

Ministry of Corporate Affairs
Government of India
Office of Registrar of Companies-cum-Official Liquidator, Jharkhand
House No.239, Road No.4, Magistrate Colony, Doranda, Ranchi-Jharkhand-834002

Office Accommodation required

Offers are invited for hiring suitable office accommodation having a carpet area of about 4500 sq.ft (+/-10%) for housing the Office of Registrar of Companies-cum-Official Liquidator, Jharkhand at Ranchi. The accommodation should be at a convenient location preferably within 5 kms radius from Jharkhand High Court, Ranchi. The building should have all requisite amenities like electricity, fire safety system, power back up, water, separate toilets for ladies and gentlemen along with sufficient parking space for at least three cars. Interested parties may either download the detailed terms and conditions of the tender from the website www.mca.gov.in or collect the same personally from the Office at the above address on any working day from 10A.M. to 5 P.M. The complete offers in accordance with the terms and conditions should reach the specified address within 21 days from the date of publication of this notice in news paper.

Official Liquidator, Jharkhand

Ranchi

Date: 11-1-2012

(SEE TERMS AND CONDITIONS AT PAGE-2)

TERMS AND CONDITIONS

Terms and Conditions of the tender inviting bids for hiring of accommodation for the establishment of Office of Registrar of Companies-cum-Official Liquidator, Jharkhand under the Ministry of Corporate Affairs, at Ranchi on lease rental basis.

1. The Office of Registrar of Companies-cum-Official Liquidator, Jharkhand is a field office of the Ministry of Corporate Affairs to be established at Ranchi to attend the statutory duties of Registrar of Companies and that of Official Liquidator pertaining to the state of Jharkhand. Office space is required at Ranchi on lease for the office and offers are invited from interested parties subject to the conditions as under.
2. The accommodation should have a carpet area of about 4500 sq.ft (+/-10%), preferably on a single floor, with the following features/amenities:
 - A. Electricity connection with adequate electrical fixtures and power back up with provision for installation of independent meter/sub-meter.,
 - B. Water supply,
 - C. Separate toilets for ladies and gentlemen
 - D. Sufficient parking space for the officers and visitors
 - E. Adequate security arrangements
 - F. Fire safety system
3. The building should preferably be within a radius of 5 km from Jharkhand High Court, Ranchi.
4. In case the bidder is willing to offer furnished accommodation, he/she should separately quote for that. The requirements regarding furnishing etc. may be provided by the competent authority separately on request of the applicant.
5. The interested parties should send their proposals in sealed covers super-scribing "Quotation for Accommodation to" The Office of Registrar of Companies-cum-Official Liquidator, Jharkhand, H. No.239, Road No.4, Magistrate Colony, Doranda, Ranchi – 834 002, by the last date.
6. The proposals should be submitted in two envelopes. The first envelope should contain the "**Technical Bid**" consisting of technical parameters like design type etc, and the second envelope should be super-scribed as "**Financial Bid**" containing the commercial aspects such as the rent proposed to be charged and other financial terms and conditions. Both the envelopes should be placed in one envelop super-scribed as offer for "**Office Accommodation – ROC-cum-OL, Ranchi**".
7. The Technical bid should be submitted in the following format:

| S. No. | Subject | Particulars |
|--------|---|-------------|
| 1 | Ownership of the land and the building thereon | |
| 2 | Location and address of the offered accommodation | |
| 3 | Distance from:" Jharkhand High Court", Ranchi | |
| 4 | Super built up area (in sft) | |
| 5 | Plinth area (in sft) | |

| | | |
|----|---|--|
| 6 | Carpet area (in sft) | |
| 7 | Floor (in case of multi-storey building) | |
| 8 | Availability of no. of lifts | |
| 9 | Lay-out sketch of approved plan of the accommodation on offer | |
| 10 | State clearly if the office use is legally permissible or not | |
| 11 | Status of approvals from competent authorities for the required usage | |
| 12 | Status of fire fighting arrangements | |
| 13 | Facilities and amenities available | |
| 14 | Parking facilities | |
| 15 | Clearances/NOC from all the relevant Central/State/Municipal Authorities and fire department for use as office premises conforming to the applicable laws | |
| 16 | Furnishing status with details | |
| 17 | Arrangement for security in place | |

8. The financial bid will inter-alia include:
- The expected amount of rent as Rupees per sq.ft. (In terms of Carpet area/covered area). The rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.
 - Period for which the property is being offered for lease,
 - Expected increase in rent on expiry of the lease period if the lease is renewed..
9. Other conditions:
- The rent will be subject to Fair Rent Certificate by CPWD.
 - The Ministry of Corporate Affairs /competent authority reserve the right to reject any bid without assigning any reason.
10. Procedure for selection:
- The Competent authority will open the technical bids and evaluate the offers on the basis of suitability of the space offered and the offers found suitable will be shortlisted. For this purpose, the competent authority is free to take help of any experts as deemed fit and/or from a committee as it thinks fit.
 - The financial bids of only those parties will be opened whose technical bids are shortlisted

Official Liquidator, Jharkhand

Ranchi
Date:11/01/2012