



प्रवर्तन निदेशालय
DIRECTORATE OF ENFORCEMENT

भारत सरकार

Government of India

वित्त मन्त्रालय, कोच्चिन क्षेत्र कार्यालय

Ministry of Finance, Cochin Zonal Office

कानूंस कैसल, ए.के. सेशाद्री रोड (मुल्लास्सेरी कैनाल रोड वेस्ट)

Kanoos Castle, A.K. Seshadri Road (Mullassery Canal Road West),

कोच्चिन -682011 /Cochin - 682 011

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TENDER/OFFER DOCUMENT

Hiring of Office Accommodation

For

Directorate of Enforcement
Kochi Zonal Office



प्रवर्तन निदेशालय
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फा. सं./F. No. D-1/1/KCZO/2023-24

दिनांक: 27th जुलाई 2023

TENDER/OFFER DOCUMENT

TERMS AND CONDITIONS

Subject: - Furnished Office Accommodation on Long Term Lease - reg.

The Office of the Additional Director, Directorate of Enforcement, Cochin Zonal Office, invites tenders from legal owners of buildings and/or their Power of Attorney holders for hiring of furnished office premises at Kochi. The carpet area required is approximately 27,000-28,000 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 bein 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 keptin another sealed cover mentioning clearly "**Tender for Furnished Office Accommodation for Kochi Zonal Office, Directorate of Enforcement**".

3. The **Earnest Money Deposit (EMD) of Rs. 20,000/-** (Rupees Twenty 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 favour of Drawing and Disbursing Officer, Directorate of Enforcement, Cochin should be submitted by intending parties to the office of the Additional Director, Directorate of Enforcement, Cochin on or before Bid Submission end date.

EMD should have validity of 60 days for the period of forty-five days beyond closing date of the bid submission date. The Bid security of unsuccessful bidder would be returned as soon as possible, without any interest whatsoever. The EMD will be forfeited if the successful bidder withdraws, amends, impairs or derogates from the tender in any respect before giving possession of intended premises.

4. The carpet area should be in a single independent building located at a central location preferably within 5-7 kms from the City Railway Station. Thebuilding should have secured boundary walls, independent and separate entrance/s,ample parking space and easy accessibility from the main road.

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

6. 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.

7. The building should be in a ready-to-use furnished condition with proper ventilation, electricity, water, lifts, sewerage, fire-fighting equipment and adequate toilet facilities. The electric power available should be indicated.

8. The designs and construction of the premises offered shall be in conformity with the established standards. The premises offered shall be safe, strong, stable, sound and durable remaining life of more than 30 years.

9. The owner will have to construct a stationery room, record room, toilets, wooden partitions, cupboards, wall cabinets etc. as per the 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/Alterations as per the requirement of this office will be made by the 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.

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

11. The financial bid should include the rent proposed to be charged per sq. foot on the basis of carpet area on a 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 and duties, to be paid to various authorities.

12. 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.

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

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

date for submission.

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

16. 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 the 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 a 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.

17. 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.

18. 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.

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

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

21. Directorate of Enforcement 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, the 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.

22. 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 the 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, accepted.

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

24. Directorate of Enforcement, being the lessee has no insurable interests in the building., the owner has to ensure the premises/assets rented against risks like burglary, fire or natural calamity at his/her own cost and the 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.

25. Painting of the premises including front and back verandahs, bathrooms, toilets, boundary wall, the entire exterior facade and painting or polishing of all doors, windows, ventilators, grills etc. as may be desired by the Directorate of Enforcement will be carried out by the owner once in two years during the lease period. In case the owner fails to do so, the 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.

26. Whenever necessary, the owner will carry out necessary repairs of the building from time to time within a 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.

27. The possession of the premises shall be given to the Directorate of Enforcement after completion of the entire work as per the 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 the 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.

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

29. 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.

30. 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.

31. 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.

32. 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.

33. 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 the 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 the Directorate of Enforcement liable to do any repairs of any kind to the demised premises.

34. 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. 3,000/- 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/owner besides receiver of compensation of Rs. 3,000/- per minor complaint.

35. 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.

36. The last date of receipt of tenders at the address mentioned above is **28/08/2023** up to 16.00 hrs. Offers received by the 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 **30/08/2023** at 16:00hrs in the office of Additional Director, Directorate of Enforcement, Kochi 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.

37. After a screening of the technical bids, short-listed building owners will be informed by the Directorate of Enforcement for arranging a 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 the 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 certificates are not issued by the local authorities, the Directorate of Enforcement may consider such offers if they otherwise fulfill all other terms and conditions and are identified as suitable Technical Bids.

38. After receipt of the 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.

39. Directorate of Enforcement reserves the right to accept the bid for the area of difference up to +/- 10% of the required estimated area.

40. 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 Sunil Kumar P, Assistant and Shri Saketh Reddy, Assistant Enforcement Officer, Directorate of Enforcement, Kochi Zonal Office may be contacted at the office of the Additional Director, Directorate of Enforcement, Kochi Zonal Office, A. K. Sheshadri Road, Mullasserry Canal Road-West, Cochin-682011 on any working day between 11 AM to 5 PM. They may also be contacted on the following numbers:

1. **Shri Sunil Kumar P, Assistant** : **+91 94962 30868**
2. **Shri Saketh Reddy, Assistant Enforcement Officer** : **+ 91 97907 10453**

Sd/-
(Shekhar Kumar)
Assistant Director (Admin)
Directorate of Enforcement
Kochi Zonal Office
e-mail: adkczol1-ed@gov.in
Phone No. 0484-2350402

(ON LETTER HEAD)

OFFER LETTER

To

The Additional Director,
Directorate of Enforcement,

Cochin Zonal Office

Cochin

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

Tender ID:

Sir,

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

- | | |
|-------------------|---|
| (a) Technical Bid | Annexure-'A' (in separate sealed cover along with 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.

- I hereby undertake to abide by various terms and conditions contained in your letter F. No. D-1/1/KCZO/2023 calling for offers. (Copy duly signed, enclosed)
- 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/Authorised signatory of the owner

Annexure-‘A’

Tender Ref. No. – Tender/02/KCZO/ED/2023

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

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 Authorised 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 along with nearby 4-5 landmarks describing the locality	
8.2	Has the property been used as an office/commercially on previous occasion	
8.3	Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors	
8.4	Total plot area of the property where office is offered (complete land area including open spaces, constructed area 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	Distance of the property from Cochin Airport and Railway Station.	
8.9	Distance of the property from Cochin Bus Station.	
8.10	Width of road on which the property is located.	
8.11	Details regarding natural light and proper ventilation.	
8.12	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)	
8.13	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.	
8.14	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any).	
8.15	Details of lifts- capacity and number.	
8.16	Details of available fire safety and security measures.	
8.17	Whether suitable power supply for commercial operation is available.	
8.18	Whether adequate open space for installation of generator is available.	
8.19	Details of the power back up, whether available or not.	
8.20	Usage of property as approved by local authorities (Residential/Commercial/Shop cum Office).	
8.21	Whether any BSNL Landline connection exists in the property offered	
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, Original or certified Power of Attorney. If bidding as authorised 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 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).	

10.	Further general details relating to the building/ location	
10.1	Whether the proposed property/ building is free from all encumbrances, claims, litigations, debt, mortgage etc.? If not, give details of the nature and status of the encumbrances, claims, litigations.	
10.2	Whether the proposed building/ property is physically vacant and available- "Ready to occupy?"	
10.3	Whether it is an independent building for exclusive use by the Enforcement Directorate 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).	
10.4	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.	
10.5	Please specify the details of public transport facilities available to and from the premises.	
10.6	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.	
10.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
11.	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 (mention sanctioned Electricity Load).	
12.	Signage- The Enforcement Directorate 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 façade will be given.	

Enclosed documents wherever required.

ISon/Daughter of*have gone through the various terms and conditions mentioned in the Tender Documents and I agree to abide by them. I**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**

Tender Ref. No. – Tender/02/KCZO/ED/2023

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

FINANCIAL BID

1. Name of the party
2. Address (with Tel. No., Fax No. and E-mail ID)
3. PAN (Self authenticated photocopy to be submitted)
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/services)

^{***} 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, Contract No. (s). Including Mobile No. (s). (also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/Authorised 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

SCOPE OF MAINTENANCE

- 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 if any.
- Round the clock general security to the premises, access control and regulating visitors movement.