भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LIMITED
(भारतसरकारकाएकउपक्रम) (A Government of India Undertaking)
CIN: U51490MH1970GOI014733
शाखाकार्यालय: भवननारायणनिलयमनिवास, होटलज्योतिमहलकेपास,कैंनवेन्टरोड,रायगडा –: 765001
BRANCH OFFICE: BHAVAN NARAYAN NILYAM NIVAS, NEAR JYOTI MAHAL HOTEL, CONVENT ROAD,RAYAGADA-765001, ODISHA.
दूरभाषसंख्या: Tel No: 06856-224616, फैक्ससंख्या/ Fax No: 06856-226013,
वेबसाइट Website: www.cotcorp.org.in , ईमेलE-mail – rayagada@cotcorp.com
Ministry of Textiles (Govt. of India), Web site :www.ministryoftextiles.gov.in

TENDER NOTICE FOR OFFICE SPACE

Date - 12.06.2025

The Cotton Corporation of India Limited, Branch Office, Rayagada, is inviting sealed tenders for office space for its Branch Office in two bid system i.e.Technical Bid-I & Financial Bid-II. Only the legitimate owners of the property should submit the tenders. The details are as follows:

Carpet Area required	Location	Remarks
Minimum 3000sqft approx.	Preferably within in the radius of 3.5 to 4 Kms from Rayagada Railway Station	Preference will be given to newly constructed premises situated in prominent locations within the township with the convenience of all public amenities, such as banks and local city bus stops being in close proximity. The property offered for rent must be made ready to move in condition and appropriate for office use as soon as possible / within a reasonable time. Additionally, it is imperative to have a well-established parking facility for our office vehicles. The property/premises should have Sufficient number of Chambers made of high-Quality materials such as plywood or concrete. It is essential to have a scientific record storage facility throughout the entire office premises, including all Chambers and Halls. The premises must be free from termites, pests, rats, and other similar issues. It is also essential that the entire premises, including parking space, should be free from any Water logging or leakage.

The interested legitimate owners of premises having clear titles may submit their tender form duly filled in sealed envelopes. Each bid should be put in separate envelope and super scribed as Technical Bid-I and Financial Bid -II and both the envelopes to be kept in a sealed cover duly superscribed as "**Tender Notice for Office Space on Rent - CCI Rayagada**" on or before 15:00 hrs on 07.07.2025 at the above mentioned address. The technical bids shall be opened on the same day at 16:00 hrs. The financial bids will be opened only of those bidders who qualify in Technical bid and survey, the date and time of opening of financial bids will be intimated post survey to qualified bidders.

The tender form along with the detailed terms and conditions are available at www.eprocure.gov.in and www.cotcorp.org.in and the same may also be obtained from this office on any working day during office hours. CCI reserves the right to reject any or all the tenders.

No broker or intermediaries shall be entertained.

(Sd/-)

Dy.General Manager

Terms and Conditions of the tender

1. The Corporation invites the tenderer to offer premises suitable for office usage preferably on the ground / first floor, or consecutive floors with a compulsory lift facility. The required covered floor area is Minimum 3000.00sqft approx.

2. The tenderer should be legal owner of the property being offered for rental purposes and has to submit duly certified true copies of documents of ownership along with required official clearance certificates from appropriate district authorities as per commercial property rules or act in force. The tenderer must also present a licence to operate a lift from the appropriate authority.

3. The tenderer should provide cabins and halls in the office space as listed below:

No.of Cabins/Halls

Branch Managers Cabin including attached Toilet and Restroom	Approx 400 Sq Ft	Opaque closed structure with plywood/concrete structure on walls. Glass windows, AC fitting points, sufficient LED lights and electrical points as per requirement. LAN wiring should be pre-installed before occupancy. Record storage facility/closed ply racks in cabin.
Finance Head Cabin with attached Toilet	Approx 250 Sq Ft	Semi Opaque (Partial glass doors)closed structure with plywood/concrete structure on walls. Glass windows, AC fitting point, Sufficient LED lights and electrical points as per requirement.LAN wiring should be pre-installed before occupancy. Record storage facility/closed ply racks in cabin.
4 Officers'cabin	Approx 150 Sq Ft	Semi Opaque (Partial glass doors) closed structure with plywood/concrete structure on walls. Glass windows, AC fitting point, Sufficient LED lights and electrical points as per requirement. LAN wiring should be pre-installed before occupancy. Record storage facility/closed ply racks in cabin.

Staff sitting Area (Halls)	As per available Carpet area	Halls for staff sitting to accommodate at least 20 permanent staff members (Tables and chairs of CCI) and wooden walls be fixed work stations / cubes for Minimum 20 temporary staff. Glass window, AC fitting point, Sufficient LED lightsand Electrical points as per requirement. LAN wiring should be pre- installed before occupancy at all work stations. Sufficient space should be available for record keeping facility. Space for placing Iron racks available with CCI near all work stations. Separate Ladies and Gents toilet facility in the premises.
Store room/Sample room/ Cafeteria with proper storage facility	As per available carpet area	Proper store room with record keeping facility, storage for keeping testing equipment such as moisture meters. Micronaire testers, etc., having iron racks / plywood cup boards. Sample Room with iron racks and proper ventilation. Small cafeteria place with gas stove installation facility and washing area.

4. The office building should have an electrical connection with sufficient load capacity to operate around 07 air conditioners of 2-ton capacity and other office equipment's. The building should also install the electrical connection and provision for generator set. There should be a dedicated area on each floor for the installation of the UPS provided by CCI. All electrical connections must support all available equipment with CCI and all wiring must remain hidden.

5. If there are multiple floors, a proper lift facility with an operating license should be available in the building.

6. The office premises should provide separate restrooms for ladies and gentleman, as well as attached one in the branch head and finance head cabins.

7. The LAN wires should be pre-installed in the building as per required number of work stations for PCs. CCTV should be installed at prominent places as per requirement of CCI for safety and security purpose.

8. Parking space for minimum 2 Cars and 10 two wheelers with shed facility is required.

9. The property should be free from any legal disputes or ongoing litigation. Any dispute that arises during or after the tender process will be completely at the risk and cost of the tenderer / owner.

10. 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 a separate sheet. There should not be overwriting or corrections in the tender document. All the pages of tender document and enclosures should be duly sealed and signed by the tenderer.

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

12. Bids shall be submitted in two separate envelopes clearly super scribed as, 'Technical Bid-I' and 'Financial Bid-II'. The technical and financial bids duly sealed in each separate envelopes must be kept inside a single third envelope and clearly super scribed as "**Tender Notice for Office Space on Rent - CCI Rayagada**".

13. No Conditional Bids shall be accepted and are liable to be rejected.

14. The building offered should be ready for occupation at the earliest in a maximum period of 60 days from the date of opening of Financial Bid and finalization of rates. The Location and Premises shall be inspected by CCI Committee as per the Technical Bid and Financial Bid of Technically & survey qualified tenderers shall be opened on pre-informed date and time.

15. Conversion of Building for commercial use and required permissions, if applicable, shall be obtained by the owner/tenderer from the appropriate authorities himself at his own cost. All the local municipal taxes/property tax etc., shall be borne by the property owner.

16. The financial 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, its terms & conditions and fulfils the criteria mentioned in the tender as per the requirement of the CCI post inspection by CCI BO Rayagada Committee.

17. There should be adequate electrical fixtures with provision for installations of independent meters/sub meters. The Electrical wiring should be able to support the load of the Electrical Appliances available with CCI i.e. around 07 Nos. of Air conditioners, Fridge, around 30PCs & Printers, Scanners and other office equipments.

18. The space offered should be free from all encumbrances/claims and disputes, liabilities and litigations with respect to its ownership.

19. The premises should be completely free from termite / rodents / pest infestation, the windows should have mosquito nets, and the owner shall have to carry out pest control activity periodically. The premises should have proper drainage and sanitation systems and be free from water logging. Buildings with an old and damaged construction structure and no proper approach road facility are liable to be rejected technically.

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

21. Lease will be executed for a minimum period of 3(Three) Years with increase upto 5% in rent for each year. The lease deed can be renewed on mutual agreement by both the parties for a further period with increase up to 5 % in rent for each year In the event if lessee or lesser wants to get the premise vacated, the same can be executed after giving a notice period of 3(Three) months from either side.

22. The preference will be given to the office space located around 3.5 to 4 Kms radius of Rayagada Railway Station / Bus Stand with a proper approach road within the boundaries of Municipal Corporation of Rayagada, if suits the requirement & Specification of CCI.

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

24. 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 equipment's etc.,

25. The premises should have good frontage and proper access as well as proper lighting.

26. The owner of the premises should have no objection to the CCI installing exclusive D.G.Set for its office. The owner shall provide suitable space for installation of Genset without any extra cost to the lessee.

27. 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.

28. The rent agreement will be held with the owner and Rent will also be paid to the respective owner of the building or through electronic means (RTGS) subject to applicable deductions and taxes, etc.

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

30. Income Tax/TDS: will be deducted at source at prevailing rate as per rules.

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

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

33. The space should have all of the necessary electrical fixtures, such as switches, power outlets for fans, lights, and exhaust fans. The building owner should provide electrical points for the installation of CCI electrical equipment.

34. Electricity:
    a) Three Phase Electric Connection should be provided.
    b) The building should have sufficient electrical/ power load sanctioned.
    c) If required, additional electric power will have to be arranged by the owner at his cost from the energy suppliers.
    d) 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.
    e) At the time of taking over possession of the premises initial reading of electricity meter will be noted in the presence of tenderer or its authorized representatives. The electrical charges will have to be borne by the owner up to that point.

35. Parking: The tenderer shall provide Car & Two Wheelers covered parking space as per the details given below without any extra cost:
    Carparking-02nos.(minimum)
    Two Wheelers- 10 nos. (minimum) Covered / Shed.The parking
    area should be under CCTV surveillance(preferably).

36. Lifts of reputed make having adequate capacity shall be provided in case the premises offered is above first floors. The owner should have license to operate the lift in the offered premises.

37. Fire NOC for the building from appropriate authority (If applicable)should be made available by the owner and sufficient firefighting equipment's should be available in the building premises being offered to CCI on rent.

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

39. 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.

40. Tender received after 15:00 hrs on the set date for submission of tenders shall be termed as 'LATE' tender and will not to be considered. Such tender shall be returned to the concerned party without being opened.

41. 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 whitener 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.

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

43. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the eventofimpositionof any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the owner is required to attach a separate sheet marking "list of deviations". Conditional Bids shall not be accepted and are liable to be rejected byCCI.

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

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

46. GST as applicable on rent shall be paid by CCI to the owner. The rate per Sq. Ft per month to be quoted in the tender should be excluding GST.

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

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

49. 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.

50. 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 – RENTING OF OFFICE SPACE TO CCI

TECHNICALBID

S. No	Particulars	Documents to be submitted
1	Full particulars of the legal owner/owners of the premises. a) Name b) Address c) Telephone & Mobile No d) E-mail ID e) PAN / GSTIN Reg. No./Aadhar Card	Copies of PAN /GSTIN/Aadhar to be enclosed. Incase of more than one owner, details of all partners to be enclosed.
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.(Min3000Sq.Ft)	
5	Whether space offered for rent is free from litigation including disputes in regard to ownership pending taxes/dues or like. Submit attested copies of all relevant documents of Registered Ownership along with Official Clearances from Appropriate Authorities.	
6	Type of space a) Whether the owner agrees to carry out partitioning of Cabins and Halls of Concrete/MS/Ply 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. shall be provided as per CCI requirement 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.	
9	a) Details of Power backup facility. Whether owner shall provide proper space to install CCI 65 KVA Generator set and UPS with proper wirings at each work stations. b) Whether owner agrees to install LAN connection as per requirement. c) Whether owner agrees to provide all wirings in concealed manner.	
10	Details of Water connection/ Public utilities.	
11	Details of Security facility and willing to provide CCTV cameras at prominent places as per requirement (Min 4 Cameras.)	
12	Details of Fire safety mechanism and Fire NOC (If available/applicable)	
13	Distance from nearest (in Km) a) Railway station b) Main Bus stand	
14	Distance from existing premises Of present CCI office.	
15	Situation of building i.e. location and number of floor offered to CCI on Rental basis.	
16	Sanitary arrangement (no. of W.C/Toilet blocks)	

17	Whether willing to offer premises on lease for minimum period of 3years.	
18	Whether the premises is ready for occupation.	
19	a) Specify the period for which the space is being offered for rent (minimum three years) with provision of extension. b) Whether owner of the building is agreeable to keep the monthly rent fixed to remain valid for Initial lease period of three years.	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) 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.

ii) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/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:

Place:

Signature:

_____

Name:

_____

Designation:

_____

Annexure-II

TENDER DOCUMENT–RENTING OF OFFICE SPACE TO CCI FINANCIAL BID-II

S.No	Particulars	BidderResponse
1	Full particulars of the legal owner of the premises. a) Name b) Address c) Telephone & Mobile No d) E-mail ID e) PAN/GSTIN 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 (During the initial lease period of three years) (Excluding GST as applicable)	_____(Rs./Sq Ft.) (In Figures) Rupees Per Sq. Ft(Inwords)
5	Maintenance charges including watch And ward (if chargeable)	(Rs./month)
6	**Total rate per Sq.Ft, per month(In Figures)**	
7	**Total Rate per Sq.ft, per month(In Words)**	

Note:

Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes, etc excluding GST. 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: