


**Invitation of Expression of Interest (EOI)**  
for  
**Rental of Warehouses for DAV Publication division**

**Dated 2<sup>nd</sup> October, 2018**

**DAV College Managing Committee Chitra Gupta Road Paharganj New Delhi**

**Contact: Contact details: 9868894601, 01123503500 ext-301**

**e-mail: [dav.Publication@davcmc.net.in](mailto:dav.Publication@davcmc.net.in)**

  
**Director Publication**  
**DAV Publication**  
**DAV College Managing Committee**  
**Chitra Gupta Road**  
**Paharganj New Delhi.**

**Expression of Interest**  
**Rental of Warehouses for DAV Publications**

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**Introduction:**

The DAV Publications is committed to providing timely and effective books to the student of all DAV Schools in India. A majority of the DAV Schools usually depend on DAV Publications for timely supply of books to their respective schools before starting of the new session. Therefore, the supply of Books for DAV Schools has become one of the key concerns for DAV College Managing Committee New Delhi.

**Current Proposal:**

Expressions of Interest (EOIs) are invited for leasing of warehouse with building/built up floor(s) of total covered area of 40,000 –80,000 Sq.ft. from the interested owners/builders having clear and absolute title for lease out of their land /premises with approved building plans issued by local authority for use as warehouse. The warehouse is required for use as book stores, packing space, loading/unloading space with proper entry of heavy trucks by DAV Publications Division of DAV College Managing Committee, Chitra Gupta Road Paharganj New Delhi.

For details, you may visit the link <https://www.davcmc.net.in>

Director Publication

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**NOTICE OF EXPRESSION OF INTEREST (EOI)**

**Dated :** 1<sup>ST</sup> October 2018

**Subject:** Invitation of Expressions for leasing of warehouse premises for DAV Publications

DAV College Managing Committee/DAV Publications invites EOIs from the interested premises owners/Developers having clear and absolute title for leasing out of their premises.

1.	Name of the work	Leasing of warehouse
2.	Cost of EOI document	Rs. 1,000/- (Non-refundable)
3.	EM D	Nil
4.	Mode of Payment of EOI document fees .	To be deposited in the form of Demand Draft/ Pay Order drawn in favour of <b>DAV Publications</b> ,
5.	Availability of EOI document	On website i.e. <a href="http://www.davcmc.net.in">www.davcmc.net.in</a> w.e.f. 2nd October, 2018
6.	Last date of submission of EOI	<b>8<sup>th</sup> October 2018 upto 12 Noon</b>
7.	Date of opening of EOI's	<b>8<sup>th</sup> October, 2018 at 2 PM</b>
8.	Place of submission / opening of EOIs	Director Publication, DAV College Managing Committee Chitra Gupta Road Paharganj New Delhi.
9.	Mode of submission of EOI documents	May be submitted by hand or through post/courier before the due date and time.

Complete EOI document is available on DAV College Managing Committee website. [www.davcmc.net.in](http://www.davcmc.net.in) and the same can be downloaded.

DAVCMC shall not be liable for any postal delays whatsoever in receipt of EOI documents and EO received after the stipulated date and time shall not be entertained. EOIs submitted without Cost of EOI document will be summarily rejected.

Priority would be given to warehouses belonging to Private Owners, in industrial Area approved by local Authority / Govt. Departments . **No Brokers please.**

**Director**

**A. INSTRUCTIONS TO THE APPLICANTS Submission of EOI by hand or by courier/post**

The EOI is to be submitted in two separate sealed envelopes and both the envelopes are to be placed in another envelope. This outer envelope is to be superscribed as “**E X P R E S S I O N O F I N T E R E S T FOR LEASING OF WAREHOUSE**” should be duly sealed and delivered at the following address before the scheduled date and time i.e. 8<sup>th</sup> **October 2018, 12.00 Noon.**

**The Director, Publications  
DAV College Managing Committee  
Chitra Gupta Road  
Paharganj New Delhi.**

**Envelope-I** Superscribed as “**Technical inputs**” for leasing of premises shall contain the followings:

1. Cost of EOI document.
2. Acceptance letter for unconditional acceptance of the terms and conditions of EOI as per Performa given in this document at **(ANNEXURE – I).**
3. Brief profile of the applicant / owner of the premises showing the following-
  - x Name of owners of the land/ premises/Directors of the Company with brief organization chart;
  - x Memorandum of Article of Association in case of a company
4. Complete EOI document as downloaded from website, duly filled in, signed and stamped on each page by applicant.
5. Any other information as required to be submitted along with the EOI
6. Copy of documents as per check list **(ANNEXURE – II).**
7. Present status of the premises.
8. Organizational Structure **(ANNEXURE – III).**

