भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD
(A Government of India Undertaking – Ministry of Textiles)
CIN:U51490MH1970GOI014733
(A Miniratna Company)
Kapas Bhawan, Plot no-14, Near LIC Office, pannadhai Circle, Azad Nagar Bhilwara – 311001. Telephone No: - 01482-251326 / 252766 Fax No: - 01482 - 250506 Website: www.cotcorp.org.in. E-mail: bhilwara@cotcorp.com, (Ministry website: texmin.nic.in)

सं .भा.क.नि./भीलवाडा /संपदा /कपास भवन /किराया/2025-26/ दिनांक : 19.11.2025

निविदा सुचना

भारतीय कपास निगम लिमिटेड, शाखा कार्यालय भीलवाड़ा, कपास भवन जो कि एक प्रतिष्ठित व्यावसायिक भवन है जिसमें भूतल का आधा हिस्सा जिसका कालीन क्षेत्र लगभग 2891 वर्ग फीट है किराए पर दीर्घकालिक लीव एंड लायसेंस आधार पर देने हेतु रेपुटेड एवं प्रतिष्ठित केन्द्रीय कार्यालय / पि.एस.यु./बैंक्स/ इन्सुरांस कम्पनीज / एवं अन्य प्रतिष्ठित फर्मों / कंपनियों से दो बोलियां प्रणाली में मोहरबंद निविदा आमंत्रित करता है ।

क्रसं	ऑफिस बिल्डिंग का विवरण / ब्यौरा	रिक्त टेंडर दस्तावेज मुल्य (रूपये में)	बयाना राशी (रूपये में)
I	भारतीय कपास निगम लिमिटेड , कपास भवन, प्लाट न. 14 LIC ऑफिस के पास पन्नाधाय सर्कल, आजाद नगर, भीलवाड़ा 311001 के कार्यालय परिसर के आधा भाग जिसका कालीन क्षेत्र लगभग 2891 वर्ग फीट है किराए पर दीर्घकालिक लीव एंड लायसेंस आधार पर देने संबंधित ।	शुन्य	25000/-

1. इछुक एजेंसी/कंपनी लोकेशन भारतीय कपास निगम लिमिटेड, **कपास भवन, प्लाट न. 14 LIC ऑफिस के पास पन्नाधाय सर्कल, आजाद नगर, भीलवाड़ा-311001** में सोमवार से शुक्रवार कार्यालय समय में सुबह 10 बजे से शाम 5.30 बजे के बीच दि. **20.11.2025 से 10.12.2025** तक निगम के कार्यालय से सुचना देकर देख सकते है । कार्यालय दुरध्वनी क्रमांक: 01482 -252766, 251326
2. निविदाकर्ता को 25000/- रुपये की ईएमडी "भारतीय कपास निगम लिमिटेड" के पक्ष में DD/PO (किसी भी राष्ट्रीयकृत बैंक/अनुसूचित बैंक) के माध्यम से संलग्न करनी होगी, जो "श्रीगंगानगर" में देय हो या इलेक्ट्रॉनिक फंड ट्रांसफर/डिजिटल भुगतान मोड जैसे कि भीम, UPI, (UPI/BHIM-UPI क्यूआर कोड) और RTGS/NEFT द्वारा किया जाना चाहिए। इलेक्ट्रॉनिक फंड ट्रांसफर तभी वैध होगा जब टेंडर के साथ-साथ जमा हो गया है की पुष्टि हो (लेन-देन का रसीद टेंडर के साथ लगाना अनिवार्य है) । एम.एस.ई फर्मों को वैध MSE प्रमाण पत्र (Self-Attested) Certificate की कॉपी प्रस्तुत करने पर EMD और टेंडर शुल्क से छूट दी गई है। हालांकि, सफल बोलीदाताओं को समझौते पर हस्ताक्षर करने से पहले शाखा कार्यालय में 25000/- रुपये की सुरक्षा जमा राशि जमा करनी होगी। सुरक्षा जमा राशि पर कोई ब्याज नहीं दिया जाएगा और किराया समझौता संतोषजनक ढंग से पूरा होने के बाद इसे वापस कर दिया जाएगा।
3. ऑनलाइन भुगतान करने के लिए बोलीदाता नीचे दिए गए बैंक खाते के विवरण में राशि जमा कर सकते हैं।

Bank name	Punjab National Bank
Branch Name	Meera Chowk, Sriganganagar
Account Number	3959002100001491
IFSC	PUNB0395900

