

**NOTICE INVITING TENDER FOR OPERATING COWORKING SPACE  
AT COCHIN INTERNATIONAL AVIATION SERVICES LIMITED  
BUSINESS PARK**

**1. INTRODUCTION**

Cochin International Aviation Services Ltd., hereafter referred to as “CIASL”, a subsidiary of Cochin International Airport Limited (CIAL), operates across three key verticals, embodying a comprehensive approach to aviation services. Firstly, its Line Maintenance Wing delivers essential aircraft maintenance services, ensuring the operational readiness and safety of aircraft operating out of Cochin International Airport (COK). Secondly, CIASL houses a Maintenance, Repair, and Overhaul (MRO) facility, leased out to M/s Airworks India Engineering Pvt. Ltd, a renowned player in the aviation maintenance sector. Lastly, CIASL operates an Aviation Academy, providing long term and short-term courses and training programs for aspiring aviation professionals.

- CIASL invites tender to operate a co-working space in the first floor of the new CIASL Business Park project.
- The proposed area comprises of a coworking space, a conference room, a reception area and multiple washrooms including ones which are accessible for the differently abled.
- A reception area of 161.785 Sqm is provided. A total area of 741.31 Sqm (carpet area 572.45 Sqm) is available for the workspace and 360.69 Sqm (carpet area 264.50 Sqm) for the conference room, which can undergo further modifications according to the licensee’s preference.

**2. ELIGIBILITY CRITERIA**

2.1 Tender may be submitted by the Bidder, provided the Bidder has:

- a) Turnover of not less than INR 2 crores in any one of the last 5 years.
- b) Bonafide business experience of not less than 3 years in operating such co-working spaces and /or managed office spaces at any of the airports/Malls/ Railway stations/public spaces.

- c) At present managing /operating co-working/managed office spaces in owned/leased spaces aggregating to 50,000 Sqft.
- d) At present managing /operating co-working/managed office spaces in any single locations of not less than 15,000 Sqft.

2.2 Documents to be submitted as proof of eligibility

- a. GST Registration certificate
- b. Copy of PAN Card
- c. General Information regarding the Bidder including operational experience in the format attached as Appendix B1
- d. Copy Certificate of Incorporation/Partnership deed if any.
- e. Proof of experience mentioned in clause 2.1
- f. Attested copy of agreements indicating operational capacity of overall 50000sqft of coworking/managed spaces and to prove 15000sqft coworking/managed spaces in one single location presently managed by bidder.
- g. In case the bidder is managing overall space of 50000 sqft and single space of 15000 sqft per location in its own building the copy of certificates indicating the above from the local authorities to be produced.
- h. Copy of Audited Balance sheet & Profit & Loss statement for any of the last five years to prove turnover. If turnover from F&B is unclear in financial statements, please provide a certificate from a Chartered Accountant certifying Rs 2 Crore turnover from F&B.
- i. EMD in the form of Demand Draft/Bank Transfer acknowledgement.
- j. Unconditional Acceptance Letter.
- k. The tender document with all pages duly sealed & signed by the bidder.

### 3. DETAILS OF TENDER

Details of Tender	
Tender No:	CIASL/MKT/COWORKING/2024
Tender Name:	Tender for Operating Coworking Space at CIASL Business Park
Tenure of License	5 years extendable by 2 years
Cost of Tender Document	Rs. 5,000 plus 18% GST
EMD	Rs.2 Lakhs
Security Deposit	Rs.36 Lakhs (Minimum of Rs.10 Lakhs as cash and balance as Bank Guarantee)
Date of Publishing of Tender	8.11.2024
Last date for receiving queries	18-11-2024
Pre-Bid meeting	21-11-2024
Authority response to queries latest by	25-11-2024
Last date for sale of the Bid documents	26-11-2024

Last date of Bid Submission	9-12-2024
Opening date and time of Technical Bid	10-12-2024
Opening date and time of Financial Bid	10-12-2024
Issue of Letter of Award	Within 30 days
Submission of Detailed drawings, plans, estimates for interior works of project by the bidder	Within 30 days from date of letter of award
Signing of Operation Agreement	Within 30 days from date submission of detailed drawings, plans, estimates for interior works of project by the bidder
Minimum Monthly Guarantee (MMG)	6,00000(Rupees Six Lakhs only) per month
Annual Escalation	7%(Seven Percentage ) on the minimum guaranteed licence fee on each subsequent year of operation.
Payment to CIASL	Highest of Monthly Minimum Guarantee or Revenue share percentage which ever is higher
Mobilization Time	30 days from date of handing over of project building with interiors duly done.

## **4. SCOPE**

**CIASL shall provide Details of Various Works Completed by CIASL Before Handing Over the Co-working Space to the Successful Bidder**

### **1.Civil Works**

The following civil work for the 1,385 sq. m. first-floor area will be completed by CIASL:

- a. Vitrified tiled flooring throughout the entire first-floor area of CIASL Business Park.
- b. Suspended grid false ceiling in the coworking space and conference hall, along with a plain gypsum ceiling in common areas.
- c. Paint-finished and double-glazed unit (DGU) finished exterior walls as shown in the coworking area floor plan.

### **2.Plumbing**

- a. A toilet area of 113 sq. m. will be provided within the coworking space, with an additional 57 sq. m. allocated exclusively for the conference area. Toilet facilities for handicapped individuals will also be provided on this floor. All toilets will be equipped with sanitary fittings, including water closets, urinals, and wash basins.

### **3.Electrical**

- a. General lighting and plug points for the first-floor area will be installed. Additional lights and plug points will be provided as per the requirements of the qualified bidder.

### **4.HVAC**

- a. The entire coworking and conference area will be equipped with an air conditioning system; however, the passage and stairwell areas will not be covered under HVAC.

## **5.Lifts**

- a. To facilitate access to the first floor one from the front reception area is proposed.

## **6.ELV**

- a. A server room is proposed on the first floor and will serve as the landing point for all data and voice service providers in the building. Required ELV services will be provided based on the specifications of the qualified bidder.

**The Successful Bidder** needs to provide the detailed drawings and specifications of the interior works of 1385 Sqm of co-working space ,enable CIASL to tender and award the work of interior works of Co-working space. The Civil, mechanical, electrical and plumbing related drawings and specifications are already finalized and is in its various stages of execution. The architectural drawings, specifications, estimates, BOQ etc. of the interior works of the co-working space shall have to be submitted by the successful bidder within 30 days of acceptance of Provisional allotment letter. The maximum value of capital expenditure that may be undertaken by CIASL is Rs.2.5 crores. In case, any excess cost occurs during the execution of the interiors of the co-working space, the additional cost over and above Rs.2.5 crores towards the interior works, joineries, furniture and fixtures to be borne by the successful bidder.

## **5. SELECTION PROCESS**

**The license will be allotted to the bidder who quotes the maximum, percentage of Revenue share payable to CIASL over and above the monthly minimum guaranteed licence fee whichever is higher .**

For further details and tender document, contact 8848000901 or [0484 261 1785](tel:04842611785).