**Envelope-II** Superscribed as “**Financial offer**” for acquisition of premises shall contain the price bid only.

**General I nstructions:**

- 1 The EOIs received after the due date and time shall not be considered and shall be returned to the applicant unopened.
- 2 DAVCMC/DAV Publication shall not be responsible for any postal or other delays and applicant should take care to ensure the submission of EOIs at place before due date and time.
- 3 All alterations, erasure(s) & or over-writings, if any, should be duly authenticated by the person signing the EOI.
- 4 All documents forming part of EOI documents has to be duly filled-in, signed and stamped by the applicant.

5 An applicant can submit any number of EOIs, but each EOI must be in a separate envelope accompanied with requisite amount of Cost of EOI document for each case.

6 Applicant who has any query about this proposal may send their queries through e-mail Id- **dav.publication@ davcmc.net.in**

**Opening of EOIs:** The sealed offers/EOIs will be opened **on 8<sup>th</sup> October, 2018, at 2.00 PM** in the premises of the DAVCMC office at –

Director Publication office, DAV College Managing Committee Chitra Gupta Road New Delhi-110085 If any of the applicants wish to remain present, their representatives may attend the same.

7 Legal Due-diligence of premises offered for lease shall be got done by DAV College Managing Committee New Delhi.

8 The owners of the land/premises are required to clarify the observations raised by the legal Department carrying out the legal Due-diligence on behalf of DAV CMC within specified time.

9 The financial bid of the selected agencies will be considered only after the successful legal Due-diligence of the warehouse/premises.

10 The rates offered by the owners of the land/ premises shall initially remain valid for a period of 180 days. The validity of offers may require extension of time with the consent of the owner.

11 Mere submission of offers/ EOIs will not be treated as acceptance/selection of the offer. The premises will be selected based on evaluation of offers considering various factors as mentioned in the technical information/ criteria of evaluation. Further, the applicants may note that DAVCMC is not bound to take the premises/warehouse on lease from the shortlisted offers.

12 The owners of the warehouse/ premises should preferably submit EOI directly; else, EOI must accompany an authorization letter duly issued by the premises owner in favour of the Person/agency submitting the EOI.

**CRITERIA FOR SELECTION OF WAREHOUSE/PREMISES:**

The following criteria, with or without modifications, shall be adopted for selecting the Warehouse/Premises for further negotiations for lease of warehouse:

x **The Location:** Within the Delhi city limit with availability of public amenities

x **Size of the Warehouse:** About 40,000 – 80,000 sq.ft.

x **Accessibility:** The location of premises/warehouse offered should draw its access from major road.

x **Frontage:** Good frontage should be available with approx. 50 to 80 ft. approach road

x **Infrastructure:** The availability of Basic Infrastructure, i.e., office space, Water supply, Sewerage, electricity & Drainage, fencing / boundary wall, toilets, lockable main Gate etc.

x **Existence of permanent structures:** Details may be mentioned.

x **Type of warehouse:** Status of premises/warehouse whether Freehold or leasehold.

x **Adequate space for parking of vehicles so that at least three consecutive trucks can load or unload the cargos at a time.**

x The property should be situated in **commercial area/Industrial Area in specified locations with congenial and proximity to public amenities.**

X The properties will be shortlisted based on the above factors.

x The applicants/ bidders may submit a brief write-up in support of their offers along with the EOI on the above lines.

