



GOVERNMENT OF INDIA
DIRECTORATE OF ENFORCEMENT
556-B, The Mirage, 1st to 4th floor, Cool Road,
Jalandhar – 144001
TELE: 0181-2346203, Fax No. 0181-2243829
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TENDER/ INVITATION TO OFFER

Hiring of Office Premise

For

Directorate of Enforcement
Jalandhar Zonal Office



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F.NO. D-1/1/JL/2024

Dated: 06.11.2024

Tender No.01/2024

**NOTICE INVITING E-TENDER FOR HIRING OF OFFICE
PREMISES FOR THE OFFICE OF DIRECTORATE OF
ENFORCEMENT, JALANDHAR**

1. Online tenders on single stage two-bid system are invited on behalf of the President of India for hiring a building having a desirable carpet area of 16787 Sq. ft. (excluding covered/underground parking area, if any) for Directorate of Enforcement, Jalandhar Zonal Office, within the Municipal limits of Jalandhar with good connectivity by Road 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, Jalandhar.
2. The said rented office premise is to be taken as a whole unit and not separate and segregated. Only those owners shall apply who have total space of 16787 sq ft approx. (carpet area) or more available in the single well-maintained building within the Municipal limits of Jalandhar Municipal Corporation and not separate buildings at different locations.
3. The Tender/Invitation to Offer Documents will be available on official website <https://eprocure.gov.in/eprocure/app> and departmental website <http://www.enforcementdirectorate.gov.in> from 06.11.2024 and the bid forms and other details can be downloaded from the above mentioned websites.

4. Bids shall only be submitted online at Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app> with all requisite documents in two parts viz. technical bid and financial bid. No manual bid shall be accepted. No tender shall be accepted/entertained by fax, email or submitted in person or any other such means and beyond the specified date/time.
5. The critical dates for the tender submission and processing are as under:

Date of publishing of e-tender	06/11/2024, 18:00 Hrs.
Bid Document Download/Start date	06/11/2024, 18:30 Hrs.
Bid Document download End date	23/11/2024, 17:00 Hrs.
Bid Submission Start Date	06/11/2024, 18:55 Hrs.
Bid Submission End date	23/11/2024, 18.00 Hrs.
Technical Bid opening date	25/11/2024, 11:00 Hrs.

6. Bidder who has downloaded the tender from the CPPP website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form. 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.
7. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for the office, the tender will be opened on the next working day at the scheduled time.
8. Following Annexures form part of this tender document:
- General Instructions: Annexure-I
 - Terms & Conditions of the Tender: Annexure — II
 - Formats of Technical Bid (With Undertaking): Annexure-III
 - Format of Financial bid, BOQ (Bill of Quantity) in excel/pdf format:
Annexure-IV
 - Undertaking by the bidder: Annexure-V
 - Tender acceptance letter: Annexure-VI
 - Instructions for online bid submission: Annexure-VII

9. In case of any further details, Deputy Director (Admn.), Office of the Joint Director, Directorate of Enforcement, 556-B, The Mirage, 1st to 4th floor, Cool Road, Jalandhar-144001 may be contacted (Ph No.0181-2346203).



(MANISH KUMAR)
DEPUTY DIRECTOR
DIRECTORATE OF ENFORCEMENT
JALANDHAR ZONAL OFFICE

GENERAL INSTRUCTIONS

1. Bid Submission:

- i. The invitation to bid is open to legal owners of properties having carpet area approx. 16787 sq ft lying within the limits of municipal corporation of Jalandhar. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender document.
- ii. The bidder is expected to examine all instructions, forms, terms and conditions and specifications in the bidding documents. Failure to furnish information as required in the bidding document in every respect will result in the rejection of the bid.
- iii. At any time prior to the deadline for submission of bids, this office may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, modify the bidding document by a written amendment which will be binding and shall be available on official website <http://eprocure.gov.in> and departmental website <http://www.enforcementdirectorate.gov.in>.
- iv. The bid prepared by the bidder as well as correspondence and documents shall be written in English language and should be typed or written in indelible ink. The Technical bid by the bidder shall include documents mentioned in the terms and conditions/offer documents and must be signed, scanned and then uploaded on e-portal.
- v. Bidders are advised to follow the instructions "Instructions for online bid submission" for e-submission of the bids online through eProcurement Portal" available on the website <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.
- vi. Tender document filed in CPPP website after the due date and time, shall be liable to be rejected outright and no correspondence in this regard shall be entertained.

vii. Not more than one tender shall be submitted by one Bidder in respect of a particular property. However, in case a particular bidder owns more than one premises and he/she wishes to submit bids in respect of those premises, he/she 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 for rejection.

viii. The Bidder must provide Bank Guarantee or Fixed Deposit Receipt (FDR) of **Rs. 10,00,000/- (Rupees Ten Lakh only)**, in favor of the "Drawing and Disbursing Officer, Enforcement Directorate, Jalandhar Zonal Office", as Earnest Money Deposit' (EMD), valid for at least six (06) months, and must reach in its original copy to the tender inviting authority at the Office of the Joint Director, Enforcement Directorate, Zonal Office, 556-B, The Mirage, 1st to 4th floor, Cool Road, Jalandhar **on or before Bid Submission end date**. Further, scanned copy of the EMD should be uploaded with the tender documents on the website <https://eprocure.gov.in/eprocure/app>. The applicable charges shall be borne by the Bidder. **Tenders not accompanied with the EMD are liable to be rejected.** All bidders shall submit EMD or bid security except Micro and Small Enterprises as 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 if 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, EMD shall be returned to the successful bidder after signing the lease agreement and taking possession of the building by department without any interest.

ix. Interested persons who are legal owner who have 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. Instructions for submission of Bid: -

- 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" (Annexure-I) and "Terms and Conditions of the Tender" (Annexure-II) in the format as per Annexure-III. The bidder should not indicate the rent details in the Technical Bid.
 - (b) "Financial Bid" which should contain 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.
- 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. Important Information

- i. The Technical Bids will be opened at the office of the Joint Director, Enforcement Directorate, Zonal Office, 556-B, The Mirage, 1st to 4th floor, Cool Road, Jalandhar on the scheduled date and time. Separate communication shall be sent regarding date of opening of Financial Bids to technically successful bidders.
- ii. After evaluation of the technical bids, bidders will get the information regarding their eligibility/pre-qualification on website. Thereafter, an email 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 information regarding the status of their financial bid and ranking of bidders on the website.

iii. 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 hiring, for the purpose of verification at any stage of the tender process.



(MANISH KUMAR)
DEPUTY DIRECTOR
DIRECTORATE OF ENFORCEMENT
JALANDHAR ZONAL OFFICE

TERMS & CONDITIONS FOR THE TENDER

1. The terms and conditions shall form part of tender to be submitted by the bidder to the office of the Joint Director, Enforcement Directorate, Zonal Office, 556-B, The Mirage, 1st to 4th floor, Cool Road, Jalandhar.
2. Initially, Technical Bids submitted by all the bidders, will be evaluated which will be followed by physical inspection by a committee of this department. Thereafter, financial bid will be opened only in respect of bidders who will qualify all Technical Bid mandatory criterions and will attain minimum qualifying marks as per the criteria for the technical bid as mentioned in Annexure II & III of this Tender Document.
3. **Mandatory requirements for qualifying the technical bid :**
Bidder must enclose the signed and scanned copy of following documents/materials/features mandatorily, for qualifying the technical bid:
 - (i) The proof of payment of Bid Security/ EMD.
 - (ii) PAN No. and GST No./registration certificate, if registered.
 - (iii) Undertaking by the bidder (as Annexure-V) & Tender Acceptance Letter (as Annexure-VI).
 - (iv) "Title Deed" showing the ownership of the premises with the bidder and the approved drawings from local development authority/municipal corporation for the premise.
 - (v) An 'Affidavit' mentioning that the premise offered is free from litigation/liability/ encumbrances, pending dues and taxes.
 - (vi) Layout Plan of the premise with exact measurement of the carpet area and the Location Map of the property offered.
 - (vii) Completion/Occupancy Certificate of the offered space/ building from the competent authority.
 - (viii) Fire Safety Certificate with respect of the offered space/building from the competent authority.

Tenders not accompanied with above mentioned documents /material/ features mentioned at Serial number 3(i) to 3(viii) shall be liable to be rejected outrightly and shall not be evaluated for financial bid.

4. The area surrounding the building and approach roads leading to the building should not be congested and the front road/approach road should be wide enough and should be well connected by public

transport. Surroundings of the building, space available within the premises of the building, approach road leading to the building, traffic congestion in & around building and other related factors will be important criteria to decide the suitability of the offered premises and will gain weightage preferably.

5. The owner(s) will allow this office (lessee thereafter) temporary partitions for cabins/Stationery room/record room etc., if required by this office and make modifications/alterations in the premises if so desired by the Department.
6. The building should have adequate toilets facilities separately for ladies and gents on each floor of the proposed area. The building should have lift facility, if consisting of two and more floors and facilities like ramp etc. for physically challenged persons.
7. The building should be in the ready to use condition within two months from the date of communication to the bid acceptance letter, with electricity, water, sewerage, firefighting equipment and adequate toilet facilities. The particulars of amenities provided/proposed to be provided inside the property/building complex should be clearly indicated in the Technical Bid.
8. Lease agreement will be executed after legal verification of all documents related to the property to the entire satisfaction of the Joint Director, Directorate of Enforcement, Jalandhar. The registration charges, stamp duty for registration of lease deed to be borne by both the parties equally.
9. 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.
10. There should be clarification regarding the kind of "Mortgage" of the property, if any, as reflected in tender/offer documents.
11. The offered space should have separate electricity supply and having sufficient installed electricity load and water connection. The electric power available should be indicated. The owner shall provide separate electric meter, separate water meter and sewerage connections at his own cost before handing over possession. These connections should be in the name of the owner/landlord and the consumption charges of the water supply, electricity and sewerage shall be paid by the Directorate of Enforcement, Jalandhar Zonal Office. A DG set with appropriate load capacity & maintenance

thereof will be provided by the owner of the building. There should be adequate open space for generators and provision for connecting them to the power supply lines. However, cost of fuel for running the DG set will be borne by the department.

12. The premises should have minimum parking space for approx. 30 cars as well as for approx. 50 two wheelers. Earmarked parking exclusively for the hiring Department will be preferable and will gain weightage for qualifying the technical bid.
13. All building services and amenities such as lifts (if its multi-storeyed space), power supply, plumbing, washroom facilities, sewerage system, firefighting system and such other office amenities and fixtures should be made operational before the possession of the building is taken.
14. All internal and external walls should be painted with good quality paint at the time of handing over the premises to the Directorate.
15. The construction of the building offered for lease should be constructed within last 07 years and be well maintained. Newly constructed premises having all requisite amenities will be preferred for consideration and will gain weightage comparatively.
16. Building should be furnished with rooms as per requirement by the Department. The bidder shall be required to provide rooms with brick wall partitions, as will be required by the department.
17. 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.
18. There should be provision of good quality vitrified tiles/marble flooring in all areas of the building and specific flooring in certain areas as will be suggested after finalization of the bid.
19. Rooms of different sizes & specification as approved by Directorate of Enforcement, Jalandhar for which brick wall partition to be made shall be carried out by the successful bidder within 2 months of award of work as per size and specification as approved by Directorate of Enforcement, Jalandhar & cost of the same has to be borne by the successful bidder. No claim on this account shall be entertained by the department i.e. (Directorate of Enforcement).

20. 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 committee to verify whether the offer complies with the technical specifications as specified in the tender documents and to assess the suitability of the building, 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.
21. 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. Except GST, Electricity Bill, Water & Sewage Bill, no other tax/levy will be borne by this department. Finalization of rent based on amenities provided and location is subject to recommendation of hiring committee/CPWD and final sanction of Govt. of India.
22. The proposal should be valid for a minimum period of 6 (Six) months from the due date of opening of financial bid.
23. No advance security money and advance rent will be given by the Directorate to the owner offering the premises.
24. 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.
25. Successful/selected bidder 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. Bidders may note that no increase in monthly rental charges will be allowed during the initial 3 (three) years of the agreement period.

26. 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.
27. 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.
28. The cost of repair and maintenance of civil, electrical, plumbing, 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.
29. 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.
30. 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.
31. 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/ alter/ modify any or all the terms and conditions at any time before the tendering process is finalized.
32. The premises should be capable of being handed over for possession to the Department within two 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 direction of the department.
33. 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. 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.

34. 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.



(MANISH KUMAR)
DEPUTY DIRECTOR
DIRECTORATE OF ENFORCEMENT
JALANDHAR ZONAL OFFICE

Annexure-III

Ref. No. D-1/1/JL/2024 published in newspapers/ CPPP/ website of Directorate of Enforcement.

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

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. (hereinafter referred as bidder)	
2.	Status of the bidder (individual/ Partnership/Firm /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 offering on rent (Specify clearly)	
6.	Contact details of the bidder	
6.1	Name	
6.2	Complete Postal Address	
6.3	Telephone Nos. with STD code Including Mobile Numbers	
6.4	Fax No. with STD code	
6.5	Corresponding E-mail address	
7	Details of property offered	

7.1	Location & Address of the property along with nearby 4-5 landmarks describing the locality	
7.2	Has the property been used as an office/ commercially on previous occasion	
7.3	Whether the space offered for hire situated in more than one floor of a property, if yes, specify floors	
7.4	Total plot area of the property where office is offered (complete land area including open spaces, constructed area with the boundary of property offered on rent in Sq. Ft.	
7.5	Total carpet area on each floor offered for rent (in sq. Ft.)	
7.6	Total carpet area (Total for all floors offered (excluding underground/ covered parking areas) in Sq. Ft.	
7.7	Open area (open parking space inner roads, garden etc.	
7.8	Distance of the Property from Jalandhar Railway Station.	
7.9	Distance of the Property from Jalandhar Bus Stand/Bus depot.	
7.10	Width of road on which the property is located.	
7.11	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	
7.12	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 se separately.	
7.13	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any	

7.14	Details of lifts- capacity and number.	
7.15	Details of available fire safety and security measures.	
7.16	Whether suitable power supply for commercial operation is available.	
7.17	Whether adequate open space for installation of generator is available.	
7.18	Details of the power back up, whether available or not.	
7.19	Usage of property as approved by local authorities (Residential/ Commercial/ Shop cum Office).	
8	Have you enclosed following documents along with this offer?	
8.1	Documentary proof in respect of ownership of building.	
8.2	Copy of building plan, duly approved by the competent authority Govt. as the case may be. (for example Municipal Corporation etc. or other competent authority)	
8.3	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.	
8.4	Is building having office use only or residential use only or having mix use, as per permissible laws by competent authority/civic body? Please specify and enclose copy of the relevant documents.	
8.5	Proof/certificates regarding absence of any encumbrances/claims and legal or other disputes.	
8.6	Proof in support of payment of all taxes, duties, dues regarding payment of water, electricity charges etc.	

8.7	Location map depicting distance (in Kms) of the offered property from Jalandhar City Railway Station.	
8.8	Location map depicting distance (in Kms) of the offered property from Jalandhar Bus stand/Bus Depot.	
8.9	Certificate of fire safety norms issued from Fire Department	
8.10	Any other relevant document (please specify)	
9.	Further general details relating to the building/ location	
9.1	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.	
9.2	Whether the proposed building/property is physically vacant and available- "Ready to occupy?"	
9.3	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	
9.4	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.	
9.5	Please specify the details of public transport facilities available to and from the premises.	
9.6	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.	
9.7	Mention specifically any hazards associated with the building or surroundings which are harmful for human occupation.	

10.	Further technical details relating to the building	
10.1	If the building already has rooms/cabin/partition, give details of each of the room/cabin in terms of its size, specifications.	
10.2	Details of any other temporary structure(s)/built up area, if any, within the campus of the property offered.	
10.3	Parking space for cars/vehicles available (please note that offer will be considered only if the owner/bidder allows free parking for at least 30 cars preferably within the same building campus, at one place, under his ownership). Public parking places on road or any other nearby public area will not be considered for this purpose. Details of covered/underground parking space (if any) and open parking space may be indicated separately.	
10.4	Please specify details of the fire safety and security measures provided in the offered building with documentary evidence.	
10.5	Please state whether separate ducts for the communication cables have been provided.	
10.6	What is the shape of the floor plate being offered? Preference will be given to rectangular or square floor plate. Please provide a floor plan showing the proposed space as close as possible meeting the requirement. The final floor area will be confirmed prior to possession subject to joint physical measurement.	
12.	Whether the owner/bidder is willing to undertake basic maintenance in term of painting, white washing etc. before occupation by the Directorate of Enforcement, Jalandhar Zonal Office, if required, at his/its cost.	
13.	Reinstatement- At the end of the lease term or any renewal thereof, Directorate of Enforcement, Jalandhar Zonal Office shall not be required to reinstate the premises.	

14.	Electricity 1.5 KVA/ 150 Sq. Ft. would be the minimum electrical load for internal office consumption, which would be procured by the owner/bidder (mention sanctioned Electricity Load).	
15.	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.

In case the space in tender document is found to be insufficient, the bidder may use additional sheet or pages to provide required particulars.

All columns in the tender document shall be duly filled in and no column shall be left blank. "NIL" or "Not Applicable" shall be marked, where there is nothing to report. All the pages of the tender document shall be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly attested by the bidder.

The Joint Director, Directorate of Enforcement, Jalandhar Zonal Office reserves the right to reject incomplete tender or in the event of any of the particulars being found to be incorrect.

The criteria for Technical Evaluation of the bidder is as follows:

Sr. no.	Parameter	Max Marks	Max Marks Weightage	Remarks
1.	Location from Jalandhar Bus Stand	10	10	1. Distance less than 5 Kms-10 marks 2. Distance more than 5 kms and upto 10 kms – 7 marks 3. Distance more than 10 kms – 5 marks

2.	Age of Building and its condition w.r.t. maintenance, construction quality	20	20	<p>1. Building constructed less than 5 years and found well maintained and having good construction quality – 20 marks</p> <p>2. Building constructed more than 5 years but less than 7 years – 10 marks</p>
3.	Space offered exclusively for use of this office	25	25	<p>Carpet area of 16787 sq ft approx. – 25 marks</p> <p>Carpet area less than 16787 sq ft – 10 marks</p>
4.	Infrastructure like Fixures & Furniture at the premise, DG Set, ramp facility for physically challenged persons, building quality etc.	20	20	As per evaluation & recommendations of the hiring committee.
5.	Car parking for exclusive use of this office	25	25	<p>1. Providing Space within the building accommodating 30 cars & more and 50 two wheelers & more – 25 marks</p> <p>2. Providing Space within the building accommodating 15-30 cars and 20-40 two wheelers – 15 marks</p> <p>3. Providing Space within the building</p>

				accommodating less than 15 cars and upto 20 two wheelers - 0 marks
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Each of the bidders will be evaluated on the above mentioned parameters and accordingly the evaluation committee will submit the report granting marks to each of the bidder.

The minimum qualifying marks may be capped at 70% of the total maximum marks i.e. 100. The bidders may be said to be technically qualified if the score is ≥ 70 .

The financial bids of only those bidders will be opened who score a minimum of 70 marks. The final selection will be the L1 bidder amongst the Technically qualified bidders. In case of tie, the bidder with higher technical score will be given priority.

I/we have gone through the various terms and conditions mentioned in the Tender Document and I/We agree to abide by them. I _____ Son/Daughter of _____ 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:

Annexure-IV

FINANCIAL BID DOCUMENT

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

(a) FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To

The Deputy Director (Admn.),
Directorate of Enforcement,

556-B, The Mirage, 1st to 4th floor, Cool Road, Jalandhar-144001.

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 Jalandhar as envisaged in the Bid document.

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

3. 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 Authorized Representative

(b) 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_Officepremises.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.

Sl. No.	Building Description	Area (Net carpet area) (in Sq. ft.)	Rate per Sq. (carpet area) ft. per month in Rs.	Total Amount per month (in 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 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 Shri _____ 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
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(Admn.),
Directorate of Enforcement,
556-B, 1st to 4th floor, Cool Road, Jalandhar.

Sub: - Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____ Name
of the Tender/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 abovementioned 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: 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 excel/pdf format : Annexure-IV
- v. Undertaking by the bidder: Annexure-V
- vi. Tender acceptance letter: Annexure-VI
- vii. Instructions for online bid submission: Annexure-VII

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

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

4. I/We hereby unconditionally accept the tender conditions of abovementioned tender document(s)/ 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

Instructions for Online Bid Submission:

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

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

REGISTRATION

1. Bidders are required to enrol 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 III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These

parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be 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 coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the 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 process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.