



DIRECTORATE OF ENFORCEMENT
(Prevention of Money laundering Act & Foreign Exchange Management Act)
Govt. of India, Ministry of Finance, Cochin Zone
Kanoos Castle, A.K. Seshadri Road (Mullassery Canal Road West),
Cochin – 682 011
Tel: 0484-2350402/03/04 Fax: 0484-2350406
E-mail: enforcement.cochin.ker@nic.in

No.D-1/1/KCZO/2017

Dated: 25.10.2017

TENDER/OFFER DOCUMENT

Hiring of Office Accommodation

For

Enforcement Directorate, Kochi Zonal Office



DIRECTORATE OF ENFORCEMENT

(Prevention of Money laundering Act & Foreign Exchange Management Act)
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TENDER /OFFER DOCUMENT **(TERMS & CONDITIONS)**

To

All the intending Parties

Dear Sirs/Madams,

Sub: Tender for hiring of office premises for Enforcement
 Directorate, Kochi Zonal Office – reg.

The Enforcement Directorate, Kochi Zonal Office intends to hire office space in a single independent building at station mentioned as under:-

FOR COCHIN: Having a desirable carpet area of 11000 Sq. Ft. (approximately) excluding covered/underground parking area, if any. The location of the premises should be within the city limits of Ernakulam with good connectivity by Road. The hiring of office space will be for three years initially which may be renewed from time to time if required by the Enforcement Directorate.

1. The premises having following amenities/facilities/documents and features will be preferred for consideration:-
 - (i) Copy of occupancy/completion certificate and approval letter from GCDA/Kochi Corporation.

- (ii) Copy of Fire safety Certificate issued by Fire Department.
- (iii) Premises must be legally free from encumbrances. A certificate in this regard must be obtained from an Advocate or CA and submitted.
- (iv) The building offered should be complete and suitable for use as office.
- (v) The Building offered should be ready to be occupied. The office premises should be well connected by public transport and should have wide approach road.
- (vi) Finalization of rent, based on location and other amenities provided, is subject to certification by CPWD/ Hiring Committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Surrounding of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria for qualifying the Technical Bid.
- (vii) There should be adequate natural lighting in the campus/compound.
- (viii) There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- (ix) There should be adequate cross-ventilation.
- (x) The building should have adequate fire safety measures and security measures as per legal requirement.
- (xi) The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
- (xii) The net carpet area should preferably be in a single independent building with multiple floors, preferably located at one or two floors.
- (xiii) The premises should have suitable power supply for commercial operations.
- (xiv) The premises should have uninterrupted power supply.
- (xv) The premises should have minimum parking space for one car per 700 Sq. Ft. of rented carpet area. Earmarked parking exclusively for the hirer will be desirable.
- (xvi) All Building services such as partitioning of the space into cabins according to the requirement of the Directorate, Lifts (if it is 2nd floor and/or above),

Power supply, Local Area Network, Plumbing, Sewerage System, Telephone Connectivity and Generator Back-up should be installed by the building owner and should be fully operational at the time of submission of the offer by the Landlord/handling over the building.

(xvii) All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Directorate.

(xviii) The premises should have neat and clean flooring with ceramic tiles/marble flooring in the premises.

2. The intending parties should send their proposal/bid addressed to the **Joint Director, Enforcement Directorate, Govt. of India, Ministry of Finance, Kochi Zonal Office, Kanoos Castle, Mullassery Canal Road West (A.K. Seshadri Road), Kochi-682011**. The bid is to be submitted in two parts- Technical and Financial bid. The Technical and Financial bid proforma have been placed as Annexure-'A' and 'B' respectively to this tender document. The 'Technical Bid' must be accompanied with an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten thousand only) either in the form of Bank Draft/Bankers Cheque of any other mode authorised for depositing EMD for Government Tenders under the General Financial Rules, 2017 in favour of Joint Director, Enforcement Directorate, Cochin. The tender documents can be obtained from office of the Directorate mentioned above free of cost on any working day between 30.10.2017 to 10.11.2017 between 10.00 AM to 5.00 PM or alternatively it can be downloaded from the official website at <http://www.enforcementdirectorate.gov.in>. The office may be contacted at 0484-2350402/2350403/2350404 on working days (MONDAY TO FRIDAY) between 10.00 AM to 5.00 PM for any query/clarification.

3. Following documents are essential and must be submitted at the time of submitting the Technical Bid:-

(a) Offer Letter (duly signed and stamped).

(b) This Tender/Offer document (duly signed and stamped on each page) in token of acceptance of Terms & Conditions mentioned therein.

(c) Technical Bid in Annexure 'A' document (duly signed and stamped on each page).

(d) Other documents as detailed in the Technical Bid i.e. Annexure-'A' document (duly signed and stamped on each page).

Note: Tender applications/documents signed by the intermediaries or brokers will not be entertained and shall be summarily rejected.

4. The procedure for submitting Bids is as mentioned below:-

- (a) For technical bid, documents at (a to d) of para 3 above with all other required documents (duly signed) as well as the EMD of Rs. 10,000/- (Rs. Ten thousand only) should be submitted in a sealed envelope. (Envelope-I) superscripted as **"TECHNICAL BID for Office Accommodation for Enforcement Directorate"**.
- (b) Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as **"FINANCIAL BID for Office Accommodation for Enforcement Directorate"**.
- (c) Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as **"Tender for Hiring of office premises for Enforcement Directorate, Kochi Zonal Office Reference No.D-1/1/KCZO/2017 dated 25.10.2017"**.

IMPORTANT NOTE:

- (i) The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected and the envelope containing the financial bid shall not be opened.
- (ii) Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non-submission of requisite documents, non-sealing envelopes) shall lead to rejection of bid document (a & b) initio.

5. The bid documents should be handed over at the Enforcement Directorate, Kochi Zonal Office latest by 5 P.M. on 10.11.2017. The Envelopes containing Technical Bids will be opened by the Hiring Committee at 11.30 hours on 14.11.2017 in the presence of all such bidders or representatives who wish to be present. The financial bids of those who qualify on evaluation of Technical Bids by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.

6. After opening the Technical bids and before opening of the Financial Bids, physical inspection of the premises offered by the tendered bids, will be carried out to verify whether the offer complies with the technical specifications or otherwise.

7. In case the Technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

- (a) For technical bid, documents at (a to d) of para 3 above with all other required documents (duly signed) as well as the EMD of Rs. 1,00,000/- (Rs. One Lakh only) should be submitted in a sealed envelope. (Envelope-I) superscripted as **"TECHNICAL BID for Office Accommodation for Enforcement Directorate"**.
- (b) Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as **"FINANCIAL BID for Office Accommodation for Enforcement Directorate"**.
- (c) Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as **"Tender for Hiring of office premises for Enforcement Directorate, Kochi Zonal Office Reference No.D-1/1/KCZO/2017 dated 25.10.2017"**.

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8. The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and conditions, compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the Hiring Committee constituted for the purpose. The shortlisted bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.
9. The rent proposed to be charged per square feet per month on the carpet area should be inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only. The Department will bear only GST on the rent to be paid.
10. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Hiring Committee.
11. The offer should be valid for a minimum period of 6 (Six) months from the due date of opening of tender.
- 12. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.**
13. The Earnest Money Deposit will not be returned by the Directorate to the owner offering the premises (the same will be returned to all others who have submitted their bids).
14. Tenders received after the due date and time for whatever reason, shall not be entertained and the Directorate shall not be responsible for any loss or delay in delivery of tender documents.
15. The premises offered should have necessary construction approval/clearances from all Central/State Government/ Local Bodies and should be legally free from all encumbrances.
16. Finalization of rent based on location and quality of construction and age of the building is subject to certification by CPWD/Hiring Committee and final approval/sanction by Government of India as per rules framed in this regard.
17. Renewal of lease agreement is also subject to certification by CPWD/ Hiring Committee and final approval/ sanction by Government of India as per rules framed in this regard.
18. All the details and documents mentioned in the tender form must be

submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.

19. Selected party shall be required to sign a Lease Agreement with the designated authority of Enforcement Directorate as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement and the rent may be renewed after three years at the rate of upto 8 percentage per annum on the basis of the Fair Rent Certificate to be issued by the CPWD authorities. The original copy of the lease document shall be retained by the hirer. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads etc.) for the entire agreement period of 3 (three) years in the Financial Bid. Bidders may note that no increase in rental charges per month will be allowed during the initial 3(three) years of the agreement period.

20. The monthly rent will start as and when possession of the building is taken over by the Directorate. The rent shall be paid as per the lease agreement.