4. इछुक एजेंसी/ कंपनी अपनी मोहरबंद निविदा अपराह्न **3:00 बजे** दि. **11.12.2025** को या इसके पूर्व ऑफिस पत्ते पर निविदा पेटी (टेंडर बॉक्स) **कपास भवन, प्लाट न. 14 एलआईसी ऑफिस के पास पन्नाधाय सर्कल, आजाद नगर, भीलवाड़ा 311001** मे डाल सकते है ।

5. इच्छुक निविदाकर्ता निम्नलिखित तरीके से अपनी निविदा प्रस्तुत करें:
   a) **लिफाफा ए:** इसमें निर्धारित नियम एवं शर्तों के साथ-साथ **"तकनीकी बोली (I)"**, निविदा शुल्क, बयाना राशि जमा (EMD) दोनों DD/PO के रूप में अलग-अलग, प्रासंगिक सत्यापित संलग्नक जैसे पैन नंबर, जीएसटी पंजीकरण प्रमाणपत्र (यदि लागू हो), एमएसई प्राधिकरणों द्वारा जारी वैध मध्यम लघु उद्यम (MSE) प्रमाणपत्र आदि शामिल होने चाहिए। अन्य सभी आवश्यक दस्तावेजों के लिए निर्धारित निविदा फॉर्म में चेकलिस्ट का संदर्भ लिया जा सकता है।
   b) **लिफाफा बी:** लिफाफा **"वित्तीय बोली (II)"** के रूप में चिह्नित होना चाहिए, जिसमें केवल वित्तीय बोली होनी चाहिए।
   c) **लिफाफा सी:** इसमें **लिफाफा-ए** और **लिफाफा-बी** दोनों होने चाहिए।
   प्रत्येक लिफाफे पर भारतीय कपास निगम लिमिटेड , **कपास भवन, प्लाट न. 14 एलआईसी ऑफिस के पास पन्नाधाय सर्कल,आजाद नगर,भीलवाड़ा 311001 के कार्यालय परिसर के आधा भाग जिसका कालीन क्षेत्र लगभग** 2891 **वर्ग फीट है किराए पर दीर्घकालिक लीव एंड लायसेंस आधार पर देने संबंधित कार्य "** लिफाफे पर अंकित करे एवं और लिफाफे की बायी तरफ निविदा कर्ता का पूरा पता होना चाहिए ।

6. सभी पहलुओं से विधिवत भरा हुआ निविदा फॉर्म ऊपर वर्णित तरीके से 25,000/- (केवल पच्चीस हजार रुपये) की EMD के साथ "भारतीय कपास निगम लिमिटेड, श्रीगंगानगर" के पक्ष में DD/PO के माध्यम से या ऑनलाइन (RTGS/NEFT) के माध्यम से प्रस्तुत किया जाना चाहिए । प्रत्येक लिफाफे पर ***"दीर्घकालिक लीव एंड लाइसेंस समझौते के तहत कार्यालय परिसर को किराए पर देने के लिए निविदा" सीसीआई भीलवाड़ा"*** लिखा होना चाहिए और इसमें निविदाकर्ता का नाम, टेलीफोन नंबर और पता होना चाहिए। सभी तरह से विधिवत भरा हुआ निविदा फॉर्म उप महाप्रबंधक, भीलवाड़ा को संबोधित करते हुए **11.12.2025** को दोपहर **3:00 बजे** तक शाखा कार्यालय में पहुंच जाना चाहिए। प्राप्त निविदा उसी दिन दिनांक **11.12.2025** को अपराह्न **3:30 बजे** उपस्थित निविदा प्रतिनिधी के समक्ष खोले जायेंगे ।

7. निर्धारित समय के भीतर प्राप्त सीलबंद निविदाएं उसी दिन अर्थात **11.12.2025** को अपराह्न **3.30 बजे** उन निविदाकारों की उपस्थिति में खोली जाएंगी जो उपस्थित रहना चाहें। तकनीकी रूप से योग्य निविदाओं की वित्तीय बोलियां उसी दिन उन निविदाकारों की उपस्थिति में खोली जाएंगी जो उपस्थित रहना चाहें।

8. MSE (सूक्ष्म एवं लघु उद्यम) के अंतर्गत आने वाली फर्म/एजेंसियां/पार्टी जो एम.एस.ई प्राधिकरणों के साथ पंजीकृत हैं, उन्हें तकनीकी बोली के साथ वैध MSE प्रमाण पत्र प्रस्तुत करने पर निविदा शुल्क और ई.एम.डी से छूट दी जाती है। हालांकि, सफल बोलीदाताओं को समझौते पर हस्ताक्षर करने से पहले शाखा कार्यालय में 25,000/- रुपये की सुरक्षा जमा राशि जमा करनी होगी।

