

Annexure – ATECHNICAL BID FORMTECHNICAL DETAILS FOR HIRING OF RESIDENTIAL SPACE FOR
ACCOMODATION OF 47 SECURITY PERSONNEL

1.	Details of Land Lord	
1.1	Name	
1.2	Full Address	
1.3	Phone number	
1.4	PAN	
2.	Details of the building proposed for hiring	
2.1	Address & Locality (With building number)	
2.2	Type of Locality/Property (Please Tick)	
2.3	Type of Locality/Property (Please Tick)	Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Shopping complex <input type="checkbox"/> Industrial <input type="checkbox"/> Slum <input type="checkbox"/>
3.	Details of Property	
3.1	No. of Floors in the building	
3.2	Total No. of Rooms	
3.3	Total No. of Toilets	


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4.	Type of building	
	Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Multistorey <input type="checkbox"/>	
5.	Amenities Provided	
5.1	No. of Fans	
5.2	Wash Basins with mirror (in Toilets)	
6.	Common Facilities provided	
6.1	Power / Electricity	
6.2	Capacity of Overhead water tank for 24 hours water supply	
6.3	Car/scooter parking space	
7.	Condition of the construction / Building Good Building (mention year of completion)	
8.	Approach road to the premises (Road from the main gate to building entrance)	
9.	Whether the premises offered is vacant and ready for immediate possession	
10.	Legal Status	
10.1	Government/ Public Sector Undertaking/a propriety firm a partnership firm (if yes, give partnership deed)	
10.2	A limited company or limited corporation a member of a group of companies (if yes, give name and address, and description of other companies)	
10.3	A subsidiary of a large corporation (if yes give the name and address of the parent Organization)	
10.4	If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
11.	Whether all the statutory requirements/obligations have been duly complied with under various	

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	registration	
12.	Numbers of enclosed documents and details	

Place:-
Date:-

Signature of Owner or Authorized Signatory

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

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ANNEXURE - B**FINANCIAL BID FORM**

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

Place:-
Date:-

Signature of Owner or Authorized Signatory

Note :

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


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ANNEXURE - CDeclaration

- 1) I/we have read and understood the detailed terms & conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- 2) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true & correct as per my/our knowledge and belief. In the event of any of the same being found to be false, I/we shall be liable to such consequences/lawful action as the Enforcement Directorate may wish to take.

Owner's Signature:

Name:

Address:

Date —


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प्रवर्तन निदेशालय
DIRECTORATE OF ENFORCEMENT
भारत सरकार

Government of India
वित्त मन्त्रालय, कोच्चिन क्षेत्र कार्यालय
Ministry of Finance, Cochin Zonal Office
कानूस कैसल, ए.के. शेशाद्री रोड
Kanoos Castle, A.K. Sheshadri Road
कोच्चिन-682011 / Cochin - 682011
Tel: 0484- 2350402, 2350403, 2350404, Fax: 0484-2350406
e-mail: enforcement.cochin.ker@nic.in

फ़ा. सं/ F.No. D-1/1/KCZO/2023

Dated. 09/01/2025

Tender for hiring of Accomodation for 47 CISF Security Personnel
by Directorate of Enforcement, Kochi Zonal Office

1. TENDER INVITATION

The office of the Additional Director, Directorate of Enforcement, Kochi Zonal Office, Kanoos Castle, A.K. Sheshadri Road, Cochin 682011 invites tenders from the interested and eligible building owners for hiring of accommodation for the purpose of accommodation of 47 security personnel which should be located at following location for the period of 03 years which can be extended on mutual consent for further period.

Sr. No	Location of Building for CISF accommodation	Required Area	Last date for Bid Submission
1	Within corporation limits of Cochin Municipal Corporation	7000-8000 Sq. ft.	10.02.2025

- 1.1 The proposal should be submitted in two parts i.e. Technical Bid and Financial Bid, in the proforma prescribed and enclosed. Both these bids should be in separate sealed envelopes and the envelopes should clearly indicate on the top "Financial Bid / Technical Bid" as the case be. Both these envelopes should be kept in another sealed cover mentioning clearly "Tender for Furnished Office Accommodation for CISF security personnel for Kochi Zonal Office, Directorate of Enforcement".
- 1.2 The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) either in the form of Bank Draft/Bankers Cheque or


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any other mode of authorized for depositing EMD for Government Tenders under the General Financial Rules, 2017 in favor of Drawing and Disbursing Officer, Enforcement Directorate, Cochin should be submitted by intending parties to the office of the Additional Director, Directorate of Enforcement, Cochin on or before Bid Submission end date

1.3 EMD should have validity of 60 days for the period of forty-five days beyond closing date of the bid submission date. The Bid security of unsuccessful bidder would be returned as soon as possible, without any interest whatsoever. The EMD will be forfeited if the successful bidders withdraw, amends, impairs or derogated from the tender in any respect before giving possession of intended premises.

1.4 The detailed requirement of the premises have been included in the bid at Section-4 for selection of Bidder for "hiring of premises on monthly rental basis", having an area about 7000-8000 Sq. Ft. for accommodation of 47 security personnel to be deployed at Directorate of Enforcement, Kochi Zonal Office, Cochin. The pre-qualification eligibility criteria for the bidders should be fulfilled for consideration of the Financial bid. Schedule for Invitation to Bid --

1.	Name & address of the Department	Kochi Zonal Office, Kanoos Castle, A.K. Sheshadri Road, Cochin 682011
2.	Name of the Contact Person for any clarification	Assistant Director (Admn.), Directorate of Enforcement, Kochi Zonal Office, Kanoos Castle, A.K. Sheshadri Road, Cochin 682011 Email adkcz011-ed@gov.in Phone- 04842350402, 04842350403

2. GENERAL INSTRUCTION TO BIDDERS

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


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2.2 Selection of the successful bidder will be at the sole discretion of The Additional Director, Directorate of Enforcement, Kochi Zonal Office, Cochin who reserves the right to accept or reject any or all the proposals without assigning any reasons.

3. Terms & Conditions

- 1) The invitation to bid is open to legal owners of properties located within the Corporation Limits of Cochin Municipal Corporation. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
- 2) The successful bidder will be declared as 'the lessor' and The Additional Director, Directorate of Enforcement, Kochi Zonal Office, Cochin will be 'the lessee' for the current bidding.
- 3) The carpet area required is in the range of 7000 to 8000 Square feet in Corporation Limits of Cochin Municipal Corporation. The layout of the offered space should be suitable for accommodation of 47 Security Personnel with necessary partitions and washrooms. There should be fencing on the outer boundary of the building for safety purposes.
- 4) The bids can be submitted only as single party and consortium of bidders shall not be entertained.
- 5) Any taxes or statutory levies payable should be shown separately; otherwise quoted price will be treated as all inclusive.
- 6) Any deviation from Directorate of Enforcement's guidelines shall be clearly indicated in technical bid itself. However, Directorate of Enforcement, Kochi Zonal Office reserves all the rights to accept or reject the proposed solution without assigning any reason whatsoever thereof.
- 7) The technical bids of bidders, qualifying the bidder eligibility criteria shall be considered for further financial evaluation.
- 8) Within 7 working days of the receipt of notification of award from Directorate of Enforcement, the successful Bidder shall furnish the order acceptance letter along with other necessary documentary evidences as is desired in a lease agreement. Failure of the successful Bidder to submit the acceptance letter and/or documents shall constitute sufficient grounds for the annulment of the award.
- 9) If any information provided by the Bidder is found to be inaccurate at any stage of the selection process, Directorate of Enforcement, Kochi Zonal Office may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.
- 10) The bidder should give in writing the acceptance of Letter of Award of


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contract within seven working days of receiving the order.

- 11) Bidder shall quote in Indian Rupees in the Financial Bid Form.
- 12) Period of validity - The bid shall remain valid for a minimum period of 180 days from the date of opening of the technical bid.
- 13) Amendment to the Bid Document At any time prior to the last time and date for receipt of bids, Directorate of Enforcement, may, for any reason, at its own initiative, modify the Bid Document by an amendment.
- 14) The bidder should comply with all Govt. (State & Central) statutory requirements as per law.
- 15) If any of the above terms is not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. Directorate of Enforcement, Kochi Zonal Office reserves all the rights to accept or reject the suggestion without assigning any reason whatsoever thereof.
- 16) Directorate of Enforcement reserves the right to accept or reject any bid or cancel bid proceedings without assigning any reason whatsoever.
- 17) The Courts of India at Cochin will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- 18) **Force Majeure:** Directorate of Enforcement may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.
- 19) The approach road of premises offered should be sufficiently wide and should be easily accessible.
- 20) The building should have adequate windows & doors and proper ventilation.
- 21) The premises offered should have sufficient electrical fittings and fixtures such as switches, power points etc.
- 22) Building should have proper parking space, toilets, water supply, sewage connection, ventilation, approved electricity connection and installed electricity load.
- 23) The maintenance for Civil, electrical, mechanical, and plumbing including consumable etc. shall be provided by the owner.


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- 24) Owner will also undertake to carry out annual repair and maintenance including white washing / colouring/ painting of the building. In case of any works not carried out by the owner, Directorate of Enforcement shall carry out the same and deduct the same from the monthly rent payable in the succeeding month.
- 25) Owner of the building will bear the stamp duty charges to execute rent agreement and registration of the agreement on equal cost basis.
- 26) All entries in bid form should be legible & filled clearly. In case any overwriting/cutting in entries/rates quoted in figures & words in bid form, entries/rate quoted in words will be considered. There should not be any use of white fluid in bid form.
- 27) The period of lease should be for a minimum of one year duration and extendable on mutual consent under agreement. There will be no enhancement of rent up to three years (if lease deed extended). Rent enhancement after expiry of period of three years is subject to mutual consent of land lord and Directorate of Enforcement as per guidelines of Govt. of India applicable at that time.
- 28) No tender will be accepted by fax, email, telex or any other such means.
- 29) The tender shall be acceptable only from the original owners of the space. The space offered should be free from all encumbrances / claims/ liabilities and disputes and litigation with respect to its ownership, lease / renting and pending dues etc.
- 30) Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. would be given preferences.
- 31) The bidder is required to enter into Lease Agreement in the prescribed format approved by the Central Government.
- 32) The bidder shall quote expected amount of rent per month for the premises being hired in the financial bid. **However, acceptance of rent will be subject to the issuance of "Fair Rent Certificate" by CPWD as per the procedure laid down by the Govt.** The rate of rent finally approved by CPWD is not liable for revision and will be fixed for a period of 03 (three) years.
- 33) Electricity and water bills as per actual consumption shall be borne by the Department.
- 34) Lessee reserves the right during the lease period/extended lease period to carry out further suitable alterations by way of partitions, office fixtures, fittings, etc. for the effective use of the office space hired.
- 35) **Before accepting Technical Bid, all the documents and space/Building shall be inspected by a committee authorized by The Additional**


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Director, Directorate of Enforcement, Kochi Zonal Office, Cochin and only those premises found satisfactory in all respect shall be proceeded with for opening the financial bid and such decision shall be final. The Technical bids shall be opened in the first instance. The physical inspection of the premises will also be carried out to verify whether the premises comply with the terms and conditions as mentioned in this tender.

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

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

5. Procedure For Submission of Tender

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

6. Bid Evaluation Criterion

Any falsification, suppression of facts would lead to rejection of the bid. The financial bid(s) of technically qualified bidders shall only be opened and evaluation of bids (after opening Technical Bids) will be done according to following weightage –

Criterion	Weightage
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Location	30%
Infrastructure	30%
Age of Building	20%
Distance of building for accommodation of Ladies Security Personnel	20%

This evaluation will be made by the Tender Committee constituted for The Additional Director, Directorate of Enforcement, Kochi Zonal Office, Cochin.

7. Terms of Termination of Lease

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

8. List of Enclosures

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

- a. Annexure "A" (Technical Bid) duly filled up and signed.
- b. Copy of cancelled cheque.
- c. Copy of PAN.
- d. Copy of certified sketch and site plan/approved plan.
- e. Proof in respect of ownership of the premises offered for which copy of purchase deed/registry/allotment letter to be enclosed.
- f. Latest copy of electricity bill and water bill.
- g. Latest copy of Property Tax/Municipal Tax/GST as applicable.
- h. Financial Bid as per Annexure-"B"
- i. Undertaking as per Annexure "C".



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Kochi Zonal Office

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