



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय/ राजस्व विभाग  
MINISTRY OF FINANCE/ DEPARTMENT OF REVENUE  
राजस्व आसूचना निदेशालय  
DIRECTORATE OF REVENUE INTELLIGENCE  
चंडीगढ़ क्षेत्रीय यूनिट  
SCO No. 258, Sector-44C (2<sup>nd</sup> Floor), CHANDIGARH- 160047  
दूरभाष / Tel 0172-2601962, 2602597

रा:आ:नि: फा: सं: DRI/LDZU/857/Admin/office premises/05/17

दिनांक : 01.02.2018

**Notice Inviting Tender**

**TENDER FOR HIRING OF READY-BUILT BUILDING FOR OFFICE  
ACCOMMODATION**

for

**DIRECTORATE OF REVENUE INTELLIGENCE, REGIONAL UNIT, CHANDIGARH.**

On behalf of the President of India, Deputy Director, Directorate of Revenue Intelligence, Regional Unit, Chandigarh invites Sealed tenders for hiring of ready-built building for office accommodation having a desirable Carpet area of 5000 Sq. Feet approx. for **Directorate of Revenue Intelligence, Regional Unit, Chandigarh** at the place shown in the below given table for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department.

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Area where the building is required	Requirement of Area (Carpet) (in Sq. Ft.)
Union Territory Chandigarh	5000 Sq. ft (approx)

- Interested persons who are legal owners can download the tender documents from the website <http://www.eprocure.gov.in>. The detailed tender documents are enclosed as Appendix.
- The tender shall include “**Qualifying bid**” (Techno-Commercial) and “**Financial bid**” giving the requisite details.
- Bids are to be submitted online at website <http://www.eprocure.gov.in> in requisite format before closing date i.e. 27.02.2018 and completed bids in two packets i.e. Packet 1 & Packet 2 shall be uploaded separately on <http://www.eprocure.gov.in> in envelopes superscripted as **Packet 1(Qualifying bid Techno-Commercial) & Packet 2(Financial Bid)**. The Proposal for renting of space for DRI, Regional Unit, Chandigarh shall be submitted latest by **5.00 PM on or before 27.02.2018**.
- The place should be located at above mentioned area, suitably furnished for use as office and preferably be ready to be occupied with partitions, cupboards, toilets etc. Sufficient parking space, water facility (drinking and non-drinking), standby power facility, and fire fighting equipment should be made available according to the size of the building. The office premises should be legally free from all encumbrances, well

connected by the public transport and should have wide approach road.

6. After opening the Technical Bid, the proposed Building by the successful bidder of Technical Bid shall be inspected by Technical Committee of this office on the basis accessibility, suitability and security concerns.

7. Finalization of rent, based on location and quality of construction and other amenities provided, is subject to certification by CPWD/ hiring committee and final approval / sanction by the Department as per the rules framed in this regard.

8. For any further details, the following persons may be contacted:

- i. Sh. Kuldip Rai, SIO, DRI, Chandigarh – 0172-2602597.
- ii. Sh. Viresh K. Sharma, IO, DRI, Chandigarh - 0172-5035574

**Last Date of issuance of tender forms – upto 21.02.2018**

**Last Date of submission of tender forms – 27.02.2018 upto 5.00 PM**

Date of opening the sealed tenders – 29.02.2018 **5.00 PM** in office of the Additional Director General, DRI, Chandigarh Regional Unit, SCO- 258, Second Floor, Sector 44C, Chandigarh, 160047.

9. The Deputy Director, Directorate of Revenue Intelligence, Chandigarh Regional Unit, reserves the right to cancel this tender without giving any reason.

(Abhay Gupta)  
Deputy Director



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DIRECTORATE OF REVENUE INTELLIGENCE  
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रा:आ:नि: फा: सं: DRI/LDZU/857/Admin/Office premises/05/17

दिनांक 01.01.2018

**Tender Document**

**TENDER FOR HIRING OF READY-BUILT BUILDING FOR OFFICE  
ACCOMMODATION**

for

**DIRECTORATE OF REVENUE INTELLIGENCE, REGIONAL UNIT, CHANDIGARH.**

On behalf of the President of India, Deputy Director, Directorate of Revenue Intelligence, Chandigarh Regional Unit, Chandigarh invites sealed tenders for hiring of ready-built building for office accommodation having a desirable Carpet area of 5000 Sq. Feet approx. for **Directorate of Revenue Intelligence, Regional Unit, Chandigarh** preferably in UT Chandigarh for an initial period of 3 (Three) years which may be renewed from time to time, if required by the Department.

