

**CENTRAL BOARD OF SECONDARY EDUCATION, 2 COMMUNITY CENTRE, PREET  
VIHAR, DELHI-110092**

**Notice Inviting Tender**

**TENDER FOR HIRING OFFICE PREMISES AT DELHI**

The Central Board of Secondary Education, an autonomous organization under Ministry of Human Resource Development, intends to hire space on rental basis preferably floor area between 35,000-40,000 sq.ft., with all infrastructural facilities including adequate power backup, water supply and parking space for vehicles in Central Delhi or within 10K.M radius from I.T.O. for its official use. The premises should be ready for immediate occupation. Priority would be given to premises belonging to Public Sector Units/Govt. Department / Public Financial Institutions. Further, fully furnished premises would be preferred. Intending land lord/ owner having clear title may download the technical and financial bid format from CBSE website. [www.cbse.nic.in](http://www.cbse.nic.in) and submit their offer in two separate sealed envelopes super-scribed as "Technical bid" and "Financial bid" and send both the envelope into a single envelope super-scribed as "Tender for hiring office space at Delhi" Offers complete in all respect along with EMD of 1,00,000/- and Tender fee of Rs. 1,000/- payable through DD/BD in f/o the Secretary CBSE, Delhi must reach at CBSE, Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi - 110092 latest by **10/11/2016** upto **2.30 P.M.** Incomplete and conditional tenders shall be summarily rejected.

The Secretary, CBSE reserves the right to accept or reject any offer without assigning any reasons thereof.

**Sd/-  
Deputy Secretary (A & L)**

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## **TERMS & CONDITIONS**

### **Technical Pre-Requisites**

- 1. The tender for the proposed office space at Delhi should satisfy the following conditions:-**
  - 1.1 Copy of occupancy/completion certificate.
  - 1.2 Copy of Fire safety Certificate issued by Fire Department.
  - 1.3 The premises are free from all encumbrances, a certificate in this regard may be obtained from an Advocate.
  - 1.4 The Building offered should be ready for occupation and should have wide approach/access road.
  - 1.5 There should be adequate natural lighting in the campus/compound.
  - 1.6 There should be provision of service water system along with sufficient water for toilets, washbasins, housekeeping, other cleaning purposes etc.
  - 1.7 There should be adequate cross-ventilation.
  - 1.8 The building should meet all other safety norms like earthquake resistance, flood resistance etc. required under the law. The property should be insured against all types of damages during the entire period of contract.
  - 1.9 The net carpet area should be in a single independent building with multiple floors.
  - 1.10 The carpet area should be 35,000 - 40,000 sq. ft. The minimum space available at each floor should be 8,000-10,000 sq.ft. Preference/weightage will be given by the Screening Committee for higher floor space for each floor or for those which are available only on one floor.
  - 1.11 The premises should have suitable power supply for commercial operations with 100% power back-up.
  - 1.12 All Building services such as Lifts, Power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, Telephone Connectively should be fully operational at the time of submission of the offer by the Landlord/owner.
  - 1.13 All internal and external walls should be painted with good quality paint at the time of handing over the premises to the CBSE.
  - 1.14 The Building should be located in central Delhi within 10 KM radius from I.T.O.

1.15 The building occupancy should preferably be exclusive i.e. entirely for the CBSE.

1.16 The location of the building should be easily accessible by the public transport viz. metro/train/bus.

1.17 The building should have minimum parking space for 1,000 sq. ft. per 1 car  
Minimum car to be parked 10 Nos.

1.18 The technical requirements as laid down in the Technical Bid should be conformed to.

**2. For rent purpose, the building should be in the form of an Extended Warm Shell, i.e. a building in the modified state with the following facilities:-**

- 2.1 All Ceiling/flooring works which will have to be executed strictly as per the requirement/specifications given by the CBSE or any other person authorized by it.
- 2.2 100% Power back-up.
- 2.3 Highside Air-conditioning (either through chillers/VRF).
- 2.4 False ceiling with AC ducting and ventilation.
- 2.5 Provision of LAN wire on each floor.
- 2.6 Strengthening of certain floor areas for Servers/UPS as per the requirement/specifications given by the CBSE or any other person authorized by it.
- 2.7 Any other facility as may be required by the CBSE or any other person authorized by it.
- 2.8 The premises offered should be in fully furnished condition, centrally Air conditioned, lights, fixtures & fittings etc. complete.

3. Finalization of rent is subject to the approval by the Competent Authority of the Board 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.

4. The intending parties should send their proposal/bid addressed to, The Secretary, Central Board of Secondary Education, 2, Community Centre, Preet Vihar, Delhi-110092. The bid is to be submitted in two parts- Technical and Financial bid. The Technical and Financial bid Performa have been placed as Annexure-'A' and 'B' respectively to this tender document.

The 'Technical Bid' must be accompanied with an Tender fee of Rs. 1,000/- and Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lac) either in the form of Bank Draft/Bankers Cheque or any other mode authorized for depositing EMD for Government Tenders under the General Financial Rules, 2005 in f/o The Secretary, CBSE.

The tender documents can be downloaded from CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in) and a non-refundable tender fee of Rs. 1000/- (Rs. One Thousand only) has to be paid by way of **Demand Draft in f/o Secretary, CBSE, Delhi** at the time of submission of the duly filled tender application. The office may be contacted at 011-22515830 on any working days (**MONDAY TO FRIDAY**) between 10.00 AM to 5.00 PM for query/clarification.

#### **5. The procedure for submitting Bids:-**

(a) Technical bid should be submitted in the sealed envelope complete in all respect alongwith EMD of Rs. 1,00,000/- (Rupees One Lakh only) and tender fee of Rs. 1,000/- super-scribed as "Technical Bid for Office Accommodation for CBSE" (**Envelope - I**).

(b) Financial bid should be submitted in another separate sealed envelope (**Envelope-II**), super-scribed as "Financial Bid for Office Accommodation for CBSE" (Envelope- II).

(c) Both the aforesaid sealed envelopes (**I & II**) should be placed in another larger envelope which should also be properly sealed. This envelope should be superscribed as "**Tender for Hiring of office premises for CBSE at Delhi to be opened on 10.11.2016**".

#### **6. Criteria for rejection of Tender:**

6.1 The bidder should refrain from indicating the rents and other financial details in the technical bid and if they do so, the bid will be rejected in as much as the envelope containing the financial bid shall not be opened.

6.2 Any deviation from the above procedure (e.g. putting together of Technical and Financial bids in the same cover, non submission of requisite documents, non sealing envelopes) shall lead to rejection of bid document.

6.3 However, the Hiring Committee may give an opportunity to the bidder to furnish the balance details/documents within the specified time.

7. The bid documents can be sent by Speed-Post or may be dropped in person along with the offer letter in the sealed Tender BOX kept on reception Counter of CBSE, Shiksha Kendra Building, 2 Community Centre, Preet Vihar, Delhi-10092, by 10/11/2016 upto 2.30 PM. The Tender box will be opened by the Hiring Committee at 3.00 P.M on 10/11/2016 for Technical Bids only in the presence of all such bidders or representative who may wish to be present.

8. The financial bids of those, who qualify Technical evaluation by the Hiring Committee would be opened later, the date of which will be intimated to the qualified bidders separately.

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

10. In case the Technical bid is found acceptable, the selected party will be required to furnish the original copy of the Title Deed of the property along with proof of identity of the owner before the financial bids are opened for verification, if required. Original documents shall be returned after decision is taken to open Financial Bids or otherwise.

**11.** The opening of financial bids shall be done at a later date which will be notified to all technically qualified bidders. The financial bids of only those offers will be opened which are short listed after evaluations of technical bid.

**12.** The rent proposed to be charged per square feet per month on the carpet area which should be inclusive of all services and taxes and duties to be paid to various authorities should be indicated in the financial bid only.

**13.** The premises offered should be in ready condition and the owner of the premises will have to hand over the possession of premises within fifteen days of acceptance of the offer by the Board.

**14.** The offer should be valid for a minimum period of 3 (Three) months from the due date of opening of tender.

**15.** EMD of unsuccessful bidder shall be returned after technical evaluation of the tender. However, Earnest Money Deposit of the successful bidder shall be retained to be converted as Security deposit.

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

**17.** Selected party shall be required to sign a Lease Agreement with the designated authority of the CBSE. 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 Lessee. 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.

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

**19.** 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.

**20.** The CBSE, shall pay all charges in respect of electricity bill and water charges used in the said premises during the lease period as per the prevailing rates. For electricity supplied through generator set (as power back-up), a separate meter should be installed.

**21.** The cost of repair and maintenance of civil/electrical installation including Air Conditioning plant, power back up (generator sets), lifts and common areas etc. will

be the responsibility of the owner. Routine replacement of electrical fittings like bulbs, tubes and other consumables will be done by the CBSE.

**22. The scope of maintenance to be carried out by owner/landlord are as under:**

- 22.1 Periodical maintenance of the building, which includes painting/cleaning of the exteriors and all the common areas of the building.
- 22.2 Day to day housekeeping and maintenance of all common areas including pavement, landscape, common garden area and provision of consumables for the same.
- 22.3 Maintenance of all Elevator including payment of AMC.
- 22.4 Lighting of common area and provision of consumables for the same.
- 22.5 Provision and marking of building directory.
- 22.6 Maintenance of water supply system.
- 22.7 Maintenance of main building electrical installation, common electrical, plumbing and sanitary lines.
- 22.8 Provision of signage pertaining to common services.
- 22.9 Insurance of building.
- 22.10 Maintenance and running of motors and water pumps installed at the premises.
- 22.11 **Maintenance and running of common DG sets, payment of their insurance and AMC.**
- 22.12 Regulating vehicle movement within the premises.
- 22.13 CBSE would requires Lift & gen-set services (power backup round the clock i.e. throughout the years).

**23.** The owner is required to install CCTV cameras with a back in common areas like exit/entry gates, Lift lobby, backyard, staircase etc. as per specific requirement of CBSE. CCTV footage to be provided to CBSE as and when required.

**24.** The owner/landlord/bidder should make sure that the Power Back-up, Lifts and Air-Conditioner units work smoothly during the period of contract and the up-time of each equipment should be above 95% on month-to month basis. Otherwise the following penal charges will be applicable:

- |                     |                              |
|---------------------|------------------------------|
| <b>a) 90% - 95%</b> | <b>: 05% of monthly rent</b> |
| <b>b) 75% - 90%</b> | <b>: 10% of monthly rent</b> |
| <b>c) Below 75%</b> | <b>: 15% of monthly rent</b> |

These penal charges will apply even if any of the aforementioned units viz. Gen-sets, Lifts and ACs etc. fails the specified limits.

**25.** In case bidder fails to maintain major equipments like Gen-sets, Lifts, AC Plant etc, which are under his scope of work, the CBSE, after duly informing the bidder, will get the equipment rectified/maintained at its own cost. The cost so incurred shall be recovered from the bidder out of the monthly rent payable alongwith initiation of penal action/levy of penal charges.

**26.** All the maintenance related minor complaints shall be attended on priority but not later than 24 hours to the satisfaction of CBSE. 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.

**27.** The CBSE, at any time during the Lease Period/ Extended Lease period may make temporary alterations like partitions, office fixture and fitting to suit their requirement.

**28.** Terms and conditions given in this Tender Documents 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.

**29.** The CBSE, reserves the right to amend any/ all terms and conditions, as it deems necessary.

**30.** Participation in the tender process does not entail the bidders any commitment from the CBSE. The Board will not be liable for any damage/loss caused to the bidders during the tendering process. The CBSE reserves the right to reject any/all offers without assigning any reasons.

**31.** Initially the CBSE intends to hire office premises for a period of three years. However, after the expiry of initial lease period of One year, the CBSE, may extend or terminate the lease at any time by giving to the land lord 90 days prior notice in writing of its intention so to do.

**Deputy Secretary (A & L)**



**OFFER LETTER**

To

**The Secretary,  
CBSE,  
2, Community Centre,  
Preet Vihar, Delhi-110092**

**Subject :-**Hiring of office premises for CBSE, at Delhi- reg.

**Reference:** Your Tender Notice No. \_\_\_\_\_ published in newspapers

Sir,

With reference to your Tender Notice calling for offers for hiring of office premises for CBSE, Delhi. I/We hereby submit my/our offer as follows:-

- |                   |  |
|-------------------|--|
| (a) Technical Bid | Annexure-‘A’(in separate sealed cover along with EMD Rs.1,00,000/- (Rupees One Lakh only) &Tender Fee Rs.1,000/-(Rupees One Thousand only) with other documents (Envelope-I) |
| (b) Financial Bid | Annexure-‘B’(in separate sealed cover) (Envelope –II)  |

The two sealed envelopes containing technical bid and financial bid referred to above have been put in main envelope as required.

2. I hereby undertake to abide by various terms and conditions contained in your tender dated ..... calling for offers. (Copy duly signed, enclosed)
3. I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.

Date:

Yours sincerely,

Signature of the owner/bidder/authorized signatory  
With complete Name, Address, Contact No. (s) including  
Mobile No.(s). (Also indicate the category in which the  
Bidder is signing, i.e. whether on own behalf or as Power  
Of Attorney/Authorized signatory of the owner.)

**Annexure-‘A’**  
**(to be kept in envelope- I)**

**Sub:-Tender for hiring of office premises for CBSE, at Delhi**

**TECHNICAL BID**

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

Sl. No.	Particular	Details (Please tick/fill up with relevant)
1.	Name of person/firm/company/AOP/BOI/Society 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 person/firm/company/AOP/BOI/Society 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 signed by Authorized signatory of owner (Specify clearly)	
6.	<b>Technical Information</b>	
6.1	Building Load bearing	Yes/No
6.2	Frame structure	Yes/No
7.	<b>Contact details of the owner (if different from bidder)</b>	
7.1	Name	
7.2	Complete Postal Address	
7.3	Telephone Nos. Including Mobile Numbers	
7.4	Fax Nos.	
7.5	Email-id	
8.	<b>Details of property offered</b>	
8.1	Location & Address of the property	
8.2	Whether the space offered for rent situated in more than one floor of the property, if yes, specify floors	Floor No. .... Space (sq. ft.).....
8.3	Total plot area of the property where property is offered (complete land area including open spaces, constructed area with the boundary of property offered on rent) (in Sq. Ft.)	
8.4	Total carpet area on each floor offered for rent (in Sq. Ft.)	
8.5	Total carpet area (Total for all floors offered (excluding underground/covered parking areas)	

	(in Sq. Ft.)	
8.6	Open area (open parking space inner roads, garden etc.)	
8.7	Covered parking area (garages underground parking etc. if any)	
8.8	Distance of the property from New Delhi Railway Station.	
8.9	Distance of the property from ISBT, Kashmiri Gate/Sarai Kale Khan.	
8.10	Distance of the property from Airport (Domestic, International).	
8.11	Width of road on which the property is located	
8.12	Details regarding natural light and proper ventilation	
8.13	Whether all Govt. Dues including property tax, electricity, telephone, water bills etc have been duly paid upto date. (enclose documentary proof for the same.	
8.14	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.	
8.15	Details of the toilet facilities available on each floor (give details of common toilet facilities as well as attached toilet facilities, if any.	
8.16	Details of lifts- capacity and number	
8.17	Details of available fire safety and security measures	
8.18	Whether suitable power supply for commercial operation is available	
8.19	Whether adequate open space for installation of generator is available	
8.20	Details of the power back up, whether available or not	
9.	<b>Have you enclosed following documents along with this Offer.</b>	
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 authorized 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 of internal wall partition and other finishing works as per user requirements.	
11.	<b>General details relating to the building/ location</b>	
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 for the CBSE, 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	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.	
11.6	Mention specifically any hazards associated with	

	the building or surroundings which are harmful for human occupation.	
11.7	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 CBSE, 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.	
14.	<b>Amenities Available</b>	
14.1	Electric Power Supply	Yes/No
14.2	Running water supply	Yes/No
14.3	Type of doors	
14.4	Type of flooring in toilets	
14.5	Whether built in wardrobes are available in rooms	
15.	<b>Services</b>	
15.1	Whether water is available from borewell	Yes/No
15.2	Whether water is available from Municipal corporation with overhead tank and sump	Yes/No
15.3	Whether municipal sewage system	Yes/No
15.4	Whether Yard light provided	Yes/No
15.5	Whether central air-conditioning duct/plant is available	Yes/No

**NOTE:** Enclosed documents wherever required.

**Undertaking**

I have gone through the various terms and conditions mentioned in the Tender Documents and I 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:

Signature:

Date:

Name:

Designation:

**Annexure - 'B'**  
**(to be kept in envelope - II)**

**Sub:-Tender for hiring of office premises for CBSE, at Delhi**

**FINANCIAL BID**

1. Name of the party
2. Address (with Tel. No. & Fax No.)
3. PAN No.
4. Name & Address of the proprietor, Partners/Directors (with Mobile Numbers)

**A.**

Name & Address of the premises	Net Carpet Area offered (in sq.ft.)	Rate per sq. ft. (in Rs.)	Monthly rent per sq. ft. (in Rs.) (exclusive of Service Tax)	Monthly Rent (in Rs.) quoted for the net carpet area (including all facilities)

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

**B.**

Sl. No.	Particulars	Amount (in Rs.)
1.	Parking charges per sq. ft. (if any)	

**C.**

Sl. No.	Particulars	Amount (in Rs.)
1.	Rate of Electricity per unit to be supplied through Gen-set.	

Date:

Place:

Signature of the owner/bidder/authorized signatory  
With complete Name, Address, Contact No. (s) including  
Mobile No.(s). (Also indicate the category in which the  
Bidder is signing, i.e. whether on own behalf or as Power  
Of Attorney/Authorized signatory of the owner.)

