Details of existing Tenants of proposed premise, if any	
3.16	Floor on which the offered premises is Located & total number of floors (preferably same floor)	

3.17	Area of premises offered per unit a) Super built up area b) Built-up Area c) Carpet area – As per RERA	Sq. ft. Sq. ft. Sq. ft.
<b>4</b>	<b>AGE/ CONDITION OF THE CONSTRUCTION/BUILDING</b>	
4.1	Newly constructed (within last 2 years)	
4.2	Old construction – mention year of completion	
<b>5</b>	<b>DETAILS OF BOUNDARIES AND ADJACENT BUILDING</b>	
5.1	Boundary of the property a. North b. East c. South d. West	
<b>6</b>	<b>AMENITIES PROVIDED (In the premises)</b>	
6.1	Air Ventilation & Air Conditioning system available in premises Para 3(j)  a. % of fresh air mixing b. Ultra Violet Germicidal Irradiation System	
6.2	Premise Security system	
6.3	Building management system and Visitor management system	
6.4	Number of Passenger Lifts	
6.5	Fire Fighting arrangements	
6.6	a. Air Conditioning system details b. Telecom/Internet Connectivity c. Electrical Power Back up d. Running Water facilities e. Other additional amenities	
<b>7</b>	<b>DESIGNATED CAR PARKING SPACE (about 10 Cars)</b>	
7.1	a. Car parking spaces Covered b. Car Parking spaces Open	
<b>8</b>	<b>COMPLETION/ OCCUPATION CERTIFICATE ( Only for ready premises)</b>	
8.1	Whether completion / occupation certificate is issued by the competent authority	
8.2	Designation of the authority which has issued the completion / occupation certificate	

9	Lease Terms and conditions applicable for the proposed premises should be attached as annexure
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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 SDCL.

I am aware that SDCL is not bound to accept the Expression of Interest and will not be required to give any reason for rejecting this Expression of Interest.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this Expression of Interest.

Yours  
faithfully,

(Signature of the Authorized

Signatory/Representative) Name &

Designation Seal

Date:

Business

Address:



**Annexure-II****FINANCIAL BID**

To

General Manager (Projects)

Sagarmala Development Company Ltd. (SDCL)

1<sup>st</sup> Floor, Thapar House, Gate No. 2

124, Janpath, New Delhi – 110 001

**Subject: Quotation for “Office Space on Lease basis”**

Sir,

With reference to your EOI published on .....on the subject mentioned above, on behalf of M/s ....., I / We quote the following rate: -

S No	Particulars	Unit	Price in Rs. (including GST)	Price in words (including GST)
1	Price for Ground Floor & Above	Per Sqft of Carpet Area		
2	Price for Basement, if any	Per Sqft of Carpet Area		
3	Maintenance Charges, if any	Per Sqft of Carpet Area		

Note:

1. GST as applicable shall be included in the offer price.
2. Evaluation of financial bid will be on the basis of rate quoted above.
3. The quoted amount shall be including all applicable taxes, charges, etc including property tax etc.
4. Electricity and water charges shall not be included in offered rates and shall be payable as per actual.

Yours faithfully

(Authorized Signatory)

(With name/designation, contact No.& seal)