INVITATION FOR OFFERS (TWO BID SYSTEM)

Sealed offers are hereby invited by the undersigned on behalf of HMT MACHINE TOOLS LTD., A Wholly owned subsidiary of HMT Limited for providing office space at CHENNAI on Rental basis.

A) Non-Furnished Office Space

1)One Hall and two Rooms covering minimum of 1000 sq. ft. with provision of followings

a) Accommodating 4 to 5 Executives seating

b) Provision for Fitment for Air conditioners

d) Ceiling lights & Ceiling Fans for the required space

e) Free one number car parking along with provision for parking 5 no's Two wheeler

f)Minimum two attached wash rooms

2) Preferred Location: The office premises in areas Annanagar/Padi/Kodambakkam/Guindy/Valsarivakkam/Vadapalani (preferably on/nearby main road)

3. The required Non furnished office premises shall be only on Ground Floor or First floor.(Individual house is preferable)

4. Rental agreement period of office premises shall be for a minimum of 3 (Three) years period from the date of occupation/ agreement. Subsequent renewal of the lease contract will be on mutual agreeable term basis. Details of lease slab may be furnished.

5. Area available for one car parking is to be marked.

6. Details of amenities such as water source, Electricity, Bathroom, Toilet& Pantry etc. are to be indicated.

B) SUBMISSION OF OFFERS

Offer shall be submitted in One sealed cover/premise furnishing on top of the cover the details of the notified tender on or before 14.00hrs on 23.11.2026.

- The Sealed cover will contain two separate sealed Envelopes - one with details of the office space as per attached Format-1 and another sealed envelope cover for price details as per Format-2. **Superscripted "TENDER FOR OFFICE TECHNICAL BID(Format-1) &PRICE BID (Format-2)"**

C) OPENING OF THE TENDER:

The received sealed offers will be listed out by the Committee and opened at 15.00Hrs on 21.11.2026. Subsequently, on the same day, the technical bid sealed envelopes (**Format-1 only**) will be opened by the Tender Opening Committee. Price bid (**Format-2**) will be opened on 28.11.2026 at 11.00 hrs by the Committee after inspection of all the

participants' premises and satisfactory qualification of the required office premises.

D) EVALUATION OF OFFERS:

a. The offers received will be evaluated separately for Non furnished office space by the tender Evaluating Committee to ascertain the technical suitability in the interest of HMT MTL.

b. Price bid Format-2 will be opened by the recommended Committee based on the qualification of the tendered office space requirement.

c. HMT MTL reserve the option to give a rate preference to the offer from public sector unit/Govt. organization over those from other firms, in accordance with the policies of the Government from time to time.

E) EFFECT AND VALIDITY OF OFFER:

a. HMT MTL shall always be at liberty to reject or accept any offers as its sole discretion and any such action will not be called into question and the tender shall not claim in that regard against the company.

b. The offer shall be kept valid for acceptance for a minimum period of 30 (Thirty) calendar days from the date set for opening of offers.

F) While the offers are under consideration, tenders and or their representatives or other interested parties are advised to refrain from contacting HMT MTL by any means. If necessary, the HMT MTL will obtain clarifications on the offers by requesting for such information from any or all the tenderers, either in writing or through personal contacts, as may be consider necessary. Tenderer will not be permitted to change the substance of their offers the offers have been opened.

G) GENERAL

A. All participants shall be required to submit their tenders/offers in properly wax sealed covers (stapled covers will not be accepted) indicating the enquiry number and the closing date and should be submitted at the below mentioned address by post or courier only.

B. All offers shall be either type-written or written neatly in indelible ink. Offers shall be free from **CORRECTION AND ERASURES,** Correction if any, must be attested. Each page of the offer must be numbered consecutively, should bear the tender number and should be signed by the tenderer at the bottom.

C. Any individual(S) signing the offers or other connected documents should be a competent authorized person or else original copy of authorization issued by the competent authority should accompany the offer.

D. Document copy of ownership of the premises should be made available along with technical bid.

E. HMT MTL will pay applicable Security Deposit/ Rental advance payment only on signing the Rental agreement before the day of occupancy.

F. The sealed offers should be submitted **on or before 1400 hrs (IST) on the closing date 23.11.2026.** Late offers will not be considered. Offer should be addressed to:-

Jt.General Manager(MTL)
HMT Machine Tools Limited,
Plot no. 02, D. no. 96, 3rd cross street,
Sundar Nagar, Guindy,
Chennai – 600 032
Contact no: 044-22324544
: 8056202048 / 8125225249

Bidders can download the details directly from **website: www.hmtmachinetools.com**

I) LAST DATE FOR RECEIPT OF THE OFFERS: 1400 Hrs. on 23.11.2026

J) All tenders or their representative must be bring with them an authority letter of the tenderer duly signed by the competent authority to attend the tender opening, failing which they will not be allowed to attend the opening of the tenders.

Jt.General Manager(MTL)

FORMAT-1

HMT MTL Tender Ref:	**HMTMTL/TE-ADV/JGM/2026-27 Dt.24.10.2026**
DUE date:	**14.00 Hrs on 23.11.2026**
Name of the Owner:	
Address of the owner	
PAN Details of the Owner:	
Contact Details: Mobile no: Landline if any	
Address of the Premises to be leased on Rental basis.	
Ownership Document Copy	**Attached/Not Attached**
Number of Rooms in premises	
Area of each of the Rooms in Sq Ft.	**1.** **2.** **3.** **4.**
Total area of the Office Space	
Area of car parking	
Area of two Wheeler Parking	
List of amenities provided	
1. Tube Light (LED) Fittings/Room ***2. Ceiling Fans/Room*** ***3. AC fitment provisions*** ***4. Closed cupboards*** ***5. Table and chairs***	
Number of Toilets provided within the office Space	
Confirmation whether Property tax and water and sewage tax for the premises are paid.	
Any other details: Whether housekeeping service provided.	

(Signature of the Owner)
Date:

Format-2 (Price Bid)

HMT MTL Tender Ref:	**HMTMTL/TE-ADV/JGM/2026-27 Dt.24.10.26**
Monthly rent payable: First 12 months	*Rs:*
Maintenance Charges if any:	*Rs:*
Charges for Housekeeping Service	*Rs:*
Monthly rent payable: Second 12 months	*Rs:*
Maintenance Charges if any:	*Rs:*
Charges for Housekeeping Service	*Rs:*
Monthly rent payable: Third 12 months	*Rs:*
Maintenance Charges if any:	*Rs:*
Charges for Housekeeping Service	*Rs:*
Advance deposit if any:	*Rs:*
Taxes if any in % and Value:	*Rs:*

Bank Details:	
Name of the Bank	
Branch details	
Account no:	
IFSC Code:	
Cancelled Cheque as proof	*Attached Yes/No*

The monthly rental for the leased premises will be payable before _____ day of the next month. Applicable tax payable towards IT may be deducted.

(Signature of the Owner)
Date:

Note: Before the Rental agreement is signed, the office premises will be inspected by the tender committee member/s for certification of occupancy. The Owner will ensure that the premise offered is with clean amenities.