

**GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS**

**5th FLOOR 'A' WING
DR. RAJENDRA PRASAD ROAD
SHASTRI BHAVAN
NEW DELHI 110001**

OFFICE ACCOMMODATION REQUIRED

Offers are invited for hiring suitable office accommodation having a **carpet area of about 10,000 sq.ft (+/-10%)** for housing of the office of **NATIONAL COMPANY LAW TRIBUNAL under the Ministry of Corporate Affairs**. The accommodation should be at a convenient location of Allahabad preferably within a radius of 1 km from civil lines. Office accommodation at Ground floor/first floor would be preferred. The building should have all requisite amenities like electricity, power back up, water, separate toilets for men and women along with sufficient parking space for at least 20 vehicles.

2. Interested parties may either download the terms and conditions of the tender, format for technical and financial bids as given in Annexures I, II and III from the Ministry's website (www.mca.gov.in) under the link "**Quotations & Tenders**" or collect the same personally from the office of the Official Liquidator, 9th Floor, Sangam Place Civil Lines Allahabad on any working day **from 10.00 AM to 4.00 PM**. The complete offers in accordance with the terms and conditions should reach the address specified below latest by 6th **of April 2018**

Shri M.K. Bagri,
Official Liquidator
Ministry Of Corporate Affairs,
9th Floor, Sangam Place, Civil Lines,
Allahabad-211001
Phone No: 0532-2624943

(J S AUDHKHASI)
Deputy Secretary to the Government of India
Tele: 011-23381615

ANNEXURE I

GENERAL TERMS AND CONDITIONS

1. The office space should have a carpet area of about 10,000 sf.ft.(+/- 10%), preferably on a single ground or first floor) with the following features/amenities:
 - (i) There should be provisions for 24 hours electric and water supply
 - (ii) There should be proper approach road and entrance to the proposed building
 - (iii) The building should be in a ready to use condition with electricity, water, lifts, sewerage, firefighting equipment and adequate separate toilet facilities for both men and women
 - (iv) The electric power available should be indicated
 - (v) Facility for installing generators
 - (vi) Sufficient parking space for both officers and visitors
 - (vii) Adequate security arrangements
2. The building should preferably be within a radius of 1 KM from Sangam Place, Civil Lines Allahabad
3. The office space will be handed over within 15 days after acceptance of the offer and execution of the lease agreement
4. The building should have assured power back up on continuous basis
5. The office space offered should have construction approvals from respective local authorities
6. The office space offered should be insured against all types of damages due to various causes during the entire period of lease agreement
7. The owner will undertake all annual repairs and maintenance every year and any repairs connected with the basic structure on the suggestion of the Ministry
8. The office space offered should be free from any liability and litigation with respect to its ownership
9. Finalisation of rent based on location and quality of construction is subject to **Rent Reasonableness Certificate (RRC) of CPWD**
10. **Lease agreement would be as per Standard Lease Agreement prescribed by the Ministry of Housing and Urban Affairs, Government of India**
11. The office space would be made available for inspection by the officers of Ministry of Corporate Affairs
12. The initial period of lease should be for a minimum period of three years

13. The bonafide owners of premises who possess free hold title of the said premises and who can in law let the premises to the Ministry are only invited to participate in the tender. Tender from intermediaries or brokers will not be entertained

14. The Ministry of Corporate Affairs/competent authority reserve the right to reject any bid without assigning any reasons.

15. Procedure for selection:

(a) The Competent Authority will open the technical bids and evaluate the offers on the basis of suitability of the office space offered and the offers found technically responsive will be short listed. For the purpose, the Competent Authority is free to take help of any expert as deemed fit and /or from a Committee as it thinks fit.

(b) The financial bids of only those parties will be opened whose technical bids are found technically responsive and short listed.

**ANNEXURE II
(TECHNICAL BID)**

1.	The Technical bid should be accompanied by the following documents: (a) Location Map (b) Cope of agreement for acquisition of property (c) Approved plan of the offered premises with exact measurement for carpet area
2.	Full particulars of Person(s) offering the premises on rent/lease and submitting the tender
3.	Status of the applicant with regard to the premises offered for hiring (To enclose power of attorney also if the applicant is other than owner)
4.	Type of building – commercial or residential
5.	Date of construction
6.	Complete address and location of the building. Details of the accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (Certificate to be enclosed)
7.	Exact carpet area
8.	Exact built up area
9.	Floor numbers offered
10.	No. of floors in the building
11.	Distance from nearest railway station/airport
12.	Other facilities and amenities available in the building
13.	Parking space available and to specify how many nos. of vehicles can be parked
14.	Whether accommodation offered for rent is free from litigation including disputes with regard to ownership, pending taxes/dues or like (To enclose copy of Affidavit from owner or Power of Attorney holder)?
15.	Whether running water, drinking and otherwise available round the clock?
16.	Whether separate electricity source having sufficient installed capacity has been provided for
17.	Details of power back up facility/ground space for installing Generator

18.	Details of fire safety mechanism, if any
19.	Charges for parking space, if any
20.	Charges for security
21.	Sanctioned electricity load

I/Weson/daughter ofhave gone through the various terms and conditions mentioned in the tender documents and I/We agree to abide by them. I/Wesolemnly declare that, to the best of my/our knowledge and belief the information given above and in the enclosures accompanying it is correct complete and truly stated.

Place:

Date:

Signature of legal Owner/Power of Attorney Holder

**ANNEXURE III
(FINANCIAL BID)**

S.No.	Item	Details
1.	Name and Address of the applicant with Mobile Nos.and email address	
2.	Status of the applicant with regard to building/accommodation offered for rent by the owner or power of Attorney holder	
3.	Full particulars of the owner	
	Name	
	Address	
	Telephone Nos./Mobile Nos/Email ID	
	PAN Card(Photo copy self-attested)	
	Aadhaar Card(Photo copy self-attested)	
4.	Complete details of the office premises offered viz. complete postal address of the location	
5.	Rent Rate per sq.ft. per month of Carpet area	
6.	Any other conditions having financial implications relevant to the offer of the building. To give details if applicable	

Please Note:

- (a) The rent will be subject to issue of Reasonable Rent Certificate by CPWD
- (b) All corporation taxes, cess or any other tax applicable are to be borne by the applicant
- (c) The electricity and water bills as per actual consumption to be borne by the Ministry/NCLT
- (d) GST will be borne by the tenant as applicable