

F.No.Q-14023/1/2015-Stats  
Government of India  
Ministry of Corporate Affairs

Shastri Bhavan, New Delhi-110001  
11 December 2015

**NOTICE INVITING OFFERS FOR HIRING OF OFFICE ACCOMMODATION AT  
NEW DELHI**

Ministry of Corporate Affairs invites bids from the legal owners/Power of Attorney holders of buildings for official use having carpet area between 3000 sq. ft. to 4000 sq.ft. in New Delhi preferably within a radius of 5-6 kilometers from Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi. The premises should be barrier free and situated in good localities of the city.

The interested parties (only legal owners/Power of Attorney holders) should send their proposal, along with a Non-Encumbrance Certificate, in a sealed cover super scribed "Quotation for Accommodation in New Delhi" addressed to Shri J S Audhkhasi, Deputy Secretary, Ministry of Corporate Affairs, Room No. 512, A Wing, Shastri Bhawan, New Delhi. **The proposal should reach latest by 11.00 AM on 31.12.2015. Technical bids will be opened at 3.30 PM on 31.12.2015 in Room No 512, A-Wing Shashtri Bhavan.** The proposal should be accompanied by an **EMD of Rs 25,000** in the form of Demand Draft payable to PAO, Ministry of Corporate Affairs. Brokerage charges will not be payable.

Detailed terms and conditions may be downloaded from the Ministry's website [www.mca.gov.in](http://www.mca.gov.in)

  
**(J S AUDHKHASI)**  
Deputy Secretary  
Telefax: 011-23381615

## TERMS & CONDITIONS FOR HIRING OF OFFICE ACCOMMODATION

1. The Building should be located in good localities of the cities. The interested parties should send their proposal in a sealed cover super scribing the same as "Quotation for Accommodation" in New Delhi addressed to Shri J S Audhkhasi, Deputy Secretary, Ministry of Corporate Affairs, Room No.512, A Wing, Shastri Bhavan, New Delhi 110001 and it should be submitted by the legal owners/Power of Attorney holders of the building along with a non-encumbrance certificate. Brokerage charges will not be payable.
2. The proposal should be submitted in two parts in two separate sealed envelopes. The first part would be the "Technical bid" which should contain technical parameters like design parameters, power supply provision of lift, type of construction, common facilities offered, if any, availability of parking space, air – conditioning standards etc. The second part would be the "Financial Bid" which should indicate the rent proposed to be charged and financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top 'Financial Bid". Both these envelopes should be kept in a sealed cover as mentioned in the above para. The technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those parties which are shortlisted on the basis of their technical bids.
3. The proposal should reach latest by 11.00 AM on 31.12.2015.
4. Technical Bids will be opened at 3.30 PM on 31.12.2015 in Room No 512, A-Wing Shashtri Bhavan. Date and time for opening of Financial Bids will be communicated later to the technically qualifying bidders.
5. The proposal should be accompanied by an EMD of Rs 25,000 in the form of Demand Draft payable to PAO, Ministry of Corporate Affairs. Brokerage charges will not be payable

### TECHNICAL BIDS

6. **Technical Bid** should inter-alia contain details as follows:
  - i) Location and address of the building (preferably with photograph of the building;
  - ii) Exact super-area and carpet-area;

- iii) Detailed approved plan of the accommodation;
- iv) Clearances/No objection certificate from all the relevant Central/State/Municipal authorities and Fire Department for use as office premises confirming the municipality laws; and
- v) Facilities and amenities available with the building.

**7. Facilities required to be provided by the owner:**

- i) The building should be located on main road with easy access. It should be fit and approved for office use
- ii) Assured free parking space be provided/made available
- iii) There should be a provision for 24 hours electricity supply with 100% power backup round the clock. A separate electric meter (commercial) should be installed exclusively for the use of the Ministry.
- iv) The office space should have electrical fixtures such as switches, power points, etc;
- vi) The area proposed to be given on rent should be on the same floor or on continuous floors connected by stairs and lifts;
- vii) The building should have adequate security cover to protect the Govt. property;
- viii) The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance every year. No additional charges shall be paid for the same;
- ix) The building should have adequate toilet facilities separately for ladies and gents;
- x) The building should be in a ready to use condition with electricity, water, lifts, sewerage and firefighting equipment. The electric power available should also be indicated;
- xi) No advance rent/security deposit is payable by the Government as a matter of policy;
- xii) The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
- xiii) The Office space should be well connected by public transport at a reasonable distance and should be easily accessible.
- xiv) Possession of the office space will be handed over to Ministry within 15 days from the award of the order and rent shall be payable from the date of possession.
- xv) In case the building is furnished, it should not be more than 10 years old.

- xvi) Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

### **FINANCIAL BID**

8. The financial bid will inter-alia include :
- i) The rent demanded per sq. ft. (carpet area/covered area etc.) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.
  - ii) The rent quoted should clearly indicate the following cost involved per month:
    - a) Office space rent (Rs. per sq.ft.)
    - b) Maintenance (AC, Power back-up, Common Area Maintenance) (Rs. per sq.ft. per month)
    - c) Furnishings Work Stations and Furniture (Rs. per sq.ft. per month)
    - d) Car Parking (Rs. per car per month)
    - e) Total cost including furnishing (Rs. per sq.ft. per month)
    - f) Total cost excluding furnishing (Rs. per sq.ft. per month)
9. Conditional offers will be summarily rejected.

## ANNEXURE-1

**TENDER DOCUMENT-**  
**TECHNICAL BID FOR HIRING OF**  
**OFFICE ACCOMMODATION**  
**TO MINISTRY OF CORPORATE AFFAIRS**

S. NO.	PARTICULARS	DOCUMENTS TO BE SUBMITTED
1.	Full particulars of the legal owner of the premises:  a) Name:  b) Address (office & residence):  c) Telephone & Mobile No:  d) Telefax:  e) E-mail ID  f) PAN No & TAN No.	Copies of PAN & TAN
2.	Full particulars (with complete contact details e.g., postal address, phone number, mobile number and e-mail ID of persons(s) offering the premises on rent/lease and submitting the tender.	Please provide details
3.	Status of the applicant with regard to the accommodation offered for hiring	Certificate of authorized signatory from CEO, if the owner is a firm, Society etc. and power of attorney if the applicant is other than the owner
4.	a) Complete address with brief description and location of the accommodation offered.  b) Whether commercial or dual use (residential-cum-commercial)  c) Radial Distance (approx.,) from Shastri Bhawan	Relevant Certificates from DDA and MCD/NDMC/any other authority for commercial or dual use.  If applicable, DDA/MCD clearance certificate for use of Commercial purpose.

5.	<p>Total area offered for rent (floor wise) in sq. ft.</p> <p>i) Carpet area</p> <p>ii) Covered area</p> <p>iii) Super area</p> <p>iv) Dimensions of staircase</p>	Certified sketch & site plan
6.	Particulars of completion certificate.	Attested/self-certified copy of completion certificate issue by the competent authority
7.	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers, separately.
8.	<p>Type of accommodation-</p> <p>a) Whether single floor or multi-storey</p> <p>b) With provision of rooms on each floor or hall type.</p> <p>c) Whether there are any conditions for carrying out partitioning as per requirement of Department.</p> <p>d) Whether rooms are constructed</p> <p>e) Whether modification in internal plan permitted in case of constructed rooms</p> <p>f) Details of space available for installation of Gensets/UPS etc</p>	Please provide answer to each of the sub points

9.	Number of lifts and their carrying capacity.	Provide details of make, year of installation & status of working etc.
10.	Availability of facilities/utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Commodes and Wash Basin (separately for men and women).
11.	a) Whether running water, both drinking and otherwise, available round the clock  b) Whether sanitary and water supply installations have been provided	Please provide point wise reply
12.	a) Whether electrical installations and fittings, power plugs switches etc., are provide or not.  b) Whether building has been provided with fans or not. (if yes, the number of fans floor wise).  c) Whether provisions for Air Conditioner with power points available or not?	Please provide point wise reply
13.	i) Sanctioned electricity load  ii) Whether willing to get the electricity load increased in case Department needs.	
14	i) Details of power backup facilities	Please provide point wise details
15	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate	Undertaking from the owner
16.	The period and time when the said accommodation could be made available for occupation after the approval by Department	Undertaking from the owner
17.	1) Specify the period for which the property is being offered for rent (minimum five years)	A self-attested undertaking from the owner of the property indicating

	with provision of extension  ii) For what duration after handing over the possession Department, the rates quoted should remain unchanged and rate quoted	number of years for which the property is being offered for rent to the Department  An undertaking from the owner of the property indicating number of year for which the rent shall remain constant and rate of increase thereafter.
18.	Distance from the nearest: a) Metro Station b) Bus Stand	Please provide point wise details
19.	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like CPWD	
20.	Various Tax receipts (property, municipality tax etc.)	
21.	The space offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.	A self-attested undertaking indicating the same along with certificate in this regard by the competent authority.
22.	Clearance/No Objection Certificates from all relevant Central/State Government and Municipal authorities including Fire Department for use as office premises conforming to the municipality Rules/By-laws.	Copies of all Clearances/No Objection Certificates from all relevant Central/State Government and Municipal authorities  Copies of approved plan of the office space being offered  Documents in support of ownership of Building/Land and construction
23.	Any other salient aspect of the building, which the party may like to mention.	



**Declaration:**

- i) I/ We have read and understood the detailed terms and conditions applicable to 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 buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and in the event of any of the same being found to be false. I/We shall be liable to such consequences. Lawful action as the Ministry may wish to take.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Mobile No. \_\_\_\_\_



## OTHER CHARGES

## HIRING OF ACCOMMODATION FOR OFFICE

S.No.	Brief Description	No. of Units being made available	Per unit cost quoted (in Rs.)	Total amount (in Rs.)	Remarks, if any
1.	Power back up if any				
2.	Charges for fan and lights fixtures, if provided				
3.	Charges for AC, if installed				
4.	Any other charges e.g. for maintenance, any extra feature etc. (pl. specify)				
Total Amount(In Rs)					

## Note:

1. Above mentioned charges shall be over and above the Total amount quotes in Annexure IIA as monthly rent
- 2.
3. The Other charges mentioned in this Annexure shall not be considered while deciding the lowest bidder.
4. If the charges quoted are unacceptable to the Ministry the bidder shall be ready to remove the assets from to the property being rented.
5. The Ministry shall no obligation to accept these charges. The charges may be negotiated with the selected bidder
6. If accepted these charges shall be one time payable by the Ministry

Signature	
Name	
Designation	
Mobile No.	
Date	