



भारत सरकार /GOVERNMENT OF INDIA
प्रवर्तन निदेशालय /DIRECTORATE OF ENFORCEMENT
MIN. OF FINANCE, DEPT. OF REVENUE
(Foreign Exchange Management Act,1999 &
Prevention of Money Laundering Act,2002)
चंडीगढ़ आंचलिक कार्यालय/ Chandigarh Zonal Office
1st Floor, U.T. Government Press Building, Madhya Marg, Sector 18,
Chandigarh-160018
प्रथम तल १६००१८ -चंडीगढ़, १८ -सेक्टर, मध्य मार्ग, गवर्नमेंट प्रेस बिल्डिंग .टी .यू.,
TELEPHONE NOs: (0172) 2540465, 2540495
FAX NO.: (0172) 2543465

TENDER/OFFER DOCUMENT

Hiring of Office Accommodation

For

Directorate of Enforcement at Chandigarh

INDEX

Sl No.	Particulars	Page No.
1.	Tender Document- Terms & Conditions	3-9
2.	Offer Letter	10
3.	Technical Bid (Annexure-'A')	11-14
4.	Financial Bid (Annexure 'B')	15



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F.No.D-11/3/CHD/2017

Dated 21.12.2021

TENDER/OFFER DOCUMENT TERMS & CONDITIONS

To

All the intending Parties

Sub: Tender for hiring of new office premises for Northern Region as well as Zonal offices of CDZO-I & II and Gurugram of Enforcement Directorate at Chandigarh-reg.

Dear Sirs/Madams,

The Directorate of Enforcement intends to hire office space in a single independent building/floor at station mentioned as under: -

FOR CHANDIGARH: Having a desirable carpet area of 13445 Sq. Ft. excluding covered/underground parking area, if any). The location of the premises should be within 2 K.M. from this office's existing building that is at First Floor, UT Govt. Press Building, Sector 18, Chandigarh with good connectivity by main road or service road.

The hiring of office space at Chandigarh will be for three years initially which may be renewed from time to time, if required by the Directorate of Enforcement.

1. The premises having following amenities/facilities and features will be preferred for consideration and will gain weighted: -

- (i) Copy of occupancy/completion certificate.
- (ii) Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents.

- (iii) The building offered should be complete and suitable for use as office.
- (iv) The building offered should be ready to move. The office premises should be legally free from all encumbrances, well connected by public transport and should have wide approach road. 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.
- (v) There should be one common entry and exit of the area of the building which is to be offered.
- (vi) There should be adequate natural lighting in the campus/compound area.
- (vii) There should be provision of functional service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- (viii) There should be adequate cross-ventilation.
- (ix) The building should have adequate fire safety measures and security measures as per legal requirement.
- (x) The building should suffice other safety norms like earthquake resistance flood etc. required under the law. The property, including the premises and the work, if any should be insured against all types of damages during the entire period of contract.
- (xi) The net carpet area should preferably be in a single independent building with single floor.
- (xii) The premises should have suitable power supply for commercial operations.
- (xiii) Uninterrupted power supply for essential services and common area lighting.
- (xiv) There should be adequate open space for generators and provision for connecting them to the power supply lines.
- (xv) The premises should have minimum parking space for one car per 1000 Sq. Ft. of rented carpet area. Earmarked parking exclusively for the hirer is desirable.
- (xvi) All Building services such as Lifts (if it is 2nd floor and/or above), Power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, Telephone Connectivity should be fully operational at the time of occupation of the premises.
- (xvii) There should be a provision of ceramic tiles/marble flooring in general areas and wooden flooring/vitrified tiles in the cabins of senior officers.
- (xviii) There should be separate and adequate number of functional

washrooms for gents & ladies.

- (xix) The premises should be located within 2 K.M. from this office's existing building that is at First Floor, UT Govt. Press Building, Sector 18, Chandigarh.

2. The intending parties should send their proposal/bid addressed to the office of **The Additional Director, Directorate of Enforcement, UT Govt. Press Building, Sector 18 Chandigarh**. 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. 1,00,000/- (Rs. One Lakh Only) either in the form of Bank Draft/Bankers Cheque of any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2017 in favor of The Additional Director, Directorate of Enforcement, Chandigarh. If exempt from EMD, necessary documents may be submitted.

The tender documents can be obtained from office of **The Deputy Director (Admin.), Directorate of Enforcement, UT Press Govt. Press Building, Sector 18 Chandigarh** on payment of Rs. 1000/- (Rs. One Thousand only) by way of **Demand Draft in favor of The Additional Director, Directorate of Enforcement, Chandigarh** on any working day between **24.12.2021 to 20.01.2022** between 11:00 AM to 4:00 PM, alternatively it can be downloaded from the official website of the Directorate i.e. <https://enforcementdirectorate.gov.in>. The office may be contacted at 0172-2717040 on working days (**MONDAY TO FRIDAY**) between 10:00 AM to 4:00 PM for any query/clarification.