Interested persons who are legal owners can download the tender documents from the website <http://www.eprocure.gov.in>. The detailed tender documents are enclosed as Annexures.

**Annexures**

- |                   |   |  |
|-------------------|---|--|
| (a) Annexure I    | : | Instructions to the bidders            |
| (b) Annexure II   | : | Terms and Conditions                   |
| (c) Annexure II   | : | Technical Bid                          |
| (d) Annexure IV   | : | Financial/ Price Bid Undertaking       |
| (e) Annexure V    | : | Financial/ Price Bid Proforma BoQ      |
| (f) Annexure VI   | : | Tender Acceptance Letter               |
| (g) Annexure VII  | : | Letter of Offer                        |
| (h) Annexure VIII | : | Instructions for Online Bid Submission |
| (i) Annexure IX   | : | Standard Lease Agreement               |

## **ANNEXURE-I**

### **INSTRUCTIONS TO THE BIDDERS**

1. The invitation to bid is open to legal owners/power of attorney holders of properties located in the areas mentioned in the Tender document. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as 'the lessor' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, modify the bidding document by a written amendment. The amendment which will be binding, shall be available in the website <https://eprocure.gov.in>.
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. The carpet area required is indicated as follows:

Type of Office	Name of the station	Preferred location	Carpet Area (Sq ft) Approximate
Central Government Office (DRI, Chandigarh Regional	Chandigarh	UT Chandigarh	5000 Sq.Ft (approx)

Unit, Chandigarh)			
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7. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid and EMD in respect of each premises.
8. The Technical Bid by the bidder shall include the following:
- (a) Copy of the PAN card,
  - (b) Copy of GST Registration, if any,
  - (c) All tender documents, duly filled in, wherever necessary, except the Financial Bid proforma.
  - (d) Copy of Affidavit from owner or Power of Attorney holder to the effect that the premises offered on rent is free from all encumbrances.
9. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked appropriately, where there is nothing to report.
10. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an Authorization/ Power of Attorney to do so from the remaining owners.
11. The financial bid should contain the lease rent payable by the lessee without GST. The GST as applicable will be borne by the lessee and paid to the lessor at the applicable rate along with the rent. All other taxes/charges/levies etc. shall be borne by the lessor only. The financial bid should be submitted strictly as per the form prescribed in Annexure-V (BoQ).
12. The lease rent should be quoted in Indian rupees only and should be in both figures and words.
13. The bid shall remain valid for 180 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as nonresponsive.

14. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. However the bidder accepting the request of the lessee will neither be required nor permitted to modify the bid
15. The bidder may modify or withdraw his/her bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
16. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of his/her bid.
17. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders online on the CPP Portal itself. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
18. The Courts of India at Chandigarh will have exclusive jurisdiction to determine any proceeding in relation to this contract.
19. Any misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
20. The bidder should submit Annexure-I (Instructions to bidders), Annexure-II (Terms & Conditions), Annexure-VI (Tender Acceptance Letter), Annexure-VII (Letter of Offer), duly signed on all pages and copy of Affidavit from owner or Power of Attorney holder to the effect that the premises offered on rent is free from all encumbrances along with the Technical Bid (Annexure-III).
21. The Financial/ Price Bid undertaking (Annexure-IV) should be submitted separately. The price (rent) should only be indicated in the BoQ format (downloaded from CPPP) uploaded in the website. Price should not be indicated in any other documents.

Read and Accepted

Name & signature with stamp (if any) of

Bidder or Authorized Signatory



## Annexure- II

### TERMS AND CONDITIONS:

1. The Terms and conditions shall form part of tender to be submitted by the bidder to the Deputy Director, Directorate of Revenue Intelligence, Regional Unit, Chandigarh.
2. All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly initialled by the bidder. The Deputy Director, Directorate of Revenue Intelligence, Regional Unit, Chandigarh reserves the right to reject incomplete tender or tender having incorrect information.
3. In case the space in tender document is found insufficient, the bidder may use separate sheet(s) to provide full information.
4. Tender documents received in the office of the Deputy Director, Directorate of Revenue Intelligence, Regional Unit, Chandigarh after due date and time i.e. **5.00PM on** shall be rejected outright and no correspondence in this regard shall be entertained.
5. The tender will be acceptable only from original owner of the building or person having valid power of attorney. The space offered should be free from all encumbrances/claims and disputes/any liability and litigation with respect to its ownership, lease/ renting and pending payments against the offered space.
6. Offers received from Government Bodies/ Public Sector Undertakings/ State Housing Boards etc. would be given preference.
7. The building should have separate electricity supply and having sufficient installed electricity load and water connection. If separate connection is not available sub-meter etc. to be got installed by the owner along with wiring.
8. The building should have easy and convenient approach, reasonable parking space for vehicles. The location should be in an area convenient for office use and should be easily accessible by public transport system.
9. The particulars of amenities provided/proposed to be provided inside the property/building complex should be clearly furnished in the 'Qualifying Bid (Techno-Commercial)'.



10. The 'Qualifying Bid (Techno-Commercial)' is required to be submitted along with certified copies of approved drawings from Municipal Corporation Authorities or any other competent authority, certified copy of Land Deed, Municipal receipts, and approved plan of building and copy of document regarding ownership of building. The 'Qualifying Bid (Techno-Commercial)' received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents/ certificates shall be produced at the time of execution of Lease Agreement.
11. The bidder is required to enter into Lease Agreement in the prescribed format i.e. Standard Lease Agreement (SLA) approved by the Central Government.
12. The Deputy Director, Directorate of Revenue Intelligence, Regional Unit, Chandigarh reserves the right to verify/inspect the building before finalization of Tender and reject it out rightly, if the building is not according to the specification required by the DRI, Regional Unit, Chandigarh.
13. Maintenance of the building including premises to be undertaken by the owner.
14. The bidders should quote the rent for the premises being hired in the Financial Bid. However, the payment of rent will be subject to the issuance of Rent Reasonableness Certificate (RRC) (also called Fair Rent Certificate -FRC) by CPWD as per procedure laid down by the Govt.
15. All corporation taxes, cess or any other taxes as applicable are to be borne by the landlord.
16. The electricity and water bills as per actual consumption to be borne by the Department. No advance rent is payable by the Govt, as a matter of policy.
17. The rate of rent finally approved by CPWD is liable to revision during the period of lease or renewal, if any, of the lease after the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.
18. Being a Central Government Office, no security Deposit / advance payment will be paid. The quotes of bidders who insist on advance deposit may not be considered for further evaluation. No brokerage will be paid.

19. The payment terms mentioned in the Financial Bid shall be strictly followed.
20. The DRI, Regional Unit, Chandigarh may, during the lease period/extended lease period carry out such alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable.
21. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc.
22. The maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will also undertake to carry out annual repair and maintenance and painting every alternate year. No additional charges shall be paid for the same.
23. Toilets & Pantry should be in usable condition.
24. The offered space should be in a ready to use condition with electricity connection, water, paint, sewerage. The electric power available should also be indicated.
25. Adequate/proportionate to the covered area parking space should be provided by the owner.
26. No tender will be accepted by fax, email, telefax or any other such means.
27. Tender is likely to be rejected because of non-fulfilment of any of the above terms.
28. The DD, DRI, Regional Unit Chandigarh, reserves the right to reject all or any tender without assigning any reason thereof.
29. The building shall be inspected by the person(s) authorized by the DD, DRI, CRU, Chandigarh and only buildings found suitable shall be proceeded with and such decision shall be final.
30. If at any stage it is found that any of the details/ documents furnished by the bidder are false/ misleading/fabricated, his/her bid would be liable for cancellation.
31. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw/ modify the offer in terms of area and price and other terms and conditions quoted in the 'Qualifying Bid (Techno-Commercial)' or 'Financial Bid'. The bidder has to submit an undertaking on non-judicial stamp furnished by the bidder.

shall not back out/ cancel the offer made to the Directorate of Revenue Intelligence, Regional Unit, Chandigarh during the validity period.

32. The hiring will be for an initial period of three years and can be extended further with mutual consent of both the parties.
33. The owner/the holder of power of attorney should intimate in writing the likely date of handing over of the premises.
34. The bidder shall be responsible to calculate the grand total considering all the aspects in the Financial Bid. The Department shall not take any responsibility for calculating the grand total on the Financial Bid.

**Annexure- III**  
**QUALIFYING BID (TECHNO-COMMERCIAL)**

1	Full particulars of the legal owner of the premises : (i) Name (ii) Address of office & Residence : (iii) Telephone No./Mobile No. (iv) TeleFax:	
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 accommodation offered for hiring (enclose power of attorney also if the applicant is other than owner)	
4	(a) Complete Address and location of the building: (b) Details of the Accommodation offered for rent (viz. carpet area, no. of floors, floor wise area) (enclose Certified Sketch Plan also)	
5	Total carpet area offered for rent/lease in Sq. ft.	
6	No. of rooms with attached toilet withdrawing and measurements.	
7	No. of car/two-wheeler parking space offered	
8	Particulars of completion certificate. Enclose attested/ self- certified copy of completion certificate issued by Competent Authority	
9	Whether accommodation offered for rent is free from litigation including disputes in regard, to ownership, pending taxes/ dues or like (enclose copy of Affidavit from Owner or Power of Attorney holder)	
10	No. of lifts/ carrying capacity, provide details of make, year of manufacture, if any.	
11	Number of Toilets – floor wise with details.	
12	(a) Whether running water, drinking and otherwise useable, available round the clock. (b) Whether sanitary and water supply installations have been provided for.	
13	Whether separate electricity and having sufficient installed electricity load and water connection	

	available.	
14	Sanctioned electricity load.	
15	(a) Whether electrical installation and fitting, power plugs, switches etc. provided or not.	
	(b) Whether building has been provided with fans in all rooms or not. (if yes, give the Nos. of fans floor wise)	
	(c) Details of power back-up facility	
16	Details of Fire Safety Mechanism, if any	
17	Whether the premises is ready for occupation.	
18	The period and time when the said accommodation could be made available for occupation (after the approval)	
19	Specify the lease period (minimum three years) and provision for extension.	
20	Provisions for regular repairs and maintenance and special repairs, if any of the building.	
21	Whether the building is earth quake resistant. If so, please provide a certificate from the competent authority.	
22	Any other salient aspect of the building which the party may like to mention.	

### **DECLARATION**

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, 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 not true, I/We shall be liable to such consequences/lawful action as the department may wish to take.

Place:

Date:

**Signature of Legal Owner/ Power of Attorney Holder**

**“List of enclosures”**.

Attested photocopies/ certified true copies of the following documents are required to be annexed with the Qualifying Bid (Techno-Commercial). The Qualifying Bid (Techno-Commercial) received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents/ certificates shall be produced at the time of execution of lease Agreement.

1. ‘Title Deed’ showing the ownership of the premises or copy of agreement with the land owner.
2. Certified copies of approved drawings from Municipal Corporation authorities or any other competent authority of the area offered for rent/hire, certified copy of Land Deed, Corporation tax receipts and copy of ownership of building.
3. Affidavit from owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/ liability/ pending dues and taxes.

## ANNEXURE-IV

### FINANCIAL/ PRICE BID UNDERTAKING

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of Pdf file.

#### **(a) PRICE BID UNDERTAKING:**

From: (Full name and address of the Bidder)

To

The Deputy Director,  
Directorate of Revenue Intelligence,  
Chandigarh Regional Unit,  
SCO 258, Second Floor, Sector 44 C,  
Chandigarh – 160047.

Sir,

- 1 I submit the Bid for \_\_\_\_\_ ( please give the name of the building) as envisaged in the Bid document. **(Do not furnish the rent and other amounts here which should be indicated only in the BoQ format.)**
- 2) I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3) I offer to rent out accommodation for your office at the rates as indicated in the Price Bid in excel format (Annexure-V) excluding GST.

Yours faithfully

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory

**Annexure- V**  
**FINANCIAL BID**

S.No.	Items	Rate/ Sq. ft.	Total
1	Name & Address of the applicant with Phone Nos.		
2	Status of the applicant with regard to Building/ Accommodation offered for hire by the Owner or Power of Attorney Holder.		
3	Full particulars of the owner : (i) Name (ii) Address(es). (iii) Telephone Nos./ Mobile Nos. (iv) Business (v) Residential (vi) Telefax No. (vii) PAN No.		
4	Complete details of the building viz. complete postal address of the location		
5	Rent in Indian Rupees per month per square feet of the Carpet Area as mentioned in "Qualifying Bid (Techno-Commercial)". <i>"The rent will be subject to issue of Rent Reasonableness Certificate (RRC) (also called Fair Rent Certificate - FRC) by CPWD as per procedure laid down by the Govt. &amp; it will be applicable for the leased period of three years. All corporation taxes, cess or any other tax applicable and maintenance charges are to be borne by the landlord. The electricity and water bills as per actual consumption to be borne by the department."</i>		



## **DECLARATION**

I/We have read and understood the detailed terms & conditions applicable to the subject matter as supplied with the bid documents and agree to abide by the same in totality.

It is hereby declared that the particulars of the building, 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 not true, I/We shall be liable to such consequences/lawful action as the department may wish to take.

Yours faithfully

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory

## ANNEXURE-VI

### TENDER ACCEPTANCE LETTER

To  
The Deputy Director,  
Directorate of Revenue Intelligence,  
Chandigarh Regional Unit,  
SCO 258, Second Floor, Sector 44 C,  
Chandigarh – 160047.  
Sir,

**Subject: Acceptance of Terms & Conditions of Tender for “Hiring of Office Accommodation for DRI, Regional Unit, Chandigarh”**

Tender Reference No: F.No. ....

I/ We have downloaded / obtained the tender document(s) for the above

mentioned Tender from the web site(s) namely \_ as per your advertisement, given in  
the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedule(s), etc., which form part of the tender like document and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason there for, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours Faithfully,

Name & signature with stamp (if any)  
of Bidder or Authorized Signatory

**Annexure -VII**

**OFFERLETTER**

To,

The Deputy Director,  
Directorate of Revenue Intelligence,  
Chandigarh Regional Unit,  
SCO 258, Second Floor, Sector 44 C,  
Chandigarh – 160047.

Sir,

**Subject: HIRING OF OFFICE PREMISES FOR OFFICE OF THE DEPUTY DIRECTOR, DIRECTORATE OF REVENUE INTELLIGENCE, REGIONAL UNIT, CHANDIGARH.**

**Ref.No.:**

With reference to your Tender Notice calling for offers for hiring of Office Of The Deputy Director, Directorate Of Revenue Intelligence, Regional Unit, Chandigarh. I/We hereby submit my/our offer as follows:-

a) Technical Bid : Annexure-A (in separate sealed cover)

b) Financial Bid : Annexure-B (in separate sealed cover)

The two sealed envelopes containing technical bids and financial bids referred to above have been put in main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your letter F. No.....dated:.....calling for offers. (Copy, duly signed, enclosed)

3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date

Yours sincerely,

Signature and stamp of the Owner/ bidder/ authorized Signatory with complete Name, Address, Contact No. (s),Including Mobile No.(s).(also Indicate the category in which signing, whether on his own behalf of as Power of Attorney/ Authorised signatory of the owner

## ANNEXURE-VIII

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

#### REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein

should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk

ANNEXURE IX  
STANDARD LEASE AGREEMENT

AN AGREEMENT MADE ON ..... DAY ..... OF  
.....  
.....  
.....  
.....  
.....

Herein after called "The Lessor" (Which expression shall include its successors assigns, administrator, liquidators and receivers, wherever the context of meaning shall so require or permit) of the one part AND the PRESIDENT OF INDIA (hereinafter referred as "THE GOVERNMENT OF INDIA" or "Lessee") on the other part.

WHEREBY IT IS AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the rent hereinafter reserved and of the other conditions herein contained, the Lessor agrees to let out and Lessee agrees to take on lease the land, hired it aments and premises known as.....together with all buildings and erections, fixtures and fittings, standing and being thereon (hereinafter called "THE SAID PREMISES") more particularly described in "SCHEDULE-"A".

2. The lease shall commence/shall be deemed to have been commenced\* on the.....day of.....two thousand and eighteen and shall, subject to the terms hereof, continue for a term of..... years with an option to extend the period of lease for a further term as set out in clause 14 hereof.

3. The Lessee shall, subject to the terms hereof, pay gross rent in monthly arrears for the said premises at the rate of Rs.....per month, which also includes a sum of Rs..... towards maintenance and taxes per month. In the event of the tenancy hereby created, being terminated as provided by these presents, the Lessee shall pay only a proportionate part of the rent for the fraction of the current month up to the date of such termination. The rate of rent hereby agreed is not liable to revision during the period of lease or renewal, if any, of the lease and can be considered for revision after the expiry of the three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% per annum (in case of residential accommodation) and 8% per annum (in case of non-residential accommodation) of the rent payable at the time of such revision, such rent being equivalent to gross rent reduced by the amount payable towards maintenance and tax.

4. The said premises shall be deemed to include the fixtures and fittings existing thereon as shown in "SCHEDULE-"B" and the Government of India shall upon the expiration of the terms hereby created or any renewal thereof and subject to clause 11 hereof yield up the said premises including fixtures and fittings in as good a condition as received, fair wear and tear, damage by fire, act of god, riots or other civil commotion, enemy action and/or other causes not within the control of the Government of India excepted, PROVIDED THAT THE GOVERNMENT OF INDIA shall not be responsible for any structural damage which may occur to the same during the terms hereby created or any renewal thereof.

5. The Government of India shall be entitled to use the said premises for any lawful purpose which is not detrimental to the interest of the land lord.

6. The Government of India shall have the right to sublet the whole or any part or parts of the said premises but shall be responsible for the full payment of rent and the term of such sub-lease shall not exceed the period of lease or extension thereof, if any, as set out page clause hereinabove.

7. All existing and future rates, taxes including property tax, assessment charges and other out-goings whatsoever of every description in respect of the said



premises payable by the owner thereof, shall be paid by the Lessor. The Lessor, however, shall be entitled to recover additional levies, paid on account of enhancement in taxes, from the Govt. of India and such recovery shall be proportionate to the amount of taxes payable during the pendency of the lease. In case the said premises is portion of a building subject to payment of tax as one entity, the liability of the Govt. of India in respect of payment of additional tax, unless there has been any addition to the constructed portion of such building, shall be in the same ratio as at the time of original letting. In case of some additional construction having been made by the Lessors, additional tax payable by the Govt. of India shall be as determined by the Central Public Works Department of the Govt. of India. In case of default in payment of taxes etc. by the Lessor to the local bodies, it would be open for the Lessee to deduct such dues from the gross rent (including taxes) payable to the Lessor, and to pay the same directly to the local bodies. However, before making such deduction, the Lessee shall have to give a notice in writing, to the Lessor to show, within 15 days, that he is not in default in payment of taxes to the local bodies.

8. The Government of India shall pay all charges in respect of electricity power, light and water, used on the said premises during the continuance of these presents.

9. The Lessor shall execute necessary repairs usually made to premises in that locality as and may be specified by the Government of India in a notice in writing within such time as may be mentioned therein and if the Lessor fails to execute any repairs in pursuance of the notice, the Government of India may cause the repairs specified in the notice to be executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the rent payable to the Lessor.

10. The Government of India may, at any time during the terms hereby created and any renewal thereof, make such structural alterations to the existing buildings such as partitions, office, fixtures and fittings as may be easily removable. PROVIDED ALWAYS THAT such installations or other works, fittings and fixtures, shall remain the property of the Government of India who shall be at liberty to remove and appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Government of India shall again hand over the said premises in the same condition as they were in at the commencement of these presents, fair wear and tear and damage by fire or other causes beyond the control of the government of India excepted or at its option pay compensation in lieu thereof PROVIDED FURTHER that such compensation shall not exceed the value of the said premises on the date of the determination of these presents, if they had remained in the same structural state.

11. The Government of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, riots or other civil commotion, enemy action and/or other causes, not within the control of the Government of India or acts of any Government or Municipal Authority and in such cases the rent payable hereunder shall be accordingly apportioned, or at its option the Government of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery under Clause 10 hereof.

12. The Government of India shall not be liable for loss of profit or loss of goodwill arising from its occupation of the said premises or any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

13. The Lessor agree with the Government of India that the latter paying the rent hereby reserved, observing and performing the conditions and stipulations herein contained on the Government of India's part to be observed and performed shall peacefully hold and enjoy the said premises during the said terms and any renewal thereof without any interruption or disturbance from or by the Lessor or any person claiming by through or under them.

14. If the Govt. of India shall be desirous of taking a new lease of the said premises, after the expiration of the term hereby granted the Lessor will renew the lease for a period mutually agreed upon between the Govt. of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present for renewal.

“Provided that in the event of expiry of the terms of the lease, whenever an action for renewal described above is pending with the lessee and the premises remain in actual occupation, the payable rent at old rate shall continue to be paid on provisional basis till the date of final decision on renewal or the date of eviction, as the case may be and in case of renewal at different rate, suitable adjustment by extra payment or deduction shall be permitted, to Lessee”.

“Provided further that the Lessee shall take action so far practicable to take a new lease of the said premises within a period of six months after expiry of the term hereby granted”.

15. The Government of India shall be entitled to terminate the lease at any time giving to the Lessor three months previous notice in writing of its intention to do so.

16. Any notice to be made or given to the Government of India under these present or in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by registered letter addressed to the.....  
.....

.....on behalf of the Government of India, and any notice to be given to the Lessor shall be considered as duly given if sent by the Lessee through the post by registered letter addressed to the Lessor at their last known place of abode. Any demand or notice sent by post in either case shall be assumed to have been delivered in the usual course of Post.

17. Should any dispute or difference arise concerning the subject matter of these presents or interpretation of any covenant, clause or thing herein contained or otherwise arising out of this lease agreement, the same shall be referred for arbitration to the Tribunal, having, Sole Arbitrator. At the time of making a request for reference of dispute to the arbitration, the claimant shall along with such request send a panel of five persons to the other party. The other party shall within 15 days of the receipt of such communications select one member of the panel to act as Sole Arbitrator. In case none in the proposed panel is acceptable to the other party, such other party shall within the above 15 days send another panel of five persons to claimant, and the claimant shall be entitled to nominate the Sole Arbitrator from among the panel sent by the opposite party. In case none of the members of this panel is acceptable to the claimant, the Sole Arbitrator shall be appointed by the Secretary, Department of Legal Affairs, Government of India, Delhi. The provisions of Arbitration and Conciliation Act, 1996 with any statutory modification thereof and rules framed there under shall be applicable to such arbitration proceedings which shall be held at.....The arbitration proceedings shall be conducted in Hindi/English/.....\*. The cost of the arbitration shall be borne as directed by the Arbitral Tribunal. For the purposes of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.

18. This lease agreement has been executed in duplicate. One counter part of the lease agreement to be retained by the Lessee and the other by the Lessor.

**THE SCHEDULE "A" REFERRED TO ABOVE**

All that the ..... The .....  
floor of the building know as ..... in the city of  
..... which building bear Municipal No.  
..... and is situated on plot / land bearing Survey Nos.  
..... and is bound on or towards East by  
..... on or towards West by ..... on  
or towards North by ..... Or on towards South by  
.....

**THE SCHEDULE "B" REFERRED TO ABOVE**

IN WITNESS WHERE OF THE OFFICIAL SEAL OF  
..... has been affixed in the manner hereinafter mentioned  
and the lease agreement has been signed for and on behalf of the President of India on  
the        day        and        year        first        above        written  
by.....  
.....

(Signature)

For and on behalf of the President of India

In the presence of

Witnesses

1 .....

2 .....

And by the Lessor

(Signature)

Name and Address of the Lessor in case the Lessor is a company Firm or Society And

giving authority to sign on

.....  
..... of .....

In presence of

Witnesses

1 .....

2 .....

