

Ministry of Corporate Affairs
Government of India
Office Accommodation required

Offers are invited for hiring suitable office accommodation having a carpet area of about 10,290 sq.ft (+/-10%) for housing the Registrar of Companies, Ministry Corporate Affairs, Delhi. The accommodation should be at a convenient location within 5 kms from Shastri Bhavan. The building should have all requisite amenities like electricity, power back up, water, separate toilets for ladies and gentlemen along with sufficient parking space for at least four cars.

Interested parties may either download the detailed terms and conditions of the tender from the website www.mca.gov.in (under the link 'MCA News') or collect the same personally from the Facilitation Counter of the Ministry at Garage No. 14 (near Gate No. 3), Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001 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 latest by 31.01.2011.

TERMS AND CONDITIONS

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

1. The Registrar of Companies is a field office under the Ministry of Corporate Affairs. Office space is required 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 10,290 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 offices and visitors
 - E. Adequate security arrangements
3. The building should preferably be within a radius of 5 km from Shastri Bhawan, New Delhi.
4. In case the bidder is willing to offer furnish 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 to "the Under Secretary (Infrastructure Branch), Ministry of Corporate Affairs, Govt. of India, Room No. 521, 'A' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001" latest by 31.01.2011.
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 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".
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 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.	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 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 as deemed fit.
- The financial bids of only those parties will be opened whose technical bids are shortlisted