

TERMS AND CONDITIONS

Terms and Conditions of the tender inviting bids for hiring of accommodation for the office of Company Law Board under the Ministry of Corporate Affairs, at New Delhi on lease rental basis.

1. The Company Law Board has been constituted under the Companies Act 1956 and is a quasi judicial body attached to the Ministry of Corporate Affairs. Office space is required on lease for the office of CLB, New Delhi and offers are invited from interested parties subject to the conditions mentioned herein after.
2. The accommodation should have a carpet area of about 6000 sq.ft (+/- 10%), preferably on a single floor, with the following features/amenities:
 - Spaces/halls (column free) for conversion into two Court Rooms, each having an area of 600-800 sq.ft.
 - Waiting area of approx 500 sq.ft for the professionals/ lawyers
 - Electricity connection with adequate electrical fixtures and power back up with provision for installation of independent meter/ sub-meter.,
 - Water supply,
 - Separate toilets for ladies and gentlemen
 - Sufficient parking space for the officers and visiting practicing counsels/professionals; and
 - Adequate security arrangements
3. The building should preferably be within a radius of 5 km from High Court/Shastri Bhavan, New Delhi.
4. In case the bidder is willing to offer furnished accommodation, he/she should separately quote for that. The Ministry would specify its requirements regarding furnishing etc. separately on request of the applicant.

5. The interested parties should send their proposal in a sealed cover super scribing “Quotation for Accommodation” addressed to
The Under Secretary(General Branch), Ministry of Corporate Affairs, Govt. of India, Room No. 521, ‘A’ Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001”.
6. The proposal should be submitted in two envelopes. The first envelope should contain the “Technical Bid” consisting of technical parameters like design parameters, type of construction, availability of parking space, air-conditioning etc and super-scribed as such. 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 envelope super-scribed as “ offer for office accommodation”.
7. The Technical bid should be submitted in the following format:

Technical Bid for office accommodation

S.No.	Subject	Particulars
1.	Ownership of the land and the building thereon	
2.	Location and address of the offered accommodation	
	Distance from High Court/Shastri Bhawan	
	Super area (in sft)	
	Plinth area (in sft)	
	Carpet area (in sft)	
	Floor (in case of multi-storey building)	
	Availability of no. of lifts	
	Lay-out sketch of approved plan of the accommodation on offer	
	State clearly if the office use is a legally permissible use or not	
	Status of approvals from competent authorities for the required usage	
	Status of fire fighting arrangements	
	Facilities and amenities available	
	Parking facilities (ear-marked and/or general	

	public parking)	
	In case the premises is furnished, provide the details of furnishing	
	Air-conditioning status (central or otherwise)	
	Facilities for power back-up	
	Connected load for the offered premises	
	Availability of separate electrical metering/sub-meter	
	Arrangements for security in place	
	Details of shared facilities with other owners/tenants	
	Period for which the accommodation is on offer	
	Willingness of the bidder to provide furnished accommodation and the conditions attached thereto	

8. The financial bid should be submitted in the following format:

Financial Bid for office accommodation

Sr. No.	Subject	Particulars
	Total monthly lease rentals including property tax, municipal taxes and any other taxes applicable	
	Lease rental per sft of the plinth area including property tax, municipal taxes and any other taxes applicable	
	Conditions for increase in lease rentals along with the periodicity	
	Liabilities payable by the tenant which are not included in the lease rentals	
	System of charging the electricity consumption from power back-up and the details thereof	
	Charges for parking, if not ear-marked.	

9. Other conditions:

- Please state if the rates offered are negotiable or non-negotiable.
- Whether the bidder is agreeable to accept lease rentals as per the Fair Rent Certificate issued by the CPWD.

10. Procedure for selection:

- The Ministry 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 Ministry is free to take help of any experts, if required.
- The financial bids of only those offers will be opened whose technical bids are found meeting the suitability criteria.

11. The Ministry reserves the right to reject any bid without assigning any reason.