



DIRECTORATE OF ENFORCEMENT

GOVERNMENT OF INDIA

D.No.39-33-93/2, Madhavadhara VUDA Layout, Visakhapatnam-530018,

Telephone Nos:(0891) 2725031, 2725041

TENDER/OFFER DOCUMENT

Hiring of Office Accommodation For

Directorate of Enforcement Visakhapatnam Sub- Zonal Office



भारत सरकार / GOVERNMENT OF INDIA

प्रवर्तन निदेशालय, विशाखापट्टणम उप-आंचलिक कार्यालय

DIRECTORATE OF ENFORCEMENT, VISAKHAPATNAM SUB-ZONAL OFFICE

द. सं. ३९-३३-९३/२, प्लॉट सं. एम. आइ. जी. २३०, माधवाधारा वुडा ले-आउट, विशाखापट्टणम - ५३००१८

D.NO.39-33-93/2, MADHAVADHARA VUDA LAYOUT, VISAKHAPATNAM-530018

फोन नं / PHONE NO. 0891-272 5031

फैक्स नं / FAX N.: 0891-2725051

**TENDER FOR HIRING OF SEMI-FURNISHED OFFICE ACCOMMODATION FOR
DIRECTORATE OF ENFORCEMENT, VISAKHAPATNAM SUB- ZONAL OFFICE**

The Office of the Deputy Director, Directorate of Enforcement, Visakhapatnam Sub-Zonal Office, invites tenders from legal owners of Buildings and/or their Power of Attorney holders in the form of the two bid System, i.e., Technical Bid and Financial Bid for hiring of semi-furnished office accommodation for Sub-Zonal Office at Visakhapatnam having requirement of net built-up area of approximately 13,253 sq. ft. and parking area of 2000-2500 sq. ft. for genset, vehicles etc. Interested parties may place their bids through Central Public Procurement Portal (CPP Portal). Website: <https://eprocure.gov.in/eprocure/app>.

(प्रभाकर प्रभात/PRA BHAKAR PRABHAT)

उप निदेशक / DEPUTY DIRECTOR



भारत सरकार / GOVERNMENT OF INDIA

प्रवर्तन निदेशालय, विशाखापट्टणम उप-आंचलिक कार्यालय

DIRECTORATE OF ENFORCEMENT, VISAKHAPATNAM SUB-ZONAL OFFICE

द. सं. ३९-३३-९३/२, प्लॉट सं. एम. आइ. जी. २३०, माधवाधारा वुडा ले-आउट, विशाखापट्टणम - ५३००१८

D.NO.39-33-93/2, MADHAVADHARA VUDA LAYOUT, VISAKHAPATNAM-530018

फोन नं / PHONE NO. 0891-272 5031

फैक्स नं / FAX N.: 0891-2725051

फा.सं./F. No. D-1/01/VKSZO/2019/

दिनांक/Date: 12.04.2023

**TENDER/OFFER DOCUMENT
TERMS AND CONDITIONS**

Subject: - Semi-Furnished Office Accommodation on Long Term Lease - Reg.

The Office of the Deputy Director, Directorate of Enforcement, Visakhapatnam Sub-Zonal Office, invites tenders from legal owners of buildings and/or their Power of Attorney holders for hiring of semi-furnished (excluding loose furniture) office premises at Visakhapatnam. The net carpet area required is approximately 8835 sq. ft. (built-up area 13253 sq.ft.) and parking area of about 2000-2500 sq.ft.

2. The proposal should be submitted in two parts i.e., Technical Bid and Financial Bid, in the proforma prescribed and enclosed. Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial Bid / Technical Bid" as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "Tender for semi-furnished Office Accommodation for ED Sub-Zonal Office, Visakhapatnam".

3. The net carpet area should be in a single independent building located at a central location preferably within 7-10 Km. from the City Railway Station and Visakhapatnam International Airport. The building should have secure boundary walls, independent and separate entrance/s, ample parking space and easy accessibility from the main road.

4. Finalization of Rent based on location & quality of construction is subject to certification by CPWD / hiring committee, subject to final approval & sanction by Government of India, as per rules framed in this regard.

5. Only legal owners/holders or the power of attorney from the legal owners of the premises need to respond and no brokerage shall be paid to anyone. Canvassing in any form will disqualify the owner. A non-encumbrance certificate should be accompanied with the bid.

6. The building should be in a ready to use semi-furnished condition (excluding loose furniture) with required partitions, proper ventilation, electricity, water, lifts, sewerage, fire-fighting equipment and adequate toilet facilities. The electric power available should be indicated.

7. The designs and construction of the premises offered shall be in conformity with the established standards as mentioned in CPWD's book titled 'Plinth Area Rates 2021'. Relevant extract from the CPWD's book titled 'Plinth Area Rates 2021' is enclosed for reference. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.

8. The owner will have to construct stationery room, record room, toilets, wooden partitions, cupboards, wall cabinets etc. as per Directorate of Enforcement's requirements and make such modifications/ alterations in the premises as desired by the Directorate of Enforcement at his/her own cost before handing over possession to Directorate of Enforcement. Permission/ approval required, if any, regarding additions/alterations/modifications of the premises shall be obtained by the owner at his/her own cost from the concerned local authorities. Addition/ Alteration as per the requirement of this office will be made by owner of the building at their own cost. In case of any final work to be done, the building should be made ready for occupation within 15 days of tender finalization and at the expense of the bidder.

9. First lease period will be for 03 (Three) years and shall be extended as per requirement from time to time.

10. The financial bid should include the rent proposed to be charged per Sq. foot on the basis of carpet area on lump sum basis which should be inclusive of all costs of services including:

- a. The charges for the maintenance (Civil, Electrical, Plumbing)
- b. The charges for the maintenance of the lifts and air-conditioning equipment (if centralized);
- c. Taxes (excluding GST) and duties, to be paid to various authorities.

11. Incomplete proforma and offers in any format other than the specified proforma for Technical Bid and Financial Bid (Price Bid) will not be considered and will be liable for rejection.

12. All the pages of the offer are to be signed and over - writing, if any, is to be duly initialed by the owner / lessor or his authorized signatory.

13. The offer shall be valid at least for a minimum period of 6 months from the last date for submission.

14. There should not be any deviation from the terms and conditions stipulated in Technical and Financial bids.

15. The premises offered shall have proper flooring acceptable to the Directorate of Enforcement viz. Marble / Vitrified Tile flooring of the premises (except toilet and pantry) and ceramic tiles flooring and dado in toilets and pantry. The premises offered shall have proper electric cable and fittings for Air Conditioning facility. Adequate light fittings along with lights (preferably LED), fans, plug points etc. to fit all office requirements shall be provided by the owner. The owner shall also provide separate electric meter, separate water meter and sewerage connections. These connections should be in the name of the owner

and the consumption charges of water supply, electricity and sewerage shall be paid by Directorate of Enforcement. Property tax, to be paid to the Local Municipal Corporation shall be borne by the owner. If the building has a lift (elevator), it shall be the responsibility of the owner to make arrangements for keeping it operational and undertake its repair and maintenance.

16. The owner shall provide adequate electric power load as per the requirement of Directorate of Enforcement at his/her own cost before handing over possession to Directorate of Enforcement. If additional electric power load is required by Directorate of Enforcement later on (i.e., after taking over possession with electric load required capacity) within the lease period, the same shall be arranged by the owner / landlord at his/her own cost.

17. The owner shall provide sufficient frontage and adequate parking space in front and rear of the building, without any additional rental overheads, for Directorate of Enforcement's visitors, employees etc.

18. All statutory clearances and permissions required for construction / modification / additions / alterations and leasing of the premises to Directorate of Enforcement shall be obtained by the owner at his/her own cost.

19. Lease agreement will be executed after legal verification of all documents related to the property, to the entire satisfaction of Directorate of Enforcement. The registration charges, stamp duty for registration of lease deed is to be borne by the owner.

20. Enforcement Directorate shall have the right to carry out necessary alterations/modifications or make such structural or other changes to/in the premises as may be required by it for the purpose of its functioning. However, Directorate of Enforcement shall not make any permanent structural alterations incapable of being reversed or which would render incapable the restoration of the premises to its original position without the consent in writing of the owner but such consent shall not be unreasonably withheld in the case of such alterations as shall be necessary or required by Directorate of Enforcement for the purpose of better amenities and carrying on its functioning effectively.

21. Directorate of Enforcement shall have the right to install satellite dishes / communication towers and other communication equipment etc. as deemed necessary by it for facilitating electronic communication. Directorate of Enforcement shall also have the right to install power generating / amplifying devices, including, but not restricted to, Power Transformers, Power Generators / Diesel Generator Sets etc. as well as placing of sign boards, Directorate of Enforcement's hoardings / publicity materials etc. The owner shall have no objection of any kind whatsoever and shall not claim any compensation or additional rent from Directorate of Enforcement for having carried out such activities. However, if any damage is resulted upon the demised premises due to such activities, Directorate of Enforcement would be liable to repair the damage so caused. Normal wear & tear is, however, excepted.

22. Directorate of Enforcement shall have the right to install (additional) air conditioners as and where required by it.

23. Directorate of Enforcement, being the lessee has no insurable interests in the building, the owner has to insure the premises / assets rented against risks like burglary, fire or natural calamity at his/her own cost and Directorate of Enforcement will not be responsible for and liable to make good any losses that may be sustained in the future in respect of the said premises/assets.

24. Painting of the premises including front and back verandahs, bath rooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by Directorate of Enforcement will be carried out by the owner once in two years within the lease period. In case the owner fails to do so, Directorate of Enforcement shall have the right to arrange it at the cost of the owner and recover the amount from the rent payable or that may become payable to him/her, or through other legally permitted means.

25. Whenever necessary, the owner will carry out necessary repairs of the building from time to time within reasonable period and in the event of failure or neglect or default on the part of the owner to carry out or effect necessary repairs, it will be optional for the lessee Directorate of Enforcement to either terminate the lease or to retain the occupation of the demised premises or part thereof or to make or effect or carry out the necessary repairs of the premises, after a due notice to the owner and to recover, the expenses so incurred along with interest etc. from the rent payable or which may become payable to the owner or through other legally permitted means. No rent will be payable for the period during which the lessee Directorate is deprived of the use of the demised premises or part thereof due to the failure, neglect or default of the owner to carry out the necessary repairs of the demised premises.

26. The possession of the premises shall be given to Directorate of Enforcement after completion of entire work as per Directorate of Enforcement's requirement and specifications. After taking over the possession, if it is found that any item or work remains unattended or not according to Directorate of Enforcement's specifications, the owner has to complete the same within a reasonable time from the date of handing over the possession of premises and in case of default, Directorate of Enforcement shall have the right to get such unfinished jobs / works / items completed by availing the services of other agencies and recover the amount so incurred from the rent payable or which may become payable to the owner or through other legally permitted means.

27. During the continuance of the lease agreement the owner shall not transfer, mortgage, sell or otherwise create any interest in the premises leased to Directorate of Enforcement with any party affecting the Directorate's right of occupation and any of the terms of the lease without written consent of the Directorate of Enforcement.

28. The owner, if desirous of making any additions to the building, it shall be ensured by him/her that no access / approach by whatever means is provided to the new blocks/portions from the demised portion and no encroachment of the open spaces which have been available to the exclusive use of Directorate of Enforcement, is caused. The owner shall not go about carrying out such works

without taking prior approval of Directorate of Enforcement.

29. That in the event of the owner opting to sell the demised premises during the period of tenancy or at the expiration of the same, he shall in the first instance offer it to Directorate of Enforcement at the lowest price which he is prepared to accept for it and Directorate of Enforcement shall within one calendar month from the date of receipt of such offer, accept or reject such offer.

30. If the demised premises at any time during the said terms or any extension thereof happens to get damaged, destroyed or rendered uninhabitable by fire, earthquake, flood, violence of any army or mob or other irresistible force or act of God which is not caused by the acts or neglect or fault of Directorate of Enforcement, then in such case it shall be optional with Directorate of Enforcement to determine the termination of lease or continuation thereof with or without diminution of rent.

31. Directorate of Enforcement shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner by giving two months' notice in writing. The owner shall not claim /not be entitled for any compensation / rent for the unexpired period of lease. The right to terminate the lease before the expiry of lease period will vest only with Directorate of Enforcement.

32. Directorate of Enforcement will, at the expiration of the said term or any extension thereof (if agreed to mutually), quietly yield and deliver up possession of the demised premises to the owner in nearly the same condition as at the time of commencement of initial lease. Fair wear & tear, and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God are excepted. But this condition shall not be construed to render Directorate of Enforcement liable to do any repairs of any kind to the demised premises.

33. The last date of receipt of tenders through Central Public Procurement Portal (CPP Portal) is as per date and time given in e-tender in CPP Portal. Offers received by Directorate of Enforcement after the due date and time stated in the notice inviting offer shall be rejected. The Technical Bid shall be opened in the first instance on the date and time as stated in the e-tender in CPP Portal in the office of Deputy Director, Directorate of Enforcement, Visakhapatnam Sub-Zonal Office. The bidders are required to be present well in time. It should be noted that no negotiations will be carried out, except with the lowest bidder and therefore most competitive rates should be offered.


34. After screening of the technical bids, short-listed building owners will be informed by Directorate of Enforcement for arranging site-inspection of the offered premises. After site Inspection, the Financial Bids of the offers considered suitable for housing Directorate of Enforcement's office shall alone be opened, the date of which will be intimated to the qualified bidders separately. The owners shall obtain approvals from the local authorities as applicable, especially Completion / Occupation certificate before the opening of price bids. Offers without the approval of local authorities will be disqualified and the price bid shall not be opened for further processing. In places where Completion / Occupation certificate are not issued by the local authorities, Directorate of Enforcement may consider such offers if they otherwise fulfill all other terms and conditions and are identified as suitable Technical Bids.

35. After receipt of Directorate of Enforcement's confirmation for leasing of the premises which is considered to be most suitable and its acceptance by the owner of the premises, if he/she backs out on account of any reason whatsoever, the owner is liable to pay Directorate of Enforcement the full expenditure incurred by it from releasing of advertisement to finalizing the premises and other incidental expenditure incurred in the process.

36. Directorate of Enforcement reserves the right to accept or reject any or all the offers without assigning any reason there for.

For any further clarification, Shri Naresh Rajana, Assistant Director, Directorate of Enforcement, Visakhapatnam SZO and Shri B. N. Murty, Enforcement Officer, Directorate of Enforcement, Visakhapatnam SZO may be contacted at the office of the Deputy Director, Directorate of Enforcement, Visakhapatnam Sub-Zonal Office, 39-33-93/2, Madhavadhara VUDA Layout, Madhavadhara, Visakhapatnam-530018 on any working day between 11 AM to 5 PM. They may also be contacted on the following numbers:

1. Shri Naresh Rajana, Assistant Director: +91 891 2725071
2. Shri B. N. Murty, Enforcement Officer: + 91 891 2725041



(प्रभाकर प्रभात/PRABHAKAR PRABHAT)

उप निदेशक / DEPUTY DIRECTOR

GENERAL SPECIFICATIONS FOR NON – RESIDENTIAL BUILDINGS

Item No.	Description	Specifications
1.0	FOUNDATION	
1.1	For RCC framed structure	As per structural design based on soil investigation. (Primarily with RCC footings, columns, raft etc.).
1.2	For composite (partially load bearing and partially RCC framed structure)	As per structural design based on soil investigation. (brick/stone work spread footings on cement concrete base upto 1500 mm depth below ground level with or without RCC isolated combined footings with plinth beams/bands).
2.0	SUPER STRUCTURE	
2.1	For RCC framed structure	R.C.C. framed construction having filler walls with fly ash bricks / burnt clay FPS bricks / aerated cement concrete (ACC) blocks / autoclaved aerated cement (AAC) blocks.
2.2	For composite (partially load bearing and partially RCC framed structure)	Load bearing construction in burnt clay FPS bricks masonry / stone masonry / aerated cement concrete (ACC) blocks / fly ash bricks / autoclaved aerated cement (AAC) blocks with intermediate columns and RCC bands at lintel/ceiling level as per design.
2.3	Internal partitions:- Office /college/hospital Schools	Aerated cement concrete (ACC) blocks./ Light weight autoclaved aerated concrete (AAC) blocks/ Gypsum blocks/ Non asbestos double skin cement boards/ Fly ash bricks/ Light weight autoclaved aerated concrete (AAC) blocks / burnt clay FPS brick masonry work / aerated cement concrete (ACC) blocks / fly ash bricks.
2.4	Sunken Floor in Lavatory Blocks for Floor Traps / W.C. with four course waterproofing treatment	Sunk recess in RCC floor of required size and depth may be provided for floor traps, W.C. traps.
3.0	DOORS & WINDOWS	
3.1	Frames	
3.1.1	Door frames:- Office/college/hospital Schools	Door frames of 2 nd class Indian teakwood or equivalent in officer's room, anodized / powder coated/ polyester powder coated aluminum extruded tubular sections/extruded hollow mild steel pipes (minimum 2 mm thickness)/uPVC extruded frame sections / WPC of density between 750 to 1000 kg per cum. Locally available chemically treated hard wood/ seamless mild steel tubular frame (with Hot Dip GI coating) of minimum 2 mm thickness.
3.1.2	Window frame:- Office/college/hospital Schools	uPVC extruded sections of window frame / Aluminum extruded tubular sections / WPC of density between 750 to 1000 kg per cum. uPVC extruded sections of window frame / standard mild steel Z-section steel frame members.
3.2	Door & window shutters	
3.2.1	Door Shutter:- Office/college/hospital Schools	Paneled type in 2 nd class Teak wood or flush door with teak veneered ply/ commercial ply or anodized/powder coated/ polyester powder coated aluminum shutters with toughened glass glazing/paneling wherever required as per CPWD specifications/as per design & drawing. Flush door shutters with Teak ply veneering/commercial ply veneering (including necessary lipping).
3.2.3	Frame and shutters in wet area	PVC/FRP/WPC door frames & shutters in wet areas.
3.3	Window shutters:- Office/college/hospital Schools	Factory made colour anodized/ powder coated/ polyester powder coated Z-section aluminum shutters/ standard uPVC/WPC section for windows glazed with glazing of float / toughened glass and with / without reflective coating / high performance coatings or double glazed unit as per design & requirement. Standard powder coated aluminum tubular profiles windows / mild steel Z-section steel windows with glazing of float / toughened glass and with / without reflective coating / high performance coatings or double glazed unit as per design & requirement.
3.4	Fittings	Anodized aluminum / stainless steel SS-304 grade.
3.5	Fire check door	As per fire safety specifications.
4.0	FLOORING	
4.1	Main entrance hall:- Office/college/hospital Schools	18mm thick Pre polished granite flooring. 18mm thick Pre polished granite flooring in entrance lobby.
4.2	Corridors:- Office/college/hospital Schools	Matt finished vitrified tiles/granite flooring Kota stone flooring and corresponding skirting.

Item No.	Description	Specifications
4.3	Rooms:- Office/college/hospital Schools	Granite tiles/vitrified tiles/engineered wood flooring (in officers chambers) Kota stone flooring and corresponding skirting. In principal room and office area vitrified tiles of size 600 x 600 mm and matching skirting/dado.
4.4	Lavatory Blocks:- Office/college/hospital Schools	18 mm thick Granite flooring. Rectified antiskid tiles (of size not less than 400 x 400 mm).
4.5	Laboratories in schools	Rectified antiskid tiles (of size not less than 400 x 400 mm) and chemical resistance tiles in floor/counters/shelves of chemistry labs.
4.6	Flooring in basement	Vacuum dewatered concrete.
4.7	Rest of the area	Vitrified ceramic floor tiles
5.0	STAIRCASE	
5.1	Internal staircases:- Office/college/hospital Schools	18 mm thick single piece granite stone in flooring in treads & risers with dado of matching permanent finish specifications. 20 mm thick single piece kota stone flooring in treads & risers with 1200 mm high dado of ceramic glazed tiles of size 300 x 450 mm.
5.2	Fire escape staircase	18 mm thick flamed granite in single piece in treads & risers with dado of matching permanent finish specifications.
6.0	RAILING:- Office/college/hospital Schools	Stainless steel balustrades with 12mm thick toughened glass railing or stainless steel tubular horizontal guard rails /hand rails in SS-304 grade. 1200 mm high parapets minimum 100 mm thick or mild steel railing with GI pipe hand rail.
7.0	TOILETS:- Office/college/hospital Schools	Granite flooring / glazed tiles of size not less than 300 x 450 mm / 400 x 600 mm in dado upto ceiling height, granite counters, rimless counter sunk basins/stainless steel sinks, mirrors with moulded PVC frame, FRP/PVC doors with frames. Rectified anti skid tiles of size not less than 400 x 400 mm and dado upto door height with ceramic glazed wall tiles of size not less 300 x 450 mm.
8.0	ROOFING	
8.1	Roof treatment	Coba treatment/over deck insulation with puff slab.
8.2	False ceiling:- Office/college/hospital Schools	False ceiling in office area & toilets to cover the services as per design requirements. False ceiling in office area, principal room and in toilets (If needed to hide sanitary pipes)
9.	FINISHING	
9.1	External:- Office/college/hospital Schools	Dry stone cladding/washed stone grit plaster/water proof weather coat paints/ structural glazing/ ACP cladding conforming to Energy Conservation Building Code. Dry stone cladding / washed stone grit plaster upto certain specified heights rest cement plastered surface with white cement based putty and acrylic smooth exterior paints.
9.2	Internal:- Office / college / hospital Schools	Cement plaster in wet areas / Dry acrylic paint / distemper in service area & basement / Acrylic emulsion paint/ textured paint (low V.O.C) over POP / Wall paneling as per approved architectural design upto sill level / 1200 mm height or ceiling height Cement plastered wall surfaces with POP (one time) and acrylic smooth interior paints in classrooms, corridors and labs etc. In principal room and office texture paint over POP surface.
9.3	Painting:- Office/College/Hospital Schools	Doors & windows – painting/polishing on wood work as per design requirement. Doors and windows to be painted with synthetic enamel paint and in corridors upto 1500 mm height on the exterior of classroom walls and upto parapet height on the other side to be painted with synthetic enamel paint.
10.0	Provision for barrier free building	Ramps, toilets for physically challenged, chequered tiles, use of Braille signage & lifts etc. GRC (glass reinforced concrete) tiles in ramp area.

PARTITION REQUIREMENT FOR OFFICE PREMISES (Area in sft.)			
Designation	No. of Partitions	Carpet Area requirement per partition	Total area required
OFFICERS/OFFICIALS	1	120	120
	7	60	420
	8	40	320
OTHER EMPLOYEES	10	40-60	420
CONF. ROOM	1	474	474
VISITOR ROOM	1	474	474
RECEPTIONIST	1	120	120
SECURITY ROOM AT ENTRANCE	1	120	120
CANTEEN including kitchen	1	100	100
DINING/TIFFIN ROOM	1	400	400
LADIES COMMON ROOM	1	120	120
CLASS ROOM	1	474	474
LIBRARY	1	100	100
OLD RECORDS	1	150	150
CARE TAKER ROOM	1	120	120
CPWD MAINTENANCE STAFF ROOM	1	400	400
STORES	1	400	400
DRIVERS ROOM	1	120	120
LOCKUP	2	150	300
INTERROGATION ROOM	2	150	300
SURVEILLANCE ROOM	1	240	240
CYBER FORENSIC LAB	1	800	800
SEPOY'S DUTY ROOM	1	240	240
ROOM FOR BRIEFING/DEBRIEFING	1	300	300
MALKHANA	1	1000	1000
TOTAL			8032
ADD- 10% SPACE FOR FUTURE EXPANSION			803
TOTAL SPACE REQUIRED (CARPET AREA)			8835
BUILT-UP AREA (13253 SFT.)			
VEHICLE PARKING (FOR OPERATIONAL VEHICLES, SEIZED VEHICLES ETC.)		2000 TO 2500	2000 TO 2500

Jan

ANNEXURE-C

	FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER (Please √ mark if provided by you)	
1	There should be provisions for 24 hrs. Electricity & water supply	
2	The area proposed to be given on rent should Be in one independent building	
3	The building should be in a ready to use Condition at the time of handing over possession, with electricity, water, lifts, sewerage, firefighting equipment and adequate toilet facilities. The electric power availability should be indicated.	
4	Whether there are suitable built cabins ready to use or the bidder is willing to make cabins as per requirement	
5	THE FINANCIAL BID SHOULD INCLUDE:	
The rent proposed to be charged per Sq. Foot on the basis of carpet area which should be inclusive of all costs of services including		
	(I)The charges for the maintenance (Civil, electrical, plumbing)	
	(II) The charges for the maintenance of the air-conditioning equipment if centralized and lifts;	
	(II) The charges for parking space;	
	(IV) The charges for security.	
	(V) Taxes and duties, to be paid to various authorities.	
6	Signature of Legal Owner/Power of Attorney	

ANNEXURE A

TECHNICAL BID FOR HIRING FOR OFFICE ACCOMODATION

1.	Full particulars of legal owner of the premises: i. Name: ii. Address(es): iii. Telephone No: iv. Tele Fax: v. Email - Address: vi. PAN No:	
2.	Full particulars of Person(s) offering the premises on rent/lease and submitting the tender:	
3.	Status of the applicant with regard to the accommodation offered for hiring(enclose power of attorney also if the applicant is other than owner)	
4	Type of building-- commercial or residential	
5	a) Complete Address and location of the building b) Details of the Accommodation offered for rent(viz. carpet area, floor wise) (Enclose Certified Sketch Plan also)	
6	Detailed approved plan of the accommodation	
7	Date of Construction	
8	Total Area offered for rent: a) Carpet area. b) Covered area/Built up area. c) No. of floors in the building, other facilities and amenities available with the building.	
9	Clearness/ no-objection certificate form all the relevant central/state/municipal authorities and Fire Department for use as office/commercial premises conforming the municipality laws.	

10	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes/dues or like. (Enclose copy of Affidavit from owner or power of Attorney holder.)	
11	Parking space available for Department – area and specify how many Nos. of vehicles can be parked	
12	Type, model, company and No. of Lift(s)/carrying capacity, provide details of make, year of installation etc.	
13	Number of Hygienic Toilets- floor wise, with details separately for men & women	
14	<p>a) Whether running water, both drinking and otherwise, available round the clock?</p> <p>b) Whether sanitary and water supply installations have been provided for?</p>	
15	Whether separate electricity and having sufficient load has been provided for?	
16	Sanctioned electricity load	
17	<p>a) Whether electrical installation and fittings, Power Plugs, switches etc., provided or not?</p> <p>b) Whether building has been provided with fans in all rooms or not?(If Yes, give the Nos. of fans floor wise)</p>	
18	<p>i. Details of Power back-up facilities</p> <p>ii. Arrangements for regular repairs and maintenance of such Power Back up facility</p>	
19	Details of Fire Safety Mechanism along with particulars of Fire Deptt. Certificate(Copy of certificate to be enclosed)	
20	The period and time when the said accommodation fit for office use could	

	be made available for occupation(after the approval)	
21	Specify the lease period (minimum three years and provision for extension).	
22	Whether the owner of the building is agreeable to: <ul style="list-style-type: none"> i. Monthly rent as determined and fixed by Competent Govt. Authority like CPWD. ii. Monthly rent fixed as per (i) above to remain valid for initial lease period of three years. If Yes, an understanding to this effect is required to be submitted by the owner of the building. 	
23	Provisions for regular repairs and maintenance and special repairs, if any, of the building.	
24	Any other salient aspect of the building, which the party may like to mention.	

21. Declaration:

- i. I/We have read and understood the detailed terms and conditions applicable of the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii. It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/we shall be liable to such consequences/lawful action as the Deptt. may wish to take.

Signature of Legal owner/ Power of Attorney Holder
(Delete as inapplicable)

NAME IN BLOCK LETTERS
(Designation and seal where applicable)

ANNEXURE-B

FINANCIAL BID FOR HIRING OF OFFICE ACCOMODATION

1	Name & Address of the applicant with Phone Nos.	
2	Status of the applicant with regard to Building/accommodation offered for hire by the owner or Power of Attorney Holder	
3	Full Particulars of the Owner (i) Name: (ii) Address(es): (iii) Telephone Nos. (iv) Tele Fax: (v) E-Mail Address:	
4	Complete details of the building viz. (i) Companies postal address (ii) Location (iii) No. of floor(stones) (iv) Covered area (v) Carpet area	
5	Rent in Indian Rupees per month per square feet of the carpet area as mentioned in Technical Bid. (The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt. & it will be applicable for the leased period of three years. All corporation taxes, Cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption, as applicable, to be borne by the tenant Department)	
6	Does the owner intend to charge separately for the facility of power back up provided. If yes, indicate the amount payable on this count (in addition to the rent), enumerative terms and conditions and such details relevant (if needed, a separate note duly signed could be appended).	
7	Rate of common area maintenance Per Sq. Foot on carpet area per month.	
8	Any other condition(s) having financial implication relevant to the offer of the building. Give details, if any.	
9	Remarks.	

N.B.: All the taxes including service tax, property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder for the entire period of tenancy.

Signature of Legal Owner/Power of Attorney Holder

(Delete as inapplicable)

NAME IN BLOCK LETTERS

(Designation and seal where applicable)