9. निगम किसी भी निविदा को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है। हालांकि, निविदाकर्ता निगम से अपनी निविदा को अस्वीकार करने का कारण पूछ सकते हैं।

उप महाप्रबंधक

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD
(A Government of India Undertaking – Ministry of Textiles)
CIN:U51490MH1970GOI014733
Kapas Bhawan, Plot no-14, Near LIC Office, pannadhai Circle, Azad Nagar Bhilwara – 311001. Telephone No: - 01482-251326 / 252766 Fax No: - 01482 - 250506 Website: www.cotcorp.org.in. E-mail: bhilwara@cotcorp.com, (Ministry website: texmin.nic.in)
(A Miniratna Company)

Ref. No. CCI/BHL/Estate/Rent/2025-26/ Date 19.11.2025

TENDER NOTICE

The Cotton Corporation of India Limited invites sealed tenders in two bid system from Central Govt. Offices/PSU's/Banks/Insurance Companies and other reputed organization/agencies/firms for letting out office premises on under long term leave & license agreement at part area of ground floor admeasuring **carpet area 2891 Sq. Ft (Approx)** of Kapas Bhavan, Plot No.14, Near LIC office, Pannadhay Circle Azad Nagar Bhilwara – 311001

Sr. No	Particulars of the Office Building/Details	Blank Tender document Cost in Rs.	EMD (In Rs.)
1	Letting out Office Premises on under long-term Leave & License agreement at part area of ground floor admeasuring carpet area carpet area 2891 Sq. Ft (Approx) of Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle Azad Nagar Bhilwara - 311001	Nil	25000/-

1. Interested agency/firm may visit the location during all office working days i.e. Monday to Friday between 10:00 am to 5:30 pm from **20.11.2025** to **10.12.2025.**

2. The party has to enclose EMD of **Rs.25000/-** by way of DD/PO drawn (any nationalized bank/Scheduled bank) in favor of **"THE COTTON CORPORATION OF INDIA LIMITED"** payable at **"Sriganganagar"** or Electronic Fund Transfer/Digital mode of payment should be made such as BHIM, UPI, (UPI/BHIM-UPI QR Code) and RTGS/NEFT. Electronic fund transfer will be valid subject to confirmation of realization along with the tender. MSE firms are exempted from EMD & Tender Fee on production of valid MSE certificates. However, security deposit of Rs 25000/- has to be deposit in branch office by successful bidders before signing of agreement. No interest will be paid on security deposit and it will be refunded after satisfactory completion of rent agreement.

3. For making online payments bidders can deposit amount in below bank account details.

Bank name	Punjab National Bank
Branch Name	Meera Chowk, Sriganganagar
Account Number	3959002100001491
IFSC	PUNB0395900

4. The interested agency/Firm may submit their sealed tenders in the Tender Box situated at Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle, Azad Nagar, Bhilwara - 311001 up **to 3:00 p.m** on or before **11.12.2025.**

5. Interested Tenderers should submit their tender in the following manner:
   a) **Envelope A**: should contain **"Technical Bid (I)"** along-with prescribed terms & conditions, Tender Fee, Earnest Money Deposit (EMD) both in the form of D.D/P.O separately, relevant attested enclosures like PAN No., GST Registration Certificate (if applicable), valid Medium Small Enterprises (MSE) certificate issued by MSE Authorities etc. Checklist in prescribed Tender Form may be referred for all other necessary documents.

   b) **Envelope B**: Envelope marked as **"Financial Bid (II)"** which should contain Financial Bid only.

   c) **Envelope C**: It should contain both **Envelope-A** and **Envelope-B**.

6. Tender Form duly filled in all aspects should be submitted in the manner as described above along-with EMD of **Rs. 25,000/-** (Rupes twenty fifty thousand only) by way of DD/PO drawn in favour of "The Cotton Corporation of India Limited, Sriganganagar or through Online (RTGS/NEFT). Each envelope should be super scribed as ***"Tender for Letting out Office Premises on under long-term Leave & License agreement" CCI Bhilwara"***, and should contain the Name, Telephone No. & Address of the Tenderer. The Tender form duly filled in all respects addressed to Dy General Manager, Bhilwara should reach Branch Office on or before **11.12.2025** up to **3:00 PM.**

7. Sealed Tenders received within the stipulated time shall be opened on the same day i.e. on **11.12.2025** at **3.30 P.M** in presence of the Tenderers who may wish to remain present. Financial Bids of the technically qualified tenders will be opened on the same day, in the presence of tenderers who may wish to remain present.

