

Expression of Interest (EOI)
for
Leasing of commercial office at Worli, Mumbai owned by
IREL (India) Limited

EOI No.: IREL/CO/W/2026/04 dated 03/04/2026



IREL (India) Limited

(A Govt. of India Undertaking – Dept. of Atomic Energy)

Plot No. 1207, Veer Savarkar Marg,

Near Siddhi Vinayak Temple,

Prabhadevi, Mumbai- 400028

Website: <http://irel.co.in>

CIN No. U15100MH1950GOI008187

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DISCLAIMER

The information contained in this EOI Application or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of IREL or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. The information provided is only for the information and reference of the Bidders.

This EOI Application is not an agreement and is neither an offer by IREL to the prospective Bidder(s) or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their bid for participation in this EOI Application). This EOI Application includes statements, which reflect various assumptions and assessments arrived at by IREL in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EOI Application may not be appropriate for all persons, and it is not possible for IREL, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI Application. The assumptions, assessments, statements and information contained in this EOI Application may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI Application and obtain independent advice from appropriate sources.

Information provided in this EOI Application to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IREL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

IREL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI Application or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI Application and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with qualification of Bidders for participation in the Bidding Process. IREL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. IREL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI Application.

The issue of this EOI Application does not imply that IREL is bound to select and short-list qualified Bids for Price Bid (Stage II :Financial Bid) or to appoint the Selected Bidder for the lease agreement, and IREL reserves the right to reject all or any of the applications without assigning any reasons whatsoever.

INTRODUCTION

IREL (India) Limited is a Multi-Unit-Multi-Product CPSE incorporated under the Companies Act 1956, wholly owned by the Government of India, under the Administrative Control of the Department of Atomic Energy (DAE). IREL operations spans across mining, mineral beneficiation and refining of heavy minerals and has its operating units at Chavara (Kerala), Manavalakurichi (Tamil Nadu) & Orissa Sands Complex (OSCOM), (Odisha). The rare earth division of IREL is located at RED, Aluva and is involved in production of separated high pure rare earths.

IREL owns a commercial premises admeasuring to 4070 sq ft on the 4th floor of Manish Commercial Centre, Worli, Mumbai-400018. In order to ensure optimal utilization of the said premises, IREL has decided to lease out the above mentioned office premises on a fully furnished basis to a suitable party.

BID SCHEDULE

EOI No.	IREL/CO/W/2026/04
Item/ Job Description	Expression of Interest (EOI) for Leasing of commercial office at Worli, Mumbai owned by IREL (India) Limited
Type of bidding	Public tender –CPP Portal
EOI publishing date	03.04.2026
Bid submission start date	07.04.2026, 11.00 Hrs
Last date and time of submission Eol	23.04.2026, 15.00 Hrs
EOI opening date & time	24.04.2026, 16.00 Hrs
Intimation of the Bidders.	Shall be informed Separately.
Issue & Receipt of price bids from bidders	Shall be informed Separately.
Earnest Money Deposit (EMD) :	Nil.
Validity of EOI Application	One year from the date of declaration of EOI by IREL
Contact details of tender inviting authority	<p>Shri S Acharjya, GM – Technical IREL (India) Limited Plot No. 1207, V.S. Marg, ECIL Building, Opp. Siddhi Vinayak Temple, Prabhadevi, Mumbai-400 028 Email: purchase-ho@irel.co.in, Tel: 022-24211630 (Ext. No. 266) 022- 24316589</p> <p>Contact Person-OIC/EIC: Smt. Neha Tambe, DGM-HRM (Admin), IREL Corporate Office, Mumbai Ph: 8104997115, Email: nehatambe@irel.co.in</p>

Note: Eol, Corrigendum/Addendum if any, will be posted on the website: <https://etenders.gov.in/eprocure/app>. Tenderers are advised to complete all submission related work well before the time and date for submission of tender online. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit his offer, will not be accepted

GENERAL INSTRUCTIONS TO BIDDERS W.R.T PARTICIPATION IN

THE E-TENDERING EVENT

1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/e procure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/e procure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective

'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the EOI/tender document before submitting their bids.
- 2) Please go through the EOI/tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the EOI/tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the EOI/tender document.
- 3) Bidders are requested to note that they should necessarily submit their Pre-Qualification bid in the format provided and no other format is acceptable. If the price bid has been given as a standard/BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the Standard Format/BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the Pre-Qualification/BoQ/Standard format file is found to be modified by the bidder, the bid will be rejected.

- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 9) Before submitting EOI/bids, the bidders are requested to carefully examine the objectives and if there should be or appear to be any ambiguity therein they should immediately refer the matter to IREL for clarification.

Contact person of Tendering Authority IREL (India) Limited, Corporate Office, Mumbai

N A M E	email-id	Mobile No./Landline No.
Smt. Neha Tambe, DGM-HRM (Admin)	nehatambe@irel.co.in	+91 8104997115

NB:

- ***Bidders may please note that they are required to upload all the documents as called for in the EOI/tender document in order to enable them to be eligible for considering their price bid (Stage II: Financial bidding process) opening event.***

2. INSTRUCTION TO BIDDERS

IREL (India) Limited (IREL) invites e-tenders on online mode for as per the Expression Of Interest (EOI) for selection of a party for Leasing of a commercial office at Worli, Mumbai owned by IREL (India) Limited.

- a) Contact details: **GM – T**
IREL (India) Limited,
Plot No. 1207, V.S.Marg, ECIL Building,
Opp. Siddhi Vinayak Temple,
Prabhadevi, Mumbai-400 028
Email: purchase-ho@irel.co.in ;

Firms, companies or other corporate body, submitting the tender should attach with the tender a duly certified copy of the authority of the person signing the tender to bind the firm, company or body corporate as the case may be for fulfilling the contract.

Bidders are requested to read the terms & conditions of this tender before submitting their online bids.

1.0 SUBMISSION OF EOI:

Bidders should submit the duly filled in **EOI** along with relevant supporting documents and signed copy of the bid complete in all respect as instructions of submission of online bid.

EOI Submission format :

- a. Cover letter illustrating the Authorized Official's signature.
- b. Offer Document Illustrating Organizational Profile with relevant Experience and capacity to undertake the task. (please attach documentary proof as Annexures)

(B) Pre- Condition to Selection:

- (i) A firm / Organization shall be qualified at the EOI stage, if they meet all the mandatory criteria listed therein.
- (ii) All proposals/documents received shall be evaluated for the EOI stage.
- (iii) Short Listed firms/ Organizations after EOI shall be invited to offer their financial for renting of the Office premise through online bidding.
- (iv) IREL shall have rights to select a firm or reject on the basis of the above selection criteria and this shall remain the sole discretion of IREL.

2.0 **EOI OPENING:**

EOI will be opened on the specified date of opening. In case any of the days mentioned in the Tender is declared as a holiday on any account due to unforeseen reason(s), the said date shall automatically be substituted by the date of next working day.

2.1 **SCRUTINY AND EVALUATION OF TENDERS**

The EOI is to be opened in the first instance, at the prescribed time and date as indicated in the bid. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the tender document.

Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and will be rejected.

2.2 **MINOR INFIRMITY/IRREGULARITY/NON-CONFORMITY:**

If during the evaluation, the purchaser finds any minor infirmity and/or irregularity and/or non-conformity in a tender, IREL will convey its observation on such 'minor' issues to the tenderer by registered/speed post/courier/e-mail/fax etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

3.0 **AMENDMENTS TO BIDDING DOCUMENTS:**

IREL, at its discretion, may extend the due date for submission of bids and also make changes to **Eoi**. Any future corrigendum/amendments/alterations/modifications to this tender shall be published in website <https://irel.co.in> OR <https://etenders.gov.in/e procure/app> only. The prospective bidders are requested to visit these websites from time to time to take note of any updates and submit their bid/quote accordingly.

4.0 **TENDER DOCUMENT COST (TDC):**

The tender documents are made available in websites <https://irel.co.in> & <https://e procure.gov.in> for enabling bidder download the same free of cost.

5.0 **RIGHT TO REJECT THE TENDER:**

- (a) IREL reserves the right to reject any EOI whatsoever without assigning any reason thereof.
- (b) IREL reserves the right to modify/ add/ reduce the scope, either in whole or in part any of the clauses mentioned herein without assigning any reason thereof.

Further IREL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- b. consult with any Bidder in order to receive clarification or further information;
- c. pre-qualify or not to pre-qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
- d. retain any information and/ or evidence submitted to IREL by, on behalf of, and/ or in relation to any Bidder; and/ or
- e. independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder

It shall be deemed that by submitting the Bid, the Bidder agrees and releases IREL, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

6.0 INSPECTION OF SITE AND OTHER CONDITIONS:

Once the tenderer submits his EOI/bid, the following are fully understood by both the parties (i.e. IREL and the Tenderer/bidder) binding on them:

- (a) Before the tenderer submits his offer, the tenderer is deemed to have carefully examined, General and Special Conditions of Contract and other details relating to tender requirement and fully acquaint himself as to all conditions and matters which may in any way affect the work or the cost thereof. The bidder shall be deemed to have obtained on his own and independently all necessary information for the purpose of preparing the bid and his bid as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.
- (b) IREL shall not entertain any request for clarifications from the bidders regarding such local conditions. Any neglect or omission or failure on the part of the bidder in obtaining necessary and reliable information as stated above or on any other matter affecting the bidder shall not relieve him from any risks or liabilities or the entire responsibility for completion of the work in accordance with the tender document.
- (c) The bidder shall be deemed to have acquainted himself with the Indian Income Tax Act, 1961, Indian Companies Act, 1956, Indian Customs Act, 1962, Indian Electricity Act 2003, Factories Act 1948, Indian Mines Act 1952, Pollution Control

Regulation and other related Acts & Laws prevalent in India and as amended from time to time.

7.0 NO CLAIM FOR COMPENSATION FOR SUBMISSION OF EOI/TENDER:

The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of tender, even though IREL may elect to withdraw the invitation to tender.

8.0 RISK PURCHASE CLAUSE:

After award of the contract, if the tenderer fails to execute the lease as per EOI or at any time repudiates the order, IREL have the right to forfeit the any payment and invoke the security deposit and execute the order from other agencies at the risk and cost of the tenderer. The cost difference between the alternative arrangements and total contract value will be recovered from the tenderer along with other incidental charges. In case of execution of order through alternative sources and if price is lower, no benefit on this account will be passed on to the tenderer.

9.0 RELATED PARTY:

Bids submitted by related parties in which there seems to be collusion are liable to be rejected. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and /or operating decision.

10.0 LEGAL JURISDICTION:

Without prejudice, High Court at Mumbai, Maharashtra, INDIA shall have jurisdiction to deal with or to decide any legal issue or dispute whatsoever arising out of this EOI/tender.

In case of any clarifications w.r.t the EOI/tender, Email may please be forwarded vide Email to purchase-ho@irel.co.in.

11.0 PROPRIETARY DATA

All documents and other information supplied by IREL or submitted by a Bidder to IREL shall remain or become the property of IREL. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. IREL will not return any Bid or any information provided along therewith.

12.0 SITE VISIT

The bidders are advised to inspect the site before submitting their quotation/bid. Interested bidders shall visit the site on their own & carryout the survey on any working day at our specified visiting hours. Contact person for requesting site visit is OIC/EIC.

3. TERMS & CONDITIONS FOR LEASE OF OFFICE PREMISE:

- **Indicative Rent:** ₹ 291 per sq. ft. (approx. ₹ 9–11 Lakhs per month)
- **Security Deposit:** ₹ 46.00 Lakhs (equivalent to four months' rent quoted), refundable and interest-free with validity for tenure plus 2 months, payable at the time of execution of agreement.
- **Tenure:** 5 Years (on Lease / Leave & License basis)
- **Lock-in Period:** 3 Years from the date of Lease Agreement.
- **Rent Escalation:** 10% after completion of first 2 years and thereafter 5% annually.

4. PRE-QUALIFICATION CRITERIA

Sl.	Eligibility Criteria (PQ)	Documents to be submitted
1	The bidder should be a legally constituted entity (Company, LLP, Partnership Firm, Proprietorship, etc). The bidder should be in business for at least 10 years as on the date of submission of EOI.	Signed photocopy of valid Registration/Incorporation certificate/other document of the bidder's entity.
2	Financial Capability: i) The bidder should have a minimum average turnover of ₹25 crore, continuous profitability for 10 years, and ii) A positive net worth of ₹10 crore for each of the last three financial years.	a) Copies of audited Financial Statements- Balance Sheet & profit & loss account duly certified by Chartered Accountant should be enclosed in proof of their turnover for the last 10 financial years along Profitability for the last 10 Financial Years. Also, Net Worth certified by Chartered Accountant must be enclosed. OR b) In case, the audited balance sheet and Profit & Loss account is not available, a certificate from the Chartered Accountant on their letterhead certifying the financial turnover, Net Worth and Profitability for the above said financial years may be submitted.
3	Non-Blacklisting Declaration	A self-certified letter that the bidder has not been blacklisted by an Authorized Signatory on the company's original letter head with signature (Annexure-4)

Only applicants meeting the eligibility criteria (Stage-I) will be shortlisted and invited to participate in the Stage-II: Financial bidding process.

