



भारत सरकार/**GOVERNMENT OF INDIA**

प्रवर्तन निदेशालय /**ENFORCEMENT DIRECTORATE**
देहरादून उप-क्षेत्रीय कार्यालय /**Dehradun Sub-Zonal Office**
5-क्रास रोड, देहरादून/**5- Cross Road, Dehradun- 248001**
TELE: 0135-2715572, FAX- 0135-2716672
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**NOTICE INVITING TENDER FOR HIRING OFFICE ACCOMMODATION FOR
DIRECTORATE OF ENFORCEMENT, SUB-ZONAL OFFICE, DEHRADUN**

Directorate of Enforcement, Govt. of India, Dehradun Sub-Zonal Office, Dehradun invites e-tenders for hiring office accommodation measuring around 15600-15700 Sq. Ft. excluding covered/underground parking area in the area under Dehradun Municipal Corporation from eligible and interested bidders.

Detailed NIT may be downloaded from the website <https://enforcementdirectorate.gov.in/> and <http://eprocure.gov.in/eprocure/app> from 09.10.2024 at 11.30 Hours onwards. Last date and time for submission of e-tender online is 11.11.2024 at 15 Hours.



(Rajeev Jain)

Deputy Director,
Directorate of Enforcement,
Dehradun Sub-Zonal Office

राजीव जैन/RAJEEV JAIN
उप-निदेशक/Deputy Director
प्रवर्तन निदेशालय/Directorate of Enforcement
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Deptt. of Revenue
भारत सरकार, देहरादून/Govt. of India, Dehradun



DIRECTORATE OF ENFORCEMENT
GOVERNMENT OF INDIA
5- CROSS ROAD, DEHRADUN- 248001

TENDER/INVITATION TO OFFER
DOCUMENT

Hiring of Office Accommodation

for

DIRECTORATE OF ENFORCEMENT
DEHRADUN SUB- ZONAL OFFICE



भारत सरकार/**GOVERNMENT OF INDIA**
प्रवर्तन निदेशालय/**ENFORCEMENT DIRECTORATE**
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TELE: 0135-2715572, FAX- 0135-2716672
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File No.: A-3/Office Acco./DNSZO/2022-23

Dated: 07.10.2024

Tender No. 01/2024
NOTICE INVITING E-TENDER

1. Online e-tenders on single stage two-bid system are invited for and on behalf of the President of India for hiring a building having a desirable carpet area of 15600-15700 Sq. Ft. (excluding covered/underground parking area, if any) for Directorate of Enforcement, Dehradun Sub-Zonal Office on monthly rent basis, for a period of three years initially which may be renewed from time to time, if required by the Directorate of Enforcement. The location for office space should be in the vicinity of the existing office, i.e. within a radius of 5 Km. from Survey chowk and preferably at Mussoorie Road, Rajpur Road, Sahastradhara Road/ Canal Road, however nothing contained in this clause shall prohibit the Department to accept the accommodation at farther location, if the terms and the facilities / features are found to be cost-effective, meeting the requirement of the Department.
2. The Tender Document/ Invitation to Offer Document will be available on official website <https://eprocure.gov.in/eprocure/app> and departmental website <http://www.enforcementdirectorategov.in> from 09.10.2024 and the bid forms and other details can be downloaded from the said websites. Further the tender documents can also be obtained manually from the office of the Directorate of Enforcement, Dehradun Sub-Zonal Office, 5-Cross Road, Dehradun-248001 between 09.10.2024, 11:30 Hrs. to 05.11.2024, 17:30 Hrs, but bids shall be required to be submitted online by the bidders at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. Bids shall only be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app> in two parts viz. technical bid and financial bid. No manual bid shall be accepted.
4. The critical dates for the tender submission and processing are as under:

Date of publishing of tender	09.10.2024, 11:00 hrs
Document download Start date	09.10.2024, 11:30 hrs
Document download end date	08.11.2024, 12:30 hrs
Seek Clarification Start Date	09.10.2024, 12:00 hrs
Seek Clarification End Date	08.11.2024, 12:30 hrs
Bid Submission Start Date	09.10.2024, 15:30 hrs
Bid Submission End date	11.11.2024, 15:00 hrs
Pre-bid conference (in office premises)	09.10.2024, 11:00 hrs
Technical Bid opening date	12.11.2024, 15:30 hrs
Financial Bid opening date (Only for those bidders who have qualified in the Technical Bids)	With prior notice to technically qualified bidder.

5. Interested bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.
6. In the event of any of the above-mentioned date being subsequently declared as a holiday / closed day for the office, the tenders will be opened on the next working day at the scheduled time.
7. Following Annexures form part of this tender document:
 - I. General Instructions and Terms & Conditions: Annexure-I.
 - II. Terms & Conditions of the Tender: Annexure – II
 - III. Formats of Technical Bid (With Undertaking): Annexure-III
 - IV. Format of Financial bid, BoQ (Bill of Quantity) in xls format: Annexure-IV
 - V. Undertaking by the bidder: Annexure-V
 - VI. Tender condition acceptance letter: Annexure-VI
 - VII. Instructions for online bid submission: Annexure-VII
 - VIII. Scope of Maintenance: Annexure-VIII



(RAJEEV JAIN)

DEPUTY DIRECTOR
DIRECTORATE OF ENFORCEMENT
DEHRADUN SUB-ZONAL OFFICE

राजीव जैन/RAJEEV JAIN
उप-निदेशक/Deputy Director
प्रवर्तन निदेशालय/Directorate of Enforcement
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Deptt. of Revenue
भारत सरकार, देहरादून/Govt. of India, Dehradun

Annexure-I

GENERAL INSTRUCTIONS AND TERMS & CONDITIONS

1. Bid Submission: -

- I. Tenderers are advised to follow the instructions "Special Instructions to Bidders for e- submission of the bids online through eProcurement Portal" available on the <https://eprocure.gov.in/eprocure/app>(given at Annexure-VII for ready reference) for online submission of bids. Bid documents may be scanned with black and white option which helps in reducing size of the scanned document.
- II. Not more than one tender shall be submitted by one tenderer. However, 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 bid (s) containing technical bid, financial bid and EMD in respect of each of such premises. A breach of these conditions will render the tenders liable to rejection.
- III. The tenderer must provide Bank Guarantee or D.D/Fixed Deposit Receipt (FDR) of Rs. 1,00,000/ - (Rupees one lakh only), in favour of "Deputy Director, Directorate of Enforcement, Dehradun"., as Earnest Money Deposit' (EMD), valid for at least six (06) months and it must reach the tender inviting authority at the Office of the Deputy Director, Enforcement Directorate, Dehradun Sub-Zonal Office, 5-Cross Road, Dehradun-248001 on or before Bid Submission end date. The applicable charges shall be borne by the tenderer and he shall not have any claim what so ever on this account on Government. Tenders not accompanied with the EMD are liable to be rejected. All bidders shall submit EMD or bid security except Micro and Small Enterprises and defined in MSE Procurement Policy issued by Department of Micro, Small Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or startups as recognized by Department of Industrial Policy and Promotion (DIPP). The bidders shall submit a copy of valid certificates in technical bid cover in support of their claim for exemption from submission of prescribed EMD. The Earnest Money or bid security will be returned to all the unsuccessful bidder(s) at the end of the selection process and no interest shall be paid on it. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. Further EMDs shall be returned to the successful bidder after signing the lease agreement and taking possession of the building by department without any interest.
- IV. Interested persons who are legal owner or Power of Attorney holder, who has downloaded the tender from designated website of Central Public Procurement Portal (CPPP) (website <https://eprocure.gov.in/eprocure/app>), shall not tamper/modify the

tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

2. Process and manner of submission:-

- i. The tenders are to be submitted only ONLINE in two parts viz:
 - a) "Technical Bid" which should contain technical parameters like address of the building, carpet area, built up area, year of construction, plan of the premises, availability of parking space and other requirements as given in the General Instructions and Terms and Conditions (Annexure-I) and Terms and Conditions for the Tender (Annexure-II) in the format as per Annexure-III.
 - b) "Financial Bid" which should indicate the rent per sq. ft & total amount proposed to be charged and other financial terms and conditions in the format as per Annexure-IV.
- ii. All the pages of bid documents must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

3. Other details: -

For Technical Bid

The following documents are to be uploaded along with the "Technical Bid":

- I. Signed and scanned copy of the proof of payment of **Bid Security/ EMD**
- II. Signed and scanned copy of **PAN No., GST No.** if registered.
- III. Signed and scanned copy of **Letter of Authorization** from the owner to submit Bids, if the bid is submitted by a person other than the owner(s) or by the Power of Attorney holder.
- IV. Signed and scanned copy of **Undertaking** (Annexure-V).
- V. Signed and scanned copy of **Tender Condition Acceptance Letter** (Annexure-VI).
- VI. Signed and scanned copy of "**Title Deed**" showing the ownership of the premises with the bidder.
- VII. Signed and scanned copy of an '**Affidavit**' from owner(s) / Power of Attorney holder that the premises offered are free from litigation /liability / encumbrances pending dues and taxes.
- VIII. Signed and scanned copy of the **approved drawings** from local development authority/ municipal body for the premises.
- IX. Signed and scanned copy of the "**Layout Plan**" of the premises with exact measurement of the carpet area.
- X. Signed and scanned Copy of the **Location Map** of the proposed property.

- XI. Signed and scanned Copy of the '**Completion Certificate**' / '**Occupancy Certificate**' of the offered space / building from the competent authority.
- XII. Signed and scanned Copy of the '**Fire Safety Certificate**' of the offered space / building from the competent authority.

The bidder should not indicate the rent details in the "Technical Bid".

For Financial Bid:-

For submission of financial bid, a signed and scanned copy of the "Financial Bid" (Annexure- IV), quoting the monthly rate of rent per square feet of carpet area (inclusive of all costs and services including the charges for the maintenance of all facilities and amenities offered including taxes except GST) and other vital details thereof, must be uploaded.

4. Important Information

- I. The Technical Bids will be opened in the office of the Deputy Director, Directorate of Enforcement, Sub Zonal Office, 5, Cross Road, Dehradun-248001, on 12.11.2024 at 15:30 hrs. Separate communication shall be sent regarding date of opening of Financial Bids to technically successful bidders.
- II. All the interested parties / bidders may remain present in the office of the Deputy Director, Directorate of Enforcement, Sub Zonal Office, 5, Cross Road, Dehradun-248001 as mentioned above at the time of opening of bids on the date and time as mentioned in the critical date sheet.
- III. After evaluation of the technical bids, bidders will get the information regarding their eligibility/pre-qualification on website. Thereafter, an e-mail confirmation will be sent to the successful bidders which can be checked by the bidders on the portal. The financial bids of the successful bidders (found to be qualified in the technical bid) will be decrypted and opened online on the schedule date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.
- IV. The hard copy of the original instrument in respect of the bid security, must be delivered to this office on or before bid opening date/ time. After opening of the Technical Bid, the original documents as per the requirement of e-tender document will be verified by the department. The department reserves the right to seek any document in original

related to the premises offered for hire for the purpose of verification at any stage of the tender process.



(RAJEEV JAIN)

DEPUTY DIRECTOR

DIRECTORATE OF ENFORCEMENT

DEHRADUN SUB-ZONAL OFFICE

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प्रवर्तन निदेशालय/Directorate of Enforcement

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Deptt. of Revenue

भारत सरकार, देहरादून/Govt. of India, Dehradun

Annexure-II
TERMS & CONDITIONS OF THE TENDER

1. The premises having following amenities/facilities and 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 property offered should have adequate security cover and fire safety measures installed as per the requirements of Department of Fire & Rescue Services, Government of Uttarakhand.
 - (iii) Copy of consent of Dehradun Pollution Control Committee as per provisions of the Environment (Protection) Act, 1986.
 - (iv) Whether the premises are free from encumbrances and whether any legal proceedings/litigation pending against the premises, an affidavit in this regard may be submitted.
 - (v) Please clarify the kind of "Mortgage" of the property as reflected in your tender/offer documents.
 - (vi) The Building offered should be ready to be occupied. The office premises should legally free from all encumbrances, well connected by public transport and should have wide approach road. Finalization of rent, based on location and other amenities provided, is subject to certification by CPWD/ hiring Committee and final approval/ sanction by the Government of India as per the rules framed in this regard. Surrounding of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in and around building and other related factors will be important criteria for qualifying the Technical Bid.
 - (vii) There should be adequate natural lighting in the campus/compound.
 - (viii) The accommodation should have provision for 24 hrs water supply for both drinking and other utilities. There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
 - (ix) There should be adequate cross-ventilation.
 - (x) The building should have adequate fire safety measures and security measures as per legal requirement.
 - (xi) The building should meet all other safety norms like earthquake resistance flood etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
 - (xii) The net carpet area should preferably be in a single independent building with multiple floors.

- (xiii) The premises should have suitable power supply for commercial operations. Uninterrupted power supply for essential services and common area lighting.
- (xiv) There should be adequate open space for generators and provision for connecting them to the power supply lines.
- (xv) The premises should have **parking space of 11,150/- sq ft.** earmarked exclusively for the hirer.
- (xvi) All Building services such as Lifts (if it is 2nd floor and/or above), Power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, Telephone Connectivity should be fully operational at the time of submission of the offer by the Landlord.
- (xvii) All internal and external walls should be painted with good quality paint at the time of handing over the premises of the Directorate.
- (xviii) There should be provision of ceramic tiles/marble flooring in general areas and wooden flooring/vitrified tiles in the cabins of senior officers.
- (xix) There should be green area in the ground floor and potted plants in the covered/ stairs of common area.
- (xx) Building should be suitable for use as office and furnished with cabins and cubicles / work stations as per design approved by the Department. The bidder shall be required to make cabins/cubicles/partitions and provide other amenities as required by the department.
- (xxi) In evaluation of technical bids, the bidder offering the maximum amenities esp. those relating to air conditioning, power backup etc. may be preferred over others not offering such amenities.
- (xxii) In case the area offered is in a big common building, the bidder may have to provide an exclusive entrance and exit for the use by the department.
- (xxiii) Newly constructed premises having all the above-mentioned requisite amenities will be preferred for consideration and will gain weightage comparatively.

2. 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 as specified in the tender documents and to assess the suitability of the accommodation, compliance to technical specifications, verification of their credentials and other liabilities and in case any discrepancy is found on verification, it will entail the rejection of the bid.
3. The bidders shall either be owner or authorized representatives of owner of premises. He has to submit proof of the same.

4. The rent quoted by the bidder shall be 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.
5. The offer should be valid for a minimum period of 6 (Six) months from the due date of opening of tender.
6. No Earnest Money Deposit will be given by the Directorate to the owner offering the premises.
7. 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 in this regard.
8. 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.
9. 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 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.
10. 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 ordinarily not be made unless specifically agreed in writing.
11. All existing and future rates, taxes including property taxes, assessment charges and other outgoing of any description in respect of the said premises shall be borne by the owner/bidder.
12. The cost of repair and maintenance of civil, electrical, plumbing, air conditioning plant or equipment's, power back up (generator set), lifts and common areas etc. will be the responsibility of the owner /bidder. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the department. The Department shall pay charges

towards electric power, light and water used on the said premises on actual consumption basis. The detailed scope of maintenance is enclosed as per **Annexure-‘VIII’**.

13. All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of Directorate of Enforcement. If the bidder fails to do so, Rs. 1000/- per complaint shall be recovered from the monthly rental bill as compensation. In case the complaint is not attended within two working days, the job shall be done at the risk and cost of the bidder besides recovery of compensation of Rs. 1000/- per minor complaint.
14. 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.
15. It should be noted that no negotiations will be carried out except with the lowest bidder and therefore, most competitive rates should be offered.
16. Terms and conditions given in this Tender Documents are sacrosanct and shall be considered as an integral part of this offer/tender. In case of any conflict in terms and conditions of Tender Documents, the conditions stipulated in the Tender Documents shall take precedence.
17. The premises should be capable of being handed over for possession to the Department within one month of the acceptance of the offer by the department excluding a reasonable time required to carry out any changes or modification as per the directions of the department.
18. 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.
19. 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 offers without assigning any reasons.
20. 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.



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Ministry of Finance, Deptt. of Revenue
भारत सरकार, देहरादून/Govt. of India, Dehradun

Annexure-‘III’

Ref. No. **A-3/Office Acco./DNSZO/2022-23 Dated: 09.10.2024** published in news papers/CPMP/website of Directorate of Enforcement.

Sub: Tender for hiring of office premises for Directorate of Enforcement, Dehradun Sub-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 office/commercially on previous occasions	
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	Covered parking area (garages underground parking etc. if any	
8.9	Whether the building is air-conditioned- fully or partly?	
8.10	Distance of the property from Dehradun Railway Station & Jolly Grant Airport.	
8.11	Distance of the property from ISBT, Dehradun Bus Station	
8.12	Width of road on which the property is located	
8.13	Details regarding natural light and proper ventilation	
8.14	Whether all Govt. dues including property tax, electricity, telephone, water bills etc have been duly paid upto date. (enclose documentary proof for the same.	
8.15	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.	
8.16	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any).	
8.17	Details of lifts- capacity and number	
8.18	Details of available fire safety and security measures	
8.19	Whether suitable power supply for commercial operation is available	
8.20	Whether adequate open space for installation of generator is available	
8.21	Details of the power back up, whether available or not	
8.22	Usage property as approved by local authorities (Residential/Commercial/Shop cum Office).	
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, copy of duly constituted 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 bidder is Power of Attorney holder of the owner, copy of duly constituted Power of Attorney. If bidder is authorized signatory of company/partnership firm, copy of requisite Board Resolution/ Authority.	

9.5	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).	
9.6	Any other relevant documents	
10.	Maximum time required for completing in internal wall partition and other finishing works as per user requirements.	
11.	Further general details relating to the building/ location	
11.1	Whether the proposed property/ building is free from all encumbrances, claims, litigations etc.? If not, give details of the nature and status of the encumbrances, claims, litigations.	
11.2	Whether the proposed building/ property is physically vacant and available- "Ready to occupy?"	
11.3	Whether it is an independent building for exclusive use by the Directorate of Enforcement 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)	
11.4	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.	
11.5	Please specify the details of public transport facilities available to and from the premises.	
11.6	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.	
11.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	
11.8	Whether all Govt. Dues including property tax, electricity, telephone water bills etc., if any, have been duly paid upto date? (enclose documentary proof for the same)	
12.	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.	
13.	Signage- The Directorate of Enforcement 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 facade.	

Enclosed documents wherever required.

Ison/daughter ofhave 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:

Date:

Signature:

Name:

Designation:

***Name of full and block letters**

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

Annexure-‘IV’

FINANCIAL BID DOCUMENT

- (a) Financial bid undertaking
- (b) Schedule of financial bid in the form of BOQ_ Office premises .xls/or in PDF format

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

.....
.....
.....

To

The Deputy Director,
Directorate of Enforcement,
5-Cross Road, Dehradun-248001

Dear Sir,

I submit the Financial Bid in respect of your tender published on the CPPP portal and for taking on rent for your office premises in the **city of Municipality limits of Dehradun** as envisaged in the Bid document.

1. I have thoroughly read and understood all the terms and conditions (including those in Annexure- 1, II and III) as contained in the Bid documents, and agree to abide by them.

2. I offer to work at the rates as indicated in the Financial Bid (Annexure IV) inclusive of all applicable taxes except GST.

Yours faithfully,

Signature and name of
Authorized Representative

(a) Schedule of Financial Bid in the form of BOQ Officepremises.xls or in PDF format

The below mentioned Financial Proposal/ Commercial bid format is provided as BoQ_Office premises xls / PDF format along with this tender document at <https://eprocure.gov.in/eprocure/app> and www.enforcementdirectorate.gov.in Bidders are advised to download this BoQ_Officepremises.xls / PDF format as it is and quote their offer /rates in the permitted column and upload the same in the commercial bid. Bidder shall not alter/modify downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender may be rejected.

Sr. No.	Building Description	Area (*Net carpet area) (in Sq.Ft.)	Rate per Sq. ft. per month (in Rs.)	Total amount per month(Rs.)

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

1. The rates will be inclusive of all taxes, fees, levies, local bodies taxes, property taxes etc. (except GST) and any revision in any taxes, fees, etc. after the bid submission will not be allowed.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The rates quoted shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except in accordance with the terms of the Standard Lease Agreement. Yours faithfully, Signature and name of Authorized Representative

Yours faithfully,

Signature and name of
Authorized Representative

Annexure-V

UNDERTAKING BY THE BIDDER

1. I/We undertake that I/We or my/our firm M/s has not been blacklisted by any Govt. Department/Public Sector Undertaking/ Autonomous Body.
2. I.....
..... Son / Daughter/Wife of
..... Proprietor
/ Partner/ Director/authorized signatory of M/s
.....am competent to sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information / documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. may be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized person
Signatory of the firm/Company/ Organization

Date:
Place:

Office Stamp/Seal

Annexure - VI

TENDER CONDITIONS ACCEPTANCE LETTER

(to be given on Company letter head, if bidder is firm, co. etc.)

Date:

To The Deputy Director,
Directorate of Enforcement,
5, Cross Road, Dehradun

Sub: - Acceptance of Terms & Conditions of Tender.

Tender Reference No..... Name of
theTender/Work.....

Dear Sir,

1. I/ We have downloaded the tender document for the above mentioned "Tender" from the CPPP portal as per your advertisement, given in the above-mentioned website.

2. I / We hereby certify that I / we have read all the entire terms and conditions of the tender document given in: -

- i. General Instructions and Terms & Conditions: Annexure-I
- ii. Terms & Conditions of the Tender: Annexure-II
- iii. Formats of Technical Bid (With Undertaking): Annexure-III.
- iv. Format of Financial bid, BoQ (Bill of Quantity) in xls format : Annexure-IV
- v. Undertaking by the bidder: Annexure V
- vi. Tender conditions acceptance letter: Annexure-VI
- vii. Scope of maintenance: Annexure-VIII

which form part of the tender document and I/we shall abide hereby by the terms/conditions/ clauses contained therein.

3. The corrigendum issued from time to time by the department / organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender documents)/ corrigendum(s) in its totality / entirety.

5. I/ We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department may, without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the earnest money deposit.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

ANNEXURE-VII

Instruction 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 <https://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 Enrolment" 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 II 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 / c-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 21 | Page '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.

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 preferably in PDF / XLS. 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 office, 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 colored (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 file name. 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 bidder's 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.
- 2) Any queries relating to the tender may be discussed in the Pre-Bid Conference, to be held on in the office premises.
- 3) 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-VIII

SCOPE OF MAINTENANCE

- I. Periodical maintenance of the building, which includes painting/ cleaning of the exteriors and all the common areas of the building.
- II. Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provisions of consumables for the same.
- III. Maintenance of all Elevators including payment of AMC.
- IV. Lighting of common area and provisions of consumables for the same.
- V. Provision and marking of building directory.
- VI. Maintenance of Water supply system.
- VII. Maintenance of main building electrical installations, common electrical, plumbing and sanitary lines.
- VIII. Provision of signage pertaining to common services.
- IX. Maintenance and running of motors and water pumps installed at the premises.
- X. Maintenance and running of common DG sets, Air Conditioners and payment of their insurance and AMC.
- XI. Regulating vehicle movement within the premises.
- XII. Maintenance of green area and potted plants.
- XIII. Repairs and maintenance of civil, electrical, plumbing, air conditioning plant or equipment's power back up, lifts and common areas etc.

CHECKLIST

S.No	Checklist Items	Submitted or Not	Reasons for no submission
1.	Signed and scanned copy of the proof of payment of Bid Security/ EMD		
2	Signed and scanned copy of PAN No., GST No. if registered.		
3.	Signed and scanned copy of Letter of Authorization from the owner to submit Bids, if the bid is submitted by a person other than the owner(s) or by the Power of Attorney holder.		
4.	Signed and scanned copy of Undertaking (Annexure-V of Tender Document).		
5.	Signed and scanned copy of Tender Condition Acceptance Letter (Annexure-VI of Tender Document).		
6.	Signed and scanned copy of "Title Deed" showing the ownership of the premises with the bidder.		
7.	Signed and scanned copy of an 'Affidavit' from owner(s) / Power of Attorney holder that the premises offered are free from litigation / liability / encumbrances pending dues and taxes.		
8.	Signed and scanned copy of the approved drawings from local development authority/ municipal body for the premises.		
9.	Signed and scanned copy of the "Layout Plan" of the premises with exact measurement of the carpet area.		

10.	Signed and scanned Copy of the Location Map of the proposed property.		
11.	Signed and scanned Copy of the ' Completion Certificate ' / 'Occupancy Certificate' of the offered space / building from the competent authority.		
12.	Signed and scanned Copy of the ' Fire Safety Certificate ' of the offered space / building from the competent authority		
13.	Any other documents		