



EXPRESSION OF INTEREST (EOI) FOR  
LEASING OUT OF SPACE FOR TRAVEL DESK

AT

**Apparel Export Promotion Council  
Apparel House, Institutional Area,  
Sector-44, Gurgaon – 122003**

Date Sheet		
S.No	Description	Date
1	Date of advertising the EOI	18.04.2019
2	Date of Closing of EOI	29.04.2019
5	Date of opening of EOI	30.04.2109 11:30AM at Apparel House



April 18, 2019

**EXPRESSION OF INTEREST FOR LEASING OUT SPACE FOR TRAVEL DESK AT GROUND FLOOR, APPAREL HOUSE, GURGAON**

E-quotations are invited from the interested travel companies for leasing out space in ground floor, Apparel House, Gurugram. The detailed floor plan is enclosed at Annexure – 1.

The quotations should be submitted in the prescribed format of Letter of Intent (LOI)/Quotation as detailed in Annexure-2

The subject of the email to be “Expression of Interest for Travel Desk at Apparel House, Gurugram, Haryana”.

The EOI should be emailed at [e.tenders@aepcindia.com](mailto:e.tenders@aepcindia.com) on or before 29.04.2019 by 5pm.

The EOI will be opened on April 30<sup>th</sup>, 2019 at 11.30 AM at Apparel House, Sector-44, Gurgaon - 122003. The bidders would be informed of the result through email after evaluation by our management.

**1.1 Key Features of Building**

A premiere hub in the South Asian region for International Trade in Apparel & Accessories. It has permanent showrooms besides a nationalized bank. Apparel House is equipped with modern state-of-the-art infrastructure having international facility for business with Exhibition Hall, Art Gallery, Auditorium and Conference hall facility. Members take part in Council's various activities being organized at Apparel House like India Market Days, Source Zone and Seminars/workshops on various industry related issues etc.

- |   |  |                     |
|---|--|---------------------|
| 1 | Location of Apparel House –  | Sector 44, Gurugram |
|   | Distance from Delhi IGI Airport  | 16 KM               |
|   | Distance from New Delhi Railway station  | 31 KM               |
| 2 | Building constructed 2007 with all modern facilities                                   |                     |
| 3 | More than 200000 sq. ft. built up area (apprx.) consisting 7 floors excluding basement |                     |
| 4 | Distance from Huda Metro Station- less than 1 KM                                       |                     |

**2.1 Proposed Area to be rented out**

213.532 Sq. ft. carpet area in Ground Floor, Apparel House is available for rent for travel desk. A detailed floor plan is attached at Annexure-1.

Only authorized companies / Agencies dealing in travel desk activities and/or foreign currency exchange may quote their rates.

Brokers may kindly excuse.

Agencies are requested to attach sufficient documentary proof of the following to support their claim.

### **3.1 Documents to be submitted:**

1. Self attested copy of Certificate of incorporation /Registration of firm / Partnership deed / Proprietorship Deed.
2. A Brief profile of the company and its activities
3. Copy of GST Registration

### **4.1 Available Provisions in the premises**

1. Car Parking For approximately 200 vehicles
2. Seven Lifts available from Ground Floor
3. Round the Clock Security at Main Gate
4. Restaurant
5. Indian Overseas Bank
6. Power Back-up (3\*1010 KVA +1\*250KVA Diesel Generator power backup available on chargeable basis)

### **5.1 Period of Lease**

The lessee may use the said premises for Three to Five years, which may further be extended on written request made by the lease holder at least three months in advance, prior to expiry of the lease period on the agreed terms, subject to the approval of AEPC.

### **6.1 Lock-In Period**

The lock-in period in respect of the agreement for 3 years should be One Years and agreement for 5 years should be Two Years.

### **7.1 Security Deposit**

The lessee shall pay an amount equivalent to Six month's rent as interest free Security Deposit.

### **8.1 Common Area Maintenance Charges**

In addition to the lease rent, the lessee would be required to pay monthly Common Area Maintenance Charges (to be charged on super area as per prevailing rates) on the leased portion for providing the round the clock security at main gate, lighting in common area, non-potable water in toilets and maintenance of lifts.

