

**GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
5TH FLOOR, SHASTRI BHAWAN,
NEW DELHI**

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Requirement of office space on lease basis

The Ministry of Corporate Affairs requires approximately 20,000 sq.ft. within IMT Manesar, Gurgaon, Haryana to keep records. The main requirements are:

1. The premises should be located within IMT Manesar, Gurgaon, Haryana;
2. Requisite in-principle permission should have been obtained from the HSIIDC Authorities to lease out the space in the premises;
3. The premises should have sufficient parking place;
4. The premises should have electricity connection with adequate electrical fixtures with provision for installation of independent meter/sub-meter.
5. The premises should have 24 hour water supply;
6. Separate toilets.
7. In the case of multistory building, Ground Floor will be preferred.
8. Preference shall be given to Government/PSU's buildings if found suitable.

The detailed terms and conditions and the format for technical and financial bids can be downloaded from Ministry's Website: - www.mca.gov.in

The interested parties (i.e. **only owners or Power of Attorney holders**) may submit their sealed technical and financial bids separately in the prescribed format. The sealed bids should reach the Registrar of Companies, 4th Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019 on or before 24th March, 2008.

(T.P. SHAMI)
REGISTRAR OF COMPANIES,
NCT OF DELHI & HARYANA.

TERMS AND CONDITIONS

Terms and conditions of the tender inviting bids for hiring of office space to keep records of the office of Registrar of Companies, NCT of Delhi & Haryana under Ministry of Corporate Affairs at New Delhi on lease rental basis.

1. The Registrar of Companies has been constituted under the Companies Act, 1956 working under the Ministry of Corporate Affairs. Office space is required on lease to keep records of the Office of Registrar of Companies, NCT of Delhi & Haryana and offers are invited from interested parties subject to the conditions mentioned herein after.

2. The office space should have an approximately 20,000 sq.ft. within IMT Manesar, Gurgaon, Haryana, preferably on Ground Floor, with the following features/amenities :

Requisite in-principle permission should have been obtained from the HSIIDC Authorities to lease out the space in the premises;

The premises should have sufficient parking place;

The premises should have electricity connection with adequate electrical fixtures with provision for installation of independent meter/sub-meter.

The premises should have 24 hour water supply;

Separate toilets.

In the case of multistory building, Ground Floor will be preferred.

Preference shall be given to Government/PSU's buildings if found suitable.

3. The interested parties (i.e. **only owners or Power of Attorney holders**) should submit their sealed technical and financial bids separately in the prescribed format. The sealed bids should reach the Registrar of Companies, 4th Floor, IFCI Tower, 61, Nehru Place, New Delhi-110019 on or before 24th March, 2008.

4. 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, 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 Space?*.

5. 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 office space	
3	Area (in sft)	
4	Floor (in case of multi-storey building)	
5	Availability of no. of lifts	
6	Lay-out sketch of approved plan of the office space on offer	
7	State clearly if the office use is a legally permissible use or not	
8	Status of approvals from Competent Authorities for the required usage	
9	Status of fire fighting arrangements	
10	Facilities and amenities available	
11	Parking facilities (ear marked and/or general public parking)	
12	In case the premises is furnished, provide the details of furnishing	
13	Connected load for the offered premises	
14	Availability of separate electrical metering/ sub-meter	
15	Arrangement for security in place, if any	
16	Details of shared facilities with other owners/ tenants	
17	Period for which the office space is on offer	
18	Willingness of the bidder to provide furnished office space and the conditions attached thereto	

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

FINANCIAL BID FOR OFFICE SPACE

S.NO.	SUBJECT	PARTICULARS
1	Total monthly lease rentals including property tax, municipal taxes and any other taxes applicable	
2	Lease rental per sft of the plinth area including property tax, municipal taxes and any other taxes applicable	
3	Conditions for increase in lease rentals along with the periodicity	
4	Liabilities payable by the tenant which are not included in the lease rentals	
5	System of charging the electricity consumption and details thereof	
6	Charges for parking, if not ear-marked	

7. Other condition :

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 HSIDC.

Whether 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;

The building should be free from encumbrance.

8. Procedure for selection :

The Committee constituted for this purpose 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 Committee 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.

9. The Committee reserves the right to reject any bid without assigning any reason.