



**ENFORCEMENT DIRECTORATE
GOVERNMENT OF INDIA**

H/No. 20, 2nd Floor, Rajgarh Road, 1st Bye Lane, Guwahati-781003
TELEPHONE NOS: (0361) 2465051 FAX NO. : (0361) 2466746

TENDER/OFFER DOCUMENT

Hiring of Office Accommodation

For

Enforcement Directorate
Imphal Sub Zonal Office



**GOVERNMENT OF INDIA
OFFICE OF THE JOINT DIRECTOR OF ENFORCEMENT
H/NO. 20, 2ND FLOOR, RAJGARH ROAD, 1ST BYE LANE, GUWAHATI**

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**GOVERNMENT OF INDIA
OFFICE OF THE JOINT DIRECTOR
ENFORCEMENT DIRECTORATE
GUWAHATI**

F.No. D-1/5/GAU(Imphal)/2021

Dated:12/04/2021

**TENDER /OFFER DOCUMENT
(TERMS & CONDITIONS)**

Sub: Tender Notice for hiring of office premises for Enforcement Directorate at Imphal –reg.

The Enforcement Directorate, Guwahati Zonal Office, Guwahati intends to hire office space having a desirable carpet area of 6034 Sq.ft. (excluding covered/underground parking area, if any) for Imphal Sub Zonal office. **The location of the premises should be within the Municipal limit of Imphal with good connectivity by Road.**

The hiring of office space at Imphal will be for 3 (three years) initially which may be renewed from time to time, if required by the Directorate of Enforcement. However, the Directorate reserves the right to vacate the premises upon notice of three months even before expiry of three years.

1. The premises having following amenities/facilities/features will be preferred for consideration and will gain weightage comparatively:-

- (i) The building should have occupancy/completion certificate issued by local authority.
- (ii) The building should have Fire safety Certificate issued by Fire Department.
- (iii) The office premises should be ready to be occupied, well connected by public transport and should have wide approach road. Surroundings of the building, approach road leading to the building, traffic congestion in the area around the building and other related easement factors will be important criteria for qualifying the technical bid. Finalization of rent based on amenities provided and location is

subject to approval of hiring committee/CPWD and final sanction of Govt. of India.

- (iv) There should be adequate natural lighting in the campus/compound.
- (v) Copy of consent of Pollution Control Board of Manipur as per provisions of the Environment (Protection) Act, 1986.
- (vi) There should be provision of 24x7 water supply system along with sufficient water for use in toilets, bathrooms, washbasins, canteen and for housekeeping and other miscellaneous purposes etc.
- (vii) There should be adequate cross-ventilation.
- (viii) Whether the premises are free from encumbrances, a certificate in this regard may be obtained from an Advocate or CA.
- (ix) Please clarify the kind of “Mortgage” of the property, if any, as reflected in tender/ offer documents.
- (x) The net carpet area should preferably be in a single building and preferably not more than two floors.
- (xi) The premises should have suitable power supply for commercial operations.
- (xii) The premises should have uninterrupted power supply for essential services and common area lighting.
- (xiii) There should be adequate open space for generators and provision for connecting them to the power supply lines.
- (xiv) The premises should have minimum parking space for one car per 700 Sq .ft. of rented carpet area. Earmarked parking exclusively for the hiring Department will be preferable/desirable.
- (xv) All Building services such as Lifts, Power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, and Telephone Connectively should be fully operational at the time of submission of the offer by the Landlord.
- (xvi) All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Directorate.
- (xvii) There should be provision of good quality vitrified tiles/marble flooring in general areas and wooden flooring/granite slabs in certain areas as will be suggested after finalization of the bid.

2. The intending parties should send their proposal/bid addressed to the **Joint Director, Enforcement Directorate, H/No. 20, 2nd Floor, Rajgarh Road, 1st Bye Lane, Guwahati-781003**. The bid is to be submitted in two parts- **Technical Bid and Financial Bid**. The Technical and Financial bid proforma have been placed as **Annexure-‘A’ and ‘B’** respectively to this tender document.

The ‘Technical Bid’ must be accompanied with an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand only) either in the form of Bank Draft/Bankers Cheque or any other mode authorised for depositing EMD for Government Tenders under the General Financial Rules, 2017 in favour of Joint Director, Directorate of Enforcement, Guwahati.

The tender documents can be obtained from the office of **Enforcement Directorate, H/No. 20, 2nd Floor, Rajgarh Road, 1st Bye Lane, Guwahati**, during office hours on any working day between **10:30 to 5:30** On payment of Rs. 100/- (One hundred) only by way of Demand Draft in favour of Joint Director, Enforcement Directorate, Guwahati or alternatively it can be downloaded from the official website at **<http://www.enforcementdirectorate.gov.in> or ePublishing System, Government of India (eprocure.gov.in)**. The office may be contacted at 0361-2967355, 2967353 on working days (**MONDAY TO FRIDAY**) during office hours for any query/clarification. In case of tender document is downloaded from Directorate's website, a non refundable tender fee of Rs. 100/- (One hundred) only has to be paid by way of Demand draft in favour of Joint Director, Enforcement Directorate, Guwahati.

