



**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
9 DEEN DAYAL UPADHAYAY MARG, NEW DELHI**

No. 11/ISW/OIOS/ISW/2020

Date: 27-Feb-2020

Online Tender Notice

**NOTICE INVITING TENDER FOR OFFICE SPACE ON RENTAL BASIS AT
SECTOR 62 OR SECTOR 63, NOIDA FOR SETTING-UP OF DEVELOPMENT
CENTER FOR OIOS PROJECT**

1. BACKGROUND

1.1 The Development Center for OIOS Project of Office of Comptroller and Auditor General of India, New Delhi, is currently located at Sector-63, Noida and planned to shift to a New campus nearby Sector 62 or Sector 63, Noida by June 2020. The Office is therefore in need of fully furnished and air conditioned plug and play office space and requires suitable Office space measuring approximately **3664 Sq.ft. (Annexure 6A page 21)** carpet area excluding toilets/rest room and common area accommodating approximately 90 persons working spaces alongwith four conference halls as per Annexure 1 plug and play facility checklist on rental basis in Noida either in **Sector 62 or Sector 63 at Noida** for occupation for two years starting from **01.07.2020**.

1.2 Offers are invited from legal owners/ authorized representatives of commercial properties for hiring Office space as above. The property owner(s) are advised to obtain the tender document (21 pages with 6 Annexures, containing the details of terms & conditions of tender, formats of bids, formats for covering letters and draft lease agreement terms), from the “Central Public Procurement Portal (CPPP)” website <https://eprocure.gov.in/eprocure/app>. Tender document are also made available in <https://cag.gov.in> website also. For any queries, prospective bidders may contact (i) Shri. Suresh Kumar, Senior Administrative Officer, OIOS Project, IS Wing, Office of The Comptroller and Auditor General of India, 9 Deen Dayal Upadayay Marg, New Delhi – 110008 on phone No. 23509377 email:oios@cag.gov.in

1.3 At this stage, only technical bid as per specified format in a sealed envelope superscribed and the EMD shall be submitted to “The Deputy Director, IS Wing” and BG must be drawn in favour of “**The PAO, Office of the Comptroller and Auditor General of India, payable at New Delhi.**” latest to reach by **4.00 PM on 16.03.2020**, in person or by speed post/courier.

2. TERMS & CONDITIONS

PLUG AND PLAY

2.1 The Office space offered shall be fully ready for occupation on plug and play basis. The facilities required to be made available by **01.06.2020** in order to qualify for plug and play basis are listed at Annexure 1.

LOCATION

2.2 The location of Office space offered shall be within **Sector 62 or 63 at Noida.**

ACCESS

2.3 The Office space shall facilitate access for physically disabled employees/ visitors, and have dedicated entry and exit points for employees of the Office.

STATUTORY COMPLIANCE

2.4 The property in which the Office space offered is located, shall have appropriate approvals for commercial/institutional use of the property. The Office space shall have adequate security and fire safety measures installed, as per statutory requirements. All statutory clearances/No Objection Certificates from relevant Central/State/Municipal authorities for the property in which Office space is located, have to be obtained and renewed by the owner as per statutory requirements. In compliance of the foregoing, as a proof, bidder should necessarily submit copies of (i) Approved building plan, (ii) Ownership title deed, (iii) Receipt of latest Municipal tax paid for the subject property, (iv) Receipts of deposits paid for services like Electricity, sewerage connection, fire safety clearance, pollution control NOC etc., in support of details furnished in the Technical Bid.

UTILITIES

2.5 The Office space shall have 3-phase electricity supply and ensure 24 x 7 power supply through suitable powerback up provision. A separate electric meter (commercial) shall be installed exclusively for the use of the Office. The Office space shall have provision for 24 hour running water supply sufficient for both drinking and utility facilities.

2.6 Maintenance services of the Office space, including premises of the property in which Office is located, shall be undertaken by the owner. Such Maintenance services (such as minor civil works, minor electrical works, mechanical work, carpentry work, plumbing works etc., including consumables) shall be undertaken by the owner. Necessary arrangements (cabin with fan, tube light and washroom) for watch and ward staff of the Office shall be made available. The cost of providing such Maintenance services shall be factored into the financial bid by the owner.

POSSESSION

2.7 The Office intends to take possession and occupy the Office space on **01.07.2020**. Rent shall be payable from the date of handing over of possession to the Office.

2.8 Minor civil works or internal partitioning work, as required by the Office, shall be carried out by the owner of the Office space at his own cost as per timeline given by this Office. The Office may, during the lease rental period, carry out temporary alterations such as change in internal partitioning, change in Office fixtures and fittings, as per requirement, at its own cost.

2.9 The Office space offered shall be free from any liability/litigation/ encumbrances with respect to its ownership/ lease/renting, at the time of participation in this tender process.

3. BIDDING PROCESS

3.1 Bids shall not be submitted in physical mode, except EMD, which may be submitted physically in form of original Demand Draft/Banker's Cheque in favour of PAO,

Comptroller and Auditor General of India, New Delhi. Proof/receipt of submission of EMD should be scanned and uploaded online alongwith bid offer.

3.2 The Tender documents/details may be downloaded from “Central Public Procurement Portal (CPPP)” website <https://eprocure.gov.in/eprocure/app>. Tender document are also made available in <https://cag.gov.in> website also.

3.3 Bids shall be **submitted online only at CPP Portal <https://eprocure.gov.in/eprocure/app>**. Manual bids shall not be accepted.

3.4 Bidders shall not tamper/modify the tender form in any manner and provide all requisite information in prescribed formats.

3.5 Bidders are advised to follow the instructions provided in the ‘Instructions to the bidders at <https://eprocure.gov.in/eprocure/app>.

3.6 Schedule of the Proposal:

Sl.No.	Particulars	Remarks
1.	Tender Reference	No:11/ISW/OIOS/ dated 27 February 2020.
2.	Tender Inviting Authority	The Deputy Director, IS Wing, O/o the Comptroller and Auditor General of India, New Delhi
3.	Name of the Tender	Hiring of space on rental basis at New Delhi NCR for setting-up of development center for OIOS project.
4.	Tender Fee	Nil
5.	Earnest Money Deposit (EMD)	Rs. 25,000/- in form of DD/Bankers’ cheque payable at Delhi only. EMD shall be submitted to “The Deputy Director, IS Wing” and BG must be

		drawn in favour of “ The PAO, Office of the Comptroller and Auditor General of India, payable at New Delhi. ” latest to reach by 4.00 PM on 16.03.2020 , in person or by speed post/courier.
6.	Date of publication of Tender Enquiry.	27-02-2020. at 05.00 PM tentative
7.	Clarification Start date	27-02-2020 10.00 AM
8.	Clarification end date	2 nd March 2020 05.30 PM
9.	Clarification upload date	5 th March 2020 04.00 PM
10.	Start date for Submission/uploading of Bids	6 th March 2020 10.00 AM
11.	End date of Submission/uploading of Bids	23 rd March 2020 05.00 PM
12.	Date of opening of Technical bids	24 th March 2020 at 04.00 PM
13.	Date of opening of Commercial bids of eligible bidders.	30 th March 2020 at 11.00 AM
14.	Address for communication	Deputy Director, IS Wing, O/o the C&AG of India, 9 Deen Dayal Upadaya Marg, New Delhi 110 008. aios@cag.gov.in
15.	Email id	aios@cag.gov.in , sao1is@cag.gov.in
16.	Contact Person	Shri. Suresh Kumar Thulasi Ram, Sr.Administrative Officer, IS Wing, O/o the C&AG of India, 9 Deen Dayal Upadaya Marg, New Delhi 110 008.

3.7 No bids shall be accepted after the due date and time given in the above schedule for any reasons whatsoever may be.

3.8 There shall be a two stage bidding process followed for hiring of Office space. At the **first stage**, technical bids received from owners of properties through CPP portal as mentioned in 3.3, as per format in Annexure-2 shall be opened and evaluated. Based on the declarations made by the owners in the technical bid, members of a Committee of this Office may visit the property concerned, in order to verify the status and quality of facilities on offer. Thereafter, the Office shall finalize the list of technically qualified properties. As the second stage, the financial bids in the format specified at Annexure 3 shall be opened from CPP portal.

3.9 On opening of the financial bids, the financial bid shall be subject to comparison with the rental amount specified by Central Public Works Department (CPWD) in their Rent Reasonableness Certificate. Inspections of the properties may be undertaken independently by CPWD for this purpose. Bidders shall undertake to enter into agreement at rental rate which is the lower of the (i) Rental rate as per Financial bid and (ii) Rental rate as per Rent Reasonableness Certificate for the Office space offered.

3.10 Bids should be legible, typed, and with no overwriting. Any modifications made to the bid formats- technical bid at stage 1 or financial bid at stage 2- shall result in disqualification during evaluation of the bids.

3.11 It shall be the responsibility of the bidder to ensure that the bid to be uploaded in CPP as specified in 3.3 within the stipulated closing time and date.

3.12 Any form of canvassing or attempts to influence the evaluation of bids shall attract immediate disqualification of the bid.

3.13 The bidder shall furnish Earnest Money Deposit of Rs 25,000 in the form of Demand Draft in favour of “The **PAO**, Office of The Comptroller and Auditor General of India, 9 Deen Dayal Upadaya Marg, New Delhi – 110008”. The EMD of unsuccessful bidders shall be refundable within one month of finalization of tender, or within three months of opening of financial bids, whichever is earlier. No interest shall

be payable on EMD. EMD shall be forfeited in case the bidder either submits bid with incorrect information or emerges successful but does not enter into agreement within stipulated time, after finalization of tender.

3.14 Bidders, if they so desire, may depute their representatives for opening of bids. Technical bids shall be opened on **24-03-2020 at 04.00 p.m.** at Room No 205, *Deputy Director, IS Wing, Office of The Comptroller and Auditor General of India, 9 Deen Dayal Upadaya Marg, New Delhi – 110008*. The time, date and venue for opening of financial bids of the technical qualified bidders shall be opened on **30-03-2020 at 11.00 a.m.**

3.15 On evaluation of the financial bids and comparison with Reasonable Rent certified by CPWD, the tender shall be awarded to the successful bidder.

4. LEASE AGREEMENT

4.1 The successful bidder shall enter into lease agreement with the Office, within one week of receipt of communication regarding award of tender.

4.2 The successful bidder shall enter into lease agreement with the Office in the tentative format specified at Annexure 4.

4.3 The period of lease should be approximately **one year**, with provision for annual upward revision of rent as per CPWD norms.

4.4 No security deposit or advance rent shall be paid by the Office.

5. DISPUTE RESOLUTION

5.1 Any dispute related to bidding process, raised by one or higher number of bidders, shall be subject to final decision by *Deputy Director, IS Wing, Office of The Comptroller and Auditor General of India, 9 Deen Dayal Upadaya Marg, New Delhi – 110008*.

5.2 The Office reserves the right to reject all or any bids at any stage, without assigning any reasons thereof.

6. LIST OF ENCLOSURES

6.1 The following is the full list of Annexures to this Notice Inviting Tender:

- (i) List of facilities required on Plug and Play basis (Annexure 1)
- (ii) Technical bid (Annexure 2)
- (iii) Financial bid (Annexure 3)
- (iv) Draft lease agreement (Annexure 4)
- (v) Covering Letter from Bidder for Technical bid (Annexure 5)
- (vi) Covering Letter from Bidder for Financial bid (Annexure 6)

6.2 The following shall be the list of documents (in the formats specified) to be furnished by all bidders as part of the technical bid:

- (i) Covering Letter from Bidder for Technical bid (Annexure 5)
- (ii) Technical bid (Annexure 2)

6.3 The following shall be the list of documents (in the formats specified) to be furnished by only the technically qualified bidders, as part of the financial bid:

- (i) Covering Letter from Bidder for Financial bid (*Annexure 6*)
- (ii) Financial bid (Annexure 3)

6.4 Bidders shall clearly/neatly number the pages of various documents enclosed as part of the bids, and indicate the correct page numbers for such documents in the format for the bids, in order to aid on time processing of the tender.

Sd/-

**(Sreeraj Ashok)
Dy Director/IS Wing**

ANNEXURE 1

PLUG AND PLAY FACILITY CHECKLIST

S.No.	Item	Quantity	Details specifications
1.	Modular Office Workstations as specified in Annexure 7	22	88 persons sitting cubical workstations 22 X 90sqft=1980 sqft as per annexure 8
2.	Modular Office Workstations as specified in Annexure 8	4	4 officers cubical cabin partitions. 4 X 80 sqft=320 sqft as per Annexure 7
3.	Workstation chairs	90	90 persons sitting cubical workstations
4.	Workstation electrical point	180	180 points are required.
5.	Workstation network point	90	90 points are required.
6.	Conference Hall (Partition)	1	Conference Hall accommodating 25 Persons
7.	Conference Hall (Partition)	3	Conference Hall accommodating 10 Persons
8.	Conference Hall chairs	55	55 Chairs for the above four conference halls (1x25+10x3)
9.	Conference Hall audio systems	15	Desk mounted
10.	Conference Hall Table	4	One Conference Hall table accommodating 12-15 Persons plus 3 Conference Hall table accommodating 6-10 Persons
11.	Air Conditioner		Centralised Air conditioning
12.	LED Fixtures		Suitable LED lights
13.	Toilets (Gents) room with Mozio ceramic Urinal flash	9	Mozio ceramic Urinal flash
14.	Toilets room (Ladies)	9	
15.	Washbasins		6 minimum
16.	Drinking Water dispensing supply points		2 points minimum
17.	Server Room	1	120 sqft
18.	Cabin for UPS room	1	120 sqft
19.	Reception setup	1	120 sqft (3 tables with decorative laminate top)
20.	Access Control	-	For regulating access of the officials/visitors
21.	Security Room	1	120 sq.ft partition at entrance
22.	LED fixtures		Suitable for the site
23.	Power backup		Suitable for the site
24.	Dining place/Canteen		Suitable for the site

ANNEXURE 2
TECHNICAL BID

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
1	Name of Bidder		Any Government Issued Identity Document	
2	PAN		Copy of PAN	
3	GSTN		Copy of GSTN	
4	Correspondence Postal Address		Any Government Issued Address Document	
5	Mobile Number		NA	NA
4	Email ID		NA	NA
5	Address of Office Space offered		Any Government Issued Address Document/ Previous Lease Agreement	
6	Is Bidder the Owner of Office Space offered? (Yes/ No)		Ownership proof if Yes	
7	Is Bidder authorized to participate in bid on behalf of Owner of Office Space offered? (Yes/ No)		Authorization proof if Yes	
8	Bidder Type (Individual/ Proprietor/Partnership firm/ Company/Society/ any other).		Proof of bidder entity type, if not individual.	
9	Category of offered space, as certified by relevant authority (Residential/ Commercial/ Institutional/ Industrial/ any other).		Proof of category of space offered in bid	
10	Year of construction of property in which Office space offered is located (01.01.2008 to 28.01.2020 is criteria)		Completion Certificate/ Undertaking by bidder that Completion Certificate shall be furnished before 28.01.2020 for properties nearing completion.	
11	Is Office space within Noida (Yes/ No)		Current year Property Tax Receipt Municipal Corporation	
12	Distance of offered space from Metro Station		NA	NA
13	Distance of offered space from Airport		NA	NA

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
14	Distance of offered space from Government Secretariat)		NA	NA
15	Carpet area of offered Office space		Proof of carpet area certified by Government Engineer/ Architect	
16	Built Up area of offered Office space		Proof of Built Up area certified by Government Engineer/ Architect	
17	Sketch and site plan of offered Office space enclosed? (Yes/ No)		Copy of sketch and site plan certified by Government Engineer/ Architect	
18	Number of 4 wheeler parking slots offered (Min 15 is desirable)		Point out in sketch	
19	Number of 2 wheeler parking slots offered (Min 30 is desirable)		Point out in sketch	
20	Number of Lifts available for offered Office space		Point out in sketch	
21	Capacity of Lift(s)		Proof of capacity to be furnished	
22	Adequate provision for drinking water and for utilities for average occupancy of ___? (Yes/ No)		Please enter number <i>(Attach latest Municipal water supply bills also)</i>	
23	Adequate sanitation and water supply points installed for average occupancy of ___? (Yes/ No)			
24	Adequate power load for the Office space offered? (Yes/ No)		Please enter current load details <i>(Attach latest electricity bill also)</i>	
25	Adequate power backup facility for the Office space offered? (Yes/ No)		Please enter current capacity details	
26	Adequate electrical points for average occupancy of ___? (Yes/ No)		Please enter number	

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
27	Adequate number of LED light fixtures for the Office space offered? (Yes/ No)		Please enter number	
28	Adequate number of fans for the Office space offered? (Yes/ No)		Please enter number	
29	Adequate central air conditioning/ACs provided? (Yes/ No)		Please enter number of ACs, if not centrally air conditioned	
30	Clearance/No Objection Certificate from all relevant Central/State/Municipal Authorities? (Yes/ No)		Fire Safety Certificate, Building Plan approval, Pollution Control Board NOC etc- all of which are relevant.	
31	Adequate number of fire extinguishers for Office space offered? (Yes/ No)		Please enter number	
32	Is offered space free from liability/litigation/ encumbrances as on current date? (Yes/ No)		Self-attested undertaking to that effect may be provided.	
33	Is provision related to lease agreement shall be entered into on the basis of lower of 1. Rental rate as per Financial bid and 2. Rental rate as per Rent Reasonableness Certificate issued by CPWD understood and agreed to? (Yes/ No)		Self-attested undertaking to that effect may be provided.	
34	5 to 6 photographs (8" x 8" size) of the premises taken from different angles showing complete view (inside and outside, including road view) be attached		Copies to be enclosed.	
35	Is bidder willing and able to comply with Plug and Play facilities listed at Annexure 1 of Notice Inviting Tender, by 01.07.2020? (Yes/ No)		Self-attested undertaking to that effect may be provided.	

<i>S. No</i>	<i>Item</i>	<i>Response</i>	<i>Document Type</i>	<i>Page Number</i>
36	Is bidder willing and able to comply with provisions of draft lease agreement at Annexure 4 of Notice Inviting Tender, and enter into lease agreement within a week of award of tender? (Yes/ No)		Self-attested undertaking to that effect may be provided.	
37	Any other salient aspect of the building, which the party may like to mention			

Declaration:

- i) I/We have read and understood the detailed terms and conditions in the Notice Inviting Tender, the list of facilities required to qualify for Plug and Play basis of Office space, the formats for technical and financial bids, and the draft lease agreement, and agree to abide by the same in totality.
- ii) I/ We hereby declared that the above particulars of the Office space offered 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 disqualification from tender process and/ or such lawful action as the Office may wish to initiate.
- iii) I/We undertake that my/ our legal entity has not been blacklisted by any Govt. Department/ Public Sector Undertaking / Autonomous Body.
- iv) The information/documents furnished along with the above Technical bid are true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document shall lead to disqualification from tender process and/ or such lawful action as the Office may wish to initiate.
- v) I understand that in case any deviation is found in the above statement at any stage, my/our legal entity shall be blacklisted and shall not have any dealing with Office of C&AG of India, New Delhi or other Central Government Departments in future.

Name & signature with stamp (if any) of Bidder

ANNEXURE 3
FINANCIAL BID

1. Address of offered Office space:
2. Bidder Name:
3. Bidder Identity Proof Document Type:
4. Bidder Identity Proof Document ID (enclosed):
5. Address (Office):
6. Address (Residence):
7. Mobile Number:
8. E-mail ID:
9. If Bidder is not Owner, relationship of Bidder with Owner of offered Office space:
10. Is Bidder authorized to bid for the offered Office space (Yes/ No, enclose authorization if applicable):
11. Area of offered Office space (subject to physical verification by Central Public Works Department):
 - a. Carpet area: _____ square feet
 - b. Built Up area: _____ square feet
12. Rent Rate (Rupees per square feet of Built Up area per month, inclusive of municipal tax, subject to comparison with Rent Reasonableness Certificate issued by Central Public Works Department): Rs _____ (NUMBER) i.e. _____(WORDS) per square feet of Built Up area per month
13. Basic Rent per month (inclusive of municipal tax), calculated as Built Up area * Rent Rate per square feet of Built Up area per month: Rs _____(NUMBER) i.e. _____ (WORDS) per month
14. GST on Total Basic Rent as above shall be payable by tenant, based on actual rates of tax applicable during period of rental agreement.
15. The above (Basic Rent + GST on Basic Rent) shall be the monthly payable amount by the tenant to the owner. There shall be no additional charges. The above Basic Rent includes cost of providing Maintenance services as specified in the Notice Inviting Tender.
16. The tenant shall make payments towards electricity and water supply to the concerned authorities directly, based on actual consumption.

17. For power backup in case of diesel generator set, the proportional share of the cost of such power back up (based on carpet area share occupied) shall be payable by the tenant based on actual consumption cost.
18. Annual upward revision in basic rent shall be carried out as per CPWD norms.
19. The Bill of Quantity as per Annexure 9 (Page Nos from 27 to 29) must be filled the Capital expenditure and the recurring expenditure as specified alongwith Annexure 3 i.e financial bid.
20. I/ We have read through the terms and conditions in the Notice Inviting Tender and the draft lease agreement and have understood the same. I/ We undertake to abide by the prescribed terms and conditions.

Yours faithfully

Name & signature with stamp (if any) of Bidder

ANNEXURE 4

TENTATIVE FORMAT OF LEASE AGREEMENT

AN AGREEMENT MADE THIS ___ DAY OF One thousand nine hundred _____ and _____ between _____ hereinafter 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) of 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, hereditaments 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 _____ one thousand nine hundred and _____ and shall, subject to the terms hereof, continue for a term of ___year with and 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 liable to revision during the period of lease or renewal, if any, of the lease 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 term 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 term 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. 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 in Clause 2 hereinabove.

6. 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 Government of India and such recovery shall be proportionate to the amount of taxes payable during the pendency lease. In case the said premises is portion of a building subject to 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 Lessor, additional tax payable by the Government of India shall be as determined by the Central Public Works Department of the Government 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.

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

8. 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.

9. 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.

10. 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. 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.

11. 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.

12. If the Government 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 Government of India and the Lessor, in accordance with the covenants, agreements and conditions as in the present agreement including the present covenant for renewal.

“Provided that in the event of expiry of the term 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 the 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.”

13. 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.

14. 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 the post in either case shall be assumed to have been delivered in the usual course of post.

15. 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 Arbitration. 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 communication 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 thereunder 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 purpose of this clause, the officer mentioned in clause 16 shall be authorised to act and nominate arbitrator on behalf of the Government of India.

16. 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 known as _____ in _____ The city of _____ on plot/land bearing Survey Nos. _____ and is bounded on _____ or towards _____ on or towards North by _____ on or towards South by _____

THE SCHEDULE 'B' REFERRED TO ABOVE

Details of fixtures and fittings

IN WITNESS WHEREOF THE OFFICIAL SEAL OF _____

has been affixed in the manner herein after mentioned and the lease agreement has been signed for and on behalf of the Present 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. _____

(Signature)

Name & address of the Lessor

and by the Lessor in presence of

Witnesses: 1. _____

2. _____

(In case the Lessor is a Company,

Firm or Society Add: _____

For and on behalf of _____ having authority to sign on behalf of the Lessor

_____ (Vide resolution dated _____ of)

* Portions which are not applicable may be scored off at the time of filing up of the Standing Lease Agreement (SLA) format.

.ANNEXURE 5

COVERING LETTER TO TECHNICAL BID (to upload in CPP Portal)

Date:

From:

To,

The Deputy Director
IS Wing
O/o the C&AG of India
9 Deen Dayal Upadayay Marg
New Delhi – 110 008

Sir,

Sub: Technical Bid towards for office space on rental basis at Noida preferably in Sector 62 or 63 for setting-up of development center for oios project

Ref: Your Notice Inviting Tender No Dated

I/We have carefully read the terms and conditions laid down in your Office tender document referred to in the above Notice Inviting Tender, as well the formats for the technical bid, financial bid and the draft lease agreement, and have understood the contents.

In response to the above referred Notice Inviting Tender, the technical bid in the prescribed format along with relevant documentation and the DD towards EMD amount specified, are hereby enclosed.

Yours faithfully,

Signature and stamp of the Bidder

State legal status: Proprietorship,
Partnership, Registered firm,
Company etc.

ANNEXURE 6

COVERING LETTER TO FINANCIAL BID (to upload in CPP Portal)

Date:

From:

To,

The Deputy Director
IS Wing
O/o the C&AG of India
9 Deen Dayal Upadaya Marg
New Delhi – 110 008

Sir,

Sub: Financial Bid towards Offer of for office space on rental basis at Noida preferably in Sector 62 or 63 for setting-up of development center for oios project

Ref: 1. Your Notice Inviting Tender No Dated
2. Your Office letter No ... dated communicating qualification of technical bid

In response to the above referred Notice Inviting Tender, the technical bid in the prescribed format along with relevant documentation, the DD towards EMD amount specified and the undertaking accompanying technical bid in the prescribed format, had been submitted to your Office.

Subsequently, vide above referred Office letter, you have communicated the news of qualification of technical bid submitted, and invited submission of financial bid for our Office space offered at _____ (INSERT ADDRESS).

In response to your above Office letter, the financial bid in the prescribed format is now enclosed and submitted to your Office.

Yours faithfully,

Signature and stamp of the Bidder

State legal status: Proprietorship,
Partnership, Registered firm,
Company etc.

Annexure -6A**Abstract of Space Requirement**

Slno	Details	IAAD	Others No of Members	Requirements	No of rooms	Total Requirements (in sqft)ss
1.	Cabins/partitions	4	86 + 2 for Security and Reception	4 X 80sqft (Annexure 7) + 22 X 90sqft (Annexure 8)		2300 SQFT
2.	Conference Hall (Partition)	24 ft X 12 ft		Conference Hall accommodating 12-15 Persons	One room	288SQFT
3.	Conference Hall (Partition)	16 ft X 12 ft		Conference Hall accommodating 6-8 Persons	Three rooms of 16ft x 12 ft	576 SQFT
4.	Server Room	10 X 12 Ft				120 SQFT
5.	Cabin for UPS room					120 SQFT
6.	Reception setup					120 SQFT
7.	Security Room					120 SQFT
8.	Total					3664 SQFT

Annexure 7

Specifications for sitting Modular office Workstations model size for Single officer

Sl.No.	Description	Table size in mm	Cabin room size in mm	Total room size for single officer
1.	Working station for one officer workstations specifications	1600 X 600	2400 X 3000	8 feet X 10 feet Total 80 Sqft for one officer
2.	Keyboard Wooden	500X300X42	500X300X42	
3.	CPU Trolley Wooden	250X480X300	250X480X300	
4.	Two set 3 Drawer Unit Mobile	425X510X620	420X510X620	
5.	Keyboard Wooden	500X300X42	500X300X42	

Requirements: 4 X 80sqft= 320 sqft

Annexure 8

Specifications for Four Members sitting Modular office Workstations model size


Sl.No.	Description of Material	Size in mm	Size in mm	Total Measurement for four persons workstations
1.	Table Top (pre laminated particle board)	1200X1500X25	1500X1500X25	9 Feet X 10 Feet Total 90 Sqft
2.	Partition Fabric +pinup panel	1500X1200X47	1500X1200X47	
3.	Wooden/glass Panel	1200X1200X47	1500X1200X47	
4.	Keyboard Wooden	500X300X42	500X300X42	
5.	CPU Trolley Wooden	250X480X300	250X480X300	
6.	3 Drawer Unit Mobile	425X510X620	420X510X620	

Requirements: 22set (for 88 persons) X 90sqft= 1980 sqft

Annexure 8 continues

The Snapshot of Model Modular office workstations model.

Sl.No	Description	Sanpshot of Modular office workstations
1.	Four Members work station model (pls ignore monitor and other table top materials in the picture)	

2.	<p>Eight Members workstation model. (two sets of sl.No 1) (pls ignore monito, chairs and other table top materials in the picture) Chairs have been mentioned separately in slno 3 of Annexure 1)</p>	
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Annexure - 9
Bill of Quantity

(a) Capital Expenditure :

S.No.	Item	Quantity	Details specifications	Amount (itemwise) In (Rupees)
1.	Modular Office Workstaions as specified in Annexure 7	22	88 persons sitting cubical workstations 22 X 90sqft=1980 sqft as per annexure 7	
2.	Modular Office Workstaions as specified in Annexure 8	4	4 officers cubical cabin partitions. 4 X 80 sqft=320 sqft as per Annexure 8	
3.	Workstation chairs	90	90 persons sitting cubical work stations with electrical points	
4.	Conference Hall (Partition)	1	Conference Hall accommodating 25 Persons	
	Conference Hall (Partition)	3	Conference Hall accommodating 10 Persons	
5.	Conference Hall chairs	55	55 Chairs for the above four conference halls (1x25+10x3)	
6.	Conference Hall audio systems	15	Desk mounted	
7.	Conference Hall Table	4	One Conference Hall table accommodating 15 Persons plus 3 Conference Hall table accommodating 6-10 Persons	
8.	Server Room	1	120 sqft	
9.	Cabin for UPS room	1	120 sqft	
10.	Reception setup	1	120 sqft (3 tables with decorative laminate top)	
11.	Access Control	-	For regulating access of the officials/visitors	
12.	Security Room	1	120 sq.ft partition at entrance	
			Total:	

Bill of Quantity

(b)The following infrastructure must be provided without any cost :

S.No.	Item	Quantity	Details specifications
1	Workstation electrical point	180	180 points are required.
2	Workstation network point	90	90 points are required.
3	Air Conditioner		Centralised Air conditioning
4	LED Fixtures		Suitable LED lights
5	Toilets (Gents) room with Mozio ceramic Urilnal flash	9	Mozio ceramic Urilnal flash
6	Toilets room (Ladies)	9	
7	Washbasins		6 minimum
8	Drinking Water dispensing supply points		2 points minimum
9	Access Control	-	For regulating access of the officials/visitors
10	LED fixtures		Suitable for the site
11	Power backup		Suitable for the site
12.	Any other items offered by the owner		Suitable for the site

(b) Monthly Expenditure :

1. Area of offered Office space (subject to physical verification by Central Public Works Department):
 - a. Carpet area: _____ square feet
 - b. Built Up area: _____ square feet
2. Rent Rate (Rupees per square feet of Built Up area per month, inclusive of municipal tax, subject to comparison with Rent Reasonableness Certificate issued by Central Public Works Department): Rs _____ (NUMBER) i.e. _____ (WORDS) per square feet of Built Up area per month
3. Basic Rent per month (inclusive of municipal tax), calculated as Built Up area * Rent Rate per square feet of Built Up area per month: Rs _____ (NUMBER) i.e. _____ (WORDS) per month
4. GST on Total Basic Rent as above shall be payable by tenant, based on actual rates of tax applicable during period of rental agreement.
5. The above (Basic Rent + GST on Basic Rent) shall be the monthly payable amount by the tenant to the owner. There shall be no additional charges. The above Basic Rent includes cost of providing Maintenance services as specified in the Notice Inviting Tender.
6. The tenant shall make payments towards electricity and water supply to the concerned authorities directly, based on actual consumption.

7. For power backup in case of diesel generator set, the proportional share of the cost of such power back up (based on carpet area share occupied) shall be payable by the tenant based on actual consumption cost.
8. Annual upward revision in basic rent shall be carried out as per CPWD norms.