

<p>भा.क.नि.</p>  <p>C.C.I.</p>	<p><b>भारतीय कपास निगम लिमिटेड</b></p> <p>भारत सरकार का उपक्रम – वस्त्र मंत्रालय, शाखा कार्यालय, हुबली</p> <p><b>THE COTTON CORPORATION OF INDIA LTD.</b></p> <p>(एक मिनीरत्न कंपनी - A Mini Ratna Company)</p> <p>(A Government of India Undertaking - Ministry of Textiles)</p> <p>3<sup>rd</sup> Floor, W.B. Plaza, New Cotton Market, HUBLI – 580029, KARNATAKA</p> <p>Ph: 0836 – 2356353/354/357, Fax 0836-2251960</p> <p>E-MAIL: <a href="mailto:hubli@cotcorp.com">hubli@cotcorp.com</a> Website: <a href="http://www.cotcorp.org.in">www.cotcorp.org.in</a></p>
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Ref: CCI/HBL/Admin-Office\_Space/2021/97

Date: 30.04.2021

**NOTICE INVITING TENDER FOR HIRING OF OFFICE SPACE ON RENT AT NEW COTTON MARKET AREA AND ITS ADJACENT LOCATION IN HUBLI CITY**

The Cotton Corporation of India Limited, Branch Office, Hubli invites sealed tenders in two bid system for Hiring of Office Space (Ready to occupy condition) on Rent for its Branch Office from the Legal owners of the premises. The details are as under:

Carpet area required (approx)	Location	Remarks
3500 to 4000 Sqft.	NEW COTTON MARKET AREA AND ITS ADJACENT LOCATION IN HUBLI CITY	The Preference will be given to the Building situated at the location of New Cotton Market and its adjacent location in Hubli city. The premises offered for rent should be in ready condition to occupy and suitable for use as office premises. Also, there should be proper parking facility available permanently to park our office Car and to park the two / four wheelers of our Officers / Staffs. Also a separate space to be allotted to install our 20-25 KVA Gen-set for our power usage, if already has not provided the Generator facility at the premises offered.

The interested legal owners of premises having clear titles may submit their tender form duly filled in sealed envelope superscribed as "**TENDER FOR HIRING OF OFFICE SPACE ON RENT**" on or before **15.00 hrs on 12.05.2021** at the above address. The technical bids shall be opened on same day at **16.00 hrs**. The financial bids of the bidders qualifying in technical bids shall be opened on designated date & time to be indicated. The tender form along with detailed terms and conditions are available at Corporation's website [www.cotcorp.org.in](http://www.cotcorp.org.in) and Govt tender portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and also the same may be obtained from this office on any working day during working hours. CCI reserves its right to reject any or all the tenders without assigning any reasons thereof.

No Brokers / Intermediaries shall be entertained.

Dy. General Manager

**The Cotton Corporation of India Ltd, Hubli**  
**TENDER FOR HIRING OF OFFICE SPACE ON RENT**  
**TECHNICAL BID**

1	Full particulars of the legal owner of the premises. a) Name  b) Address  c) Telephone & Mobile No  d) E-mail ID  e) PAN (It is mandatory, Copy to be attached)  f) GST Number (Copy to be attached, if registered)	
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	
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.	
6	<p>Type of Space (Please provide answer to each point)</p> <p>a) Whether there are any conditions for carrying out partitioning as per the requirement of CCI.</p> <p>b) Whether modification in internal plan permitted in case of constructed space.</p> <p>c) Whether willing to carry out additions/alterations/repairs /electrical fixtures as per specifications/plan to be given by CCI.</p>	
7	<p>Please provide answer to each point.</p> <p>a) Whether electrical installations and fittings, power plugs, switches etc. are provided or not.</p> <p>b) Whether provisions for AC's / fans / exhaust fans provided or not.</p>	
8	<p>Please provide answer to each point.</p> <p>a) Electricity load sanctioned</p> <p>b) Whether willing to provide separate sub-meter for space to be hired by CCI</p>	
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	Situation of building i.e. floor on which located	
14	Sanitary arrangement (No. of W.C / Toilet blocks for Ladies & Gents)	
15	Whether willing to offer premises on lease for the minimum period of 3 years to be extended for further period of 3 years at regular intervals (Nominal increase in rent on mutual agreed rate can be considered after 3 years)	
16	Whether the premises is ready for occupation	
17	Various Tax receipts Property, Municipality tax etc.	
18	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:

Signature of the Legal Owner:

Place:

Name:

Address:

Mobile No:

**The Cotton Corporation of India Ltd, Hubli**  
**TENDER FOR HIRING OF OFFICE SPACE ON RENT**

**Terms and Conditions of the tender**

1. Corporation requires office premises preferably on Ground/First floor. The requirement of the covered floor / Carpet area is approximately 3500 to 4000 sqft.
2. The office space should have or made available three toilets / wash rooms in the office premises each one separate for Ladies, Gents and one at Branch Head's cabin.
3. 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.
4. The bids must be submitted on or before the last date and time mentioned in the tender notice.
5. The rate is not the only criteria to accept the tender. The rates shall be negotiable with the technically qualified bidders.
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 have to be obtained by the owner/tenderer himself at his own cost.
9. The financial bids shall be opened only of those bidders who have qualified in the technical bid after scrutinized by the Branch Tender Committee.
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 3 (three) Years period with subsequent automatic renewal of lease deed on mutual agreement at nominal increase in rent by both the parties. The rate of percentage of increase in rent after three years is once decided at the time of occupation, which cannot be revised in future till vacating the premises.

14. The lessee should not be forced to vacate the premises, if all the mutually agreed terms and conditions are abided and complied by lessee.
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 landlord shall provide a cabin for Branch Head with attached toilet and four other cabins for officers.
18. The premises should have good frontage and proper access.
19. The owner of the premises shall have no objection to the CCI installing exclusive D.G. Set for the use of its office. If so desired by the CCI, the owner shall provide suitable space for installation of Gen-set without any extra cost to the lessee.
20. The Owner shall have to provide the details of latest bills for having paid the property tax, Electricity charges and any other certificate for the taxes paid / or any clearance certificate related to the premises to be offered on rent, at any time on the request of the Corporation.
21. The rent agreement will be held with the Owner & Rent shall be directly paid to the bank account of respective legal owner of the building by way of NEFT / RTGS on regular monthly basis.
22. Taxes / TDS will be deducted as applicable.
23. Possession of premises should be made available within 30 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. The space should have all required electrical fixtures such as switches, power points, fans, lights, exhaust fans, air-conditioners etc.
26. Electricity:
  - i) The building should have sufficient electrical / power load sanctioned and atleast minimum required power points made available to this office.
  - ii) If required, additional electric power will have to be arranged by the owner at his cost from the energy suppliers.

- iii) 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.
  - iv) At the time of taking over possession of the premises initial reading of electricity meter will be noted in your presence or your authorized representatives. The electrical charges will have to be borne by the owner up to that point.
27. Parking: The landlord shall provide Car & Two Wheelers parking space (Open / Covered) as per the details given below without any extra cost :
- i) Car parking ----- 03 nos. (minimum) – Full time
  - ii) Two Wheelers ----25 nos. (minimum) – on working days
28. Lift facilities having adequate capacity should be made available, if the premises offered is above the first floor.
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. Tender received on account of any reason whatsoever including postal delay etc. after 15.00hrs on fixed date for submission of tenders shall be termed as 'LATE RECEIPT' tender and shall not be considered. Such tender shall be returned to the concerned party without opening the same.
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 initialed by the tenderer. The CCI reserves its right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
33. All the legal owners are requested to submit the tender documents duly filled along with relevant documents / information and the cover may be dropped in tender box kept at our office address mentioned above.
34. The offer should remain valid atleast for a period of 06 (six) months to be reckoned from the date of opening of "Bid".
35. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of 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".
36. Shortlisted bidders will be informed for arranging site inspection of the offered premises. Suitability of building offered for office will be decided by the branch committee.



37. CCI reserves its right to verify / inspect the building before finalization of the tender and reject it out rightly, if the building / premises is not according to the specification required by the CCI.
38. CCI reserves its right to accept or reject any or all the tenders without assigning any reason thereof. Canvassing in any form may leads to summarily rejection of the bid.
39. The owner would be required to get the premises insured adequately against all types of damages due to various causes during the entire period of rent contract.
40. 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.
41. The decision of the Corporation shall be final and binding to all. In case of any dispute, it will be subject to the jurisdiction of Hubli only.

I/we do hereby agree to all the terms & conditions mentioned above.

Date:

Signature of the Legal Owner:

Place:

Name:

Address:

Mobile No:

**The Cotton Corporation of India Ltd, Hubli**  
**TENDER FOR HIRING OF OFFICE SPACE ON RENT**  
**FINANCIAL BID**

1	<p>Full particulars of the legal owner of the premises.</p> <p>a) Name</p> <p>b) Complete Address of the Location</p> <p>c) Telephone &amp; Mobile No</p> <p>d) E-mail ID</p> <p>e) PAN No: (It is mandatory)</p> <p>f) GST Number (If registered)</p>	
2	<p>Total area offered in Sq.ft (CARPET AREA)</p>	
3	<p>Rent per Square Feet (During the initial lease period of three years) (The quoted rate is excluding GST if applicable)</p>	

4	Maintenance and Other Charges if any	
5	Total Rent per month (The quoted rate is excluding GST if applicable)	a) Rupees In Figures: _____  b) Rupees In Words: _____ _____ _____
6	Percentage of rent revision proposed after three years and also between every three years of rent renewal (The rate of percentage of increase in rent is once fixed at the time of occupation cannot be revised in future till vacate the premises)	

**Note:**

Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes except GST (if applicable). 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: \_\_\_\_\_

Place: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_