21. All existing and future taxes including property taxes (except GST), assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.

22. The Enforcement Directorate shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, the Department will bear the cost of the Diesel/Fuel only.

23. The cost of repair and maintenance of civil/electrical installation including power back up (generator sets), lifts and sanitary fittings will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Directorate. The scope of maintenance is enclosed as per Annexure-'C'.

24. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The services like security and maintenance shall be of the quality acceptable to the Directorate. The internal security of the building will be taken care of by the

Directorate. The bidder should make sure that the Lifts work smoothly during the period of contract.

25. In case the security of the building is taken by the Directorate/Government of India for strategic reasons, the rent to be paid to the bidder shall be accordingly reduced.

26. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Directorate of Enforcement. If the bidder fails to do so, Rs. 1000/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 1000/- per minor complaint. The Directorate at any time during the Lease Period/ extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.

27. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.

28. The Directorate of Enforcement reserves the right to amend any/ all terms and conditions, as it deems necessary.

29. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

30. Participation in the tender process does not entail the bidders any commitment from the Directorate. The Directorate will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Directorate reserves the right to reject any/all offers without assigning any reasons.

Vagish K. Singh
(Vagish Kumar Singh, I.R.S.)
Deputy Director
Enforcement Directorate
Kochi Zonal Office

OFFER LETTER

To

The Joint Director,
Enforcement Directorate,
Kochi Zonal Office.

Sir,

Sub: Hiring of office premises for Enforcement Directorate at
Ernakulam - reg.
Ref: No. D-1/1/KCZO/2017 dated 25.10.2017.

With reference to your Tender Notice calling for offers for hiring of office accommodation for Directorate of Enforcement, Cochin, I/We hereby submit my/our offer as follows:-

(a) Technical Bid

Annexure-'A' (in separate sealed cover along with EMD Rs. 10,000/- & other documents) (Envelope-I)

(b) Financial Bid

Annexure- 'B' (in separate sealed cover) (Envelope -II)

The two sealed envelopes containing technical bid and financial bid referred to above have been put in main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your letter F. No. D-1/1/KCZO/2017 dated 25.10.2017 calling for offers. (Copy duly signed, enclosed)

3. I/we also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Yours sincerely,

Date:

Signature and stamp of the Owner/Bidder/ Authorized Signatory with complete name, Address, Contract No. (s). Including Mobile No. (s). (also Indicate the category in which signing, whether on his own behalf or as Power of Attorney/Authorised signatory of the owner)

Annexure-A

**Sub : Tender for hiring of office premises for Directorate of Enforcement,
Kochi Zonal Office.**

Ref. No. D-1/1/KCZO/2017 dated 25.10.2017 published in newspapers.

TECHNICAL BID

Attach extra sheets, if required, which should also be signed.

Sl. No.	Particulars	Details(Please tick/fill up with relevant)
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder) Permanent Account Number (PAN)	
2.	Status of the bidder (individual/ Partnership firm/Company/Society/any other ? specify,	
3.	Name of the person/party holding title to the property (hereinafter referred to as the owner) Permanent Account Number (PAN) whether assessed to tax and if so.	
4.	Status of the owner (individual/partnership firm/Company/Society any other ? specify,	
5.	Whether bidder is himself the owner of property offered on rent or Power of Attorney/duly authorized signatory of	
6.	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. including Mobile Numbers	
6.4	Fax Nos.	
7.	Contact details of the owner (If different from bidder)	

7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. including Mobile Numbers	
7.4	Fax Nos.	
8.	Details of Property offered	
8.1	Location & Address of the property	
8.2	Is property having office use as	
8.3	Whether the space offered for hire situated in more than one floor of a property? If yes, specify floors	
8.4	Total plot area of the property where office is offered (Complete land area including open spaces, constructed area)	
8.5	Total carpet area on each floor offered for rent (in Sq.ft.)	
8.6	Total carpet area (Total for all floors offered (excluding underground)/parking area etc.	
8.7	Open area (open parking space inner roads garden etc.)	
8.8	Covered parking area (garages underground parking etc. if any	
8.9	Distance of the property from Ernakulam North/South Railway Station	
8.10	Distance of the property from Ernakulam KSRTC Bus Stand	
8.11	Width of road on which the property is located	
8.12	Details regarding natural light and proper ventilation	
8.13	Whether all Govt. dues including property tax, electricity, telephone, water bills etc. have been duly paid upto date.	

