



Safe Economy - Safe India

**Government of India
Directorate of Enforcement**

**(Foreign Exchange Management Act & Prevention of Money Laundering Act)
556-B, 'The Mirage', Cool Road, Jalandhar (Punjab)-144001.
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**Tender for hiring of Residential Accommodation of 47 Security
Personnel by Enforcement Directorate, Jalandhar Zonal Office**

1. TENDER INVITATION

The Joint Director, Directorate of Enforcement, Jalandhar Zonal Office, 'The Mirage' 556-B, Cool Road, Jalandhar invites bid from the interested and eligible Building owners for hiring of accommodation for the purpose of residential accommodation of 47 security personnels which should be located at following location for the period of 03 years which can be extended on mutual consent for further period.

Sr. No	Location of Building for residential accommodation	Required Area	Last date for Bid Submission
1	Within municipal limits of Jalandhar Municipal Corporation	6000-8000 Sq. ft	

1.1 Bidders are advised to study the Bid document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications. Offers prepared in accordance with the procedures enumerated in Section - 2 should be furnished in sealed envelope not later than 1700 Hours of 27.02.2024.

1.2 Prospective Bidders are advised to follow the instructions provided in the "General Instruction to Bidders" before filing bids in sealed envelope.

1.3 Bidders are requested to furnish their bid in one big sealed envelope containing two sealed envelopes of Technical Bid & Financial Bid. Sealed Envelope of Technical Bid will be opened first by the Local Purchase Committee in the presence of bidder(s) or their authorized representative(s). Financial Bid of only

Those bidder(s) will be opened who will qualify technical bid and financial bids will also be opened in the presence of bidder(s) or their authorized representative(s). Date & time of opening of Bids (in sealed envelopes) will be communicated to each bidder in due course.

1.4 The detailed requirement of the premises have been included in the bid at Section - 4 for selection of Bidder for "hiring of premises on monthly rental basis", having an area about 6000-8000 Sq Feet for residential accommodation of 47 security personnel to be deployed at Enforcement Directorate, Jalandhar Zonal Office, Jalandhar. The prequalification eligibility criteria for the bidders should be fulfilled for consideration of the financial bid. Schedule for Invitation to Bid -

1.	Name & address of the Department	Directorate of Enforcement, Jalandhar Zonal Office, 'The Mirage', 556-B, Cool Road, Jalandhar, 144001.
2.	Name of the Contact Person for any clarification	Assistant Director Directorate of Enforcement, Jalandhar Zonal Office, Jalandhar 'The Mirage', 556-B, Cool Road Jalandhar - 144001 Email adjlzo11-ed@gov.in Phone- 01812346219

2. GENERAL INSTRUCTION TO BIDDERS

2.1 The interested bidders may furnish their bids along with duly signed scanned copies of all relevant certificates, documents etc., in support of their technical & financial bids. The basis of evaluation of bid will be based on documents furnished by the bidders before stipulated date and time as contained in the guidelines.

2.2 Bid document can be taken from 4th Floor of this office during office hours from 16.02.2024 to 26.02.2024.

2.3 Any Corrigendum to this bid will be notified at <https://enforcementdirectorate.gov.in/> Selection of the successful bidder will be at the sole discretion of the Joint Director, Directorate of Enforcement, Jalandhar Zonal Office, Jalandhar who reserves the right to accept or reject any or all the proposals without assigning any reasons.

5. Terms & Conditions

- 1) The invitation to bid is open to legal owners of properties located within the Municipal Limits of Jalandhar Municipal Corporation. 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' and the Joint Director, Jalandhar Zonal Office, Directorate of Enforcement will be 'the lessee' for the current bidding.
- 3) The carpet area required is in the range of 6000 to 8000 Square feet in Municipal Limits of Jalandhar Municipal Corporation. The layout of the offered space should be suitable for accommodation of 47 Security Personnel. There should be fencing on the outer boundary of the building for safety purposes.
- 4) The bids can be submitted only as single party and consortium of bidders shall not be entertained.
- 5) Any taxes or statutory levies payable should be shown separately; otherwise quoted price will be treated as all inclusive.
- 6) Any deviation from Enforcement Directorate's guidelines shall be clearly indicated in technical bid itself. However, Enforcement Directorate, Jalandhar Zonal Office reserves all the rights to accept or reject the proposed solution without assigning any reason whatsoever thereof.
- 7) The technical bids of bidders, qualifying the bidder eligibility criteria shall be considered for further financial evaluation.
- 8) Within 7 working days of the receipt of notification of award from Directorate of Enforcement, the successful Bidder shall furnish the order acceptance letter along with other necessary documentary evidences as is desired in a lease agreement. Failure of the successful Bidder to submit the acceptance letter and/or documents shall constitute sufficient grounds for the annulment of the award.
- 9) If any information provided by the Bidder is found to be inaccurate at any stage of the selection process, Enforcement Directorate, Jalandhar Zonal Office may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.
- 10) The bidder should give in writing the acceptance of Letter of Award of contract within seven working days of receiving the order.
- 11) Bidder shall quote in Indian Rupees in the Financial Bid Form.
- 12) Period of validity - The bid shall remain valid for a minimum period of 180 days from the date of opening of the technical bid.

- 13) Amendment to the Bid Document at any time prior to the last time and date for receipt of bids, Directorate of Enforcement, may, for any reason, at its own initiative, modify the Bid Document by an amendment.
- 14) The bidder should comply with all Govt. (State & Central) statutory requirements as per law.
- 15) If any of the above terms is not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. Enforcement Directorate, Jalandhar Zonal Office reserves all the rights to accept or reject the suggestion without assigning any reason whatsoever thereof.
- 16) Enforcement Directorate reserves the right to accept or reject any bid or cancel bid proceedings without assigning any reason whatsoever.
- 17) The Courts of India at Jalandhar will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- 18) **Force Majeure:** Enforcement Directorate may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states/state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.
- 19) The approach road of premises offered should be sufficiently wide and should be easily accessible.
- 20) The building should have adequate windows & doors and proper ventilation.
- 21) The premises offered should have sufficient electrical fittings and fixtures such as switches, power points etc.
- 22) Building should have proper parking space, toilets, water supply, sewage connection, ventilation, approved electricity connection and installed electricity load.
- 23) The maintenance for Civil, electrical, mechanical, and plumbing including consumable etc. shall be provided by the owner.
- 24) Owner will also undertake to carry out annual repair and maintenance including white washing / colouring/ painting of the building. In case of any works not carried out by the owner, Directorate of Enforcement shall carry out the same and deduct the same from the monthly rent payable in the succeeding month.

- 25) Owner of the building will bear the stamp duty charges to execute rent agreement and registration of the agreement on equal cost basis.
- 26) All entries in bid form should be legible & filled clearly. In case any overwriting/cutting in entries/rates quoted in figures & words in bid form, entries/rate quoted in words will be considered. There should not be any use of white fluid in bid form.
- 27) The period of lease should be for a minimum of three years duration and extendable on mutual consent under agreement. There will be no enhancement of rent up to first three years. Rent enhancement after expiry of period of three years will be as per the terms of Standard Lease Agreement.
- 28) No tender will be accepted by fax, email, telex or any other online mode. Bids will only be accepted through offline delivery like Dak/Registered Post/Courier etc.
- 29) The tender shall be acceptable only from the original owners of the space. The space offered should be free from all encumbrances / claims/ liabilities and disputes and litigation with respect to its ownership, lease / renting and pending dues etc.
- 30) Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preferences.
- 31) The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government.
- 32) The bidder shall quote expected amount of rent per month for the premises being hired in the financial bid. **However, acceptance of rent will be subject to the issuance of "Fair Rent Certificate" by CPWD as per the procedure laid down by the Govt.** The rate of rent finally approved by CPWD is not liable for revision and will be fixed for a period of 03 (three) years.
- 33) Electricity and water bills as per actual consumption shall be borne by the Department.
- 34) Lessee reserves the right during the lease period/extended lease period to carry out further suitable alterations by way of partitions, office fixtures, fittings, etc. for the effective use of the office space hired.
- 35) **Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by Joint Director, Jalandhar Zonal Office, Directorate of Enforcement and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises**

comply with the terms and conditions as mentioned in this tender.

4. Quotation should inter-alia contain the details as follows –

- a) The location and address of building/premises.
- b) Detailed approved plan of the building as per building by laws of the Municipal Corporation/Local Authority, as applicable.
- c) Facilities and amenities available with the building.
- d) The rent offered per sq.ft. (carpet area) basis only. The rent offered should be inclusive of property tax or any other tax required to be paid by the property owners. Electricity Charges to be paid separately by Enforcement Directorate. **(GST if payable, will be paid extra).**

5.Procedure For Submission of Tender

- i. Technical Bid should contain the details required, as per Proforma at Annexure A and Financial should contain details, as per proforma at Annexure B. The Bidder should quote rates, including of all taxes/charges etc. (excluding GST and electricity charges). GST Amount will be reimbursed after submission of proof of payment. The Technical Bid should be accompanied by the documents, as per Annexure A without which the bid will be considered incomplete and hence, summarily rejected. Financial bid will be opened for those successful in Technical bid.
- ii. Payments of rent will be made on monthly basis through RTGS/ECS in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.
- iii. No enhancements of rate during the period of first three years of contract will be entertained.

6.Bid Evaluation Criterion

Any falsification, suppression of facts would lead to rejection of the bid. The financial bid(s) of technically qualified bidders shall only be opened

and evaluation of bids (after opening Technical Bids) will be done according to following weightage –

Criteria	Weightage
Location	30%
Infrastructure	45%
Age of Building	25%

The evaluation will be made by the Technical Committee constituted for Enforcement Directorate, Jalandhar Zonal Office and criteria of evaluation is given as under-

1.	Location	
1.1	Marks given for distance of the building offered from ED Office i.e “556-B, The Mirage, Cool Road, Jalandhar – 144001.	
(a)	0-3 Kms	30
(b)	3-6 Kms	20
©	6 Kms and above	10
2.	Infrastructure	
2.1	Marks given for kitchen space	
(a)	100 sq. ft. and above	05
(b)	Below 100 sq. ft.	00
2.2	Marks given parking space available	
(a)	Space for 04 vehicles or more	10
(b)	Space for 03 vehicles	06
©	Space for 02 vehicles	04
(d)	Below 02 vehicles	00
2.3	Marks given for toilets available	
(a)	05 no. of toilets and above	15
(b)	Below 05 no. of toilets	05
2.4	Marks given for no. of rooms (including dining rooms) available	
(a)	10 no. of rooms	15
(b)	Below 10 no. of rooms	05
3.	Marks given for age of building and its maintenance	
3.1	Age of the building	

(a)	10 years and below	10
(b)	More than 10 years	05
3.2 Maintenance* of the building		
(a)	Well maintained	15
(b)	General Condition	05

*The maintenance of the building will be evaluated by the technical committee by visiting the building.

The Technical Committee of Jalandhar Zonal Office, Enforcement Directorate will evaluate the residential premises/space offered by the bidders on the above tabulated criterion and to qualify for Financial Bid, it is mandatory to have score more than eighty percent in above criterion and bids of all other bidders will not qualify for Financial Bid evaluation.

7. Terms of Termination of Lease

- i. The period of lease should be minimum three years with provision for extension of lease on mutually agreed terms.
- ii. The Enforcement Directorate, Jalandhar Zonal Office shall have the right to terminate the lease prematurely or surrender whole or any part of the premises to the owner/landlord by giving three month prior notice in writing. The right to terminate the lease before the expiry of lease period will vest only with the Enforcement Directorate, Jalandhar Zonal Office.

8. List of Enclosures

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner. All undertakings provided shall be on the letter head of the company (if applicable) and duly signed by the authorized signatory. The following documents to be enclosed for submission of Technical Bid -

- a. Annexure "A" (Technical Bid) duly filled up and signed.
- b. Copy of cancelled cheque.
- c. Copy of PAN.

- d. Copy of certified sketch and site plan/ approved plan.
- e. Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter to be enclosed.
- f. Latest copy of electricity bill and water bill.
- g. Latest copy of Property Tax/Municipal Tax/GST as applicable.
- h. Financial Bid as per Annexure-“B”
- i. Undertaking as per Annexure “C”.
- j. Proof of covered area available.



**Dr. Rahul Sohu, IRS
Deputy Director
Enforcement Directorate
Jalandhar Zonal Office**

TECHNICAL BID FORM
TECHNICAL DETAILS FOR HIRING OF RESIDENTIAL SPACE FOR
ACCOMODATION OF 47 SECURITY PERSONNEL

1.	Details of Land Lord	
1.1	Name	
1.2	Full Address	
1.3	Phone number	
1.4	PAN	
2.	Details of the building proposed for hiring	
2.1	Address & Locality (With building number)	
2.2	Type of Locality/Property (Please Tick)	
2.3	Type of Locality/Property (Please Tick)	Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Shopping complex <input type="checkbox"/> Industrial <input type="checkbox"/> Slum <input type="checkbox"/>
3.	Details of Property	
3.1	No. of Floors in the building	
3.2	Total No. of Rooms	
3.3	Total No. of Toilets	
4.	Type of building	
	Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Multistorey <input type="checkbox"/>	
5.	Amenities Provided	
5.1	No. of Fans	
5.2	Wash Basins with mirror (in Toilets)	
6.	Common Facilities provided	
6.1	Power / Electricity	
6.2	Capacity of Overhead water tank for 24 hours water supply	
6.3	Car/scooter parking space	

7.	Condition of the construction / Building Good Building (mention year of completion)	
8.	Approach road to the premises (Road from the main gate to building entrance)	
9.	Whether the premises offered is vacant and ready for immediate possession	
10.	Legal Status	
10.1	Government/ Public Sector Undertaking/a Proprietary firm/ a partnership firm (if yes, give partnership deed)	
10.2	A limited company or limited corporation a member of a group of companies (if yes, give name and address, and description of other companies)	
10.3	A subsidiary of a large corporation (if yes give the name and address of the parent Organization)	
10.4	If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
11.	Whether all the statutory requirements/obligations have been duly complied with under various registration	
12.	Numbers of enclosed documents and details	

Place:-

Signature of Owner or Authorized Signatory

Date:-

- # Owners are requested to kindly attach copies of relevant documents with this quotation form.
- # Owners are advised to fill all columns strictly.
- # All entries in bid form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorised signatory.

FINANCIAL BID FORM

Sl. No.	Name of the Place With Building Number and Full address	Rent Offered per Sq. Feet (GST excluded)	Carpet Area of the premise (in Sq. Ft.)
Total Rent Amount per month offered (Rs. in numbers)			

Place:-

Signature of Owner or Authorized Signatory

Date:-

Note :

- a) Owners are advised to fill all columns strictly.
- b) All entries in bid form should be legible & filled clearly. Any overwriting/cutting which is unavoidable shall be attested by the authorised signatory. In case any overwriting / cutting in entries/rates quoted in figures & words in bid form, entries.

Declaration

- 1) I/we have read and understood the detailed terms & conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

- 2) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true & correct as per my/our knowledge and belief. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the Enforcement Directorate may wish to take.

Owner's Signature:

Name:

Address:

Date -