Validity of the tenure:

The validity of the selection of leaser shall be initially for a period of 2 year, which may be extended with mutual agreement with the first right of refusal by IREL. This is at the sole discretion of the IREL. There shall be no binding upon the firms or the Management of IREL.

Eligibility Criteria for the firms to Qualify:

The firms/ Organizations will be evaluated first based on documents submitted by the bidder against the following qualifying criteria. Assessments will be made for the fulfilment of Pre-Qualification Criteria as detailed below. Responses submitted by the bidder which do not fulfil Pre-Qualification Criteria will be summarily rejected. Only those qualifying as per the Pre-Qualification Criteria shall be invited for submission of Financial Offer/ Quoted Rent in the manner specified in the Tender Document. Financial bids shall be evaluated as per criteria specified in the Tender Document. The bidder offering the most suitable commercial terms, as determined by IREL, shall be considered for allotment, subject to approval of the Competent Authority / Board.

5. OBJECTIVES

IREL owns a commercial office property namely Manish Commercial Center, located at Worli, admeasuring 4070 sq. ft. on the 4th Floor. The office premises is presently lying vacant. In order to ensure optimal utilization of the asset, IREL has decided to lease out the said office premises on a fully furnished basis to a suitable party on appropriate commercial terms for a period of two (02) years.

6. SCOPE OF WORK

The selected bidder should be reputed and financially sound entity capable of entering into lease with IREL for its **fully-furnished office premises admeasuring approximately 4,070 sq. ft.**, situated at **4th Floor, Manish Commercial Center, Worli, Mumbai.**

7. GENERAL CONDITION OF THE BID

- (i) Submission of EOI/Tender does not confer any right to allotment.
- (ii) For Eligibility/ Pre-qualification criteria, documentary evidence is to be submitted after being duly attested by the Bidders' Authority, serially numbered, and enclosed with the Bids. If the documentary proof is not enclosed for any criteria, the Bid is liable to be rejected. The decisions of IREL are final in all cases.
- (iii) IREL shall have the right to postpone, modify, cancel, or withdraw/annul the aforesaid process (EOI/tender) at any stage at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon its decision.
- (iv) IREL reserves the right to accept or reject any applications without assigning any reason whatsoever. Conditional, erroneous and incomplete bids shall be rejected outrightly.

Note: Nature of documentary evidence should be clearly mentioned.

8. INFORMATION TO BE FURNISHED BY THE BIDDERS

Expression of Interest (EOI) for Leasing of commercial office at Worli, Mumbai owned by IREL (India) Limited

S.No.	Particulars	Details to be filled in
1	Name of Organization	
2	Address Telephone No. Fax No. E-mail ID PAN No. GST No. Contact person name, Designation and cell no :	
3	1. Brief Profile of the Organization: 2. Type of Organization ((Company, LLP, Partnership Firm, Proprietorship, etc.)	
4	Nature of Business and Intended usage of premises	
5	Contact Details of Authorized Signatory	
6	A detailed list of furniture proposed to be installed in the office for evaluation	
7	Undertaking for application	Annexure- 1
8	Organization Details	Annexure- 2
9	Financial Status	Annexure- 3
10	Undertaking for wrt Non-Blacklisting	Annexure- 4

Place:

Signature of the bidder

Date:

Name & Designation, Company seal

Annexure 1 - UNDERTAKING TO BE FILLED IN BY BIDDERS APPLYING FOR EOI

Ref No.: _____

Dated: _____

To

GM (T & I/c Purchase)
IREL (India) Limited,
Plot No 1207, V.S.Marg,
Opposite Sidhi Vinayak Temple,
Prabhadevi, Mumbai-400028.

Sir,

This has reference to your notice for EOI available in website/e procurement site. We are very much interested in registering ourselves with you as “Prospective Leasee”. We have gone through all the conditions/ details in your prescribed format for the purpose. We agree to all your terms & conditions in this regard.

As required by you, we have filled in all the data /particulars in the format and have submitted necessary copies of documents as per the checklist. We also undertake that the all the information furnished are true and correct to the best of our knowledge and if on verification any data/information are found to be false, IREL reserves the right not to consider their offer for registration or blacklist if already registered. We, also undertake to produce the documents/certificates in “original” for verification as and when required by IREL.

We, now, request your good self to kindly consider us for the above EOI.

