भा.क.नि.
CCI

THE COTTON CORPORATION OF INDIA LTD

(A Government of India Undertaking)

'BhavanarayanNilyam, Near Jyoti Mahal Hotel, Convent Road,
Rayagada: 765001, Tel No: 06856-224616, E-Mail: rayagada@cotcorp.com

REF: CCI/RGDA/ADM /2020-21/ Date: 28.07.2020

TENDER NOTICE FOR HIRING OF OFFICE SPACE

The Cotton Corporation of India Limited, Branch Office, Rayagada invites sealed tenders for hiring of office space on rent for its Branch Office which is in ready to occupy condition from the Legal owners of premises. The details are as under:

Carpet area required (approx)	Location	Remarks
2700 sq ft	**Urban limits of Rayagada City**	**The Preference will be given to the office Located in these areas at the prime location of the township having availability of all public amenities like Banks, nearby Bus Stops etc. The premises offered for rent should be in ready to occupy condition and suitable for use as office premises. Also there should be proper parking facility to permanently park our office Cars, other Cars & and to park the two wheelers of our staff and a separate space to keep our 30 KVA Generator set for our power usage.**

The interested legal owners of premises having clear titles may submit their tender form duly filled in sealed envelope (each in separate sealed cover superscribed as "Technical Bid " and "Financial Bid") superscribed as "**Tender for Hiring of Office Space on Rent**" on or before **15.00 hrs on 05.08.2020** at the above address. The Technical Bids shall be opened on same day at **16.00 hrs**. The Financial Bids of the bidders who are qualifying in technical bids shall be opened on designated time & date to be indicated. The tender form along with the detailed terms and conditions are available at www.eprocure.gov.in & www.cotcorp.org.in and the same may be obtained from this office on any working day during working hours. CCI reserves the right to reject any or all the tenders without assigning any reasons thereof.

No Brokers / Intermediaries shall be entertained.

Branch Manager

Terms and Conditions of the tender

1. Corporation requires premises preferably on Ground/First floor/Consecutive floor. The requirement of the covered floor area is approximately **2700** sq. ft.

2. The office space should have or made available three toilets in the office premises each one separate for ladies, Gents and one at Branch head's cabin.

3. The office space should have made available cabins as per below :

No. of cabins	
1	- Branch Manager's Cabin (attached Toilet)
4	- Officers Cabins
2	- Store Rooms
1	- Kitchen

4. All the columns of the tender document should be duly filled in and no column should be left blank. In case the space in the tender document is found insufficient, the tenderer may attach separate sheet.

5. The bids must be submitted on or before the last date and time mentioned in the advertisement.

6. Bids shall be submitted in two separate envelopes clearly superscribed as, '**Technical Bid'** and '**Financial Bid'.** The technical and financial bids duly sealed in each separate envelopes must be kept inside a single third envelope and clearly superscribed as "**Tender for Hiring of office Space on Rent**".

7. The building offered should be ready for immediate occupation.

8. Conversion of Building for commercial use, if applicable, will be obtained by the owner/tenderer himself at his own cost.

9. The price bids will be opened in case of only those bidders, who are short-listed & qualify on the basis of the scrutiny of the Technical bid and the terms & conditions and suits the requirement of the CCI.

10. There should be adequate electrical fixtures with provision for installations of independent meters/sub meters.

11. The space offered should be free from all encumbrances/claims and disputed/ any liabilities and litigations with respect to its ownership.

12. Offers received from Government bodies and public sector undertakings would be given preference if otherwise found suitable for CCI.

13. Lease will be accepted for minimum of 6 Years period & monthly rent enhanced by 10% after every 2 years.

14. The preference will be given to the office space located around within the boundaries of Municipal Corporation of Rayagada, if suits the requirement & Specification of CCI.

15. Tenders from intermediaries or brokers will not be entertained.

16. The bids will be evaluated on techno commercial basis giving equivalent weightage to :-

a. Aspects in various parameters like location, distance from local railway station/Bus Stand/ bus stops, amenities available, banks, nearby surroundings, proneness to water logging / flood etc.

b. Quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex.

c. Minimum expenditure to the CCI for any internal partition, interior work, fixture of electrical equipments etc.,

17. The premises should have good frontage and proper access.

18. The owner of the premises shall have no objection to the CCI installing exclusive D.G. Set (Generator set)for the use of its office. If so desired by the CCI, the owner shall provide suitable space for installation of Generator set without any extra cost to the lessee.

19. The Owner shall have to provide to the CCI on demand, the latest bills for having paid the property tax, Electricity charges and any other certificate for the taxes paid related to the premises to be offered on rent.

20. The rent agreement will be held with the Owner & Rent will also be paid to the respective owner of the building by way of A/c payee cheque/RTGS.

21. Financial Bid shall be opened subject to qualifying the Technical Bid and due to survey of the site/location by the committee of the CCI, B.O. Rayagada.

22. Income Tax TDS and GST TDS will be deducted at source at prevailing rate. GST will be applicable as per prevailing GST Act.

23. Possession of premises should be made available within 60 days from the date of receipt of offer letter from the CCI. The premises has to be cleaned and painted & should be in habitable condition while taking over the possession.

24. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for sanitation throughout the lease period of rent at his own cost.

25. Fire fighting system: The owner should ensure and provide adequate fire fighting system throughout the lease period of rent at his own cost.

26. The space should have all required electrical fixtures such as switches, power points, fans, lights, exhaust fans etc.

27. Electricity:

i) Three Phase Electric Connection should be provided.

ii) The building should have sufficient electrical / power load sanctioned and atleast minimum required power points made available to this office.

iii) If required, additional electric power will have to be arranged by the owner at his cost from the energy suppliers.

iv) Electricity charges will be borne by the lessee for the area taken on rent, on actual basis based on the separate meter which would be provided by the Owner/lesser. Any additional cost on the electrical connectivity will be borne by the owner / lessor.

v) At the time of taking over possession of the premises initial reading of electricity meter will be noted in owner's presence / authorized representatives. The electrical charges will have to be borne by the owner up to that point.

28. Parking: The landlord shall provide Cars & Two Wheelers parking space (Open / Covered) as per the details given below without any extra cost :

i) Car parking - 07 nos. (minimum)
(atleast one covered parking)

ii) Two Wheelers-20 nos. (minimum)

29. The owner of the premises shall have to agree to carry out the additions/alterations to suit the CCI's requirements before taking over of possession.

30. Carpet area measurements: Joint measurements will be taken in the presence of CCI official and Owner / authorized representative for finalizing the carpet area of the space offered.

31. All owners are requested to submit the tender documents duly filled in with the relevant documents / information at the following address above said.

32. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialled by the tenderer. The CCI reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.

33. The offer should remain valid at least for a period of 06 months to be reckoned from the date of opening of "Bid".

34. Shortlisted bidders will be informed for arranging site inspection of the offered premises.

35. CCI reserves the right to verify/inspect the building before finalisation of the tender and reject it out rightly, if the building is not according to the specification required by the CCI.

36. CCI reserves the right to accept or reject any or all the tenders. Canvassing in any form may leads to summarily rejection of bid.

37. The rate is not the only criteria to consider the tender.

38. The owner would be required to get the premises insured against all types of damages due to various causes during the entire period of rent contract.

39. Participation in the tender does not entail any commitment from the CCI and CCI reserves the right to reject any/all offers, including that of the lowest tenderer without assigning any reason.

Annexure-I

TENDER DOCUMENT – HIRING OF OFFICE SPACE FOR CCI

TECHNICAL BID

S.No.	Particulars	Documents to be submitted
1	Full particulars of the legal owner of the premises. a) Name b) Address c) Telephone & Mobile No. d) E-mail ID e) PAN No.(Enclose copy of PAN)	
2	Full particulars (with complete contact details e.g. postal address, phone/mobile number and e-mail ID of the person(s) offering the premises on rent/lease and submitting the tender.	Please provide details.
3	a) Complete address with brief description and location of the space offered. b) Whether commercial or dual use (residential-cum-commercial).	
4	Total carpet area offered for rent in Sq.ft.	
5	Whether space offered for rent is free from litigation including disputes in regard to ownership pending taxes/dues or like.	Please provide self certificate/ undertaking.
6	Type of space a) Whether there are any conditions for carrying out partitioning as per requirement of CCI. b) Whether modification in internal plan permitted in case of constructed space.	Please provide answer to each point.

	c) Whether willing to carry out additions/alterations/repairs as per specifications/plan to be given by CCI.	
7	a) Whether electrical installations and fittings, power plugs, switches etc. are provided or not. b) Whether provisions for fans / exhaust fans provided or not.	Please provide answer to each point.
8	a) Electricity load sanctioned b) Whether willing to provide separate sub-meter for space to be hired by CCI	Please provide answer to each point.
9	Details of Power backup facility	
10	Details of Water connection / Public utilities	
11	Details of Security facility	
12	Details of Fire safety mechanism	
13	Distance from nearest (in Km) a) Railway station b) Main Bus stand c) Bus stops	
14	Distance from existing premises location of the present CCI office.	
15	Situation of building ie floor on which located	
16	Sanitary arrangement (no. of W.C/Toilet blocks)	
17	Whether willing to offer premises on lease for period of 6 years or extended for further period of 6 years or more? (Reasonable increase in rent on mutual agreed rate can be considered after 6 years or as per existing terms).	
18	Whether the premises is ready for occupation	

19	a) Specify the period for which the space is being offered for rent (minimum Six years) with provision of extension.	Undertaking from the owner/authorized person to be submitted.
20	Various Tax receipts	Property, Municipality tax etc.
21	Any other salient aspect of the space, which the party may like to mention.	

Declaration

- I/We have read and understood the detailed terms and conditions applicable to the subject as supplied with the bid documents and agree to abide by the same in totality.

- It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false, I/We shall be liable to such consequences/lawful action as CCI may wish to take.

Date:

Signature: _____

Name: _____

Designation: _____

Seal:

Annexure-II

TENDER DOCUMENT – HIRING OF OFFICE SPACE FOR CCI
FINANCIAL BID

S.No.	Particulars	
1	Full particulars of the legal owner of the premises. a) Name b) Address c) Telephone & Mobile No d) E-mail ID e) PAN No.	
2	Total area offered in Sq.ft (CARPET AREA)	
3	Complete details of building viz postal address of the location	
4	Rent in Rs. per month per Sq.ft (With 10% increase after every 2 years) (including GST)	
5	Maintenance charges (if chargeable)	
6	Electro mechanical charges (if chargeable)	
7	Electricity for common area (if chargeable)	
8	Any other charges (Please specify)	
9	**Total (4 to 8 above)**	
10	GST No. (If applicable)	
11	Total amount per Sq.ft per month (Including GST)	a) In figures: _____ b) In words: _____ c)

Note:

Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes, etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Date: Signature of the Legal Owner/
Power of Attorney Holder _____

Name:_____

Designation:_____

Seal: