

TERMS AND CONDITIONS

Terms and Conditions of the tender inviting bids for hiring of accommodation for the Cost Audit Branch under the Ministry of Corporate Affairs, at New Delhi on lease rental basis.

1. The Cost Audit Branch is a part of Ministry of Corporate Affairs. Office space is required on lease for the Branch and offers are invited from interested parties subject to the conditions as under.
2. The accommodation should have a carpet area of about 1000 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
3. The building should preferably be within a radius of 5 km from 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(Infrastructure Branch), Ministry of Corporate Affairs, Govt. of India,
Room No. 521, ‘A’ Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001”
latest by 4th December, 2009.
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	
3.	Distance from Shastri Bhawan	
4.	Super 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 a legally permissible use 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.	Arrangements 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 by the Ministry.

9. Other conditions:

- The rent will be subject to Fair Rent Certificate by CPWD.
- The Ministry reserves the right to reject any bid without assigning any reason.

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 deemed fit.
- The financial bids of only those parties will be opened whose technical bids are shortlisted.