

<p>भारत सरकार वित्त मंत्रालय केन्द्रीय नारकोटिक्स ब्यूरो 19, माल रोड, मुरार, ग्वालियर - 474006</p>	 सत्यमेव जयते	<p>Government of India Ministry of Finance Central Bureau of Narcotics 19, The Mall, Morar, Gwalior (M.P.) - 474006</p>
<p><b>☎ (PBX) : (91) 751-2368996/ 2368997; FAX: (91) 751-2368111/ 2368577; GRAM: NARCOM; E-MAIL: narcom@sancharnet.in</b></p>		

## **TENDER NOTICE FOR HIRING OFFICE SPACE**

Central Bureau of Narcotics (CBN), Gwalior invites bids from the legal owners/power of attorney holders of premises for hiring office accommodation having approximate area of 2000 - 3000 sq. ft. for its office in any of the areas at Adyar, Thiruvanmiyoor, Besant Nagar, Velachery, Peringudi, Guindy, Mandaveli, Mylapore, Kotturpuram and Nungambakam in Chennai. The lease period initially will be for a period of 5 (five) years.

Interested parties having clear title may download the Technical Bid and Financial Bid formats from CBN's website "<http://www.cbn.nic.in/html/tender.htm>" The detailed terms and conditions of the tender are also given in the said website. The offer in sealed cover comprising Technical Bid and Financial Bid (each in separately sealed cover superscribed as "Technical Bid for hiring office space for CBN, Chennai" and "Financial Bid for hiring office space for CBN, Chennai") complete in all respects may be submitted in person/registered post/speed post/courier so as to reach the undersigned to the abovementioned address on or before 1800 Hrs on 08.03.2013. Offers received beyond the specified date/time shall not be entertained and CBN takes no responsibility for delay/loss of documents sent by post/courier.

Priority would be given to the premises belonging to Public Sector Units/Govt. Departments/Public Financial Institutions. The lease agreement format of Govt. of India will be strictly adhered to. Being a Central Government Office, no security deposit / advance payment will be paid for the purpose of hiring the premises. No brokerage will be paid.

The technical bids will be opened on 18.03.2013 at 1100 Hrs. Financial Bids of only those bidders whose technical offers are found valid, eligible and acceptable shall be opened. CBN reserves the right to reject any or all bids without assigning any reasons thereof.

  
**NARCOTICS COMMISSIONER  
CBN, GWALIOR**

## **Tender documents for hiring of office accommodation at Chennai**

The tender consists of three parts

Part A – Terms and conditions

Part B- Technical bid

Part C – Financial bid

Both Part B and C should be sealed in separate envelopes and superscribed in bold letters:

- a. Technical bid for hiring office space for CBN, Chennai.
- b. Financial bid for hiring office space for CBN, Chennai.

Both these envelopes should be then placed in a single sealed cover superscribed **“Tender for hiring office space for CBN, Chennai”**.

Tenders (Technical Bid only) will be opened on 18.3.2013 at 1100 Hrs at CBN Head quarters, Gwalior in the presence of Bidders / representatives of bidders, present, if any. Financial bids of only those bidders whose technical bids are found valid, eligible and acceptable shall only be opened.

### **Part A: TERMS AND CONDITIONS:**

1. The Terms and condition shall form part of tender to be submitted by the bidder to the Central Bureau of Narcotics, hereinafter termed as “CBN”.
2. All bidders are requested to submit the tender document ( Technical & Financial bids) duly filled in with relevant information supported by relevant documents at the following address:

The Narcotics Commissioner,  
Central Bureau of Narcotics,  
19, The Mall, Morar, Gwalior – 474 006 (M.P.)

3. All columns in the tender document should be duly filled in and no column should be left blank. “NIL” or “Not applicable” should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting of use of

white ink should be duly initialed by the bidder. The CBN reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect.

4. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
5. Tender documents received by CBN after due date and time i.e. 1800 Hrs on 08.3.2013 shall be rejected outright and no correspondence in this regard shall be entertained.
6. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and condition quoted in the Technical or Financial bids. The bidder has to submit an undertaking on non-judicial stamp paper of requisite value duly signed by legal owner or his power of attorney holder that the bidder shall not back out / cancel the offer / offers made to CBN during the validity period.
7. There should not be any deviation in terms and condition as have been stipulated in the tender document.
8. The tender will be acceptable only from original owner of the building or having valid power of attorney. The space offered should be free from free from all encumbrances/claims and disputes /any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.
9. Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preference.
10. The building offered should be ready for immediate occupation.
11. The building should have separate electricity and having sufficient installed electricity load and water connection. If separate connection is not available sub-meter etc. to be got installed by the owner along with wiring.
12. The building should have easy approach and reasonable parking space for at least two four wheelers and 3-4 motorcycles The location should be in an area convenient for office use and should be easily accessible. The properties should be situated in areas at Adyar, Thiruvanmiyoor, Besant Nagar, Velachery, Peringudi, Guindy, Mandaveli, Mylapore, Kotturpuram and Nungambakam in Chennai.

13. Independent buildings with guaranteed possession will be preferred.
14. The payment terms mentioned in the financial bid shall be strictly followed and no deviations will be allowed.
15. The rate of rent finally approved by CPWD is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision.
16. Canvassing in any form will automatically disqualify the offer. No brokerage will be paid.
17. The particulars of amenities provided/proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid.
18. The Technical Bid is required to be submitted along with certified copies of approved drawings from Chennai Corporation authorities or any other competent authority, certified copy of Land Deed, Municipal receipts, approved plan of building and copy of ownership of building. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced at the time execution of Lease Agreement.
19. The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government.
20. The CBN reserves the right to verify/inspect the building before finalization of Tender and reject it outrightly, if the building is not according to the specification required by CBN.
21. All existing and future rates, taxes insurance fee including public liability insurance, including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by landlord.
22. Maintenance of premises to be made (externally) by the owner.