8.14	Parking space for car/vehicles available. Public parking places on road or any other nearby public area will not be counted for this purpose. Details of covered/underground parking space and open parking space may be indicated	
8.15	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet)	
8.16	Details of lifts- capacity and number	
8.17	Details of available fire safety and security measures	
8.18	Whether suitable power supply for commercial operation is available	
8.19	Whether adequate open space for installation of generator is available	
8.20	Details of the power back up, whether available or not	
9.	Have you enclosed following documents along with this offer	
9.1	Copy of property plan, duly approved by the competent authority/Govt. as the case may be	
9.2	If bidding as Power of Attorney owner, copy of duly constituted Power of Attorney. If bidding as authorized signatory of company/partnership firm, copy of requisite Board Resolution/ Authority Letter etc.	
9.3	If the owner or the Power of Attorney of the owner is a partnership firm or a company/society etc. copy of partnership deed or Memorandum/ Articles of Association of the Company Registration Certificate/Bye Laws etc. of the society, Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.4	If bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/ partnership firm, copy of requisite Board Resolution/Authority.	

9.5	If the bidder or the owner is a partnership firm or a company/society etc. copy of the partnership deed of the firm, or Memorandum/Articles of Association of the Company, Registration Certificate/Bye laws etc. of the society, along with Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted)	
9.6	Any other relevant documents	
10.	Maximum time required for completing in internal wall partition and other finishing works as per user requirements.	
11.	Further general details relating to the building/location	
11.1	Whether the proposed property/building is free from all encumbrances, claims, litigations etc.? If not, give details of the nature and status of the encumbrances, claims.	
11.2	Whether the proposed building/property is physically vacant and available "ready to occupy"	
11.3	Whether it is an independent building for exclusive use by the Directorate of Enforcement without sharing with any other user? If not give details of tenants/proposed tenants. (The bidder may be required to furnish copy of lease)	
11.4	Year of construction. Specify whether said building was given or lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation	
11.5	Please specify the details of public transport facilities available to and from the premises	
11.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed	
11.7	Mention specifically any hazards	

	associated with the building or surrounding which are harmful for human occupation	
11.8	Whether all Govt. dues including property tax, electricity, telephone water bills etc., if any, have been duly paid upto date	
12.	Electricity 1.5 KVA /00 Sq.ft. would be the minimum electrical load for internal office consumption available	

Enclose documents wherever required. I have gone through the various terms and conditions mention in the Tender Documents and I agree to abide by them.

I* Son/Daughter of
 ** solemnly declare to the best of my knowledge and belief that the information given above and in the enclosures accompanying it, are correct, complete and truly stated.

Yours faithfully,
 Signature

Place :
 Date :

Name :
 Designation :

***Name of full and block letters**

**** Name in full and block letters**

Annexure-B

**Sub : Tender for hiring of office premises for Directorate of Enforcement,
Kochi Zonal Office.**

Ref. No. D-1/1/KCZO/2017 dated 25.10.2017 published in newspapers.

FINANCIAL BID

1. Name of the Party :
2. Address (with Tel.No. & Fax No.) :
3. PAN :
4. Name & Address of the proprietor, Partners/Directors (with Mobile Numbers)

Name & Address of the premises	Net Carpet Area offered (in sq.ft.) ****	Rate per Sq.ft.	Monthly rent per Sq.ft. (exclusive of Service tax)	Monthly rent quoted for the net carpet area (including all amenities)

*** Net carpet area means area of premises less, passage, walls/columns, staircases, Veranda, Lobby, Balcony, etc.

Date :

Signature

(Signature and stamp of the Owner/Bidder/Authorized Signatory with complete name, Address, Contract No.(s) including Mobile No.(s). (also indicate the category in which signing, whether on his own behalf or as Power of Attorney/Authorised signatory of the owner)

SCOPE OF MAINTENANCE

- Round the clock general security to the premises, access control and regulating visitor movement.
 - Periodical maintenance of the building, which includes painting/ cleaning of the exteriors and all the common areas of the building.
 - Maintenance of all Elevators, Power Back-Up Generators, etc. including payment of AMC.
 - Maintenance of Water supply system.
 - Maintenance of electrical installations, electrical, plumbing and sanitary lines.
 - Maintenance of motors and water pumps installed at the premises.
-