**Procedure for Selection of properties**

1. DAV Publication division shall open and scrutinize the EOIs submitted by the intending Developers/ premises owners/ authorised representative taking into consideration the selection criteria.
2. The representatives of DAV Publication division shall visit the site for physical verification, location & observe the status of warehouse/premises as well as whole building/tower. DAV Publication division subsequently may carry out due diligence or other verifications for its satisfaction, for which all assistance shall have to be provided by the applicant/ premises owner(s) including ownership documents and chain of documents.
3. The application(s) not accompanied by the documents as per the check-list [Annexure-II], is/are liable to be rejected.
4. DAV Publication division reserves the right to accept or reject any or all the applications, or Negotiate for reduction in the quoted price with any or all the applicants or annul this process at any time without assigning any reason for whatsoever reasons.
5. DAV Publication division is not bound to give reasons for rejection of any of the EOI.
6. The decision DAV Publication division in this matter shall be final & binding on all the applicants.
7. DAV Publication division shall issue LOI in the name of premises owner.
8. DAV Publication division shall enter into an Agreement to lease on receipt of clear due diligence report and settlement of all terms & conditions.
9. Subsequently a lease deed shall be executed on fulfilment of other conditions the Agreement to purchase.
10. DAV Publication division will release payment in stages as detailed herein after.

**Terms and Conditions of Payment:**

1. DAV Publication division will make payment to the warehouse/premises owner(s) based upon agreed price
2. Payment will be released only after satisfaction of DAV Publication division regarding both legal and statutory compliance.
3. DAV Publication division shall make all payment of total consideration subject to applicable tax deducted at source and DAV Publication division will issue TDS certificate within a reasonable time.
4. DAV Publication division **shall release payment** by cheque/RTGS, to the Companies/Owners of premises. In case the premises owners are desirous of receiving payment through RTGS mode then they are requested to furnish requisite details.
5. DAV Publication division **will not pay any brokerage to any person/Agent/Real Estate consultant for the proposed transaction/deal.**

6. The Agreement for lease shall be signed only if the due diligence report is positive or on compliance of the anomalies, if any, to the satisfaction of the DAV Publication division.

**ARBITRATION:**

In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, the authorised official of the DAV Publication division and the seller will address the disputes/ differences for mutual resolution and failing which the matter shall be referred to the sole arbitration of General Secretary DAV College Managing Committee Chitra Gupta Road New Delhi. The venue of the arbitration shall be at Delhi. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding.

**Jurisdiction:**

All disputes arising out of this agreement are subject to the jurisdiction of Courts in Delhi.



**ACCEPTANCE LETTER TO BE SUBMITTED BY THE APPLICANT / AUTHORISED REPRESENTATIVE  
OF COMPANY / INDIVIDUAL**

**(On Company letter head)**

**To,**

Director Publication

DAV College Managing Committee

Chitra Gupta Road , New Delhi.

**Sub: “EOI AND PRICE BID” FOR LEASE OF WAREHOUSE/PREMISES .**

Dear Sir,

I/We have downloaded the document for submission of EOI for lease of warehouse/ premises from the official website of DAV Publication division .I/We hereby unconditionally accept the EOI conditions in its entirety for the sale of premises. I/We understand that DAV Publication division intends to take the warehouse/premises on lease after due diligence of the offered site/location & related documents in the manner DAV Publication division may deem fit.

The contents of EOI document (Instructions to Applicant) have been noted wherein it is clarified that after unconditionally accepting the EOI condition in its entirety, it is not permissible to put any remark(s)/condition(s) (except unconditional rebate on price, if any) in the EOI enclosed in the respective Envelope and the same has been followed in the present case.

In case any provision of the EOI document is found violated at any time after opening Envelope, I/We agree that the EOI shall be summarily rejected and DAV Publication division shall, without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

The required Cost of EOI document is enclosed herewith.

Thanking you,

Yours faithfully,

Signature of applicant

Name with seal

**ANNEXURE II**

**CHECK LIST OF DOCUMENTS FOR EOI FOR LEASING OF  
WARE H OUSE** (Please put 'tick' as applicable)

SL. NO.	DESCRIPTION	YES	NO	NA
1.	Location plan of the warehose/building/built up floor where the building/tower has been constructed w.r.t. the existing adjoining areas, Approach road, NH, Railway station, Bus stand, Markets etc.(Preferably on Google map). Location of the plot marked on Master Plan/City Plan of that area			
2.	Location of the plot marked on the approved Master Plan/ City Plan of the area.			
3.	Title documents of the warehouse/building/built up floor (lease deed / mutation papers / allotment letter etc.)			
4.	Memorandum of Articles of Associations.			
5.	Cost of documents.			
6.	Acceptance letter (as per ANNEXURE - I)			
8.	FORM as ANNEXURE - IV dully filled in			
9.	Price bid form duly filled and signed			
10.	Copy of the sanctioned plan of layout			
11.	Commencement/completion/occupancy certificate issued by the local authority			
12.	Any other document/information the application may like to submit			

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

ANNEXURE III

**ORGANIZATIONAL STRUCTURE**

1	Name and address of applicant with Telephone No., Mobile No., Fax No.& E-Mail	
2	<p>Legal status of the applicant (attach copies of original documents defining the legal status)</p> <p>(a) A Proprietary Firm. (b) A firm in Partnership.</p> <p>(c) A Limited Company (Private or Public) or Corporation. (d) Individual</p>	
3	Name of Directors/ Partners with their addresses, Telephone numbers, Fax, Email.	<p>1. 2. 3.</p>
4	Name & Designation of individuals authorized to act for the Organization.	<p>1. 2. 3.</p>
5	Name / Designation Tel No of the person to contact in case of any clarification by U PM SC	<p>Name</p> <hr/> <p>Designation</p> <hr/> <p>Tel No.</p> <hr/>
6	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. Also the details of court case going on may be provided.	

7	Other details: a) PAN b) Service Tax Reg. No. (Copies to be enclosed)	
8	Any other information considered necessary but not included above.	
		Signature and Seal of Applicant

Note: In "other details" if any of the registration/clearance is not applicable/exempted/not available shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal

\_\_\_\_\_

**ANNEXUR IV**

**TECHNICAL INFORMATION FOR EOI FOR LEASING WAREHOUSE/PREMISES**

<b>SL. No.</b>	<b>PARTICULARS</b>	<b>INPUTS</b>
<b>1.</b>	Details of warehouse/building/Tower	
	(a) No. of Floors and height of each floor including Basement, if any	
	(b) Clear floor height from floor to Ceiling	
<b>2.</b>	Area of premises offered: Super Built-Up area Built up area Carpet area	
<b>3.</b>	<b>AGE / CONDITION OF THE CONSTRUCTION / BUILDING</b>	
	(a) Newly constructed within 2 years (Completion and occupation certificate with date to be enclosed)	
	(b) Old construction - Mention year of completion (OC / CC to be enclosed)	
	(d) Details of internal furnishings including electrical wiring and fittings	
<b>5.</b>	<b>COMMON FACILITIES PROVIDED (Give details)</b>	
	a. Parking space	covered / Open
	b. Logistics loading/unloading space	covered / Open
	c. Power / Electricity	Adequate and available / Not available
	d. Water supply	Provided / Not provided
	Municipal Corporation/Bore-well	Yes / No
	Overhead Tank	Yes / No
	e. Lifts and their nos., if any	Give Capacity
	f. Generator for emergency	
	g. Anti lightening device	

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h. Security arrangement (fire fighting/anti burglary device etc.)

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Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

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**ANNEXURE V**

**PRICE BID OF EOI FOR RENTAL OF WAREHOUSE**

**To,  
The Director Publication  
DAV College Managing Committee  
Chitra Gupta Road  
Paharganj New Delhi.**

**Sub:"PRICE BID" FOR LEASE OF WAREHOUSE/BUILDING AT \_\_\_\_\_(name of location)**

We are pleased to submit our EOI for the lease of warehouse/building as per following details:

A.	Location (Address)	
B.	Details of premises offered a) Warehouse area in sq. ft. b) Total built up area of the warehouse	
C.	Offered Rate/Sq. ft.	
D.	Total Quoted amount for premises area..... Sq. ft. (including the cost of air conditioning of warehouse)	
D.	Amount inclusive of all charges (including the cost of air conditioning of warehouse)	

1. Above quoted rate /amount of the premises inclusive of all charges whatsoever (charges such as car parking area charges, maintenance charges, electricity/water/gas connection charges, etc.) but excluding registration and stamp duty charges.
2. DAV Publication division will not make payment for any other charges.
3. The carpet area would mean the useable carpet area at any floor level based on the net finished wall to wall internal room measurement excluding external, internal walls, door jambs, docks, shafts, common areas.
4. Applicable tax shall be deducted as per the applicable rules and norms, while making the payment.
5. Electricity/Utility expenses will be paid by DAV Publication division directly.

Thanking you,

Yours faithfully

Place:

Date:

Signature of Applicant