


भारत सरकार वित्त मंत्रालय केन्द्रीय नारकोटिक्स ब्यूरो कार्यालय उप नारकोटिक्स आयुक्त महावीर नगर-1, झालावार रोड, कोटा-324005, राजस्थान	 सत्यमेव जयते	<b>Government of India</b> <b>Ministry of Finance</b> <b>Central Bureau of Narcotics</b> Mahaveer Nagar-I, Jhalawar Road, Kota-324005, Rajasthan
<b>F.No.I (22)23/Adm/2024</b>	<b>Dated, the 13<sup>th</sup> May, 2025</b>	

## **TENDER NOTICE FOR HIRING OF OFFICE ACCOMODATION ON RENTAL BASIS**

### **NOTICE INVITING BID FOR INVITING TENDER** **FOR HIRING OFFICE PREMISES FOR ON RENT BASIS**

The Deputy Narcotics Commissioner of Central Bureau of Narcotics (CBN), Kota invites bids from the interested parties for providing readily built office premises at Main City, Pratapgarh, having proper approach road, entrance, with adequate parking and toilet facilities and other amenities for accommodation from 1<sup>st</sup> July, 2025 for a period of 5 years on rental basis. Whenever/ Wherever the requirement is for **CBN P & I Cell, 1st Division and IInd Division, Pratapgarh, Rajasthan** the space offered should be 9000 sq.ft. of the premises. Preferable location is Main City Pratapgarh , Chittorgarh-Pratapgarh Road, Mandsaur Road, Arnod Road or Dhariyabat Road.

1. The interested tenderer may upload their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical & financial bids on the on the GEM Portal. The basis of evaluation of Tender will be based on online documents submitted by the tenderers before stipulated date and time as contained in the guidelines.

#### **Specifications which may be referred to:**

- i) General Instructions and Terms & Conditions of this contract: Annexure I
- ii) Requirements and facilities to be provided by the bidder: Annexure-II
- iii) Formats of Technical Bid: Annexure-III (with Undertaking)
- iv) Format for Financial Bid: Annexure-IV
- v) Declaration: Annexure-V
- vi) Tender acceptance letter: Annexure-VI

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2. The Proposal should be submitted in two parts. The first part should be the "**Technical Bid**" which should contain technical parameters like Address of the building, Carpet area as well as built up area, design of the premises, availability of parking space, air conditioning standards, year of construction etc. The Second part should be the "**Financial Bid**" which should indicate the rent proposed to be charged and the other financial terms and conditions.
3. **Earnest Money Deposit (EMD)** or bid security of Rs. 10000/- (Rs. Ten Thousand only), shall be submitted by bidders in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from any of the Commercial / nationalized Banks in India, and should be drawn in favour of Deputy Narcotics Commissioner, Central Bureau of Narcotics, Kota. The Hard Copy of original documents in respect of Earnest Money must be delivered to the Deputy Commissioner, Central Bureau of Narcotics, Kota on or before Technical bid opening date/time as mentioned below in critical date sheet. **Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid.**
4. The Critical Dates for the Tender Submission and processing are as under-

Publishing Date	13-05-2025
Bid Submission End Date	03-06-2025, 05:00 PM
Technical Bid Opening Date	03-06-2025, 05:30 PM

5. In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for this office, the tenders will be opened on the next working day at the scheduled time.

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## **ANNEXURE-I**

### **GENERAL TERMS AND CONDITIONS:**

1. The Technical Bid should be accompanied by the following documents:
  - i) Location Map.
  - ii) Copy of agreement for acquisition/ ownership of property.
  - iii) Approved plan of the offered premises with exact measurement for carpet area / built up area.
2. The premises offered should be in ready condition and the owners of the premises will have to hand over the possession of premises within 15 days after acceptance of their offer. The offer should be valid for a minimum period of 36 months from due date of opening the tender. It may be noted that no negotiations will be carried out except with the lowest tender and therefore most competitive rates should be offered.
3. Offers received from Public sector units/Government bodies would be given preference.
4. Tenders received after the due date and time for whatever reason, shall not be entertained and this office shall not be responsible for any loss or delay in delivery of tender documents.
5. The building should have running water supply & preferably assured power back-up on continuous basis.
6. Bona fide owners of premises who possess free hold title on the said premises and who can in law let the premises to the Department are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained.
7. The premises offered should consist of the minimum amenities/ facilities as mentioned in Annexure-II enclosed to this tender notice.
8. The premises offered should have construction approvals from all Central / State Government Department as may be necessary by the local authorities.
9. The Owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.



10. All the common amenities available in complex shall be made available to officers of CBN in that complex.
11. The legal owner of the building should provide adequate parking for Govt./Visitors vehicle.
12. The legal owner will undertake to carry annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the department.
13. The legal owner will ensure to clear the pending dues viz. any taxes, cess, electricity bill, water bill or any other dues before awarding the hiring contract.
14. In case of high-rise building, provision of lifts essential with assured power back up.
15. The office space should have electric fixture like fans, tube lights, switches, power points of ISI/BIS specifications, firefighting equipment and fire safety facilities. The space offered should be free from any liability and litigation with respect to its ownership.
16. There should be separate provision of toilets for ladies and gents with sanitary and water supply installation on each floor.
17. The building should be secure enough to protect the government property.
18. Finalization of rent based on location and quality of construction is subject to certification of CPWD / hiring committee and also subject to final approval and sanction by the Deputy Narcotics Commissioner, Central Bureau of Narcotics, Kota on behalf of Government of India, as per rules framed in this regard.
19. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details / documents are liable to be rejected. The tenderer, before submitting the tender should satisfy himself about correctness and authenticity of the details and documents submitted. Submission of wrong details / documents would render the tender invalid.
20. The owner should make available the building for inspection by the officers of the Central Bureau of Narcotics, Rajasthan Unit after the opening of the technical bids, if required..
21. The period of lease should be minimum for duration of Five (05 )years.
22. Deputy/Assistant Narcotics Commissioner, Central Bureau of Narcotics, Kota ,reserves the right to amend these terms and conditions as it deems necessary.

23. Participation in the tender does not entail any commitment from Deputy/Assistant Narcotics Commissioner, Central Bureau of Narcotics, Kota. He/she reserves the right to reject any / all offers, including that of the lowest tenderer without assigning any reason.
24. This Department reserves the right to terminate the contract at any point during the contract period with two months' notice.

The above conditions may be relaxed due to administrative reasons in appropriate case. The terms & conditions mentioned from Sr. No. 1 to 23 will constitute the technical specification. The rent demanded per square feet of the carpet area will constitute the Financial Bid. The rent offered should be inclusive of property tax, or any other tax required to be paid by the property owner/s. The lease shall be for a minimum period of Five (05) years subject to the conditions as may be prescribed by the government from time to time.

## **ANNEXURE-II**

### **(FACILITIES REQUIRED TO BE PROVIDED BY THE OWNER)**

1	There should be provisions for 24 hours, Electric and Water supply with provisions for adequate back up.
2	The area proposed should preferably be on the floors which are continuous to each other.
3	There should be proper approach road and entrance to the proposed building.
4	The building should be in a ready-to-use condition with electricity, water, lifts, sewerage, firefighting equipment, fire safety and adequate toilet facilities.
5	The electric power capacity and availability should be indicated.
6	There are suitably built cabins ready to use or the bidder is willing to make cabins as per requirement.
7	Facility for installing generators.
8	Necessary partitions/ temporary modifications
9.	All maintenance (Civil,Electrical, Plumbing etc.) will be done by owner.
10.	Sufficient parking space should be there for exclusive use of department officials and visitors.

### ANNEXURE-III (TECHNICAL BID)

**TECHNICAL BID SHOULD INTER-ALIA CONTAIN DETAILS AS FOLLOWS:**

1	Full particulars of the legal owner of the premises Name : Telephone: E- mail Address : PAN No. : Aadhar No. The location and address of the proposed premises :
2	Full particulars of person(s) offering the premises on rent/ lease and submitting the tender.
3	Status of the applicant with regard to the premises offered for hiring (To enclose power of attorney also if the applicant is other than owner)
4	Type of building - commercial or residential
5	Complete Address and location of the building. Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Certificate to be enclosed)
6	Detailed approved plan of the accommodation with copy
7	Date of Construction
8	Exact carpet area
9	Exact built up area
10	Floor numbers offered
11	No. of floors in the building
12	Floor wise No. of toilet
13	Distance from nearest railway station / bus stand/stop and name of the railway station / bus stand/stop
14	Other facilities and amenities available with the building
15	Type, model, company and no. of lifts available / carrying capacity to be provided
16	Parking space available for department area and to specify how many nos. of vehicles can be parked



17	Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes / dues or like (To enclose copy of Affidavit from owner or Power of Attorney holder).
18	Whether running water, drinking and otherwise, available round the clock. Whether sanitary and water supply installations have been provided for?
19	Whether separate electricity source having sufficient installed capacity has been provided for?
20	Sanctioned Electricity load
21	Whether building has been provided with fans in all rooms or not (If yes, give the no. of fans floor wise)
22	Details of power back up facility / ground space for installing 10 KVA Generator
23	Details of Fire Safety Mechanism, if any
24	Specify the lease period [minimum 03 (Three) years and provision for extension]
25	If there are readily built cabins suitable to use or to make cabins as per requirement of office.