3. Following documents are essential and must be submitted as party of Technical Bid: -
- Offer Letter (duly signed and stamped)
 - This Tender/Offer document (duly signed and stamped on each page) in token acceptance of Terms & Conditions mentioned therein.
 - Technical Bid in Annexure 'A' document (duly signed and stamped on each page)
 - Other documents as detailed in the Technical Bid i.e. Annexure- 'A' document (duly signed and stamped on each page)

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 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. 1,00,000/- (Rs. One Lakh only) should be submitted in a sealed envelope (Envelope-I) superscripted as "**TECHNICAL BID**" for Office Accommodation for Directorate of Enforcement.
 - (b) Financial bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as "**FINANCIAL BID**" for Office Accommodation for Directorate of Enforcement.
 - (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 Directorate of Enforcement at Chandigarh Reference Number D-11/3/CHD/2017 dated 21.12.2021 to be opened on 21.01.2022.**"

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 in as much as 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 dropped/submitted along with the offer letter in sealed cover in the locked Tender Box for Chandigarh placed in Admin Section, office of the **Deputy Director (Admin.), Directorate of Enforcement, UT Press Govt. Press Building, Sector 18 Chandigarh** by 20.01.2022 up to 4:00PM. The Tender box for Chandigarh station will be opened by the Hiring Committee at 11:30 hours on 21.01.2022 for Technical Bids only in the presence of all such bidders or representatives who wish to be present. The tender box will be opened in the Chamber of the **Chairman, Hiring Committee, Directorate of Enforcement, situated at UT Press Govt. Press Building, First Floor, Sector 18-A, Chandigarh.** 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

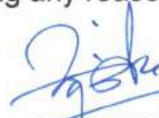
whether the offer complies with the technical specifications or otherwise.

7. In case the Technical bid is found acceptable, the selected party will be required to furnish the documents proving the ownership.
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 condition offered compliance to technical specifications, verification of their credentials and other liabilities. This will be done by the "**Hiring Committee at Chandigarh**" 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.
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. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.
12. No Earnest Money Deposit will be given by the Directorate to the owner/bidder offering the premises.
13. 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 tendered documents.
14. 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.
15. 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.
16. 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.

17. Selected party shall be required to sign a Lease Agreement with the designated authority of Directorate of Enforcement as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. 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.
18. 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. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.
19. All existing and future rates, taxes including but not limited to Property Tax, State Tax, Municipal Charges, assessment charges, deposits will applicable authority with respect to water and electricity and other utilities and other outgoing of any description of the said premises shall be borne by the owner/bidder.
20. The Directorate of Enforcement shall pay to the concerned authorities as per its usage and the bill raised by the said authority(ies) (basis the meter(s) installed at the premise) 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, a separate meter should be installed.
21. The cost of repair and maintenance of civil/electrical installation of lifts and common areas etc. will be the responsibility of the owner/bidder through an authorized service contractor/provider. Routine maintenance & replacement of electrical fittings like bulbs, tubes and other fixtures, consumables will be done by the Directorate.
22. The security of the building and running of lifts with requisite manpower for operation shall be the responsibility of the owner/bidder. The cost of deployment of External Security for building will be met by 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 owner/bidder should make sure that the Lifts work smoothly during the period of contract.
23. 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.

24. 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.
25. The Directorate of Enforcement reserves the right to amend any/all terms and conditions, as it deemed necessary.
26. 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.



21.12.21

AJAY SINGH
DEPUTY DIRECTOR
DIRECTORATE OF ENFORCEMENT
CHANDIGARH

OFFER LETTER

To

The Deputy Director,
Directorate of Enforcement,
Chandigarh Zonal Office-1,
Chandigarh.

Sub: Hiring of office premises for Directorate of Enforcement at Chandigarh-reg.

Ref. No. D-11/3/CHD/2017 dated 21.12.2021

Sir,

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

(a) Technical Bid

Annexure- 'A' (in separate sealed cover along with EMD Rs. 1,00,000/- & 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-11/3/CHD/2017 dated 21.12.2021 calling for offers. (Copy duly signed, enclosed).

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

Date

Yours sincerely,

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

Annexure-'A'

Ref. No. **D-11/3/CHD/2017** dated **21.12.2021** published in newspapers.
Sub: **Tender for hiring of office premises for Directorate of Enforcement, Chandigarh.**

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); whether assessed to tax and if so, particulars thereof.	
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, particulars thereof.	
4.	Status of the owner (individual/Partnership Firm/Company/Society any other (Specify)	
5.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly Authorized signatory of owner (Specify clearly)	
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 are with the boundary of property offered on rent) (in Sq. Ft.)	
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/covered parking areas) (in Sq. Ft.)	
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 Chandigarh Railway Station.	
8.10	Distance of the property from Chandigarh Bus Station	
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 up to date. (enclose documentary proof for the same.	
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 separately.	
8.15	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any.	
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 F wner 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 work 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, litigations.	
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 agreement with other tenants, if called for)	
11.4	Year of construction. Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation by the earlier lessee.	
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 by Govt. or other authorities.	
11.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
11.8	Whether a ' Govt. Dues including property tax, electricity, telephone water bills etc., if any, have been duly paid up to date? (Enclose documentary proof for the same)	
12.	Electricity 1.5 KVA 100 Sq. Ft. would be the minimum electrical load for internal office consumption, which would be procured by the owner/ bidder.	
13.	Signage- The Directorate of Enforcement requires the right to use its Logos and graphics at the entrance to its premises and within signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building facade.	

Enclosed documents wherever required.

I have gone through the various terms and conditions mentioned 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, the information given above and, in the enclosures, accompanying it is correct, complete and truly stated.

Yours faithfully,

Place:

Signature:

Date:

Name:

Designation:

***Name in full and block letters**

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

Annexure-'B'

Ref. No. D-11/3/CHD/2017 dated 21.12.2021 published in newspapers.
Sub: Tender for hiring of office premises for Directorate of Enforcement, Chandigarh.

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.

Sl. No.	Particulars	Amount
1.	Rate of electricity per unit to be supplied through Gen-Set.	

Date:

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