23. The CBN may, during the lease period/extended lease period carry out such alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.
24. Being a Central Government Office, no security Deposit / advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation.
25. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc.
26. 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. No additional charges shall be paid for the same.
27. The building should have adequate toilet facilities.
28. The building should be in a ready to use condition with electricity, water, painted, sewerage. The electric power available should also be indicated.
29. The location should be in area convenient for office use and should be easily accessible.
30. Adequate parking space for about two four wheelers and 3-4 two wheelers should be provided by the owner free of cost.
31. No tender will be accepted by fax, email, telex or any other such means.
32. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
33. The short listed bidders will be informed in writing by CBN for arranging site inspection of the offered premises.
34. All disputes lie within the jurisdiction of Gwalior only. The CBN reserves the right to reject all or any tender without assigning any reason thereof.

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**PART B**

**TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION**

01	Full particulars of the legal owner of the premises:  (i) Name  (ii) Address of office & Residence:  (iii) Telephone No./Mobile No.  (iv) Tele Fax:  (v) E-Mail Address:	
02	Full particulars of person(s) offering the premises on rent / lease and submitting the tender:	
03	Status of the applicant with regard to the accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
04	(a) Complete Address and location of the building:  (b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Enclose Certified Sketch Plan also)	
05	Total Floor Area offered for rent in Sq.ft  NOTE : Definition of floor area  Floor area is the area of the premises which is covered but excluding the following portions (i) Walls and columns (ii) Portico / canopy  (iii) sanitary shafts (iv) stair case (v) Bon Louvers (vi) lift wells (vii) Air conditioning duct  (viii) Balcony (ix) portion below windows sil  (x) loft	

06	Particulars of completion certificate. Enclose attested / self – certified copy of completion certificate issued by Competent Authority.	
07	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
08	Facilities for vehicle parking (Mention details for four wheelers and two wheelers):	
09	No. of lift / carrying capacity, provide details of make, year of installation etc.	
10	Number of Toilets – floor wise with details	
11	(a) Whether running water, drinking and otherwise, available round the clock.  (b) Whether sanitary and water supply installations have been provided for?	
12	Whether separate electricity and having sufficient installed electricity load and water connection available	
13	Sanctioned electricity load	
14	(a) Whether electrical installation and fitting, power plugs, switches etc. provided or not?  (b) Whether building has been provided with fans in all rooms or not? (If yes, give the Nos. of fans floor wise)	
15	Details of Fire Safety Mechanism, if any	
16	Whether the premises is ready for occupation	
17	The period and time when the said accommodation could be made available for occupation (after the approval):	

18	Specify the lease period (minimum three years) and provision for extension:	
19	Whether the owner of the building is agreeable to:  (i) Monthly rent as determined and fixed ( Fair Rent Certificate) by Competent Govt. Authority like CPWD  (ii) Monthly rent fixed as per (i) above to remain valid for initial lease period of three years. If yes, an undertaking to this effect is required to be submitted by the owner of the building	
20	Provisions for regular repairs and maintenance and special repairs, if any of the building	
21	Any other salient aspect of the building, which the party may like to mention:	

**Declaration**

(i) I/We have read and understood the detailed terms and conditions of the tender applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I /We shall be liable to such consequences / lawful action as the Department may wish to take.

Signature of Legal Owner/ Power of Attorney Holder.



**List of enclosures.**

Attested photocopies / certified true copies of the following documents are required to be annexed with the Technical Bid. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced at the time execution of Lease Agreement.

1. 'Title Deed' showing the ownership of the premises.
2. Certified copies of approved drawings from Chennai Corporation authorities or any other competent authority of the area offered for rent/hire, certified copy of Land Deed, Corporation tax receipts and copy of ownership of building.
3. Affidavit from owners and if tender is submitted by the power of Attorney Holder, an Affidavit from such power of Attorney Holder regarding accommodation offered for hiring being free from any litigation / liability / pending dues and taxes.
4. Undertaking for agreeability to fixation of rent as per Govt. Rules / CPWD and for rent on initial hiring to remain in force for the initial lease period of three years.

Signature of Legal Owner/ Power of Attorney Holder.

**PART C**

**FINANCIAL BID FOR HIRING OF OFFICE ACCOMMODATION**

01	Name & Address of the applicant with Phone Nos.	
02	Status of the applicant with regard to Building / Accommodation offered for hire by the owner or power of Attorney Holder	
03	Full particulars of the owner:  (i) Name  (ii) Address(es)  (iii) Telephone Nos/Mobile Nos.  (iv) Business  (v) Residential  (vi) Tele Fax No.	
04	Complete details of the building viz.  Complete postal address of the location	
5	Rent in Indian Rupees per month per square feet (during the initial lease period of three years) of the floor area as mentioned in Technical Bid  (The rent will be subject to issue of Fair Rent Certificate by CPWD as per procedure laid down by the Govt. No advance rent is payable by the Govt. as a matter of policy)  All corporation taxes, cess or any other tax applicable are to be borne by the landlord, if not, please specify.  The electricity and water bills as per actual consumption to be borne by CBN	

Signature of Legal Owner/ Power of Attorney Holder