

**THE TERMS AND CONDITIONS OF THE TENDER INVITING BIDS FOR TAKING ACCOMMODATION FOR THE OFFICES OF MINISTRY OF COMPANY AFFAIRS AT NEW DELHI ON RENT.**

1. The building should be approximately within a radius of 3 km from India Gate, New Delhi.
2. The interested parties should send their proposal in a sealed cover superscribed the same as “Quotation for Accommodation” addressed to the “Under Secretary(General Branch), Ministry of Company Affairs, Govt. of India, Room No. 520, ‘A’ Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001” and it should be submitted by the lawful owner of the building along with a Non-Encumbrance Certificate.
3. The proposal should be submitted in two parts.

The first part should be the “Technical Bid” which should contain technical parameters like design parameters, type of construction, availability of parking space, air-conditioning etc. The second part should be the “Financial Bid” which should indicate the rent proposed to be charged and other financial terms and conditions. Both these bids would be in separate sealed envelopes and the envelopes should clearly indicate on the top “Financial/Technical Bids”. Both these envelopes should be kept in the sealed cover as mentioned in above para. The Technical Bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those parties which are short listed on the basis of their technical bids.

**4. Technical bid should inter-alia contain details as follows:**

- a. The location and address of the accommodation.
- b. Exact super area and carpet area:
- c. Detailed approved plan of the accommodation;
- d. Clearances/No Objection Certificate from all the relevant Central/State/Municipal Authorities and fire department for use as office premises confirming the Municipality laws; and
- e. Facilities and amenities available with the building.

**5. Facilities required to be provided by the owner.**

- (i) The building should be fit for office use;
- (ii) Assured free parking space be provided/made available for vehicles;
- (iii) There should be a provision for 24 hrs. electricity supply preferable with 100% power backup round the clock;
- (iv) The office space should have electrical fixtures such as switches, power points etc;
- (v) The area proposed to be given on rent should be on the same floor or on continuous floors. However, preference would be given to exclusive building with a secured boundary wall;
- (vi) The building should have adequate security cover to protect the Govt. Property;

- (vii) 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;
- (viii) In case of high rise building provision of lift is essential;
- (ix) The building should have adequate toilet facilities separately for ladies and gents; and
- (x) The building should be in a ready to use condition with electricity, water, lifts, sewerages and fire fighting equipment. The electric power available should also be indicated.

**6. The financial bid will inter-alia include:**

The rent demanded per sq.ft. (carpet area/covered area etc.) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.

7. The rent will be subject to Fair Rent Certificate by CPWD.

8. The period of lease should be for duration extendable up to 5 years.

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

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