8. The firms/agencies/party which come under MSE (Micro & Small Enterprises) and are registered with MSE authorities are exempted from tender fees and EMD on production of valid MSE certificate along with technical bid. However, security deposit of **Rs.25,000/-** has to be deposited in branch office by successful bidders before signing of agreement.

9. Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Dy. General Manager

Tender Document for Letting out Office Premises on under long term Leave & License agreement at part area of ground floor admeasuring carpet area **2891 Sq. Ft (Approx)** of Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle, Azad Nagar, Bhilwara – 311001, Rajasthan

TECHNICAL BID- I

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2	General terms and conditions of the tender	2-4
3	Self-declaration form	5
4	Eligibility criteria for evaluation of tender	6
5	Check list of self-attested documents	7

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.14 Near LIC office,
Pannadhay Circle
Azad Nagar
Bhilwara - 311001

Subject: **Submission of tender for "Letting out Office Premises on under long term Leave & License agreement at part area of ground floor admeasuring carpet area 2891 Sq. Ft (Approx) of Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle, Azad Nagar, Bhilwara – 311001, Rajasthan." and DECLARATION**

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.

2 I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ dated_____in your favour or NEFT/RTGS transaction/UTR no_____dated_____, towards earnest money deposit of Rs.25000 /-

3 I/We have filled and signed each page of the tender documents and the same are enclosed here with.

4 I/We hereby declare that tender documents have been downloaded from CCI website www.cotcorp.org.in and it is submitted in original without any alterations/modifications/deletions/additions.

Signature and seal of Bidder: _____
Name: _____
Full Address: _____

MAIN TERMS AND CONDITIONS OF THE TENDER FOR LETTING OUT OFFICE PREMISES ON LEAVE

A) <u>Location of property, area and its usage:</u>

1	Name and address of the Office / Landlord	The Cotton Corporation of India Limited, (A Govt. of India, Undertaking under Ministry of Textiles) of Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle, Azad Nagar, Bhilwara – 311001, Rajasthan
2	Brief particulars and location of the building	This landmark building features an exceptionally designed ground floor that combines functionality with style, offering: **Spacious and Convenient Open Car Parking**: The property includes ample open car parking space, ensuring ease of access and convenience for both visitors and tenants alike. □ **Prime Location**: Ideally positioned just a short 10-minute drive from Bhilwara Railway Station, this building offers easy connectivity to transportation hubs, making it a perfect location for businesses looking to attract a steady flow of clients and employees. □ **Strategic Positioning**: Located between the prominent IB and BSNL offices, the building enjoys a central and well-connected position in a key commercial zone, enhancing its visibility and accessibility. □ **Superior Construction Quality**: Built with top-tier materials and adhering to CPWD standards, the structure is not only aesthetically pleasing but also designed to last. The durability and craftsmanship reflect a commitment to excellence, ensuring long-term value for any commercial venture. □ **Institutional Area**: Situated in a designated institutional area, this building offers a professional and polished environment that is ideal for business activities, making it a highly sought-after location for commercial purposes. □ **Adjacent Greenery Park**: An impressive UIT-developed greenery park, measuring 100x300 sq. ft., is located right next to the office building. This park provides a tranquil and refreshing environment, ideal for

<table>
<tr><td></td><td></td><td colspan="2">relaxation and informal meetings, adding significant value to the property.</td></tr>
<tr><td rowspan="4">3</td><td>Land details
plot area</td><td colspan="2">Plot Size 100 Feet X 200 Feet = 20000 Sq. Feet
Lease hold land for 99 years (1996) &
Free hold in year 2022 from UIT Bhilwara</td></tr>
<tr><td rowspan="3">Open area on ground floor includes security cabin, ducts etc.</td><td>Garden Area</td><td rowspan="3">Approx. 1209.61 Sq.mt</td></tr>
<tr><td>Pavement Area</td></tr>
<tr><td>Parking area</td></tr>
<tr><td>4</td><td>F.S.I. applicable</td><td colspan="2">1.5</td></tr>
<tr><td>5</td><td>Year of construction</td><td colspan="2">2023</td></tr>
<tr><td>6</td><td>Brief specification</td><td colspan="2">1. Landmark Building: A prominent and recognizable structure with an attractive design.
2. Ground Floor Design: Features a well-designed ground floor, offering functional and aesthetic appeal.
3. Ample Water Storage: Equipped with overhead water storage tanks, ensuring an uninterrupted water supply.
4. Dedicated Electrical Transformer: The property includes a separate electrical transformer to manage power supply effectively.
5. 40 KVA Diesel Generator (DG): A reliable 40 KVA Diesel Generator set is in place to provide an instant backup power supply during power outages.
6. Appealing Front Elevation: The front elevation of the building is modern, visually appealing, and enhances the overall aesthetic.
7. High-Quality Construction: Built with superior quality materials, adhering to the standards set by the Central Public Works Department (CPWD).
8. Durability, Safety, and Functionality: Designed to ensure long-term durability, safety, and overall functionality.
9. 24-Hour Security Guard: The campus is monitored with a dedicated 24-hour security guard, ensuring safety.
10. Street Lighting: The campus is equipped with street lights, providing adequate illumination and enhancing safety during the night. 16 Nos 3 mtrs height street light pole for parking area
11. Proximity to Necessary Markets: The building site is conveniently located near all essential markets, making it easily accessible for shopping and daily needs.
12. Good Connectivity: The location offers excellent connectivity, ensuring easy access to transportation and major routes.</td></tr>
</table>

<table>
<tr><td></td><td colspan="3"></td><td colspan="3">13. Zero Traffic Area: The location is situated in a zero-traffic area, minimizing disturbances and ensuring a peaceful environment.
14. Institutional Environment: The area offers a good institutional environment, ideal for office / business purposes.</td></tr>
<tr><td>7</td><td colspan="6">Area Statement</td></tr>
<tr><td></td><td>No.</td><td>Floor</td><td>Covered area (in Sq.mt)</td><td>Covered area (in Sq.ft)</td><td>Remarks</td></tr>
<tr><td></td><td>(i)</td><td>Ground</td><td>649.18</td><td>6987.71</td><td></td></tr>
<tr><td></td><td></td><td>Total</td><td>649.18</td><td>6987.71</td><td></td></tr>
<tr><td>8</td><td colspan="2">Amount of municipal taxes</td><td colspan="3">Rs.12,678 yearly (current)</td></tr>
<tr><td>9</td><td colspan="2">Source of water supply</td><td colspan="3">Bore well available in the premise</td></tr>
<tr><td>10</td><td colspan="2">Source of electricity supply</td><td colspan="3">11 KV HT power supply of AVVNL through 1 Nos. of 25 KVA transformer. 40 KVA DG set as second source of power supply</td></tr>
<tr><td>11</td><td colspan="2">Details of any other amenities available</td><td colspan="3">□ Synchronized 40 KVA diesel gen. set to ensure uninterrupted essential supply.
□ Imported quality Aluminum False Ceiling
□ Provision for 2 Nos. lifts
□ Ground floor open 20 Nos. car parking facility.
□ Round the clock security
□ Firefighting system with smoke detectors/ Fire extinguishers / Fire hydrant, down Comer system etc.</td></tr>
<tr><td>12</td><td colspan="2">Detailed of toilets & sanitary fittings</td><td colspan="3">One lady and one gents’ toilet, two nos. urinal with high standard quality sanitary fitting and four nos. wash basins available</td></tr>
<tr><td>13</td><td colspan="2">Details of electrical points & fittings</td><td colspan="3">Provision of 28 nos. 2x2 LED lights,13 nos. fan with remote including regulator, 04 nos. Fresh air fans, Telephone jack, 11 nos. 12W down light (Recess), 08 nos. 12w down light (surface) in common area, 02 Nos. mirror light Provision of 5 A Plug Point. /15 A Plug Point,</td></tr>
<tr><td rowspan="2">14</td><td colspan="2" rowspan="2">Plants and Equipment’s</td><td colspan="3">□ 01 Nos. 40 KVA DG
□ 01 Nos. of bore-well with electric motor pump
□ 06 Nos. GI Earth
□ 02 Nos. Copper Earth
□ 01 Nos. Essential panel
□ 01 Nos. Non-Essential panel
□ 01 Nos. Timer Panel
□ 02 Nos. U/g pump
□ 01 Nos. firefighting panel</td></tr>
<tr><td colspan="3"><u>Fire Fighting System:</u>
The building is equipped with a comprehensive fire safety system, including 2 DSM 5028 Fire Fighting Pumps, 1 3-Way FBC, 1 Y Stainer, 1 Fire Alarm Panel, 1 Air Vessel, 2 Hooters, and 2 Manual Call Points (MCP). The Fire Alarm System</td></tr>
</table>

		includes 31 Smoke Detectors and 13 Response Indicators. Fire extinguishing equipment includes 8 ABC and 8 CO2 Extinguishers. The fire protection system features 4 Fire Hydrants, 2 Hose Reels, and 8 Hose Pipes, along with a Downcomer System. Additionally, an Advanced Smoke Detection System with a Public Address System and Fire Detection Panel ensures prompt response and safety.
		Ceiling: Good Quality imported calcium Silicate false with Gypsum board Ceiling. **Water Tank capacity:** Underground tank situated at ground RCC water tank - 20000 liters Overhead tank situated at terrace level Fire Tank 06 Nos. - 10000 liters Domestic - 2000 liters Flushing - 2000 liters Total O.H Tank capacity - 4000 liters

B) Maintenance and Others Charges will be shared as under:

1. **Payment of Property/Municipal Tax/UD Tax/Other Cess:**
   The payment of property/municipal tax/UD tax/other cess, payable to statutory or local authorities, shall be shared between CCI and the successful bidder. The current Municipal/Property tax for the licensed premises is ₹12,678.00 per annum.

2. **Open Parking in the Premises:**
   An open parking space for cars will be provided on the ground floor at no extra cost. For any vehicles exceeding in number, temporary parking will be made available, subject to availability.

3. **Service Charges:**
   Monthly service charges amounting to Rs 3000/- (excluding GST) per month shall be charged in addition to monthly rent.

4. **Electricity Charges:**
   Energy charges will be borne by the tenant as per the actual unit consumption.

C) Other Terms & Conditions:

1. Interested parties may visit the site on any working day between **10.00 a.m. to 5.30 p.m.**

2. The Bidder should quote his monthly rent for total area only and not for the part area**.** The quotes received for part area will not be considered.

3. The offer shall remain valid for a period of **90 days** from the last date of opening of tenders.

4. The above property is offered under leave & license agreement from the date of agreement for **Five terms of 11 Months** each. Further renewal for Five terms of **11 Months** each will be made on mutual agreed terms otherwise the licensee shall have to vacate the premises on expiry of **55 months** initial terms.

5. The monthly Rent to be fixed on the basis of this tender shall be revised upwards by 5%, rounded to the nearest multiple of 10, after expiry of each term of 11 months.

6. Service charge shall be revised upwards by Rs 500/- after expiry of each term of 11 months.

7. The Earnest Money Deposit of Rs. 25000/- of the successful bidder will be adjusted against the interest free Deposit as a security deposit equal to three months' rent and will be re- funded to the unsuccessful bidders.

8. The successful Bidder shall be assigned the rights of exclusive use of the above property during the currency of the leave & license agreement. The successful Bidder will have to enter into a written leave & license agreement with the Corporation for use of the above said property.

9. Successful Bidder will have to deposit at the time of execution of L&L agreement and keep deposited with the corporation during the period of this agreement and renewal thereof an interest free deposit equal to three months license fee (monthly Rent), which is refundable on the expiry of the period of the license or earlier determination or termination thereof as hereinafter provided on handing over vacant possession of the premises to the Licensor after adjusting outstanding dues, if any.

10. In lieu of assigning rights of exclusive use of the above property, Corporation shall charge Rent on monthly basis payable in advance i.e. by **10th of every month.**

11. Successful Bidder will not be permitted for erection or to make any structural alterations or additions whatsoever to the said premises licensed to or any part thereof without the specific prior written permission of the corporation except modification of toilets, change of flooring and false ceiling, internal wooden partitions, cabins, shelving racks, electrical equipment and other interior works of temporary nature.

12. Successful Bidder shall have to conform with the administrative discipline set up by the corporation for the building as may be mutually agreed.

13. Successful Bidder shall have to use the nomenclature ***"Kapas Bhavan"*** as address identifying code of the said premises.

14. Successful Bidder shall not assign, sublet or transfer the rights of the L&L agreement in any manner to any person(s)/party (ies).

15. The proposed office premises for rent shall have only False ceiling and Flooring. Successful Bidder shall have to make their own arrangement for interior works but will submit the Layout Plan for Interiors to the

Corporation, to enable the Corporation to assess whether the successful Bidder is making any structural alterations to the said premises.

16. The total expenses towards stamp duty and registration fee of L&L Agreement will be shared 50:50 between the Corporation and successful Bidder.

17. The above office premise has been considered for letting out on L&L agreement with General office working time i.e. Monday to Saturday.

18. The tenders received within the specified time shall be opened on the same day at the given time in the presence of Bidders who may wish to remain present. Tenders received late will not be accepted at any circumstances.

19. Financial Bid-II shall be opened in respect of those Bidders who qualify the Technical Bid-I.

20. Corporation reserves its right to accept or reject any tender without assigning any reason thereof.

21. The successful bidder shall be fully responsible for the cost of any repairs or damages incurred to the rented portion during the entire agreement period. The bidder agrees to undertake such repairs promptly and without delay, ensuring the premises are maintained in good condition throughout the tenancy. Failure to address repairs or damages in a timely manner may result in penalties or termination of the lease agreement.

22. The Corporation reserves the right to terminate the lease agreement with a minimum of 3 months' notice in the event that the corporation requires the property or if the lessee violates any terms and conditions of the lease, including but not limited to non-payment of rent or unauthorized use of the property.

23. In the event that the successful bidder (lessee) wishes to cancel or vacate the property before the end of the lease term, they must provide a written notice to the corporation at least 3 months in advance of the intended cancellation or vacating date. In the event of failure to comply with shall result in lead to security adjust against the notice period.

24. In the event that the Lessee fails to make payment of advance rent for a consecutive period of two months, with the overdue rent remaining unpaid by the end of the 20th day of the second month, which shall result in the automatic termination of this lease agreement, without the need for further notice. The Corporation shall be entitled to deduct the rent for the unpaid months from the Lessee's security deposit, and any remaining balance of the security deposit, after such deduction, shall be forfeited. Furthermore, no notice period of three months, as specified under Clause 22, shall be required in this case. The Lessee shall immediately vacate the premises, and the Corporation shall have the right to take any necessary legal action to recover the remaining unpaid rent and any other applicable costs or damages arising from the breach.

25. At the termination or Completion of the lease, the lessee shall promptly return all associated inventory to the lessor. The property must be in the same good condition as it was at the time of occupancy, with the exception of reasonable wear and tear, or damage resulting from causes beyond the control of the lessee. Any damages beyond normal wear and tear shall be repaired or compensated by the lessee.

26. The lessee shall be responsible for maintaining fire safety standards within the leased property. In case of any fire-related incident caused by the lessee's negligence or misuse, the lessee shall bear the full cost of repairs, damages, or any legal liabilities arising from such incidents.

27. The corporation shall take an Annual Maintenance Contract (AMC) for fighting system for the entire building, covering all necessary maintenance services. The total cost of the firefighting AMC shall be equally shared between the corporation and the lessee. The lessee agrees to pay their portion of the AMC cost promptly and in accordance with the terms agreed upon by both parties.

28. In case of any dispute or difference arising out of or in relation to this agreement, the same will be referred to arbitration of an Arbitrator (other than an employee of the Corporation) to be appointed by the Branch Manager of the Corporation and whose decision shall be final and binding upon the parties hereto. The arbitration will be governed by the provisions of the Arbitration & Conciliation Act, 1996.

29. This Agreement shall be subject to Jurisdiction of Courts of Bhilwara only.

Signature and seal of Bidder: _____
Name: _____
Full Address: _____

SELF DECLARATION FORM

(This form shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Bid.)

Tender Notice No: ----------

To,
Cotton Corporation of India Ltd.,
Kapas Bhavan,Plot No.14 Near LIC office,
Pannadhay Circle
Azad Nagar
Bhilwara - 311001

Sir/Madam,

1. I/we, the undersigned do hereby declare that, declare that my/our firm/company M/s……. is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. dept. from participating in the tender as on date.

2. I/we have never ever been blacklisted and / or there were no debarring actions against us for any default in the performance of the contract entrusted to us in any other essential commodity during last three years, not involved in any illegal activity and/or not charge sheeted for any criminal act of theft etc.

3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the corporation

Place; _____
Date- _____

Yours faithfully,

Signature and seal of Bidder: _____

Name: _____
Full Address: _____

TECHNICAL ELIGIBILITY CRITERIA FOR TENDERERS:

<table>
<tr><td>1</td><td>Name of the firms:</td><td>M/s. _____
Official Address: _____
_____
City: -_____ PIN: - _____
Tel. No. _____(Office) _____(R)
Mobile No. _____
Email id: _____</td></tr>
<tr><td>2</td><td>Earnest Money Deposit Amount & their details:</td><td>Rs. _____(Rupee) drawn on/ date_____Vide DD/PO No/UTR No_____
in favour of The Cotton Corporation of India Ltd., Sriganganagar is enclosed.</td></tr>
<tr><td>3</td><td>a. PAN under Income tax authority (Govt. of India),
b. GST No.</td><td>PAN No. _____
GST No _____

(Self-attested Copies must be enclosed)</td></tr>
<tr><td>4</td><td>The firm should give Self-Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.</td><td>Self-certificate Letter No and date.
_____
Authorized Name & Signatory
_____</td></tr>
<tr><td>5</td><td>Average annual financial turnover during the last three-year ending 31st March (FY 2022-23, 2023-24 and 2024-25) of the previous financial year should having minimum 30% of estimate cost i.e. Rs.1.9 Lakhs. The copy of certified certificate from independent Chartered Accountant must be enclosed.</td><td>
<table>
<tr><td>Financial Year</td><td>2022 - 23</td><td>2023 - 24</td><td>2024-25</td></tr>
<tr><td>Annual turnover Amount in Rs (Lakhs)</td><td></td><td></td><td></td></tr>
<tr><td>Annual profit Amount in Rs (Lakhs)</td><td></td><td></td><td></td></tr>
<tr><td>Annual Average turnover in Rs. (Lakhs)</td><td colspan="3"></td></tr>
</table>
</td></tr>
<tr><td>6</td><td>Certificate of Incorporation/ Partnership Deed (self-attested copy to be enclosed)</td><td>Date of Incorporation/ Partnership Deed: ……</td></tr>
<tr><td>7</td><td>Solvency certificate from scheduled Banks (excluding co-operative bank) of Rs. 10.00 Lakhs (self-attested copy to be enclosed)</td><td>Name of the Bank - ……
Branch and its addressed ……..
Amount of Bank Solvency…….</td></tr>
<tr><td colspan="3">Please Note: Self-attested copies wherever required, must be enclosed otherwise tenderer shall be deemed not eligible.</td></tr>
</table>

CHECK LIST OF SELF ATTESTED DOCUMENTS

Please make tick (√) Mark

1	a. Blank tender document purchased from office	Yes	No
	b. Tender document down loaded from web site	Yes	No
2	Earnest Money Deposit Amount of Rs.25,000 /- in favor of The Cotton Corporation of India Ltd., Sri Ganganagar is enclosed.	Yes	No
3	Registration of various authorities and their Nos. for Eligibility Criteria *(Self-attested Copies of the same shall be enclosed)*	Yes	No
	a. PAN under Income tax authority (Govt. of India) b. GST		
4	Average annual financial turnover during the last three-year ending 31st March (FY 2022-23, 2023-24 and 2024-25) of the previous financial year should having minimum 30% of estimate cost i.e. Rs.1.9 Lakhs. The copy of certified certificate from independent chartered accountant must be enclosed.	Yes	No
5	The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past 03 years	Yes	No
6	Certificate of Incorporation/Partnership Deed (self-attested copy to be enclosed)	Yes	No
7	Solvency certificate from scheduled Banks (excluding co-operative bank) of Rs. 10.00 Lakhs (self attested copy to be enclosed)	Yes	No

Signature and seal of Bidder: _____
Name: _____
Full Address: _____

Tender Document for Letting out Office Premises on under long term Leave & License agreement at part area of ground floor admeasuring carpet area 2891 Sq. Ft (Approx.) of Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle Azad Nagar Bhilwara - 311001

FINANCIAL BID- II

INDEX

Sr. No.	Particulars	Page No.
1	Bill of Quantity	1

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD
(A Government of India Undertaking – Ministry of Textiles)
CIN:U51490MH1970GOI014733
(A Miniratna Company)
Kapas Bhawan, Plot no-14, Near LIC Office, pannadhai Circle, Azad Nagar Bhilwara – 311001. Telephone No: - 01482-251326 / 252766 Fax No: - 01482 - 250506 Website: www.cotcorp.org.in. E-mail: bhilwara@cotcorp.com, (Ministry website: texmin.nic.in)

Date: _____

FINANCIAL BID - II

To,
Cotton Corporation of India
Kapas Bhavan,
Plot No.14 Near LIC office,
Pannadhay Circle, Azad Nagar
Bhilwara - 311001

Sub: Letting out Office Premises on under long term Leave & License agreement at part area of ground floor admeasuring **CARPET AREA 2891 Sq. Ft (Approx.)** of Kapas Bhavan, Plot No.14 Near LIC office, Pannadhay Circle Azad Nagar Bhilwara - 311001

Sir,

I/we are submitting our Financial Bid-II for the above property as detailed below:

Financial Bid – II		
Sr. No	**Particulars**	**Amount (excluding GST)**
1.	Monthly Rent	

Note:

1. Monthly rent shall be exclusive of GST but shall be inclusive of municipal taxes and parking facility only.
2. On Sharing of expenses, GST will be charged extra as applicable from time to time.
3. Monthly utility charges are to be borne separately by the tenant.
4. Generator/UPS services facilities are not covered in the monthly rent quoted.

Name and address of the Bidder with seal. _____
Authorized signatory: _____
_____