I/We ..... son/daughter of ....., have gone through the various terms and conditions mentioned in the tender documents and I/we agree to abide by them. I/We \_\_\_\_\_ solemnly declare that to the best of my knowledge and belief the information given above and in the enclosures accompanying this enclosure is correct complete and truly stated.

Place:

Date:

Signature of legal Owner/ Power of Attorney Holder



**ANNEXURE-IV (FINANCIAL BID)**  
**FINANCIAL BID SHOULD INTER ALIA CONTAIN DETAILS AS FOLLOWS**

No.	Items	Details	
1	Name and Address of the applicant with phone Nos. and email ID's		
2	Status of the applicant with regard to Building/ Accommodation offered for hire by the owner of power of Attorney Holder.		
3	Full particulars of the owner :		
4	Name		
	Address		
	Telephone Nos./Mobile Nos./Email ID		
	Business		
	Residential		
	Tele Fax No.		
	PAN Card (Photo copy)		
	Aadhar Card (Photo copy)		
	E-mail:		
5	<b>Complete details of the building viz. Complete Postal address of the location</b>	<b>Rate Rs./Sq. ft. of carpet area</b>	<b>Total Rs.</b>
6	Rent in Indian Rupees per month per square feet of the carpet 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. and it will be applicable for the leased period of three years. All corporation taxes, cess or any other tax applicable are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne from actual date of occupation by the Department	Rate should be inclusive of all taxes applicable.	
7	Any other conditions having financial implications relevant to the offer of the building. To give details if applicable.		

**Note: The Financial Bid should include -**

1. The rent proposed to be charged per sq.ft. on the basis of carpet area which should be inclusive of all costs of services and taxes.

**Signature of Legal Owner/ Power of Attorney Holder**

## **ANNEXURE-V**

### **DECLARATION**

I / We ..... , have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality. It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my / our 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

**Annexure-VI**

**TENDER ACCEPTANCE LETTER**

To,

Deputy Narcotics Commissioner  
Central Bureau of Narcotics,  
Mahaveer Nagar-I, Kota

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No:

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully,

Signature of the Bidder, (with Official Seal)



## LEASE AGREEMENT

AN AGREEMENT MADE .....DAY.....OF.....THIS.....One Thousand nine hundred and .....between .....hereinafter called 'The Lessor' (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as 'THE GOVERNMENT OF INDIA' or 'Lessee') of the other part.

### WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land, here ditaments and premises known as.....together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in SCHEDULE 'A'.
2. The lease shall commence/shall be deemed to have been commenced\* on the.....day of..... one thousand nine hundred and .....and ..... shall, subject to the terms hereof, continue for a term of.....years with an option to extend the period of lease for a further term as set out in clause 14 hereof.
3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs.....per month, which also includes a sum of Rs.....towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of the 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, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in Schedule B and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.
5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.
6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out in Clause 2 hereinabove.
7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said premises payable by the owner there of, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises is portion of a building subject to payment of tax as one entity, the liability of the



Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.
9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.
10. The Government of India may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.
11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.
12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.
13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.
14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.



"Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to Lessee".

"Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted".

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.
16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the .....on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the **Lessee through** the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.
17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi.
18. The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed thereunder shall be applicable to such arbitration proceedings which shall be held at .....The arbitration proceedings shall be conducted in Hindi/English/.....\*.The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.
19. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

#### THE SCHEDULE 'A' REFERRED TO ABOVE

All that the.....The.....floor of the building known as.....in the city  
of.....which building bear Municipal No..... and is situated on plot/land  
bearing Survey Nos. ....and is bound on or towards East by .....on or towards West by .....  
on or towards North by .....or on towards South.

**THE SCHEDULE 'B' REFERRED TO ABOVE**

IN WITNESS WHERE OF THE OFFICIAL SEAL OF .....has been affixed in the manner hereinafter mentioned and the lease agreement has been signed for and on behalf of the President of India on the day and year first above written by.....

(Signature)

For and on behalf of the President of India

In the presence of

Witnesses 1.....

2 .....

And by the Lessor in presence of

Witnesses 1.....

2.....

(Signature)

Name and Address of the Lessor.....

(Incase the Lessor is a Company/Firm or Society Add).....

For and on behalf of  
having authority to sign on behalf of the Lessor.....  
vide resolution dated.....of.....)

\*Portions which are not applicable may be scored off at the time of filling up of the Stand and Lease Agreement (SLA) format.