3. Following documents are essential and must be submitted as part of Technical Bid:-

- (a) Offer Letter (duly signed and stamped).
- (b) Tender/Offer document (duly signed and stamped on each page) as a token of acceptance of Terms & Conditions mentioned therein.
- (c) Technical Bid in Annexure 'A' document (duly signed and stamped on each page).
- (d) Other documents as detailed in the Technical Bid i.e. Annexure-'A' document (duly signed and stamped on each page).

4. The procedure for submitting bids is mentioned below:-

(a) For Technical Bid, documents at (a to d) of para 3 above with all other required documents (duly signed) as well as the EMD of Rs. 10,000/- (Rs. Ten Thousand only) should be submitted in a sealed envelope (Envelope-I) superscripted as "TECHNICAL BID" for Office Accommodation for Directorate of Enforcement, Imphal Sub Zonal Office.

(b) Financial Bid should be submitted in another separate sealed envelope (Envelope-II), superscripted as "FINANCIAL BID" for Office Accommodation for Enforcement Directorate, Imphal Sub Zonal Office.

(c) Both the aforesaid sealed envelopes (I & II) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscripted as **"Tender for Hiring of office premises for Enforcement Directorate at Imphal Reference Number D-1/5/GAU(Imphal)/2021 dated 12/04/2021.**

The bid documents should be dropped along with the offer letter in the locked sealed Tender Box placed in the receipt section of the office of the **Enforcement Directorate, H/No. 20, 2nd Floor, Rajgarh Road, 1st Bye Lane, Guwahati** by 04/05/2021 up to 1500 Hrs. The Tender Box for Guwahati station will be opened by the Hiring Committee at 1600 Hrs on 04/05/2021 for

Technical Bids only. In case of any emergency it will be opened on next working day at 15.00 Hrs. The bids shall be opened in the presence of all such bidders or representatives who wish to be present in the office of the **Enforcement Directorate, situated at H/No. 20, 2nd Floor, Rajgarh Road, 1st Bye Lane, Guwahati on the due date.**

The Financial Bids of those bidders who qualify on evaluation of Technical Bids by the hiring committee would be opened later, the date of which will be intimated to the qualified bidders separately.

5. After opening the Technical bids and before opening of the Financial Bids physical inspection of the premises offered by the bidders, will be carried out by a team of officers to verify whether the offer complies with the technical specifications or otherwise.

6. The bidders should be owner or authorized representatives of owner of premises. He has to submit proof of the same.

7. The rent proposed is to be charged per square feet per month on the carpet area which should be inclusive of all services to be offered by the bidder (This should be specifically mentioned). Taxes and duties to be paid to various authorities should be indicated in the financial bid.

8. The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within one month of acceptance of the offer by the Hiring Committee.

9. The proposal should be valid for a minimum period of 6 (Six) months from the due date of opening of tender.

10. No security Money Deposit will be given by the Directorate to the owner offering the premises.

11. Tenders received after the due date and time for whatever reason, shall not be entertained and the Directorate shall not be responsible for any loss or delay in delivery of tender documents.

12. Renewal of lease agreement is also subject to certification by CPWD/ Hiring Committee and final approval/ sanction by Government of India as per rules framed and rate decided in this regard.

13. All the details and documents mentioned in the tender form must be submitted. A tender having incomplete details/documents is liable to be rejected. However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time. The Hiring Committee may also call for any additional details/documents from the bidder, if required. The bidder, before submitting the tender, should satisfy himself

about correctness and authenticity of the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.

14. Selected party shall be required to sign a Lease Agreement with the designated authority of Directorate of Enforcement as a legal requirement. The agreement shall be signed initially for a period of 3 (three) years extendable for further period as per requirement. The original copy of the lease document shall be retained by the hirer. Monthly rent should be quoted on lump-sum basis for the entire area (covered/built up area of main building, other permanent structure, covered/underground parking as well as open parking area, open space like garden, inner roads and other services etc.) for the entire agreement period of 3 (three) years in the Financial Bid. Bidders may note that no increase in rental charges per month will be allowed during the initial 3(three) years of the agreement period.

15. The monthly rent will start as and when possession of the building is taken over by the Directorate. The rent shall be paid as per the lease agreement. Advance payment of rent shall not be made.

16. All existing and future rates, taxes including property taxes, other municipal taxes, assessment charges, society charges for maintenance and security of carpet area and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.

17. Enforcement Directorate shall pay all charges in respect of electric power, light and water used on the said premises during the lease period as per the prevailing rates. For electricity supply through generator set, a separate meter should be installed.

18. The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. will be the responsibility of the bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the Directorate. The scope of maintenance is enclosed as per Annexure-'C'.

19. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Enforcement Directorate. In case the complaint is not attended within two working days, the job may be carried out by the Directorate at the risk and cost of the bidder.

20. The Directorate at any time during the Lease Period/ extended Lease Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement.

21. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. Enforcement Directorate reserves the right to amend any/ all terms and conditions, as it considers necessary.

22. The assessment of reasonable rent will be done by the CPWD which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.

23. Participation in the tender process does not entail the bidders any commitment from the Directorate. The Directorate will not be liable for any damage/loss caused to the bidders during the tendering process and before signing of the contract. The Directorate reserves the right to reject any/all tenders, even the lowest one without assigning any reasons.

**Sd/-
Dr. SUDESH KUMAR SHEORAN ,
JOINT DIRECTOR
ENFORCEMENT DIRECTORATE
GUWAHATI**

(ON LETTER HEAD)

OFFER LETTER

To
The Joint Director,
Enforcement Directorate,
Guwahati.

Sub: Hiring of office premises for Enforcement Directorate at Imphal- reg.

Ref. No. D-1/5/GAU(Imphal/2021 dated 12/04/2021.

Sir,

With reference to your Tender Notice calling for offers for hiring of office accommodation for **Enforcement Directorate**, Imphal Sub Zonal Office. I/We hereby submit my/our offer as follows:-

- | | |
|-------------------|--|
| (a) Technical Bid | Annexure-‘A’ (in separate sealed cover along with EMD Rs. 10,000/- & other documents) (Envelope-I) |
| (b) Financial Bid | Annexure- ‘B’ (in separate sealed cover) (Envelope –II) |

The two sealed envelopes containing technical bid and financial bid 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. D-1/5/GAU/2021 dated 12/04/2021 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, Contract 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-‘A’

Ref. No. D-1/5/GAU(Imphal)/2021 dated 12/04/2021 published in newspapers.

Sub: Tender for hiring of office premises for Enforcement Directorate, Imphal Zub Zonal Office.

TECHNICAL BID

Attach extra sheets, if required, which should also be signed.

Sl. No.	Particulars	Details (Please tick/fill up with relevant)
1.	Name of person/party submitting the bid (hereinafter referred to as the bidder) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
2.	Status of the bidder (individual/Partnership Firm/Company/Society/ Any other (specify)	
3.	Name of the person/party holding title to the property (hereinafter referred to as the owner) Permanent Account Number (PAN); whether assessed to tax and if so, particulars thereof.	
4.	Status of the owner (individual/Partnership Firm/Company/Society any other (Specify)	
5.	Whether the bidder is himself the owner of property offered on rent or Power of Attorney/duly Authorised signatory of owner (Specify clearly)	
6.	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. Including Mobile Numbers	
6.4	Fax Nos.	
7	Contact details of the owner (if different from bidder)	

7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. Including Mobile Numbers	
7.4	Fax Nos.	
8	Details of property offered	
8.1	Location & Address of the property along with nearby 4-5 landmarks describing the locality	
8.2	Has the property been used as an office/commercially on previous occasion	
8.3	Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors	
8.4	Total plot area of the property where office is offered (complete land area including open spaces, constructed are with the boundary of property offered on rent) (in Sq, Ft.)	
8.5	Total carpet area on each floor offered for rent (in Sq. Ft.)	
8.6	Total carpet area (Total for all floors offered (excluding underground/covered parking areas) (in Sq. Ft.)	
8.7	Open area (open parking space inner roads, garden etc.)	
8.8	Distance of the property from Imphal Airport and Railway Station.	
8.9	Distance of the property from Imphal Bus Station.	
8.10	Width of road on which the property is located.	
8.11	Details regarding natural light and proper ventilation.	
8.12	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc have been duly paid up to date? (Enclose documentary proof for the same)	
8.13	Parking space for car/vehicles available. (Public parking places on road or any other nearby public area will not be counted for this purpose). Details of covered/underground parking space and open parking	

	space may be indicated separately.	
8.14	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any).	
8.15	Details of lifts- capacity and number.	
8.16	Details of available fire safety and security measures.	
8.17	Whether suitable power supply for commercial operation is available.	
8.18	Whether adequate open space for installation of generator is available.	
8.19	Details of the power back up, whether available or not.	
8.20	Usage of property as approved by local authorities (Residential/Commercial/Shop cum Office).	
8.21	Whether any BSNL Landline connection exists in the property offered	
9	Have you enclosed following documents along with this offer.	
9.1	Copy of property plan, duly approved by the competent authority/Govt. as the case may be.	
9.2	If bidding as Power of Attorney owner, Original or certified Power of Attorney. If bidding as authorised signatory of company/partnership firm, copy of requisite Board Resolution /Authority Letter etc.	
9.3	If the owner or the Power of Attorney of the owner is a partnership firm or a company/society etc. copy of partnership deed or Memorandum/Articles of Association of the Company Registration Certificate/Bye Laws etc of the society, Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	
9.4	If the bidder or the owner is a partnership firm or a company/ society etc copy of the partnership deed of the firm, or Memorandum/Articles of Association of the Company, Registration Certificate/ Bye laws etc of the society, along with Board Resolution (if bidding as Power of Attorney, copies of these documents of both the owner and Power of Attorney need to be submitted).	

10.	Further general details relating to the building/ location	
10.1	Whether the proposed property/ building is free from all encumbrances, claims, litigations, debt, mortgage etc.? If not, give details of the nature and status of the encumbrances, claims, litigations.	
10.2	Whether the proposed building/ property is physically vacant and available- "Ready to occupy?"	
10.3	Whether it is an independent building for exclusive use by the Enforcement Directorate without sharing with any other user? If not give details of tenants/ proposed tenants. (The bidder may be required to furnish copy of lease agreement with other tenants, if called for).	
10.4	Year of construction. Specify whether the said building was given on lease/hire or occupied earlier? If yes furnish details along with last rent charged and date of vacation by the earlier lessee.	
10.5	Please specify the details of public transport facilities available to and from the premises.	
10.6	Whether proper access from road is available? Also specify clearly whether the premises are easily accessible for heavy vehicles. Inform if any restrictions have been imposed by Govt. or other authorities.	
10.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
11.	Electricity 1.5 KVA/100 Sq. Ft. would be the minimum electrical load for internal office consumption, which would be procured by the owner/ bidder (mention sanctioned Electricity Load).	
12.	Signage- The Enforcement Directorate requires the right to use its Logos and graphics at the entrance to its premises and within signage in the elevator lobby on the leased floor(s) and in the building lobby. Preference to install a prominent signage on the main building façade will be given.	

Enclosed documents wherever required.

ISon/Daughter of* have gone through the various terms and conditions mentioned in the Tender Documents and I agree to abide by them. I**solemnly declare to the best of my knowledge and belief, the information given above and in the enclosures accompanying it is correct, complete and truly stated.

Yours faithfully,

Place: `

Signature:

Date:

Name:

Designation:

***Name of full and block letters**

**** Name in full and block letters.**

Annexure-'B'

Ref. No. D-1/5/GAU(Imphal)/2021 dated 12/04/2021 published in news papers.

Sub: Tender for hiring of office premises for Enforcement Directorate, Imphal Sub Zonal Office.

FINANCIAL BID

1. Name of the party
2. Address (with Tel. No., Fax No. and E-mail ID)
3. PAN (Self authenticated photocopy to be submitted)
4. Name & Address of the proprietor, Partners/Directors (with Mobile Numbers)

Name & Address of the premises	Net Carpet Area offered (in Sq.Ft)***	Rate per Sq. Ft.	Monthly rent per Sq. Ft (exclusive of Service tax	Monthly rent quoted for the net carpet area (including all amenities/services)

*** Net carpet area means area of premises **less**, passage, walls/ columns, staircases, Veranda, Lobby, Balcony, etc.

Sl. No.	Particulars	Amount
1.	Rate of electricity per unit to be supplied through Gen-Set.	

Date:

Signature and stamp of the Owner/Bidder/ Authorized Signatory with complete name, Address, Contract 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)

Note:- Financial Bid includes:

- (i) The rent proposed to be charged/Sq.ft. on the basis of carpet area which should be inclusive of all services)
- (ii) Charges for maintenance (Civil/Electrical/plumbing)
- (iii) Charges of maintenance of lifts and air conditioner equipment if centralized.
- (iv) Charges of parking space and security.
- (v) Taxes and duties to be paid to various authorities.

Annexure-‘C’

SCOPE OF MAINTENANCE

- Periodical maintenance of the building, which includes painting/ cleaning of the exteriors and all the common areas of the building.
- Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- Maintenance of all Elevators including payment of AMC.
- Lighting of common area and provisions of consumables for the same.
- Provision and marking of building directory.
- Maintenance of Water supply system.
- Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- Provision of signage pertaining to common services.
- Maintenance and running of motors and water pumps installed at the premises.
- Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
- Regulating vehicle movement within the premises.
- Maintenance of green area and potted plants if any.
- Round the clock general security to the premises, access control and regulating visitor movement.