### **9.1 Electricity**

The lessee shall be liable to pay all such charges of usage to AEPC for drawal of electricity from electric meter provided exclusively for the subject premises as per bill for the electricity authority.

### **10.1 Bid validity:**

The prices quoted shall remain valid for 45 days from the date of opening of bid and in respect of accepted bid the prices quoted shall remain valid for 90 days.

### **11.1 Acceptance/Rejection of bid**

AEPC reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever. AEPC can ask for presentation or physically verify the documents before finalization of the bid. AEPC reserves the right to suspend the bidding process, cancel the agreement with the selected party in whole at any time if in the opinion of the AEPC; it is necessary due to any reason or expedient in the public interest. The decision of AEPC shall be final and binding in this regard. AEPC shall not be responsible for any damage or loss caused or arisen out of aforesaid action. AEPC reserves the right to modify terms and conditions in public interest as per directions of the Competent Authority.

### **12.1 Security Deposit**

The lessee shall pay interest free adjustable security deposit equivalent to six months rent to the Lessor which shall be refundable after one month on handing over actual and physical possession by the lessee of the leased out space back to the Lessor subject to deductions as applicable.

### **13.1 Arbitration:**

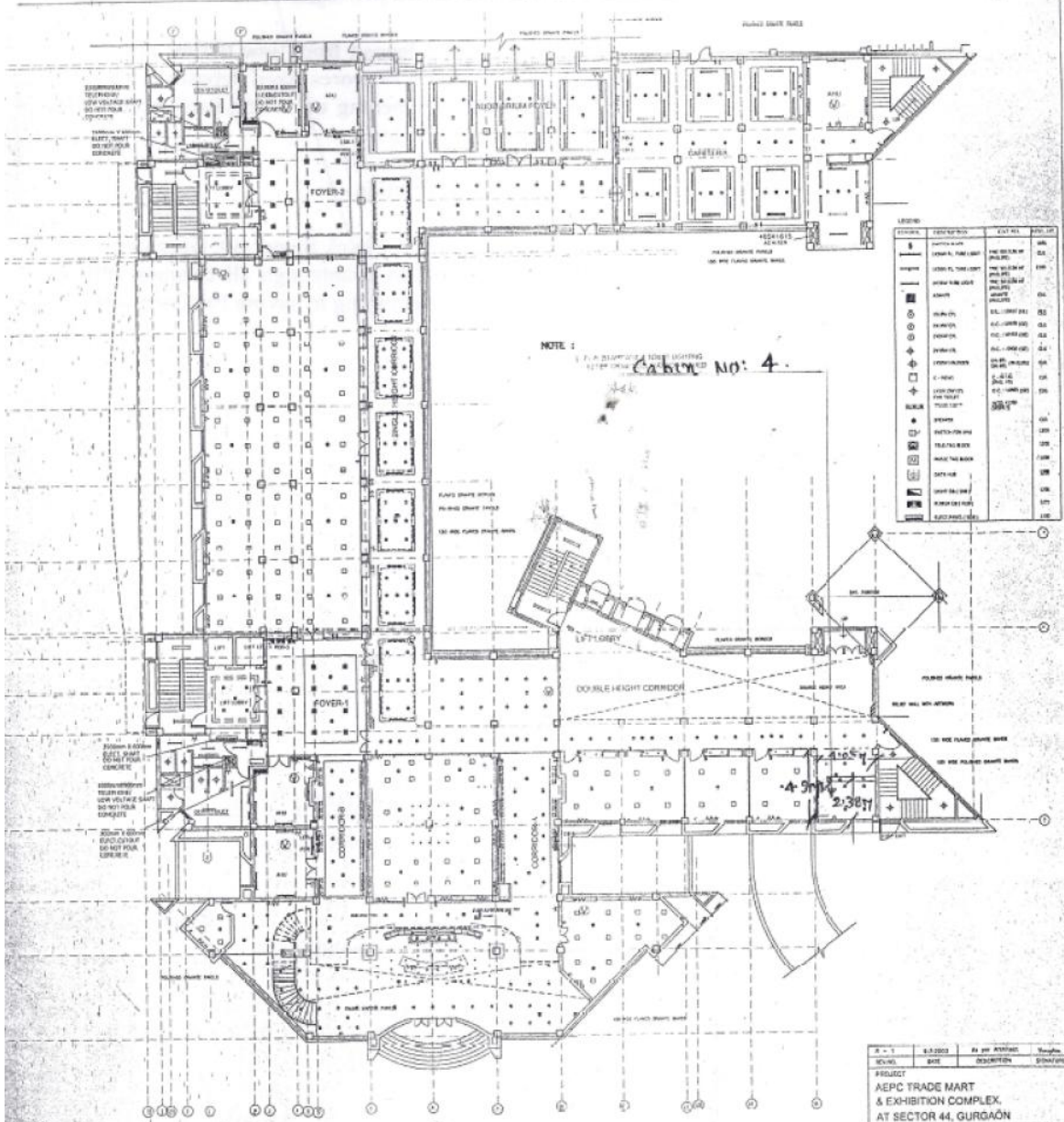
In the event of any dispute or difference arising under the contract agreement, the same shall be referred to the sole arbitration of Secretary General, AEPC or any other appointed by him. The award of the arbitrator shall be final and binding on both the parties. The venue of arbitration proceeding shall be at AEPC, Apparel House, Head Office, Gurgaon, Haryana or such place as the arbitrator may decide. The Courts at Haryana only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

**(J. S. Rana)**  
Joint Director (AHM)  
Apparel Export Promotion Council  
“Apparel House”, Institutional Area  
Sector-44, Gurugram-122003, Haryana

Dated : April 18, 2019

**FLOOR PLAN OF PROPOSED SPACE FOR RENT**

AREA DETAIL OF CABIN NO 4 TO BE GIVEN ON LEASE



Area of Cabin No 4 (Carpet Area) Area of Cabin No 4.  
 $4.05 \times 4.9 = 19.845 \text{ sqm}^1$  OR  
 $213.532 \text{ sq ft}$

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 mng. maintenance.

REV.	DATE	BY	DESCRIPTION	REVISION
1	02/2003	JEERAUL	AS PER ARCHITECT DRAWINGS	

PROJECT  
 AEPK TRADE MART & EXHIBITION COMPLEX,  
 AT SECTOR 44, GURGAON

PROJECT MANAGEMENT  
 ENGINEERS INDIA LIMITED

GE POWER CONTROLS (I) PVT LTD.  
 TITLE: GROUND FLOOR ELECTRICAL LAYOUT  
 Dwg. No.: E-AD1

SCALE: 1:100  
 DATE: 27-04-2004  
 DESIGNED BY: VNRUGHESE

KOTHARI ASSOCIATES PVT.LTD.  
 ARCHITECTS, ENGINEERS & TOWN PLANNERS  
 0-65 CONNAUGHT CIRCLE, NEW DELHI-11001  
 TEL: 3321113, 3324988, 3324989, 3324990, 3324991

**LETTER OF INTENT / QUOTATION ON COMPANY LETTER HEAD**

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>LOI/Quotation</b>
1.	Detailed Address of the Property to be leased out	Apparel Export Promotion Council Apparel House, Institutional Area, Sector-44, Gurgaon – 122003
2.	Area	213.532 Sq. ft carpet area
3.	Lease Tenure (to be specified)	.....Years
4.	Lease Rent	Rs. ....-/- per sq.ft per month. Rent is charged on carpet area Applicable taxes would be charged extra
5.	Fit-Out/Rent-Free Period	15 days
6.	Escalation in Rent	The Lease rent shall be subject to escalation @ 15% after every 3 Years on the last paid Lease rent, commencing from the rent commencement date.
7.	Interest Free Refundable Security Deposit	Equivalent to 6 months Lease Rent as an interest-free refundable security deposit in the form of Demand Draft, Pay Order or Bank Transfer.
8	Taxes, Levies and Duties	All taxes applicable shall be charged extra
9	Stamp Duty and Registration charges	The Stamp Duty and Registration charges in respect of the Lease Deed shall be borne and paid by Intending Lessee.
10	Electricity & Water Charges	The electricity & water charges shall be borne by the LESSEE as per actual.
12	Common Maintenance Charge	Monthly Common Maintenance would be charged on basis of super area and charges should be payable at prevailing rates

Date:

Place:

Signature  
Name & Designation of Authorized Person  
Name of Company / Agency with Seal