

	<p>प्रवर्तन निदेशालय/Directorate of Enforcement भारत सरकार/Government of India क्षेत्रीय कार्यालय / Zonal Office 1-अब्लॉक , द्वितीय तल , पुजारी चैम्बर्स ,रायपुर(छत्तीसगढ़) A-1 Block, 2nd Floor, Pujari Chambers, Pachpedi Naka, Raipur (C.G) दूरभाष /फैक्स : 0771-2274900 /2274225 Tel. / Fax :0771-2274900/2274225 E-mail : ddrpzo1-ed@nic.in</p> <p>File No.: D-01/01/RPZO/2023 / 235 Date: 27.06.2023</p>
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TENDER/OFFER DOCUMENT

Hiring of Office

Accommodation For

Directorate of Enforcement at Raipur

	<p>प्रवर्तन निदेशालय/Directorate of Enforcement भारत सरकार/Government of India क्षेत्रीय कार्यालय / Zonal Office 1-अब्लॉक, द्वितीय तल, पुजारी चैम्बर्स, रायपुर(छत्तीसगढ़) A-1 Block, 2nd Floor, Pujari Chambers, Pachpedi Naka, Raipur (C.G) दूरभाष /फैक्स : 0771-2274900 /2274225 Tel. / Fax :0771-2274900/2274225 E-mail : ddrpzo1-ed@nic.in</p>
File No.: D-01/01/RPZO/2023 / 225	Date: 27.06.2023

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	<p style="text-align: center;">प्रवर्तन निदेशालय/Directorate of Enforcement भारत सरकार/Government of India क्षेत्रीय कार्यालय / Zonal Office 1-अब्लॉक, द्वितीय तल, पुजारी चैम्बर्स, रायपुर(छत्तीसगढ़) A-1 Block, 2nd Floor, Pujari Chambers, Pachpedi Naka, Raipur (C.G) दूरभाष /फैक्स : 0771-2274900 /2274225 Tel. / Fax :0771-2274900/2274225 E-mail : ddrpzo1-ed@nic.in</p>
File No.: D-01/01/RPZO/2023	Date: 27.06.2023

NOTICE INVITING E-TENDER

1. Online e-tenders on single stage two-bid system are invited for and on behalf of the President of India for hiring a building having a desirable carpet measuring around 17677.40 Sqft. (1642.27 Sqm) and total parking area of 4574.70 Sqft. (425 Sqm) for Directorate of Enforcement, Raipur **within the Municipal limit of Raipur with good connectivity by Road** on monthly rent basis initially for a period of 03 years **initially** which may be renewed from time to time, if required by the Directorate of Enforcement.

2. The Tender Document/ Invitation to Offer Document will be available on official website\ <http://eprocure.gov.in> and departmental website **<http://www.enforcementdirectorate.gov.in>** from 28.06.2023 and the bid forms and other details can be downloaded from the said website. Further the tender documents can also be obtained manually from the office of **Enforcement Directorate, Raipur Zonal Office, A-1 Block, 2nd Floor, Pujari Chambers, Pachpedinaka, Raipur**, between 28.06.2023, 16:00 Hrs. to 31.07.2023, 09:30 Hrs. **but bids shall be required to be submitted online by the bidders at CPPP website:<https://eprocure.gov.in/eprocure/app>.**

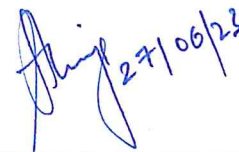
3. Bids shall only be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app> in two parts viz. technical bid and financial bid. No manual bid shall be accepted.

4. The critical dates for the tender submission and processing are as under:

Date of publishing of tender	28.06.2023, 16:00 Hrs.
Document download Start date	28.06.2023, 16:30 Hrs.
Document download end date	31.07.2023, 12:30 Hrs
Seek Clarification Start Date	28.06.2023, 16:00 Hrs.
Seek Clarification End Date	31.07.2023, 12:30 Hrs
Bid Submission Start Date	28.06.2023, 16:30 Hrs.
Bid Submission End date	31.07.2023, 15:00 Hrs
Pre-bid conference (in office premises)	30.06.2023, 11:00 Hrs
Technical Bid opening date	02.08.2023, 15:30 Hrs
Financial Bid opening date (Only for those bidders who have qualified in the Technical Bids)	With prior notice to technically qualified bidder

5. Interested bidders are advised to visit CPPP. Website <https://eprocure.gov.in/eprocure/app> regularly till closing date submission of tender for any corrigendum/ addendum/ amendment.

6. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for the office, the tenders will be opened on the next working day at the scheduled time.



**DEPUTY DIRECTOR (ADMN.)
ENFORCEMENT DIRECTORATE
ZONAL OFFICE, RAIPUR**

TENDER/OFFER DOCUMENT
(TERMS & CONDITIONS)

To

All the intending Parties,

.....

.....

**Sub: Tender for hiring of office premises for
Directorate of Enforcement at Raipur—reg.**

Dear Sirs/Madams,

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

For RAIPUR ZONAL OFFICE: Having a desirable carpet measuring around 17677.40 Sqft. (1642.27 Sqm) and total parking area of 4574.70 Sqft. (425 Sqm). The location of the premises should be within the Municipal limit of Raipur with good connectivity by Road.

The hiring of office space at Raipur will be for 3 (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: -
 - a. Copy of occupancy/completion certificate

 - b. Copy of Fire safety Certificate issued by Fire

Department.

- c. Copy of consent of Raipur Pollution Control Committee as per provisions of the Environment (Protection) Act, 1986.
- d. Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA
- e. Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents.
- f. The building offered should be complete and suitable for use as office.
- g. The building offered should be ready to be occupied. 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.
- h. There should be adequate natural lighting in the campus/compound.
- i. There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
- j. There should be adequate cross-ventilation.

- k. The building should have adequate fire safety measures and security measures as per legal requirement.
- l. 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.
- m. The net carpet area should preferably be in a single independent building with multiple floors.
- n. The premises should have suitable power supply for commercial operations.
- o. Uninterrupted power supply for essential services and Common area lighting.

- p. There should be adequate open space for generators and provision for connecting them to the power supply lines.
- q. The premises should have minimum parking space for 4574.70 Sqft. Earmarked parking exclusively for the hirer will be desirable.
- r. All Building services such as Lifts (if it is 2 floor and/or above), Power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, Telephone Connectivity should be fully operational at the time of submission of the offer by the Landlord.
- s. All internal and external walls should be painted with good quality paint at the time of handing over the premises of the Directorate.
- t. There should be provision of ceramic tiles/marble flooring in general areas and wooden flooring/vitrified tiles in the cabins of senior

officers.

- u. There should be green area in the ground floor and potted plants in the covered/ stairs of common area.
 - v. There should be a provision of ramp/slope/elevation for specially-abled people to visit the premises.
 - w. The premises should be located near Ring Road and should have well connectivity with ring road.
 - x. The building should be independent/stand alone.
2. The bid is to be uploaded online 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 Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand only) either in the form of Bank Draft/Bankers Cheque or any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2017 in favor of Additional Director, Directorate of Enforcement, Raipur should be submitted by intending parties to the office of **The Additional Director, Directorate of Enforcement, A-1 Block, 2nd Floor, Pujari Chambers, Pachpedi Naka, Raipur, Chhattisgarh - 492001** on or before Bid Submission end date.

3. Process and manner of submission

- (i) The bid is to be submitted only ONLINE in two parts viz:

(a) **For Technical Bid**

“Technical bid” which should be uploaded contain technical parameters like address of the building, carpet area, built up area, year of construction, plan of the premises, availability of parking space, and other requirements as given in the Terms and Condition in the format as per **Annexure-'A'**.

(b) **For Financial Bid**

For submission of financial bid, a signed and scanned copy of the “Financial Bid” (**Annexure-B**), quoting the monthly rate of rent per square feet of carpet area (inclusive of all costs and services including the charges for the maintenance of all facilities and amenities offered including taxes except GST) and other vital details thereof, must be uploaded.

(ii) All the pages of bid documents must be signed and sequentially numbered by the bidder irrespectively of nature of content of the documents before uploading.

4. Following documents are essential and must be submitted as party of Technical Bid: -

- a) Offer Letter (duly signed and stamped)
- b) This Tender/Offer document (duly signed and stamped on each page) in token 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)

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

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., uploading together of Technical and Financial bids in the same documents, non-submission of requisite documents etc.) shall lead to rejection of bid document (a & b) initio.
5. 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.

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 constituted by the Special Director of Enforcement, Directorate of Enforcement, Western Region, Mumbai, 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 which 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. 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. No Earnest Money Deposit will be given by the Directorate to the owner offering the premises.
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 uploaded. A tender having incomplete details/documents are 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 (in Standard Lease Agreement format) 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 will be allowed during the initial 3(three) years of the agreement period.

“The Directorate of Enforcement reserves the right to vacate the premises within the period of contract by informing the owner/bidder 2 months prior”.

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. Advance payment of rent shall ordinarily not be made unless specifically agreed in writing.

21. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.
22. The Directorate of Enforcement 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, a separate meter should be installed.
23. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. 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 cost of deployment of External Security for building will be met by the owner. 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.
27. 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.
28. 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.
29. The Directorate of Enforcement reserves the right to amend any/all terms and conditions, as it deems necessary.
30. 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.

31. 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.



**DEPUTY DIRECTOR (ADMN)
DIRECTORATE OF ENFORCEMENT
RAIPUR ZONAL OFFICE**

(ON LETTER HEAD)

OFFER LETTER

To,

The Additional Director,
Directorate of Enforcement,
A-1 Block, 2nd Floor, Pujari Chambers,
Pachpedi Naka, Raipur, Chhattisgarh – 492001

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

Ref. No. D-01/RPZO/2023/235 dated 27.06.2023

Sir,

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

- (a) Technical Bid Annexure-'A' (in separate sealed cover & 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-01/RPZO/2023/235** dated **27.06.2023** 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, Contract
No. (s). Including Mobile No.
(s). (also Indicate the
category in which signing,
whether on his own behalf of
as Power of
Attorney/Authorized
signatory of the owner)

ANNEXURE-'A'

Ref. No. D-01/RPZO/2023/~~235~~²³⁵ Dated 27.06.2023

published in newspapers.

Sub: Tender for hiring of office premises for Directorate of Enforcement, Raipur.

TECHNICAL BID

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

S. No.	Particulars	Details (Please tick/ fill up with
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 the 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 Raipur Railway Station	
8.10	Distance of the property from nearest Railway Station	
8.11	Width of road on which the property 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. (enclose documentary proof for the same).	
8.14	Parking space for car/vehicles available. Is 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 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, 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	
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-01/RPZO/2023/225 dated 27.06.2023
published in news papers.

**Sub: Tender for hiring of office premises for
Directorate of Enforcement, Raipur.**

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 GST)	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.

SI. 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, Contract 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)

Note:- Financial Bid includes:

- i. The rent proposed to be charged/Sq.ft. on the basis of carpet area which should be inclusive of all services)
- ii. Charges for maintenance (Civil/Electrical/plumbing)
- iii. Charges of maintenance of lifts and air conditioner equipment if centralized.

- iv. Charges of parking space and security
- v. Taxes and duties to be paid to various authorities

Sign of legal owner/Power of Attorney holder

ANNEXURE-“C”

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.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all Elevators including payment of AMC.
- Lighting of common area and provisions of consumables for the same.
- Provision and marking of building directory.
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Provision of signage pertaining to common services.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
- Regulating vehicle movement within the premises.
- Maintenance of green area and potted plants

ANNEXURE-D

LEASE AGREEMENT

AN AGREEMENT MADE ON
DAY..... OFTHIS.....Two
Thousand and.....between

hereinafter called "The Lessor" (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as 'THE GOVERNMENT OF INDIA' or 'Lessee') of the other part

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS: -

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land, hired it aments and premises known as together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.

2. The lease shall commence/shall be deemed to have been commenced * on theday of..... two thousand and.....and shall, subject to the terms hereof, continue for a term of 3 (Three) years with an option to extend the period of lease for a further term as set out in clause 14 hereof.

3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs.....(in words Rs) per month, which also includes a sum of Rs.....towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination.

4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule-**B** and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of God, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT

THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.

5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.

6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 herein above.

7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner there of, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises is portion of a building subject to payment of tax as one entity, the liability of the Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.

9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.

10. The Government of India may, at any time, during the terms hereby created and any renewal thereof, make such structural alterations to the

existing buildings such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots, Natural Calamities/pandemic or other civil commotion, enemy action and/or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.

12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.

"Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable

adjustment by extra payment or deduction shall be permitted, to Lessee”.

“Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted”.

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so without assigning any reason.

16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the **Lessor through** the post by registered letter addressed to the..... on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.

17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.

The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at the convenience of the Directorate. The arbitration proceedings shall be conducted in Hindi/English/..... The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorized to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of

the lease agreement to be retained by the Lessee and the other by the Lessor.

THE SCHEDULE 'A' REFFERRED TO ABOVE

All that the.....The.....Floor of the building known as..... in the city ofwhich building bear Municipal No.....And is situated on plot/ land bearing Survey Nos.and is bound on or on or towards east by..... on or towards West byOn or towards North by.....on or towards South by.....

THE SCHEDULE 'B' REFERRED TO ABOVE

IN WITNESS WHEREOF THE OFFICIAL SEAL OF..... Has been affixed in the manner hereinafter mentioned and the lease agreement has been signed for and on behalf of the President of India on the day and year first above written by.....

(Signature)
For an on behalf of President of India

In the presence of
Witnesses
1.
2.

And by the lessor in presence of
Witnesses
1.
2.

(Signature)
Name and address of the lessor
Ir. case the lessor is a company
Firm or Society Act

For and on behalf of having authority to
sign in behalf of the lessor Vide
resolution dated..... Of.....

- Portion which are not applicable may be scored off at the time of filling up of the Standard Lease Agreement (SLA) format.

ANNEXURE-E

TENDOR CONDITIONS ACCEPTANCE LETTER

(To be given on Company letter head, if bidder is firm, co. etc.)

To,

The Additional Director,
Directorate of Enforcement,
Raipur Zonal Office,
2nd floor, A Block, Pujari Chambers,
Pachpedinaka, Raipur

Sub:- **Acceptance of Terms & Conditions of Tender.**

Tender Reference No. **D-01/RPZO/2023/235** dated **27.06.2023** Name of the Tender/Work.....

Dear Sir,

1. I/We have downloaded the tender document for the above mentioned "Tender" from the CPPP portal as per your advertisement, given in the above-mentioned website.
2. I/We hereby certify that I/we have read all the entire terms and conditions of the tender document given in:-
 - i. Terms & Conditions of the Tender
 - ii. Formats of Technical Bid (With Undertaking)
 - iii. Format of Financial bid,
 - iv. Scope for Maintenance
 - v. Undertaking by the bidder
 - vi. Tender acceptance letter
 - vii. Instructions for online bid submission
 - viii. Format of Standard Lease Agreement

which form part of the tender document and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by the department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department may, without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the earnest money deposit.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-F

UNDERTAKING BY THE BIDDER

1. I/We undertake that I/We or my/our firm M/s has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.
2. I, Son/Daughter/Wife of Shri Proprietor/Partner/Director/authorized signatory of M/s am competent to sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/we understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. may be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized
Signatory of the firm/Company/Organization

Date:
Place:

Office Stamp/Seal

ANNEXURE-G

Instruction for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMadhura etc.), with their Profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an

option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be preferably in PDF / XLS. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted / couriered / given in person to the concerned office, latest by the last date of the bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of dib opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid documents that is uploaded to the servers subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all over relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for and bid opening meeting.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority.

2) Any queries relating to the tender may be discussed in the Pre-Bid Conference, to be held on in the office premises.

3) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.