भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपक्रम, वस्त्र मंत्रालय के अंतर्गत)

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

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

निगमित पहचान संख्या :U51490MH1970GOI014733

कार्यालय परिसर लीव अँड लाईसेंस किराया देने की निविदा सुचना

2601 वर्ग फीट कार्यालय परिसर लीव अँड लाइसेन्स बेसिस पर किराया पर देने हेतु प्रतिष्ठित एजेंसियों / फर्म / व्यक्तियों से दो बोलियों प्रणाली में मोहरबंद निविदा आमंत्रित करता है | नियम और शर्तो का विवरण सीसीआई के वेब साईट www.cotcorp.org.in. और www.eprocure.gov.in पर उपलब्ध हैं। निविदा प्रस्तुत करने की अंतिम तिथि दि.20.01.2023 अपराह्न 2:00 बजे तक है।

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

2601 Sq.ft.ready built off. space available on leave & licence basis at "Constantia" Gr.fl. 11, Dr.U.N.Brahmachari St. Kol-17. The detailed terms & conditions can be downloaded from our website www.cotcorp.org.in and www.eprocure.gov.in

General Manager

1	Title of the Tender	:	Letting out ready built office premises admeasuring an area of 2601 sq.ft. on leave & license basis at "Constantia", Ground floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.
2	Tender Ref. No.	:	CCI/KOL/ADMN/49-C/2022-23 dated 06.01.2023
3	Product Category	:	Letting out office Premises on leave & licence
4	Sub Category	:	Letting out ready built office Premises on leave & license at "Constantia".
5	EMD	:	Rs.50,000/-
6	Tender Value	:	NIL
7	Document Cost	:	NIL
8	Tender type	:	Leave and License
9	First announcement Date & Time	:	06.01.2023 at 04.00 Hrs.
10	Last Date & Time of Document Collection	:	All working days between 11.00 am to 5 p.m up to 19.01.2023
11	Last Date & Time of Submission of tender	:	On or before 20.01.2023 at 2:00 p.m.
12	Opening Date & Time	:	20.01.2023 at 3.00 p.m only Technical Bid
13	Pre bid meeting	:	16.01.2023 at 11:00 a.m
14	Work description	:	Letting out ready built office premises admeasuring an area of 2601 sq.ft. on leave & license basis at "Constantia", Ground floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.
15	Pre-Qualification If broker is presenting tender attested Authorization letter from the concern insurance Company.	:	**i)** PAN under Income tax authority (Govt. of India), **ii)** GST Number **iii)** The firm 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)** **In case of broker is representing tender** concerned of Firm/ Company, Original letter of authorization of the concerned Firm/Company must 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 2018-19, 2019-20 & 2020-21 (only Balance sheet & 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

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत)

(A Government of India Undertaking, Ministry of Textiles)

निगमित पहचान संख्या : U51490MH1970GOI014733

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

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

दूरभाष्/PHONE :- 033-**2281 2208 / 1358** फैक्स/FAX:033-**2281 2953**

बेब साईट/website : www.cotcorp.org.in ई-मेल/E-mail: kolkata@cotcorp.com

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614

Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614

दूरभाष् /PHONE:27579217 ०ग्राम/GRAM:COTCORPIND ०फैक्स/FAX⊗022)27576030-9219-6069

ई-मेल/E-mail:headoffice@cotcorp.com वस्त्र मंत्रालय बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

Ref.No. CCI/KOL/ADMN/49-C /2022-23 Date : 06.01.2023

निविदा सुचना

भारतीय कपास निगम लिमिटेड , प्रतिष्ठित वाणिज्यिक बिल्डिंग , कांस्टानिया , ग्राउड फ्लोअर , 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट , कोलकोता -700 017 में स्थित 2601 वर्ग फीट बना हुआ तैयार कार्यालय परिसर लीव अँड लाइसेंस आधार से किराये पर देने सबंध मे प्रतिष्ठित एजेंसियों / फर्म /कंम्पनीज / बैंकों / व्यक्तियों 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 में स्थित 2601 वर्ग फीट बना हुआ तैयार कार्यालय परिसर लीव अँड लाइसेंस आधार से किराये पर देने सबंध मे	विना मुल्य	50000/-

1. रिक्त निविदा विस्तृत नियम और निविदा की शर्तों के साथ ऊपर दिए गए पते पर सोमवार से शुक्रवार कार्यालय समय में सुबह 11 बजे से शाम 2.00 बजे दि. **20.01.2023** तक निविदा दस्तावेज की राशि रू. **विना मुल्य** पर उपलब्ध हैं **या** निविदा दस्तावेजों को निगम के वेबसाइट www.cotcorp.org.in एवं सरकारी पोर्टल वेबसाइट www.tenders.gov.in, 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 -700 017 में सोमवार से शुक्रवार कार्यालय समय में सुबह 11.00 बजे से शाम 5.00 बजे के बीच दि. **19.01.2023** तक निगम के कार्यालय से पूर्व सुचना देकर देख सकते है। शाखा कार्यालय संपर्क टेलीफोन नंबर : **033-2281 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. **16.01.2023** सुबह 11.00 बजे कांस्टानिया , 3rd फ्लोअर , 11 डॉ.यु.एन ब्रम्हाचारी स्ट्रीट , कोलकोता -700 017 मे होगी।
5. मोहरबंद निविदा दस्तावेज , निन्मानुसार 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 2601 वर्ग फीट बना हुआ तैयार कार्यालय परिसर लीव अँड लाइसेंस आधार से 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. **20.01.2023 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 **20.01.2023** को अपराह्न **3:00 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।

महा प्रबंधक

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत)

(A Government of India Undertaking, Ministry of Textiles)

निगमित पहचान संख्या : U51490MH1970GOI014733

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

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

दूरभाष्/PHONE :- 033-**2281 2208 / 1358** फैक्स/FAX:033-**2281 2953**

बेब साईट/website : www.cotcorp.org.in ई-मेल/E-mail: kolkata@cotcorp.com

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614

Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614

दूरभाष् /PHONE:27579217 ०ग्राम/GRAM:COTCORPIND ०फैक्स/FAX☹022)27576030-9219-6069

ई-मेल/E-mail:headoffice@cotcorp.com वस्त्र मंत्रालय बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

Ref.No. CCI/KOL/ADMN/49-C /2022-23 Date: 06.01.2023

TENDER NOTICE

The Cotton Corporation of India Ltd., invites tender in Two Bid System from interetsted reputed firms/agency(s)/Comapany /Banks /individuals to let-out ready built office Premises of ground floor with built up area of 2601 Sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Leave & License agreement basis.

Sr. No	Particulars	Blank tender document cost in Rs.	EMD Amount in Rs.
I	To let-out ready built office Premises of ground floor with built up area of 2601 Sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Leave & License agreement basis.	NIL	50000/-

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 19.01.2023** 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 5:00p.m up to **19.01.2023** with prior intimation to our Office. Branch Office contact **telephone No. 033 2281 2208 / 1358**.
3. Earnest money amounting to Rs.50,000/- (Rupees Fifty Thousand only) 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 **16.01.2023** at 11.00 a.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 rent ready built office Premises of ground floor with built up area of 2601 Sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Leave & License 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 **20.01.2023 .** Tenders received late will not be accepted under any circumstances.
7. The tenders shall be opened on the same day i.e**. 20.01.2023 at 3.00 p.m. in the presence of Bidders who may wish to remain present**.
8. 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.

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.50000/- 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.PAN from Income Tax Authority.	Yes	No	
B. GST No.	Yes	No	
C. The firm 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 2017-18, 2018-19 & 2019-20 (only Balance sheet & P & L Account.)	Yes	No	
4.(a)Original letter of Authorization in favour of Broker from concerned Firm/Company in case of quote by broker.	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	
Please Note: All the documents should be properly & serially numbered.			

Name and address of the Bidder with seal.

Authorised signatory:

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत)

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दूरभाष्/PHONE :- 033-**2281 2208 / 1358** फैक्स/FAX:033-**2281 2953**

बेब साईट/website : www.cotcorp.org.in ई-मेल/E-mail: kolkata@cotcorp.com

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614

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दूरभाष् /PHONE:27579217 ०ग्राम/GRAM:COTCORPIND ०फैक्स/FAX☹022)27576030-9219-6069

ई-मेल/E-mail:headoffice@cotcorp.com वस्त्र मंत्रालय बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

TENDER DOCUMENT FOR

TO LET-OUT READY BUILT OFFICE PREMISES OF GROUND FLOOR WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET, KOLKATA – 700 017 ON LEAVE & LICENSE AGREEMENT BASIS.

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	4-7
5.	Location Rough Google sketch	8

(should be typed on the Bidder's Letterhead)

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 Premises of ground floor with built up area of 2601 Sq.ft. situated at "Constantia", 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017 on Leave & License agreement basis. **AND Declaration thereof.**

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 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 your favour, towards earnest money deposit of **Rs.50,000/-** (Rupees Fifty Thousands 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 firm/company M/s…….. is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. Or Government Company/Govt. 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 BIDDER TO LET-OUT READY BUILT OFFICE PREMISES OF GROUND FLOOR WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET, KOLKATA – 700 017 ON LEAVE & LICENSE AGREEMENT BASIS.

1. Name of the firm/Company	M/s. _____ Official Address: _____ City: -_____ PIN: - _____ Tel.No. _____ (O) _____(R) Mobile No. _____ E-Mail . _____
1a. Nature of Business of Firm/Company	
1b Blank tender document if collected from CCI office	Date of collection: _____. _____.2018
1c Tender document down loaded from website	Yes / No
2. Earnest Money Deposit Amount of Rs.50,000/- & Its details:	Rs. _____ (Rupees _____ _____ _____ _____) Drawn on _____ Vide DD/PO No. _____in favour of "The Cotton Corporation of India Ltd." Payable at "Kolkata" is enclosed.
3. Registration of various authorities and their Nos. for Eligibility Criteria *(Self attested Copies of the same shall be enclosed)*	
A. Permanent Account No. under Income Tax Act. *(Self attested Copy shall be enclosed)*	**PAN No. _____**
B. GST Enrolment Certificate *(Self attested Copy shall be enclosed)*	**GST No. _____**
C.The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Self-certificate Letter No and date . _____ Authorized Name & Signatory _____
4. Audited Annual Accounts for the Financial Year 2017-18, 2018-19 & 2019-20 (only Balance sheet & P & L Account.)	**Enclosed as ANNEXURE " ____" , " ____" & "____"**
(self-attested copies to be enclosed)	

Financial Year	2019-20	2020-21	2021-22
Annual turnover Amount in Rs (Lakhs)			
Annual profit Amount in Rs (Lakhs)			
Annual Average turnover in Rs. (Lakhs)			

5. Certificate of Incorporation/Partnership Deed (In case of Banks Description / Extraction of Act to be submitted) (self attested copy to be enclosed)	**Date of Incorporation/Partnership Deed: _____**
6. In case of Broker is representing tender concerned of Firm/Company, Original letter of authorization of the concerned Firm/Company must be enclosed. **(Incase company / firm and authorized broker** represent the said tender then tender of the both represented same tender	**Valid original letter of Firm/Company for representing tender. Letter No._____ dated _____** **Name & Registered address of Brokerage Firm:**
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)	**Name of the Bank - _____** **Branch and its addressed _____ _____** **_____** **Amount of Bank Solvency Rs._____**

NAME AND ADDRESS OF THE BIDDER
WITH SEAL
Authorized signatory

MAIN TERMS AND CONDITIONS OF THE TENDER

TO LET-OUT READY BUILT OFFICE PREMISES OF GROUND FLOOR WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET, KOLKATA – 700 017 ON LEAVE & LICENSE AGREEMENT BASIS

A) Location of property, area and its usage:

1. Name and address of the Office / Licensor	**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	**Super 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 • Centralized A.C having 11 + 5.5 Ton capacity split A.C machine of MICROCOOL make fitted with air blower through overhead insulated duct. • 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 alongwith 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 a 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. Following have been the tax liable in the preceeding three financial years in Rs./sq.ft per month to be shared in 55:45 between CCI and the successful bidder: 2018-19 – 5.47; 2017-18 - 5.47; 2016-17 - 5.47
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. * Fire fighting system with heat & smoke detectors/Fire Extinguishers/Fire hydrant
11.Detailes 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 alongwith 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 Equipments	**For Central Air Conditioning** 2Nos of MICROCOOL CASSETTE AIR CONDITIONER with 11 + 5.5 Ton Capacity Chillers with required capacity of motors for chilling and condensing with ductible air conditioning system. **Fire Fighting System & 3 Nos. lifts are available in the building.** **Ceilling:** Good Quality false Ceilling Etc.

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

(i) **Property /Municipal Tax** :

a. At present the annual Value is Rs.6,60,630.00 and Kolkata Muncipal Corporation property tax is workout to Rs.5.47 per sq.ft per month. In case there is any increase in property tax , it shall be levied on the Licensee.

b. If there is any separate Property Tax bill directly on the premises licensed to the Licensee by any Statutory Body in future, the same shall be liable to be paid in its entirety by Licensee alone and shall continue to pay during the currency of this License Agreement till its expiry and / or till the licensee vacates and handover the vacant possession of the licensed premises back to the Licensor.

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

The unit consumptions are 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: -

a. The energy units consumed by licensee shall be charged as claimed by Building Maintenance Authority.

b. In case of additional supply if required, the Licensee will have to obtain prior permission from Licensor and additional deposits / expenses (non-refundable), as will be charged by the Building Maintenance Authority, will have to be borne by the Licensee.

(iii) **Sharing of other expenses i.e. operation & maintenance charges on Fire-Fighting, Lifts, AC maintenance and DG Sets, etc.**

a) The Building Maintenance charges for last three financial years are as under :

Year	Maintenance charges per Month (in Rs. Per sq.ft)
2016-17	Approx. Rs.12.16
2017-18	Approx. Rs.14.83
2018-19	Approx. Rs.14.42

b) Operations/maintenance/ repair charges for under-mentioned items shall be shared by CCI and Successful Licensee in proportion of rented area to total area which works out to 55:45 i.e 55 by CCI and 45 by tenant -

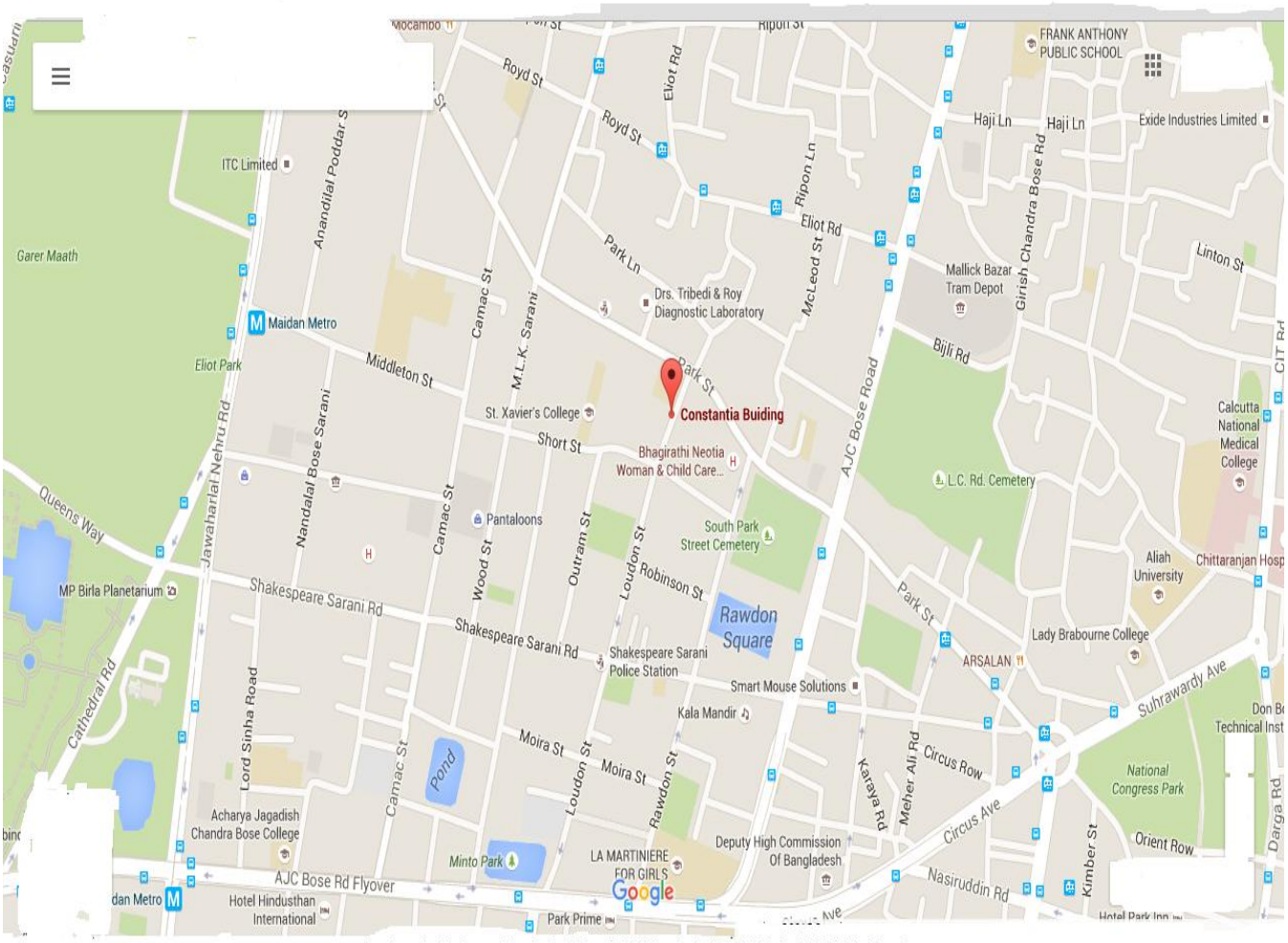
Sr. No.		Nature of operation/maintenance Works	Sharing In %	
			CCI	Tenant
1	a)	AMC contract i.e., Operation & maintenance of electric installation upto main electrical panel board.	55	45
	b)	Operation / Maintenance, repair, replacement of spare parts, equipments etc., for A.C	55	45
	c)	Building maintenance with generator charges, etc.	55	45
2	a)	Statutory Fees if any levied by local authority	55	45
	b)	Electrical / Fire Brigade periodical inspection fee	55	45
3	(a)	Office cleaning maintainence/Mali Charges	55	45
	(b)	Operation & maintenance charges on Fire-Fighting equipments	55	45
Note: GST at the applicable rate(if payable) on all above charge will be extra				

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 License 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", 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017** is offered under Leave and license agreement initially for the period of 06 years, with 5% increase in rent after each year and after the expiry of 06 years, the agreement may be renewed with an increase of 15% in the prevailing rate, and thereafter increase of 5% after each year. Further renewal for 6 years may be done as per above terms only with the consent of both the party.

5. The Earnest Money Deposit of Rs.50,000.00 (Rupees fifty thousand only) of the successful bidder will be adjusted against the interest free Deposit equal to Three Months license 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.
6. The successful Bidder shall be assigned the rights of exclusive use of the above property during the currency of the leave & license agreement. The successful Bidder will have to enter into a written leave & licence agreement with the Corporation for use of the above said property.
7. Successful Bidder will have to deposit at the time of execution of leave and license agreement and keep deposited with the corporation during the period of this agreement and renewal thereof an interest free deposit equal to three months license fee (monthly license fee), which is refundable on the expiry of the period of the licence or earlier determination or termination thereof as hereinafter provided on handing over vacant possession of the premises to the Licensor after adjusting outstanding dues, if any.
8. In lieu of assigning rights of exclusive use of the above property, The Corporation shall charge License Fee on monthly basis payable in advance i.e. by 10th of every month.
9. Successful Bidder will not be permitted for erection or to make any structural alterations or additions whatsoever to the said premises licensed to or any part thereof without the specific prior written permission of the corporation except modification of toilets, change of flooring and false ceiling, internal wooden partitions, cabins, shelving racks, electrical equipment and other interior works of temporary nature at their cost.
10. 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.
11. Successful Bidder shall not assign, sublet or transfer the rights of the licensee under the leave and license agreement in any manner to any person(s)/party (ies).
12. The proposed office premises for leave & license shall have False ceiling A.C duct over false ceiling and tiles fitting flooring. 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 premises.
13. The total expenses related to stamp Duty and registration Fee of Agreement will be shared 50: 50 between the corporation and successful Bidder
14. The above office premise has been considered for letting out on leave and license agreement exclusively for office purpose only with General office Working time only i.e Monday to Saturday and the area should not be used for any other purposes viz. restaurant / shops / entertainment. etc.
15. 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.
16. Financial Bid-II shall be opened in respect of those Bidders who qualify the Technical Bid-I.
17. Corporation reserves its right to accept or reject any tender without assigning any reason thereof.
18. This terms & conditions must be signed by the Bidder with seal and submitted alongwith Technical Bid-I, as token of acceptance of all the terms as enumerated above.
19. In case of any dispute or difference arising out of or in relation to this work, same shall be governed by The Arbitration & Conciliation Act 1996. An Arbitrator (other than an employee of the Corporation) to be appointed by the Competent Authority of The Cotton Corporation of India Ltd., whose decision shall be final and binding upon the parties.
20. The legal jurisdiction for the purposes of this letting out shall always be at Kolkata.

Signature and seal of Bidder



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

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत)

(A Government of India Undertaking, Ministry of Textiles)

निगमित पहचान संख्या : U51490MH1970GOI014733

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

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

दूरभाष्/PHONE :- 033-**2281 2208 / 1358** फैक्स/FAX:033-**2281 2953**

बेब साईट/website : www.cotcorp.org.in ई-मेल/E-mail: kolkata@cotcorp.com

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614

Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614

दूरभाष् /PHONE:27579217 ∘ग्राम/GRAM:COTCORPIND ∘फैक्स/FAX:(022)27576030-9219-6069

ई-मेल/E-mail:headoffice@cotcorp.com वस्त्र मंत्रालय बेब साईट/ Ministry of Textiles website : ministryoftextiles.gov.in

TENDER DOCUMENT FOR

TO LET-OUT READY BUILT OFFICE PREMISES OF GROUND FLOOR WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET,KOLKATA –700 017 ON LEAVE & LICENSE AGREEMENT BASIS

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: FINANCIAL BID-II *TO LET-OUT READY BUILT OFFICE PREMISES OF GROUND FLOOR WITH BUILT UP AREA OF 2601 SQ.FT. SITUATED AT "CONSTANTIA", 11, DR. U.N. BRAHMACHARI STREET, KOLKATA – 700 017 ON LEAVE & LICENSE AGREEMENT BASIS*

Sir,

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

Financial Bid – II

Sr. No.	Particulars of assets/property	Area in Sq.ft.	Monthly License Fee per sq.ft (excluding All Taxes and other maintenance charges as applicable) (In Rs.)		Total Monthly amount of License fees (In Rs.)
			In fig	In Words	
1.	Ready built Office Premises on Leave & License basis situated at "Constantia", Ground floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.	2601			

Please note:

1. **Monthly License fee should be quoted excluding all applicable Taxes .**
2. **Sharing of Municipal /property Taxes , Maintenance charges and all applicable taxes will be charged extra as set out in general terms & conditions.**
3. **The Bidder should quote his / their monthly License fee for total area offered and not for the part area.**
4. **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.**
5. **Total monthly amount of licensee 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: