भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपक्रम, वस्त्र मंत्रालय के अधीन)

कांस्टानिया , 3rd फ्लोर , 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट , कोलकोता -700 017

दूरभाष् :- 033-2281 2208, 2281-1358, 2281 2953

निगमित पह्चान संख्या : U51490MH1970GOI014733

कार्यालय परिसर सब–लीज डीड के आधार पर किराए पर देने की निविदा सूचना

2601 वर्ग फीट कार्यालय परिसर सब-लीज डीड के आधार पर किराए पर "As is Where is Basis" पर देने हेतु दो बोली प्रणाली में मोहर बंद निविदा आमंत्रित करता है | नियम और शर्तों का विवरण सी.सी.आई के वेबसाईट www.cotcorp.org.in. और सरकारी पोर्टल www.eprocure.gov.in पर उपलब्ध हैं।निविदा प्रस्तुत करने की अंतिम तिथि दि. **19.12.2025** अपराह्न **2.00** बजे तक है।

उप महा प्रबंधक

THE COTTON CORPORATION OF INDIA LTD

(A Govt. of India Undertaking, Ministry of Textile)

" Constantia", 3rd floor,11,Dr.U.N.Brahmachari Street, Kolkata-700 017

Tel.No.2281-2208,2281-1358,2281-1160

CIN:U51490MH1970GOI014733

OFFICE PREMISES AVAILABLE

TENDER NOTICE FOR LETTING OUT OFFICE SPACE ON SUB LEASE DEED BASIS

2601 sq.ft. built-up ready Office Space available on the basis of Sub-Lease Agreement system, on Gr. floor, at "Constantia", 11, Dr.U.N.Brahmachari Street, Kolkata – 700017, "as is where is basis". The detail terms and conditions of the Sub-Lease can bedownloaded from our Corporation Website www.cotcorp.org.in and Govt. portal www.eprocure.gov.in . Last date of submission of quotation is **19.12.2025 upto 2.00 P.M .**

Deputy General Manager

1.	Title of the Tender	:	Letting out 2601 sq.ft. built-up ready Office space available on the basis of Sub-Lease Agreement system, on Gr.fl., at "Constantia", 11, Dr.U.N.Brahmachari Street, Kolkata – 700017, on "As is where is Basis".
2	Tender Ref. No.	:	CCI/KOL/ADMN/49(C)/2025-26 dated 28.11.2025
3	Product Category	:	Letting out Office Space on Sub-Lease Agreement basis
4	Sub Category	:	Letting out ready built-up Office Space on Sub-Lease Agreement basis at "Constantia".
5	EMD	:	Rs.50,000/- (Rupees Fifty Thousand) only
6	Tender Value	:	NIL
7	Document Cost	:	NIL
8	Tender type	:	Sub-Lease Agreement
9	First announcement Date & Time	:	28.11.2025
10	Last Date & Time of Document Collection	:	All working days between 11.00 am to 5 p.m. upto 17.12.2025
11	Last Date & Time of Submission of tender	:	On or before 19.12.2025 at 2.00 p.m.
12	Opening Date & Time	:	19.12.2025 at 3.00 p.m. only Technical Bid
13	Pre bid meeting	:	17.12.2025 at 3.00 p.m.
14	Work description	:	Letting out ready Office Space admeasuring an area of 2601 sq.ft. built-up on Sub-Lease Agreement basis at "Constantia", Ground floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on "as is where is basis".
15	Pre-Qualification	:	**i)** PAN under Income Tax Authority (Govt. of India), **ii)** GST Number **iii)** The Bidder should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years. **iv)** EMD Amount Rs. 50,000/- **v)** If Broker submits Tender on behalf of Bidder then Authorization Letter from the Principal Bidder should be enclosed. **vi)** Certificate of Incorporation/Partnership Deed (In case of Banks Description / Extraction of Act to be submitted). **vii)** Audited Annual Accounts for the Financial Year 2022-23, 2023-24 & 2024-25 (only Balance Sheet and P & L Account.) **viii)** Solvency Certificate from Scheduled Banks (excluding Co-operative Bank) of Rs.10.00 lac.) {Public/ Private Sector Banks are exempted for Bank submission of Solvency Certificate)

भारतीय कपास निगम लिमिटेड
(भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत)
कांस्टानिया, 3rdफ्लोअर, 11, डॉ.यु.एन ब्रम्हाचारी स्ट्रीट, कोलकोता -700 017
दूरभाष् :- 033-**2281 1160 / 1358** फैक्स:033-**2281 2953**
बेब साईट : www.cotcorp.org.in ई-मेलl: kolkata@cotcorp.com
निगमित पह्चान संख्या :U51490MH1970GOI014733

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन, प्लॉट न.3ए, सेक्टर न.10, सी.बी.डी बेलापुर,नवी मुंबई-400 614
दूरभाष्:27579217 ग्राम:COTCORPIND फैक्स: 022-27576030-9219-6069
ई-मेल: headoffice@cotcorp.com वस्त्र मंत्रालय बेब साईट: www.ministryoftextiles.gov.in

क्रमांक:भाकनि कोल//प्रशा/49-C/2025-26 दिनांक: 28.11.2025

निविदा सूचना

भारतीय कपास निगम लिमिटेड, प्रतिष्ठित वाणिज्यिक बिल्डिंग, कांस्टानिया, ग्राउड फ्लोअर, 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट, कोलकोता -700 017 में स्थित 2601 वर्ग फीटबना हुआ तैयार कार्यालय परिसर सब-लीज डीड आधार से किराये पर "As is where is Basis "देने सबंध मे इच्छुक Govt./ Semi Govt., Autonomous Body, State Body, Local Body, State/Central PSU's, Financial Institutions like Bank/Insurance Co's. etc.से दो बोलियों प्रणाली में मोहरबंद निविदा आमंत्रित करता है |

क्र. संख्या	कार्य का ब्यौरा	रिक्त टेंडर दस्तावेज मुल्य (रूपये में)	बयाना राशि रूपये
I	प्रतिष्ठित वाणिज्यिक बिल्डिंग , कांस्टानिया , ग्राउड फ्लोअर , 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट , कोलकोता -700 017 मेंस्थित 2601 वर्ग फीट बना हुआ तैयार कार्यालय परिसर सब-लीज डीड आधार से "as is where is basis" परकिराये पर देने सबंध मे	विना मुल्य	50000/-

1. रिक्त निविदा विस्तृत नियम और निविदा की शर्तों के साथ ऊपर दिए गए पते पर सोम वार से शुक्र वार कार्यालय समय में सुबह 11.00 बजे से शाम 5.00 बजे दि. **17.12.2025** तक निविदा द्स्तावेज **विना मुल्य** पर उपलब्ध हैं या निविदा दस्तावेजों को निगम के वेबसाइट www.cotcorp.org.in एवं सरकारी पोर्टल वेबसाइट http://www.eprocure.gov.in से भी डाऊन लोड किया जा सकता है|
2. इछुक एजेंसी/ कंपनी लोकेशन भारतीय कपास निगम लिमिटेड, कांस्टानिया, ग्राउड् फ्लोअर, 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट, कोलकोता -700017 में सोमवार से शुक्रवार कार्यालय समय में सुबह 11.00 बजे से शाम 5.00 बजे के बीच दि.**17.12.2025** तक निगम के कार्यालय से पूर्व सुचना देकर देख सकते है । शाखा कार्यालय संपर्क टेलीफोन नंबर : 033-1160 2208 / 1358.
3. निविदा के विस्तृत नियम एवं शर्तों के साथ एजेंसी / कंपनी अपना प्रस्ताव भारतीय कपास निगम लिमिटेड् के पक्ष मे किसी भी अनुसुचित बैंको में से तैय्यार बयाना राशि रूपये 50000/- **(पचास हजार केवल)**का डिमांड ड्राफ्ट/ पे आर्डर /बैंकर चेक कोलकोता पर देय के साथ दे सकती है। अपेक्षित बिना बयाना राशि के साथ आपका प्रस्ताव स्वीकृत नही किया जायेगा |
4. पूर्व बोली बैठक दि.**17.12.2025** अपराह्न **3.00** बजे कांस्टानिया, 3rd फ्लोअर, 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट , कोलकोता -700017 मे होगी ।
5. मोहरबंद निविदा दस्तावेज , निम्मानुसार प्रस्तुत किया जाना है
   लिफाफा "ए "– (तकनीकी बोली -1 एवं बयाना राशि), लिफाफा "बी "– वित्तीय बोली -2
   लिफाफा "सी"–लिफाफा "सी " में लिफाफा "ए " और "बी" दोनों होने चाहिए ।
   प्रत्येक लिफाफे पर **"भारतीय कपास निगम लिमिटेड , प्रतिष्ठित वाणिज्यिक बिल्डिंग, कांस्टानिया, ग्राउड फ्लोअर, 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट, कोलकोता -700 017 में स्थित 2601वर्ग फीट बना हुआ तैयार कार्यालय परिसर सब-लीज डीड आधार से "As is where is basis" पर किराये पर देने सबंध मे,** अंकित करे एवं और लिफाफे की बायी तरफ निविदाकर्ता का पूरा पता होना चाहिए ।
6. इछुक एजेंसी/ कंपनी अपनी मोहरबंद निविदा अपराह्न **2.00 बजे** दि.**19.12.2025 को** या इसके पूर्व निगम की तिसरी मंजिल पर रखी गई निविदा पेटी (टेंडर बॉक्स) कांस्टानिया , 3rd फ्लोअर , 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट , कोलकोता -700 017 **मे डाल सकते है ।देर से प्राप्त निविदाओं को किसी भी परिस्थिति में स्वीकार नहीं किया जाएगा |**
7. प्राप्त निविदा उसी दिन दि.**19.12.2025** को अपराह्न **2.30 बजे** उपस्थित निविदा प्रतिनिधी के समक्ष खोले जायेंगे ।

निगम कोई निविदा स्वीकर या अस्वीकार(सभी निविदा अस्वीकार) करने का अपना अधिकार सुरक्षित रखता है । तथापि निविदाकर्ता निगम से उनके निविदा की अस्वीकृत करने का कारण पुछ सकता है ।

उप महा प्रबंधक

THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking, Ministry of Textiles)
"Constantia", 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.
PHONE :- 033-**2281 1160 / 1358** FAX:033-**2281 2953**
website :www.cotcorp.org.in E-mail: kolkata@cotcorp.com

Admn& Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
PHONE:27579217, GRAM:COTCORPIND, FAX- 0022-27576030-9219-6069
E-mail- headoffice@cotcorp.com , Ministry of Textiles Website :www.ministryoftextiles.gov.in

Ref.No.:CCI/KOL/ADMN/49-C/2025-26/ Date: 28.11.2025

TENDER NOTICE

TheCotton Corporation of India Ltd., invites Tender in Two Bid System from interetsted**Govt./ Semi Govt, Autonomous Body, State Body, Local Body, State/Central PSU's, Financial Institutions like Bank/Insurance Co. etc.** to let-out ready built Office Space on ground floor on "as is where is basis" with built up area of 2601sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Sub-Lease Agreement basis.

Sl. No.	Particulars	Blank tender document cost (in Rs.)	EMD Amount (in Rs.)
1.	Let-out ready built Office Space ofGround Floor on "As is where is Basis" with built up area of 2601 sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Sub-Lease Agreementbasis.	NIL	50,000/-

1. Blank Tender Document Forms with detailed terms and conditions of the Tender, are available at above mentioned address **on all working days between 11.00 am to 5.00 p.m. up to 17.12.2025 .** The Tender Documents can also be downloaded from the Corporation website i. e www.cotcorp.org.in and govt. portals for Tender website http://www.eprocure.gov.in

2. Interested party may visit the location during **all office working days i.e Monday to Friday between 11:00 a.m. to 5:00 p.m. up to 17.12.2025** with prior intimation to our Office. Branch Office contact **telephone No. 033 2281 1160 / 1358**.

3. Earnest Money amounting to Rs.50,000/- (Rupees Fifty Thousandonly) in the Form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any of the Scheduled Banks (except Co-operative Banks) in favour of **THE COTTON CORPORATION OF INDIA LTD., payable at Kolkata** must accompany the Tender in Technical Bid – I. Any Tender not accompanied by the requisite Earnest Money, shall be summarily rejected.

4. Pre-Bid meeting shall be held **on 17.12.2025 at 3.00 p.m at "Constantia", 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.**

5. Sealed Tender documents may be submitted as under :

   Envelope A– (Technical bid-I with all enclosures and EMD)
   Envelope B – (Financial bid-II)
   Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"
   Each envelope be superscribed as "Tender for To let-out on Sub-Lease Agreement basis ready built Office Space of Ground Floor on "As is where is Basis" with built up area of 2601 sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Sub-Lease Agreement basis", and should bear the full Name and address of Bidder at left side bottom of the envelope.

6. **The sealed tenders must be dropped in the** Tender Box placed in the Office at **3rd floor of "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata 700 017 upto 2.00 p.m. of 19.12.2025** Tenders received late will not be accepted under any circumstances.

7. The tenders shall be opened on the same day i.e **19.12.2025 at 2.30 p.m. in the presence of Bidders who may wish to remain present**.

   The 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.

DEPUTY GENERAL MANAGER

CHECK LIST OF SELF ATTESTED DOCUMENTS

Please make tick (√) Mark

			Page Nos. From - to
1. (a) Blank tender document collected from office	Yes	No	
(b) Tender document down loaded from web site.	Yes	No	
2. Earnest Money Deposit Amount of Rs.50,000/-in favour of The Cotton Corporation of India Ltd., Kolkata 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. Permanent Account Number (PAN) from Income Tax Authority.	Yes	No	
B. Goods and Service Tax (G.S.T) No.:	Yes	No	
C. The Bidder should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Yes	No	
4. Audited Annual Accounts for the Financial Year 2022-23, 2023-24 & 2024-25(only Balance sheet & P & L Account.)	Yes	No	
4.(a)Original letter of Authorization in favour of Broker from Principal Bidder in case the broker submits tender on behalf of Bidder.	Yes	No	
5.Certificate of Incorporation/Partnership Deed (In case of banks Description / Extraction of Act to be submitted) (Self-attested copy to be enclosed)	Yes	No	
6. Solvency certificate from any schedule Banks (excluding co-operative bank) of Rs.10.00 Lac. {Public/ Private Sector Banks are exempted for submission of solvency certificate}) (Self attested copy to be enclosed)	Yes	No	
Note: The prescribed Tender form along-with all relevant annexures /documents should be properly, serially numbered with Seal and Attestation of Authorized Signatory.			

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

THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking, Ministry of Textiles)
"Constantia", 3rdfloor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.
PHONE :- 033-**2281 1160 / 1358** FAX:033-**2281 2953**
website :www.cotcorp.org.in E-mail: kolkata@cotcorp.com

Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
PHONE:27579217, GRAM:COTCORPIND, FAX- 0022-27576030-9219-6069
E-mail- headoffice@cotcorp.com , Ministry of Textiles website : www.ministryoftextiles.gov.in

TENDER DOCUMENT FOR

TO LET-OUT READY BUILT OFFICE SPACE ON GROUND FLOOR On "As is Where is Basis" WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET, KOLKATA –700 017 ON SUB-LEASE AGREEMENTBASIS.

TECHNICAL BID- I

INDEX

Sr.No.	Particulars	Page No.
1.	Submission of tender and Declaration	1
2.	Self-Declaration Form	2
3.	Eligibility Criteria	3
4.	Terms and Conditions	4-9
5.	Location Rough Google sketch	10
6.	Draft of Sub-Lease Agreement	11-21

(Should be typed on the Bidder's Letter Head)

Ref.No. ……..Date:_____

To
The Cotton Corporation of India Ltd.,
"Constantia", 3rd floor,
11, Dr. U.N. Brahmachari Street,
Kolkata- 700 017.

Sub: Submission of tender for "To let-out ready built Office Space of Ground Floor on "As is where is Basis" with built up area of 2601 sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Sub-Lease Agreement Basis.

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

OR

I / We hereby declare that tender documents have been collected from CCI, Kolkata Office and it is submitted in original without any alterations / modifications / deletions / additions.

3. I/We are enclosing herewith, Demand Draft/ Pay Order No. ……..dtd. _____ in favour of "The Cotton Corporation of India Limited" towards earnest money deposit of **Rs.50,000/-** (Rupees Fifty Thousand only).

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

Signature and seal of Bidder

Name

Full address:

Note : In Sl.No. 2 delete whichever is not applicable.

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,
The Cotton Corporation Of India Ltd.,
"Constantia", 3rd floor,
11, Dr. U.N. Brahmachari Street,
Kolkata- 700 017.

Sir/ Madam,

1. I / we, the undersigned do hereby declare that,my/our organization i.e. M/s……..has not been blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. Or Government Company/Govt. Department from participating in the tender as on date.
2. 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 of the Tenderer with seal

ELIGIBILITY CRITERIA FOR BIDDERTO LET-OUT READY BUILT OFFICE SPACE ON GROUND FLOOR ON "AS IS WHERE IS BASIS" WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET, KOLKATA – 700 017 ON SUB-LEASE AGREEMENT BASIS.

<table>
<tr><td>1. Name of the firm/Company</td><td>M/s. _____
Official Address: _____
City: -_____ PIN: - _____
Tel.No. _____ (O) _____(R)
Mobile No. _____
E-Mail. _____</td></tr>
<tr><td>1a. Nature of Business of Firm/Company</td><td></td></tr>
<tr><td>1b Blank tender document ifcollected from CCI office</td><td>Date of collection: _____</td></tr>
<tr><td>1c Tender document down loaded from website</td><td>Yes / No</td></tr>
<tr><td>2. Earnest Money Deposit Amount of Rs.50,000/- & Its details:</td><td>Rs. _____ (Rupees _____)
Drawn on _____
Vide DD/PO No. _____in favour of "The Cotton Corporation of India Ltd." Payable at "Kolkata" is enclosed.</td></tr>
<tr><td>3. Registration of various authorities and their Nos. for Eligibility Criteria (Self attested Copies of the same shall be enclosed)</td><td></td></tr>
<tr><td>A. Permanent Account No. under Income Tax Act. (Self-attested Copy shall be enclosed)</td><td>PAN No. _____</td></tr>
<tr><td>B. GST Registration Certificate (Self-attested Copy shall be enclosed)</td><td>GST No. _____</td></tr>
<tr><td>C. The Bidder 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 Person's Name & Signatory _____</td></tr>
<tr><td>4. Audited Annual Accounts for the Financial Years 2022-23, 2023-24, 2024-25 (only Balance sheet and Profit& Loss (P & L) Account.)
(self-attested copies to be enclosed)</td><td>Enclosed as ANNEXURE " ____" ," ____" & "____"
<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>5. Certificate of Incorporation/Partnership Deed (In case of Banks Description / Extraction of Act to be submitted)
(self-attested copy to be enclosed)</td><td>Date of Incorporation/Partnership Deed: _____</td></tr>
<tr><td>6. If broker submits tender on behalf of Bidder then Authorization letter from the Principal Bidder should be enclosed</td><td>Valid original letter of Principal Bidder for representing tender. Letter No._____ dated _____
Name & Registered address of Brokerage Firm:</td></tr>
<tr><td>7. Solvency certificate from schedule Banks (excluding co-operative bank) of Rs.10.00 lakh (Public/ Private Sector Banks are exempted for submission of solvency certificate) (self-attested copy to be enclosed)</td><td>Name of the Bank - _____
Branch and its addressed _____
_____
Amount of Bank Solvency Rs._____</td></tr>
</table>

Name And Address Of The Bidder With Seal
Authorized Signatory

MAIN TERMS AND CONDITIONS OF THE TENDER

To Let-Out Ready Built Office Space On Ground Floor On "AS IS WHERE IS BASIS" With Built Up Area Of 2601 Sq.Ft. Situated At "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 On Sub-Lease Agreement Basis.

A) Location of property, area and its usage:

1. Name and address of the Office / Sub-Lessor	The Cotton Corporation of India Limited, (A Govt. of India Undertaking) "Constantia", 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 and it's Registered Office situated at Kapas Bhavan, Plot No. 3A, Sector No. 10, CBD, Belapur, Navi Mumbai-400 614
2. Brief particulars and location of the building	A landmark building having Ground + 8 floors • Situated in prime location with front access to Main Road (Sarajini Naidu Sarani - Rowdon Street); • Just five minutes walking distance from Minto Park(Shahid Bhagat Singh Udyan); • Opposite to the La Martiniere School for Girls • Built with top quality materials by eminent Architect & Developer. • Premises leased to the CCI for unexpired period of 99(Ninety Nine) years from Board of Governors, the La Martinier in the year 1998. • Entrance with two stair cases built with granite steps in opposite direction having landing on the middle with elegant look.
3. Floor details	**Built up area of 2601 sq.ft. (being little more or less) in the multistoried building of total covered area 1,86,850.00 sq.ft. on Total Plot Size 1 Bigha 13 Kattahs (being little more or less)**
4. Year of construction	**1993**
5.Brief specification	A landmark building having ground + 8 floors. Attractive elevation on the front. Built with top quality materials by eminent Architect & Developer with Fire hydrant • Open office area admeasuring 307.51 sq.ft. (19.10 x16.10) approx. fully interior decorated with six cubicals having LAN and telephone connection fitted with wall cabinet for keeping office files. • Corporate look conference room admeasuring an area of 325.31 sq.ft. (17.05 x 19.08) approx. with (10 sitter) oval shape table along-with revolving chairs – floor fully covered with woolen carpet having additional 4 Nos. Sofa Sets (3+3+2+1). • Two Rooms admeasuring 133.04 sq.ft. (12.04x 11.05) & 108.69 sq.ft (12.05 x 9.02) approx. respectively as Office Chamber with electric power point. • One room admeasuring 91.27sq.ft(10.03x 9.10)approx. with an attached room which can be used as vault / store. • One room admeasuring an area of 279.06 sq.ft(12.07 x 23.12)approx. with electrical points and fittings but without interior decoration. • Small area admeasuring 171.32 sq.ft(17.03 x 10.06) approx. for preparation of tea / coffee with exist in rear portion which is also usable. • One Toilet and a separate urinal area with good quality sanitary fitting and one no. wash basin with mirror available on floor.

6.Area Statement	**2601 Sq.ft.**
7.Amount of Municipal Taxes	As applicable based on annual value and is subject to change as and when notified by Kolkata Municipal Corporation.
8.Source of water supply	24 hours water supply from Overhead RCC Water Tank provided by Building Maintenance Authority.
9. Source of Electricity supply	10 KVA L.t Power supply provided by Building Maintenance Authority – from original supply of CESC.
10. Details of any other amenities available	*Bank(s) on ground floor / *Centrally air conditioned * Diesel Gen. Set of Building Maintenance Authority to ensure uninterrupted power supply. *False Ceiling fitted with good quality aluminum channels. **Round the clock security provided by Building Maintenance. * Firefighting system with heat & smoke detectors/Fire Extinguishers/Fire hydrant
11.Details of toilets & sanitary fittings	One Toilet and a separate urinal area with good quality sanitary fitting and one No. wash basin with mirror available on Floor.
12.Details of electrical points & fittings	Provision of 5 A Plug Point./15 A Plug Points along with box type 2 x 40 watts tube lights (Standard quality) 15 Nos., 2 x 40 watts tube lights double bracket 6 Nos., 1 x 40 watts single bracket tube light 5 Nos., 27 Nos., 11 watts CFL Spot light, 3 Nos. 11 watts PL. lights all fitted with lamps.
13. Plants and Equipment	**<u>For Central Air Conditioning</u>** No air conditioning system available in our office premises **<u>Fire Fighting System & 3 Nos. lifts are available in the building.</u>** **<u>Ceiling:</u>** Good Quality false Ceiling Etc.

B) **<u>Property /Municipal Tax,Maintenance and Service Charges will be levied as under:</u>**

(i) **<u>Property /Municipal Tax</u>** :

a. If there is any separate Property Tax bill directlyforsub-leased office space to the Sub-Lessee by any Statutory Body in future, the same shall be liable to be paid entirety bythe Sub-Lessor alone and shall continue to pay during the currency of Sub-Lease Agreementtillits expiry and / or till the Sub Lessee vacates and handover the vacant possession of the sub-leasedoffice space back to the Sub-Lessor.

(ii) **<u>Sharing of energy charges on the basis of energy units consumed by CCI and Successful Bidder:</u>**

The unit consumptions are determined through separate meter readings allotted for the ground floor office space area by Building Maintenance Authority and the rate for energy charges shall be applicable as under: -

a. The energy units consumed by Sub-Lessee shall be charged as claimed by Building Maintenance Authority. The same shall be liable to be paid in its entirety by Sub-Lessee alone.

b. In case of additional supply if required, the Sub-Lessee will have to obtain prior permission from Sub-Lessor and additional security deposit (refundable / adjustable) and other expenses (non-refundable), as will be charged by the Building Maintenance Authority, will have to be borne by the Sub-Lessee.

C) Other Terms & conditions:

1. Interested parties may visit the site on any working day between 11.00 a.m. to 5.00 p.m.
2. The Bidder should quote its monthly Sub-Lease Rent Fee for total area offered 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 i.e. Ground floor, admeasuring area of 2601 sq.ft situated at **"Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700017** shall be offered under Sub-Lease Agreement. The term of the Sub-Lease Agreement (the "**Term**") shall be from the date of handing over the possession of said office space until the expiry of a period of 03 (three) years from the date of handing over the possession of said office space (as defined in the Sub-Lease Agreement).

    a. No later than 3 (Three) months prior to the expiry of the Term, the Sub-Lessor and the Sub-Lessee, may mutually agree to renew the Term for an additional period of 03 (three) years **("First Renewed Term").**
    b. No later than 3 (three) months prior to the expiry of the First Renewed Term, the Sub-Lessor and the Sub-Lessee, may mutually agree to renew the First Renewed Term for an additional period of 03 (Three) years **("Second Renewed Term").**
    c. No later than 3 (three) months prior to the expiry of the Second Renewed Term, the Sub-Lessor and the Sub-Lessee, may mutually agree to renew the Second Renewed Term for an additional period of 03 (three) years **("Third Renewed Term").**
    d. No later than 3 (three) months prior to the expiry of the Third Renewed Term, the Sub-Lessor and the Sub-Lessee, may mutually agree to renew the Third Renewed Term for an additional period of 03 (three) years **("Fourth And Last Renewed Term").**
    e. The Term, First Renewed Term, Second Renewed Term, Third Renewed Termor Fourth / Last Renewed Term as the case may be, shall be 05 (five) terms of 03 (three) years each,(the **"Payment Periods").**

5. The selected bidder shall, commencing from the date of handing over the possession of said office space, be liable to pay to the Corporation the following amounts:

    The Sub-Lease Rentcharges (the "Sub-Lease Rent Charges"), as quoted by the Selected Bidder in response to the Tender and as agreed by the Corporation after negotiation, if any , which will be revised from time to time in the manner set forth below:

    (a) The Sub-Lease RentCharges shall, in each of the second, third, fourth and fifth Payment Periods of the Term, be subject to a 15% (fifteen percent) increase on the amount payable in the immediately preceding Payment Period of the Term;

    Upon renewal of the Term for the First Renewed Term:

    (I) The Sub-Lease RentCharges payable in the Payment Period of the First Renewed Term shall be subject to an increase of 15% (fifteen percent), at the time of renewal, on the amount payable in the last Payment Period of the Term;

    Upon renewal of the First Renewed Term for the Second Renewed Term:

    (I) The Sub-Lease Rent Charges payable in the Payment Period of the Second Renewed Term shall be subject to an increase of 15% (fifteen percent), at the time of renewal on the amount payable in the last Payment Period for the First Renewed Term;

Upon renewal of the Second Renewed Term for the Third Renewed Term:

(I) The Sub-Lease Rent Charges payable in the Payment Period of the Third Renewed Term shall be subject to an increase of 15% (fifteen percent) at the time of renewal, on the amount payable in the last Payment Period of the Second Renewed Term;

Upon renewal of the Third Renewed Term for the Fourth Renewed Term:

(I) The Sub-Lease Rent Charges payable in the Payment Period of the Fourth Renewed Term shall be subject to an increase of 15% (fifteen percent) at the time of renewal, on the amount payable in the last Payment Period of the Third Renewed Term;

6. The Earnest Money Deposit (E.M.D) of Rs.50,000/- (Rupees Fifty Thousand only) of the successful Bidder will be adjusted against the interest free Deposit equal to 3 **(**Three) Months Sub-Lease Rent Fee while the same will be re- funded to the unsuccessful bidders. If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the earnest money deposit already paid shall be forfeited.

7. The successful Bidder shall be assigned the rights of exclusive use of the above property during the currency of the Sub-Lease Agreement. The successful Bidder will have to enter into a written Sub-Lease Agreementwith the Corporation for use of the above said property. (Draft Sub-Lease Agreementattached).

8. The successful Bidder will have to deposit at the time of execution of Sub-Lease Agreementand keep deposited with the Corporation during the period of this Sub-Lease Agreementand renewal thereof an interest free deposit equal to three months Sub-Lease Rent fee (monthly Sub-Lease Rent), which is refundable on the expiry of the period of the Sub-Lease Agreementor earlier determination or termination thereof as hereinafter provided on handing over vacant possession of the premises to the Sub-Lessor after adjusting outstanding dues, if any.

9. In lieu of assigning rights of exclusive use of the above property, The Corporation shall charge Sub-Lease Rent Fee on monthly basis payable in advance i.e. by 10th of every English Calender month.

10. Successful Bidder will not be permitted for erection or to make any structural alterations or additions whatsoever to the said Sub-Leased Office Spaceto 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 at their cost.

11. Successful Bidder shall have to conform with the administrative discipline set up by the Corporation as well as Building Maintenance Authority for the floor as may be mutually agreed.

12. The Successful Bidder shall not assign, sublet or transfer the rights of the Sub-Lessee under the Sub-Lease Agreementin any manner to any person(s)/party (ies).

"Sister Concern" for company shall mean any Company /Entity which is a holding, subsidiary, or Associate Company (with minimum 20% holding by Parent Company) of Successful Bidder, as per the provisions of the Companies Act, 2013.

For any other entity, Sister Concern shall mean entity having same management as in Successful bidder

The Successful Bidder, if necessity arises, may assign to its Sister Concern entities. subject to four conditions **viz. (i)** Successful Bidder must produce the official documents of its Sister Concern to the Sub-Lessor whether the Sister Concern is legally valid or not, **(ii)**after full satisfaction of the Sub-Lessor, the Successful Bidder shall submit the complete draft copy of the Subsequent Sub-Lease Agreement at which Successful Bidder shall sign as Subsequent Sub-Lessor and Sister Concern shall sign as Subsequent Sub-Lessee, **(iii)** Subsequent Sub-Lease Agreement must be under the same and identical guideline of the main Sub-Lease Agreement with mentioning the Indemnity Clause which is clearly written in the main Sub-Lease Agreement and **(iv)** after approval of the Sub-Lessor, the approved draft copy of the Subsequent Sub-Lease Agreement to be signed by the Subsequent Sub-Lessor and by the Subsequent Sub-Lessee. Thereafter one signed copy of Subsequent Sub-Lease Agreement to be submitted before the Sub-Lessor of the main Sub-Lease Agreement.

13. The proposed office space for Sub-Lease Agreement shall have false ceiling, Air Conditioner (A.C) duct over false ceiling and tiles fitting flooring. **If needed for the Successful Bidder,** the Corporation shall demolish the existing constructed inside walls, false ceiling, staircase area, replacement of old water connection pipe, sewerage connection pipeetc. and handover the hall-type property to the successful bidder. Successful Bidder shall have to make their own arrangement for interior works, if desired 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 office space. The Successful Bidder shall quietly handover the vacant possession of the said office space to the Sub-Lessor on the expiry of the period of the Sub-Lease Agreementor on the earlier determination or termination thereof as hereinafter provided, in the same condition, subject to normal wear and tear together with all fixture which now are or at any time hereinafter during the continuance of Sub-Lease Agreementmay be put, fastened or affixed thereto except that the Sub-Lessee shall be entitled to remove furniture, fixtures, fittings and appliances, equipment's put up by and at the cost of the Sub-Lessee, at the time of vacating the said office space.

14. The above property of office space is offered under Sub-Lease Agreementto only Govt./ Semi Govt, Autonomous Body, State Body, Local Body, State/Central PSU's, financial institutions like Bank/Insurance Co. etc.

15. Any demand of levy by State authorities Kolkata Municipal Corporation (K.M.C), local Police and other unwanted bodies shall have to be managed by the Corporation only.

OR

If in the future any type of demand on the Let-out Office Space arisedby the State Authorities (Kolkata Municipal Corporation, Local Police and Other Bodies) for prior activities of the Sub-Lessor, all that levied and/or demand shall have to be managed by the Corporation only **and** after signed these Sub-Lease Agreement, if in the future any type of demand on the Let-out Office Space arised by the State Authorities (Kolkata Municipal Corporation, Local Police and Other Bodies) for any type of activities of the Sub-Lessee/ Subsequent Sub-Lessor/ Subsequent Sub-Lessee, all that levied and/ or demand shall have to be managed by the aforesaid Sub-Lessee/ Subsequent Sub-Lessor/ Subsequent Sub-Lessee only.

16. **<u>The Sub-Lease Agreement charges shall be levied as under:-</u>**

a. If the Successful Bidder occupies the said office space on "As is where is Basis" then the Sub-Lease Agreement charges shall be levied from the date of handing over the possession of said office space.

b. If the aforesaid demolition work of the interior walls, false ceiling, staircase, replacement of old water connection pipe, sewerage connection pipeetc is carried out:

(i) In case if demolition work as per lease terms is to be undertaken by the Sub-Lessee, the sub-lease rent shall be levied after **a period of 30 (thirty) days** from the date of handing over possession of the said premises.

(ii) In case where the demolition work is to be carried out by the Corporation, or where no demolition work is involved, the sub-lease rent shall become payable **immediately from the date of handing over possession** of the said premises to the Sub-Lessee.

17. The total expenses related to Stamp Duty and Registration Fee at the time of Registration of the Sub-Lease Agreementwill be shared 50:50 between the Corporation and Successful Bidder.

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. In the event that 2(Two) or more Bidders are ranked as H-1 (i.e., quoting the same highest rate), the method of finalizing the Tender may be completed as per the laid down Clause:

    Experience or Credentials : The Bidder with more rel;event experience or better financial credentials (if applicable and pre-defined) can be chosen. In such cases, the Corporation may seed documents pertaining to Certificate of incorporation (C.O.I.)/Year of Establishment & Annual Turnover of the last 3 Financial Years in Technical Bid for final evaluation.

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

22. This terms & conditions must be signed by the Bidder with seal and submitted along with Technical Bid-I, as token of acceptance of all the terms as enumerated above.

23. **Overstaying Charge**: In case the Sub-Lessee does not vacate the premises after expiry of the Sub-LeaseAgreementwithout its renewal, the Sub-Lessee shall have to pay overstaying charges till the office spaceis vacated / renewal of agreement. The Overstaying Charges per month shall be 150% of the Sub-Lease Agreementcharges paid by Sub-Lessee for the last month of the Agreement. In case overstaying is for the part of the month such charges shall have to be paid proportionately for the days of overstaying."

24. "In case of any dispute or differences between the subsequent SUB LESSEE and the SUB LESSOR, the SUB LESSEE shall be liable to settle the matter under the same and identical guidelines of the main Sub Lease Agreement." following point may be added : -

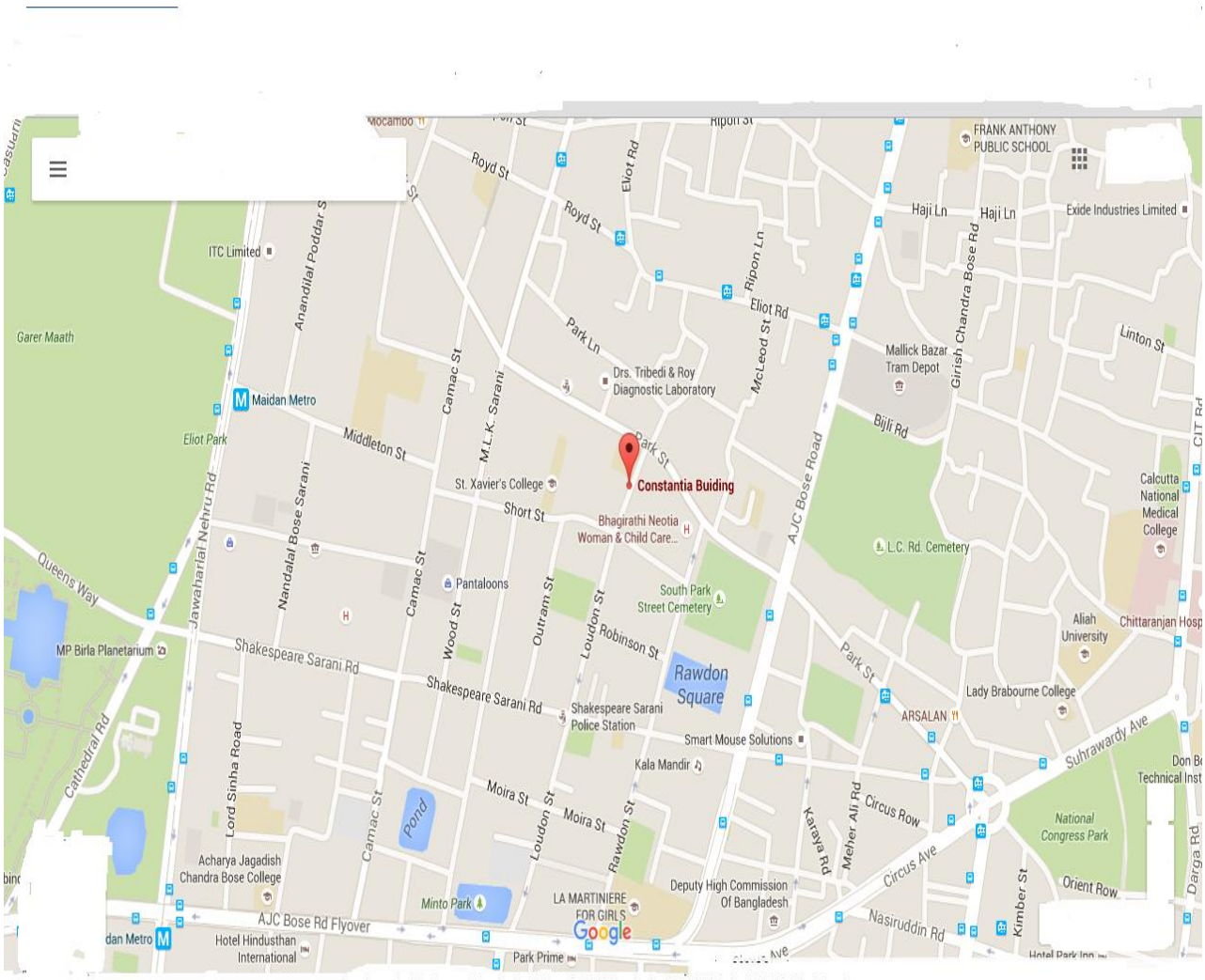
    In the event the Sub-Lessee further sub-leases the premises, it is expressly agreed that no privity of contract shall exist between the Corporation and such subsequent sub-lessee. Any dispute or difference between the Sub-Lessee and such further sub-lessee(s) shall be resolved mutually between themselves, and the Corporation shall not be a party to such disputes.

    In the event of any delay or default in rent payment, the Sub-Lessee shall remain fully responsible for ensuring timely payment of rent to the Corporation in accordance with the terms of the lease.

    However, any dispute between the Corporation and the original Sub-Lessee arising out of or in relation to this Sub-Lease shall continue to be resolved in the manner prescribed herein above.

25. The legal jurisdiction for the purposes of this letting out shall always be at Kolkata.

Signature and seal of Authorized Signatory of the Bidder



Google rough sketch map of Constanitia Building , Dr. U. N. Bramhachari Street, Kolkata - 700 017 (West Bengal)

DEED OF SUB-LEASE AGREEMENT

This DEED of SUB-LEASEAGREEMENT made and entered into at Kolkata _____ day of _____2025

BY AND BETWEEN

The Cotton Corporation of India Ltd. (A Govt. of India Undertaking) a Public Limited Company incorporated under the Companies Act, 1956, having its registered Office at "KAPAS BHAVAN", Plot No. 3-A, Sector 10, CBD, Belapur, Navi Mumbai - 400 614 and Branch Office at "Constantia, 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata - 700 017, hereinafter referred to as "the **SUB-LESSOR"** (which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the **One Part**, represented by its Authorized Signatory namelyMr.……, son of ……

AND

……, accompany under Companies Act,2013 and a banking company under the Banking Regulation Act,1949 and having its registered office …… (hereinafter called "the **SUB-LESSEE**", which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the **Other Part**, represented by its Authorized Signatory/Constituted Attorney, namelyMr. ……, son …… by virtue of the Power vested in favour of aforesaid Signatory.

WHEREAS by a Deed of Sub-Lease dated 10th September, 1998 registered in Calcutta Registration Office in Book No. 1, Volume No. 29 at Pages 269-316 being No. 3072 of 1998, the Board of Governor of La-Martinier granted a Sub-Lease of Office space on the ground floor of premises known as "Constantia" at No. 11, Dr. U.N. Brahmachari Street, Kolkata - 700071 having super built-up area of 2601 sq.ft. (being a little more or less) in favour of The Cotton Corporation of India Ltd. for unexpired terms of 99 years expiring on 31 August, 2092 on terms and condition mentioned therein.

AND WHEREAS the said Deed of Sub-Lease inter-alia gave liberty to the Sub-Lessee, The Cotton Corporation of India Ltd., to sub-Sub-Lease the said unit to reputed concern namely, banks, financial institution, public companies, public sector enterprise, etc.

AND WHEREAS The Cotton Corporation of India Ltd, now referred to as the SUB-LESSOR is absolutely seized and possessed of and/ or otherwise well and sufficiently entitled to the premises comprising of ground floor admeasuring 2601 Square Feet. of "Constantia", 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata 700017.

2)The SUB-LESSEE herein is in the need of a suitable premises for its office purpose and the SUB-LESSEE vide its tender dated _____ and confirmation letter dated _____ requested the SUB-LESSOR to grant the said premises to the SUB-LESSEE on SUB-LEASE, which request has been accepted by the SUB-LESSOR and the SUB-LESSOR has agreed to grant the said Premises on "hall type property" basis, unto and for the use and benefit of the SUB-LESSEE on SUB-LEASE in pursuance to these presents and on the terms and conditions hereinafter appearing and the SUB-LESSOR has agreed to the said request.

3)The parties represent and warrant to each other that they have the legal capacity to enter into this DEED and that their respective authorized signatories are duly authorized to execute this DEED.

NOW THIS DEED WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1.I).The SUB-LESSOR doth hereby permit the SUB-LESSEE to enter upon and use the said *Premises* admeasuring 2601 Square feet (built up) area for office use and the SUB-LESSEE hereby agrees to use the same for 15 (Fifteen) Years (the **"Term")** commencing from ___/_____/2025.

a. No later than 3 (three) months prior to the expiry of the Three years, the SUB-LESSOR and the SUB-LESSEE, may mutually agree to renew the Term for an additional period of 03 years **("First Renewed Term").**
b. No later than 3 (three) months prior to the expiry of the First Renewed Term, the SUB-LESSOR and the SUB-LESSEE, may mutually agree to renew the First Renewed Term for an additional period of 03 years **("Second Renewed Term").**
c. No later than 3 (Three) months prior to the expiry of the Second Renewed Term, the SUB-LESSOR and the SUB-LESSEE, may mutually agree to renew the Second Renewed Term for an additional period of 03 (three) years **("Third Renewed Term").**
d. No later than 3 (three) months prior to the expiry of the Third Renewed Term, the SUB-LESSOR and the SUB-LESSEE, may mutually agree to renew the Third Renewed Term for an additional period of 03 (three) years **("Fourth and lastRenewed Term").**

A. For the first 3 (Three) years of the said arrangement commencing from_____to _____ Rs. _____(Rupess_____only) shall be payable to the Sub Lessor towards the monthly rent in the below proportion:
The Cotton Corporation Of India Ltd: 100 %.

B. For the Second 3 (Three) years of the said arrangement commencing from_____to_____ Rs._____(Rupess_____only) shall be payable to the Sub Lessor towards the monthly rent in the below proportion.
The Cotton Corporation Of India Ltd: 100 %.

C. For the Third 3 (Three) years of the said arrangement commencing from_____to _____ Rs. _____(Rupess_____only) shall be payable to the Sub Lessor towards the monthly rent in the below proportion.
The Cotton Corporation Of India Ltd: 100 %.

D. For the Fourth 3 (Three) years of the said arrangement commencing from_____to _____ Rs. _____(Rupess_____only) shall be payable to the Sub Lessor towards the monthly rent in the below proportion.
The Cotton Corporation Of India Ltd: 100 %.

E. For the Fifth 3 (Three) years of the said arrangement commencing from_____to _____ Rs. _____(Rupess_____only) shall be payable to the Sub Lessor towards the monthly rent in the below proportion.
The Cotton Corporation Of India Ltd: 100 %.

e. The Term, First Renewed Term, Second Renewed Term, Third Renewed Term or Fourth Renewed Term as the case may be, shall be 05 (Five) terms of 03 (Three) years each. (the **"Payment Periods")**

The SUB-LESSEE shall, commencing from ___/___/2025 be liable to pay to the SUB-LESSOR the following amount:

Sr. No.	Period	Sub Lease Rent / Monthly Fees (Excluding Electricity Charges & applicable GST)
1	DD/MM/2025 to DD/MM/2028	_____/-
2	DD/MM/2028 to DD/MM/2031	_____/-
3	DD/MM/2031 to DD/MM/2034	_____/-
4	DD/MM/2034 to DD/MM/2037	_____/-
5	DD/MM/2037 to DD/MM/2040	_____/-

It is agreed between the parties that the Sub-Lease shall expire after 15 years and the SUB-LEASE DEED is to be renewed for three years only for the purposes of escalation of Sub-Lease Rent.

(II) The Sub-Lease Rent (the "Sub-Lease Rent") as quoted by the Selected Bidder in response to the tender, which will be revised from time to time in the manner set forth below:

a. The Sub-Lease Rent shall, in each of the 4 (Four) terms i.e. First, Second, Third, and FourthPayment Periods of the Term, be subject to a 15% (Fifteen percent) increase on the amount payable in the immediately preceding Payment Period of the Term.

Upon renewal of the Term for each & every Renewed Term:

(I) The Sub-Lease Rent payable in the Payment Period of the each & every RenewedTerms shall be subject to an increase of 15% (Fifteen Percent) every 3 (Three) Years at the time of renewal, on the amount payable in the last Payment Period of the Term.

2) It is expressly agreed by and between the parties hereto that the SUB-LESSEE is granted an exclusive right and possession of the said premises pursuant to this DEED.

3) (a) The SUB-LESSOR represents and warrants that it is a long term Sub-Lessee of the said Premises and the said Premises is clear and free from all kinds of claims, rights, encumbrances of any nature whatsoever. The SUB-LESSOR is fully entitled to enter into this DEED with the SUB-LESSEE as herein contemplated without obtaining any consent and/or confirmation from anyone else.

(b) The SUB-LESSOR represents that it has paid all rates, taxes, cesses, duties, assessments and other outgoing payable, in respect of the said Premises, to any Government or other Authorities, till the date of the execution of this DEED.

(c) It is agreed that the above office premises has been sub-leased out for general office work only and the area should not be used for any other purposes, viz. entertainment/restaurant/shops/residence, etc.

(d) It is agreed that the SUB-LESSEE shall keep the existing false ceiling intact while vacating the said premises.

(e) (i) In case if demolition work as per lease terms is to be undertaken by the Sub-Lessee, the sub-lease rent shall be levied after a period of **30 (Thirty) days** from the date of handing over possession of the said premises.

(ii) In case where the demolition work is to be carried out by the Sub Lessor, or where no demolition work is involved, the sub-lease rent shall become payable **immediately from the date of handing over possession** of the said premises to the Sub-Lessee.

4) **The SUB-LESSEE covenants with the SUB-LESSOR as follows:**

a) To pay to the SUB-LESSORmonthly sub-lease rent or compensation of Rs._____ per sq.ft. permonth aggregating to Rs._____ (Rupees _____ only) in advance (G.S.T extra), subject to deduction of applicable Tax Deducted at Source (T.D.S), by Demand Draft / RTGS / NEFT on or before the 10th (Tenth) of each English calendar month. Timely payment of the monthly Sub-Lease Rent or compensation as agreed above shall be the essence of this DEED and must be paid by the SUB-LESSEE in advance latest by 10th of the month. However, if the due amount of Sub-Lease Rent is not received even by month- end then the SUB-LESSEE shall pay interest from 1st of the following month @ 18% Per Annum (p.a) and this shall be accepted by the SUB-LESSOR as an exception and not as a rule. Any repeated or frequent delays in payments as aforesaid, shall entitle the SUB-LESSOR to terminate the DEED and recover the dues from the deposit amount.

b) To deposit at the time of execution of this DEED and keep deposited with the SUB-LESSOR during the period of this DEED and renewal thereof an interest free deposit equal to three months Sub-Lease Rent aggregating to Rs._____ (Rupees _____ only) shortfall, if any, after adjusting Earnest Money Deposit (E.M.D) shall be paid by the SUB-LESSEE which is refundable on the expiry of the 15 (Fifteen) Years period of the Sub-Lease or earlier determination or termination thereof as hereinafter provided on handing over vacant occupation of the premises to the SUB-LESSOR after adjusting outstanding dues, if any.

c) To pay the said monthly fee or compensation to the SUB-LESSOR irrespective of whether the said premises remain totally or partly un-utilized during the period of this DEED.

d) To pay G.S.T (Goods and Service Tax) (as applicable) extra on Sub-Lease Rent as per prevalent laws. To furnish certificates for the Tax deducted at source (T.D.S) within the time limit permitted under the Income Tax Act, and the rules made there under.

e) To pay the electricity charges as under:

Sharing of Energy charges on the basis of energy units consumed by SUB-LESSEE

The unit consumptions will be determined through separate meter readings allotted for the ground floor area by Building Maintenance Authority and the rate for energy charges shall be applicable as under:

- The energy units consumed by SUB-LESSEE shall be charged as claimed by Building Maintenance Authority. The same shall be liable to be paid in its entirety by SUB-LESSEE alone.

- In case of additional supply if required, the SUB-LESSEE will have to obtain prior permission from SUB-LESSOR and additional Security Deposit (refundable/adjustable) and other expenses (Non-refundable) as will be charged by the Building Maintenance Authority, will have to be borne by the SUB-LESSEE.

  10 KVA power supply to be borne by the Sub Lessor and additional power if required by the SUB LESEE will be provided by the SUB LESSOR.The additional security deposit that is to be borne by the Sub Lessee to the Sub Lessor may be adjustable/refundable at the time of final settlement.

f. To enjoy peacefully the said Premises without in any manner disturbing or interfering with the activities Authority/SUB-LESSOR or its associates or other SUB-LESSEE's in the building or the Building Maintenance SUB-LESSOR's associates or any person authorized by the SUB-LESSOR on that behalf.

g. Not to store in or around the said premises any article of combustible or inflammable or dangerous nature or to carry on any unlawful illegal or immoral business in the said premises.

h. To conform with the administrative discipline set up by the Building Maintenance Authority for the building as may be mutually agreed.

i. To take utmost care and diligence while using the said premises.

j. Not to deposit anything or throw any dirt or rubbish in or around the said premises nor to obstruct the use by the SUB-LESSOR / Building Maintenance Authority or any other persons representing or authorized by the SUB-LESSOR / Building Maintenance Authority of the open space surrounding the said premises or amenities used in common with the SUB-LESSOR / Building Maintenance Authority.

k. Not to erect or to make any structural alteration or additions whatsoever to the said premises hereby sub-leased to or any part thereof without the specific prior written permission of the SUB-LESSOR herein 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 which the SUB-LESSEE shall be at liberty to remove at any time subject to Clause No. (u) herein below. The SUB-LESSEE shall be liable for any repair /leakages that may occur due to the changes. The SUB-LESSEE shall be liable to make good the damages caused by removing the fixtures and fittings etc. to the floors, walls, ceilings or any part of the said premises.

l. To permit, whenever necessary or required the SUB-LESSOR and its agent(s) during reasonable hours in the daytime of any working day with or without workmen to examine the state and/ condition (s) of the said premises as well as the service areas within the said premises and to carry out the necessary repairs or otherwise, if so required after prior intimation to the SUB-LESSEE.

m. To observe and contain to the Municipal Laws and the regulations of the local authorities regarding the user of the said premises and the partitioning, lighting, fixtures, fittings and air-conditioning.

n. Not to do any act, deed or thing which would constitute a breach of any statutory requirements or any of the terms and conditions of this DEED.

o. The SUB-LESSEE shall exercise utmost care and abundant precaution so that no damage is caused to the property/belongings of the SUB-LESSOR. The SUB-LESSEE shall bear repairs or replacement changes for any damage done by it or its Agent.

p. Not to use the said premises for any purpose other than the office purpose for which the said premises has been sub-leased by the SUB-LESSOR to the SUB-LESSEE.

q. To provide for its own requirement consumable electrical items like bulbs, tube lights and plumbing fitting etc. for their internal allotted premises.

r. To quietly handover the vacant possession of the said premises to the SUB-LESSOR on the expiry of the period of the SUB-LEASE or on the earlier determination or termination thereof as hereinafter provided, in the same condition, subject to normal wear and tear together with all fixtures which now are or at any time hereinafter during the continuance of SUB-LEASE may be put fastened or affixed thereto except that the SUB-LESSEE shall be entitled to remove furniture, fixtures, fittings and appliances, requirements (except flooring and ceiling with its fixtures which is not inferior to the original condition i.e. the condition at the time of taking possession of the said premises) put up by and at the cost of the SUB-LESSEE at the time of vacating the said premises.

s. The SUB-LESSEE shall not assign or transfer the benefit of this DEED in any manner to any person(s).
The SUB- LESSEE shall assign or transfer to its Affiliates or sister concern entities only with prior written notice to SUB- LESSOR. OR
The SUB LESSEE shall be entitled to sub lease and/or assign/transfer the sub lease to any of its Affiliates or its group company entities only with prior notice to the SUB- LESSOR on the same terms and conditions and must produce a draft copy of the Agreement with their sister concern.

t. The SUB-LESSEE shall not be liable in any way to the SUB-LESSOR, its Officers, servants, agents and visitors or customers using the said premises for any personal injury, damage, loss or inconvenience howsoever or whatsoever caused to them or to any of their properties in the course of use of the said premises except where such personal injury damages, loss or inconvenience is caused out of the gross negligence or neglect of the SUB-LESSEE. The SUB-LESSEE shall, however, be responsible to keep the said premises in inhabitable conditions at all times.

u. The SUB-LESSEE shall submit the layout plan for interiors to the SUB-LESSOR to enable the SUB-LESSOR to assess whether the SUB-LESSEE is making any only structural alterations to the said premises.

5. <u>The SUB-LESSOR covenants with the SUB-LESSEE as follows:</u>

(a)To allow the SUB-LESSEE, its Directors, Managers, Officers, employees, servants, agents, visitors and customers quiet and peaceful entry upon and use of the said premises without any hindrance from the SUB-LESSOR or any person acting on its behalf.

(b) The general security for the building at all time may be provided through Building Maintenance Authority. However, the security inside" the said premises" shall be the responsibility of the SUB-LESSEE.

(c)The basic infrastructure (as exists) for water supply, electrical supply and power backup be provided by Building Maintenance Authority.

(d)To allow without any objection to the SUB-LESSEE to install lights, pedestal fans, air conditioning equipment, temporary partitions, other fixtures and fittings etc. within the said premises to suit their convenience but subject to the municipal rules and regulations and without damaging the construction of the building.

(e)To keep the said premises insured at its cost against loss or damage by fire for such sums as deemed adequate and in the event of the said premises being damaged or destroyed by fire during the term of this DEED, to reinstate or repair the said premises in a good and substantial manner and to complete the work within reasonable time. The SUB-LESSEE will be responsible for the insurance of its own furniture, fixture, cupboards, valuable electrical equipment, computers, etc. inside the said premises.

(f) If required, the Sub Lessee may install a Glow sign board in front of the premises of Ground Floor by taking prior permission from the SUB LESSOR or the building Authority.

(g) To allow the SUB-LESSEE during the term of SUB-LEASE quietly use and enjoy the said premises hereby granted on payment of Sub-Lease Rent as hereinbefore provided and on performing and observing the several covenants, conditions herein contained, without any interruption or any disturbance from or by the SUB-LESSOR or any person(s) claiming under him.

(h) To refund the Security Deposit as per Clause No. 4(b) herein above on termination or earlier determination of this DEED for any reason after making lawful deduction, if any.

(i) The SUB-LESSOR shall not be liable in any way to the SUB-LESSEE its Officers, servants, agents and visitors or customers using the said premises for any personal injury, damage, loss or inconvenience howsoever or whatsoever caused to them or to any of their properties in the course of use of the said premises.

6. It is expressly agreed by and between the parties hereto that this DEED shall be deemed to be personal to the SUB-LESSEE and the SUB-LESSEE shall not in any manner assign, transfer or sub-Sub-Lease this DEED. This DEED is not to be construed as a Sub-Lease or a tenancy DEED, nor will it confer any right, title or interest to the SUB-LESSEE in the property.

7. The SUB-LESSEE shall not induct/permit any third party in the said premises or any part thereof.

OR

The SUB - LESSEE, if necessity arises, can assign only to its Sister Concern entities ***{"Sister Concern" for company shall mean any company /entity which is a holding, subsidiary, or associate company (with minimum 20% holding by Parent Company) of Successful Bidder, as per the provisions of the Companies Act, 2013.***

For any other entity, Sister Concern shall mean entity having same management as in Successful bidder.} subject to four conditions **viz.(i)**The SUB - LESSEE must produce the official documents of its Sister Concern to the Sub-Lessor whether the Sister Concern is legally valid or not,**(ii)**after full satisfaction of the Sub-Lessor, the SUB - LESSEE shall submit the complete draft copy of the Subsequent Sub-Lease Agreement at which the SUB – LESSEE shall sign as Subsequent Sub-Lessor and Sister Concern shall sign as Subsequent Sub-Lessee, **(iii)**Subsequent Sub-Lease Agreement must be under the same and identical guideline of the main Sub-Lease Agreement with mentioning the Indemnity Clause which is clearly written in the main Sub-Lease Agreement and **(iv)** after approval of the Sub-Lessor, the approved draft copy of the Subsequent Sub-Lease Agreement to be signed by the Subsequent Sub-Lessor and by the Subsequent Sub-Lessee. Thereafter one signed copy of Subsequent Sub-Lease Agreement to be submitted before the Sub-Lessor of the main Sub-Lease Agreement.

8. Both Parties agree to indemnify and keep indemnified each other against any claim, charge, demand or expense or loss that a party hereto may suffer or incur on account of any statutory or contractual violation by the other party subject to the condition that the Sub Lessor shall indemnify and keep indemnified the Sub lease against all/any claims, costs, damages, demands of tax, fine or penalty or Levy or charges that may me be imposed by the Municipal Corporation onor within 15 days from the day of handing over the possession of the let out property.

9. (a) There is no intention of either party to terminate the DEED during the term of the DEED.

(b) If the SUB-LESSEE commits any breach of the terms and conditions herein contained or if the SUB-LESSEE fails any / or neglects to observe or comply with any of the covenants on its part herein contained for any reason whatsoever, the SUB-LESSOR will give written notice to the SUB-LESSEE with condition to comply with the same within One (1) month and if the SUB-LESSEE fails to comply the same within one (1) month the SUB-LESSOR shall have sole right to terminate this DEED thereof by giving One (1) months' notice to the SUB-LESSEE to vacate the said premises and to handover the vacant and peaceful possession of the said premises to the SUB-LESSOR and in that event the SUB-LESSOR shall forthwith refund the Security Deposit without interest to the SUB-LESSEE as provided in Clause No. 4 (b) herein therein above after making lawful deduction, if any.

(c) SUB-LESSOR shall be entitled to terminate this DEED by giving 03 (three) months' notice in writing without assigning any reason whatsoever.

(d) Notwithstanding anything contained in this deed, if the SUB-LESSEE wishes to vacate the said premises at any time after completion of 03 (three) months at any time, in such an event, the SUB-LESSEE shall give Three (3) months prior notice in writing of its intention to do so to the SUB-LESSOR at the address mention in this deed or at any changed address, and upon expiry of such Three (3) months, this DEED shall automatically stand terminated.

(e) On termination of this DEED by the expiry of its period of 15 years or on sooner termination or determination thereof as provided hereinabove, the SUB-LESSEE hereby agrees and undertakes to forthwith remove all its goods/belongings from the said premises provided that the Sub-Lease Fee shall be liable to pay to the SUB-LESSOR the proportionate Sub-Lease fee or compensation for the number of days any of its goods or belongings continued to lie in the said premises after the termination/determination of this DEED.

10. "In case of any dispute or differences between the subsequent SUB LESSEE and the SUB LESSOR, the SUB LESSEE shall be liable to settle the matter under the same and identical guidelines of the main Sub Lease Agreement."

(a) In the event the Sub-Lessee further sub-leases the premises, it is expressly agreed that no privity of contract shall exist between the Corporation and such subsequent sub-lessee. Any dispute or difference between the Sub-Lessee and such further sub-lessee(s) shall be resolved mutually between themselves, and the Corporation shall not be a party to such disputes.

(b) In the event of any delay or default in rent payment, the Sub-Lessee shall remain fully responsible for ensuring timely payment of rent to the Corporation in accordance with the terms of the lease.

(c) However, any dispute between the Corporation and the original Sub-Lessee arising out of or in relation to this Sub-Lease shall continue to be resolved in the manner prescribed hereinabove.

11. Except to the extent disclosed

a. No Director or Senior officer of Sub-Lessee is a Director, Partner, Manager, managing agent, Employee or Guarantor of the Sub-Lessor (or of a subsidiary of the Sub-Lessor, or of the holding company of the Sub-Lessor, or holds substantial interest, in the Sub-Lessor or a subsidiary or the holding company of the Sub-Lessor);

b. No Director or Senior officer of the Sub-Lessee of any other bank, (or directors of subsidiaries/trustees of mutual funds/venture capital funds set up by Sub-Lessee or any other bank) holds substantial interest or is interested as director or as a guarantor of the Sub-Lessor;

c. No relative of a chairman/managing director or director of banking company (including the Sub-Lessee) or their subsidiaries or trustees of mutual funds/venture capital funds set up by a banking company (including Sub- Lessee) or a relative of senior officer of Sub-Lessee, hold substantial interest or is interested as a director/partner or as guarantor of the Sub-Lessor. The term relative and senior officer used herein shall have the meaning ascribed to them by RBI in its circulars.It is specifically agreed by and between the parties hereto that all the expenses towards the stamp duty, registration fee and incidental expenses thereto for these presents and other deeds, documents, which are to be executed in pursuance of these presents shall be shared 50: 50 between the SUB-LESSOR and SUB-LESSEE. This Clause is applicable only for financial institutions like banks.

12. Any demand or notice to be issued to the parties herein shall be sent by Registered post with acknowledgement due to the respective party at the address mentioned herein below:

In case of the SUB-LESSOR to:-

The Cotton Corporation of India Ltd. "Constantia", 3rd floor,
11, Dr. U.N. Brahmachari Street, Kolkata-
700 017.

In case of SUB-LESSEE to :-

_____
_____
_____

Or to such changed address as may be communicated to the other party in writing from time to time.

13. This DEED OF SUB-LEASE AGREEMENT shall be governed by the laws of India and what is recorded in the DEED OF SUB-LEASE AGREEMENT reflects the true and complete intention of the parties hereto.

14. Notwithstanding anything contained in this DEED OF SUB-LEASE AGREEMENTor in any Act or statute prevailing at any time, the

SUB-LESSEE shall not claim any right or interest in the said premises or any part thereof save and except the mere Sub-Lease to enter upon and use the said premises as provided herein.

15. The SUB-LESSEE shall be responsible for compliance of the various Government Acts, as applicable from time to time and the rules made thereunder, including labour related legislations like Provident Fund, Employees State Insurance Benefits, Workmen Compensation Act, as well as commercial laws such as Shops and Establishment Act and the Goods and Service Tax Acts, etc. The SUB-LESSEE further agrees that it shall indemnify from and against any claims, demands, costs, charges, expenses and losses whatsoever that may arise on account of any contravention or breach by the SUB-LESSEE of the above.

16. The legal jurisdiction for the purposes of this DEED OF SUB-LEASE AGREEMENT shall be always at Kolkata.

INDEMNITY - CUM - DECLARATION MADE BY THE SUB-LESSEE

That the **Sub-Lessee** hereby solemnly affirm, confirm and undertake that the they must vacate/leave the Office Space without any delay on the ground that the **Sub-Lessee** herein shall have no right to posses the Office Space as per terms and conditions **i.e.** shall leave the Office Space forthwith on the next day of the completion of aforesaid period of 15 (fifteen) years**subject to condition** of First Renewed Term, Second Renewed Term, Third Renewed Term and Fourth Renewed Term mentioned in the other terms and conditionshereinbefore **because** the **Sub-Lessee** herein shall abide by the terms and conditions.

That in the event of the Sub-Lessee herein failing and / or neglecting to remove themselves with their staffs, workrs and materials from the said Office Space on expiry or sooner determination mentioned hereinbefore, the **Sub-Lessors** herein shall be entitled to recover the overstaying charges as damage /compensation mentioned hereinbefore.

That save and except in respect of vacating the Office Space as hereinabove, in case of any other dispute or difference between the parties herein - the Sub-Lessee and Sub-Lessor shall have right to referred to the Sole Arbitrator as mentioned hereinbefore.

That the **Sub-Lessee** hereby also confirm and declare that in respect of vacating the Office Space as above, no suit or claim shall bearised from their end in respect of aforesaid Office Space in all respect **but** if any suits, costs, proceedings and claims with regard to the vacating the said Office Space comes to the court of law by the **Sub-Lessee** herein, that shall be cancelled on the strength of this Declaration made by the S**ub-Lessee** herein **i.e.** the **Sub-Lessee** hereby undertake to indemnify and keep the **Sub-Lessor** indemnify against any suits, costs, proceedings and claims with regard tovacating the said Office Space.

SCHEDULE OF PROPERTY

The premise admeasuring 2601 sq.ft. built-up area at the ground floor of "Constantia" building, 11, Dr. U.N. Brahmachari Street, Kolkata 700017in the multi-storeyed building of total covered area 1,86,850.00 Square Feet on total Plot Size 1 Bigha 13 Kattahs (being little more or less)

- A landmark building having Ground + 8 floors
- Situated in prime location with front access to Main Road (Sarojini Naidu Sarani – Rowdon Street) ;
- Just Five minutes walking distance from Minto Park (Shahid Bhagat Singh Udyan);
- Opposite to the La Martiniere School for Girls
- Entrance with two stair cases built with granite steps in opposite direction having landing on the middle with elegant look.
- One Toilet and a separate urinal area with sanitary fitting and one no. wash basin with mirror available on floor.
- 10 KVA L.t Power supply provided by Building Maintenance Authority – from original supply of CESC.

IN WITNESS WHEREOF, the parties hereto have executed these presents (in duplicate) on the day and the year first herein above written.

SIGNED SEALED AND DELIVERED BY THE SUB-LESSOR

The Cotton Corporation of India Ltd.

In presence of

1). Name of Officer with Designation _____

_____

_____

SIGNED SEALED AND DELIVERED BY THE SUB-LESSEE

In the presence of

1). Name of Officer with Designation _____

SIGNED SEALED AND DELIVERED BY THE SUB-LESSEE

In the presence of

1). Name of Officer with Designation _____

_____

THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking, Ministry of Textiles)
"Constantia", 3rdfloor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.
PHONE :- 033-**2281 1160 / 1358** FAX:033-**2281 2953**
website :www.cotcorp.org.in E-mail: kolkata@cotcorp.com

Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
PHONE:27579217, GRAM:COTCORPIND, FAX- 0022-27576030-9219-6069
E-mail- headoffice@cotcorp.com , Ministry of Textiles website : ministryoftextiles.gov.in

TENDER DOCUMENT FOR

TO LET-OUT READY BUILT OFFICE SPACE ON GROUND FLOOR ON "AS IS WHERE IS BASIS" WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET,KOLKATA –700 017 ON SUB-LEASE AGREEMENTBASIS

FINANCIAL BID – II

Sr.No.	Particulars	Page Nos.
1	Financial Bid	1

(FINANCIAL BID should be typed on the Bidder's Letterhead and placed in Envelope – B)

Date: _____

FINANCIAL BID-II

To
The Cotton Corporation of India Ltd.
"Constantia", 3rd floor,
11, Dr. U.N. Brahmachari Street
KOLKATA – 700 017.

Sub: *Tender To Let-Out Ready Built Office SpaceOn Ground Floor on "As Is Where Is Basis" With Built Up Area Of 2601Sq.Ft. Situated At "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 On Sub-Lease Agreement.*

Sir,
I/we are submitting our Financial Bid-II for the above property as under:

Sr. No.	Particulars of assets/property	Area in Sq.ft.	Monthly Sub-Lease Rent per sq.ft (including Property tax/ Municipal taxes and maintenance charges but excluding electricity charges & GST as applicable) (in Rs.)	Total Monthly amount of Sub-Lease Rent (including Property tax/Municipal taxes and maintenance charges but excluding electricity charges & GST as applicable) (in Rs.)
1.	Ready built Office Premises on Sub-Lease Agreement basis situated at "Constantia", Ground floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on "as is where is basis".	2601	In Fig. In Words	

Please note:

1. Monthly Sub-Lease Rent should be quoted per sq.ft (including Property tax/ Municipal taxes and maintenance charges but excluding electricity charges & GST as applicable).
2. The Bidder should quote his / their monthly Sub-Lease Rent fee for total area offered and not for the part area.
3. If there is any arithmetical error in totaling of individual items, the correct total shall be computed by the Owner and the same shall govern.
4. Total monthly amount of Sub-Lessee rent fees will decide H-1 Tenderer.

I /We hereby agree to execute the work on the rates as mentioned above by me/us in the Bill of quantity complying with the tender Terms and conditions of contract of the Corporation.

Signature and seal of Tenderer
Name
Capacity /authority to sign
Full address: