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भारत सरकार

GOVERNMENT OF INDIA

कापेरिट कार्य मंत्रालय / MINISTRY OF CORPORATE AFFAIRS

कम्पनी रजिस्ट्रार कार्यालय / Office of the Registrar of Companies

मोरेल्लो भवन भूमि तल, Morello Building Ground Floor

कचहरी रोड / Kachary Road

शिलांग / SHILLONG – 793 001

INVITATION OF QUOTATIONS FOR OFFICE ACCOMODATION

The **Regional Director North Eastern Region** is a field office under the **Ministry of Corporate Affairs**. Office space is required on lease for the office and offers are invited from interested persons/firms/companies subject to the conditions as under:

1. The accommodation should have a carpet area of about 3000 sq ft (+/-10%) preferably on a single floor, with the following features/amenities.
 - a. Electricity connection with adequate electrical fixtures and power back up with provision for installation of independent meter/sub-meter.
 - b. Water supply,
 - c. Separate toilets for ladies and gentlemen.
 - d. Sufficient parking space for the office and visitors.
 - e. Adequate security arrangements.
2. The building should preferably be near High Court, Guwahati.
3. In case the bidder is willing to offer furnish accommodation, he/she should separately quote for that. The Ministry would specify its requirements regarding furnishing etc. separately on request of the applicant.
4. The interested parties should send their proposal in a sealed cover super-scribing "Quotation for Accommodation" to the Registrar of Companies, N. E. Region Shillong latest by 08.04.2011 and same shall be opened on 11.04.2011 in presence of the authorized representatives of the interested parties.
5. The proposal should be submitted in two envelopes. The first envelope should contain the "Technical Bid" consisting of technical parameters like design parameters, the second envelope should be super-scribed as "Financial Bid" containing the commercial aspects such as the rent proposed to be charged and other financial terms and conditions. Both the envelopes should be placed in one envelope super-scribed as "Offer for office accommodation".
6. The Technical bid should be submitted in the following format:

S No	Subject	Particulars
1.	Ownership of the land and the building thereon	
2.	Location and address of the offered accommodation	
3.	Distance form Guwahati High Court	
4.	Super area (in sft)	

5	Plinth area (in sft)	
6	Carpet area (in sft)	
7	Floor(in case of multi-storey building)	
8	Availability of no.of lifts	
9	Lay-out sketch of approved plan of the accommodation on offer	
10	State clearly, if the office use is a legally permissible use or not	
11	Status of approvals form competent authorities for the required usage	
12	Status of fire fighting arrangements	
13	Facilities and amenities available	
14	Parking facilities	
15	Clearances/NOC from all the relevant Central/State/Municipal Authorities and fire department for use as office premises conforming to the applicable laws.	
16	Furnishing status with details	
17	Arrangement for security in place	

7. The financial bid will inter-alia include:

- a. The expected amount of rent as Rupees per sq.ft.(In terms of Carpet area/covered area). The rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.
- b. Period for which the property is being offered for lease.
- c. Expected increase in rent on expiry of the lease period, if the lease is renewed.

8. Other conditions:

- a. The rent will be subject to fair Rent Certification by CPWD.
- b. The Registrar of Companies, Shillong reserves the right to reject any bid without assigning any reason.

9. Procedure for selection.

- a. The Registrar of Companies Shillong will open the technical bids and evaluate the offers on the basis of suitability of the space offered and the offers found suitable will be short listed for this purpose. He is free to take help of any experts as deemed fit.
- b. The financial bids of only those parties will be opened whose technical bids are short listed.

Sd.
(G.C.Yadav)
Registrar of Companies
N. E. Region, Shillong.