Thanking you,

Yours sincerely,

(Signature of the Party with seal)

Annexure 2 ETHICS IN TENDERING & OTHER BUSINESS DEALINGS

IREL (India) Limited, a Government of India Undertaking, under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good Corporate Governance.

In our endeavor to be more transparent in our dealings and to support our ideology all Vendors, Customers and Business Partners are requested not to provide any gift and /or inducement to any of our employees for securing/being granted favor in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertaking.

Report of any gifts and /or inducements sought by any employee of the company (IREL (India) Limited) should be immediately reported to any one of the following:

<p>Shri S B Mohanty, Chairman & Managing Director IREL (India) Limited 1207 VS Marg, Prabhadevi Mumbai 400 028 Ph.022-24225778 Email: cmd@irel.co.in</p>	<p>Shri Ajitkumar Sontakke Chief Vigilance Officer IREL(India)Limited 1207 VS Marg, Prabhadevi Mumbai 400 028 Ph.022-24221068 Email: cvo@irel.co.in</p>
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We assure you those complaints, if any, made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the undertaking and its violation will have consequences as per prevailing rule of the company.

Thanking you,
For IREL (India) Limited,

GM – T & I/c Purchase

Annexure 3 - ORGANIZATIONAL DETAILS

1	NAME & ADDRESS OF THE FIRM :		Telephone No.:	
			E-Mail :	
			Mobile No.:	
			Website:	
			GST No.	
2	NAME OF PROPRIETOR/ PARTNERS / DIRECTORS		Nationality	
	Name:	Designation:		
	1)			
	2)			
	3)			
4)				
	Have you or any of the partners / Directors been involved as defendant in a criminal or civil suit (Excluding minor traffic violations etc.)			YES / NO
3	Business profile			
4	Meeting PQ criteria		Yes/No	

Signature of Tenderer

	a)		
	b)		
6	BANKERS	NAME	ADDRESS
7	Any other relevant Information		

Place:

Signature of the bidder

Date:

Name & Designation

Annexure 4 - FINANCIAL STATUS

S. No.	Financial year	Turnover (Rs. in Lacs)
1.	2022-23	
2.	2023-24	
3.	2024-25	

Certificate from the practicing-chartered accountant

This is to certify that the average turnover of the bidder(name of the Bidder) is INR.....
for the FY....FY..& FY.....

Name of the audit firm:

UDIN Number:

Seal of the audit firm

Note:

Certified copies of audited Balance Sheets along with P& L Statement/ Chartered Accountants' Certificates to be enclosed for each financial year.

Signature of Authorized Signatory with seal

Annexure 5 - UNDERTAKING WRT NON-BLACKLISTING

[Bidders are required to submit the declaration letter as given here on their letterhead]

Date:

GM (T) & I/c Purchase
IREL (India) Limited
1207 V.S. Marg, Prabhadevi,
Mumbai – 400 028, India.

Dear Sir,

This is to certify that (Company Name)

having its registered office at (address)

have carefully gone through the terms and conditions contained in the **EOI**

We hereby declare that our company/ consortium **has not** been **debarred/ black listed** by any Government or Semi government organization.

We further certify that Mr. /Mrs. /Ms.

is a competent authority and our Company has Authorized him/her to make this declaration.

We also undertake to produce any other documents, in support of our eligibility that may be required due to change in statutes, if any during the validity of panel in IREL.

Signed:

Duly Authorized Signatory: (Name)

Name and Title of Signatory: (In the capacity of)

Name of the Firm: (On behalf of)

Address of the Firm:

Stamp / Seal of the Firm:

[Strike off whichever is not applicable]

Signature of Tenderer

Annexure 6 -CHECKLIST OF DOCUMENTS TO BE PROVIDED BY THE BIDDER

S.No.	Document	Reference (Page no. of the document submitted)	Response (Yes/No)
1	EOI Application/Bid		
2	Eligibility conditions along with relevant documents as per EOI		
3.	Pre-Qualification Forms along with filled in format		
4	Signed copy of EOI Application including Scope of Work, all addendum, corrigendum and clarification		
5	Undertaking by the bidder		
6	A self-certified letter that the bidder has not been blacklisted by an Authorized Signatory on the company's original letter head with signature and seal		
7	Declaration on letter head of Bidder confirming no Conflict of Interest that affects the Bidding Process		
8	Organization details		
9	Audited Profit & Loss Statements and Balance Sheets for the preceding three financial years.		
10	Submission of a detailed list of furniture proposed to be installed in the office for evaluation.		
11	Filled in "Checklist of Documents to be provided by the bidder"		