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GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR, SOUTH EAST REGION
3rd Floor, Corporate Bhavan, Near Central Ground Water Board, Bandlaguda, Thatti
Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

Ref.No.1/ (183)/RD (SER)/ROC AP/Vij/Amaravati//2017

Dated: 07.07.2017

NOTICE INVITING TENDER FOR OFFICE SPACE ON RENTAL BASIS AT VIJAYAWADA/AMARAVATI FOR SETTING-UP OF OFFICE OF REGISTRAR OF COMPANIES, ANDHRA PRADESH AT VIJAYAWADA/AMARAVATI

Office of Regional Director (SER), Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 invites sealed tender from the owners of commercial properties who are having office space at Vijayawada/Amaravati. This office requires suitable office space on rental basis in Vijayawada/Amaravati in commercial building to set up office of Registrar of Companies, Ministry of Corporate Affairs, Government of India, Andhra Pradesh at Vijayawada/Amaravati measuring at least 5000 sq.ft to 10,000 sq.ft (approx.) carpet area.

Offers are invited individually and /or jointly from legal owners of commercial properties for hiring build up space as above. The rental agreement would be executed initially for a period of three years by the owner of the building and officer representing Government of India, Ministry of Corporate Affairs. The property owner (s) are advised to obtain the tender document containing the details of terms & conditions of hiring along with prforma of Technical Bid (Annexure-I) and Financial Bid (Annexure-II) from the office or the details can be obtained from the Ministry's website www.mca.gov.in. For any pre-bid submission queries, the prospective bidders may contact Joint Director, O/o RD (SER), Hyderabad on phone/mobile No.040-29803127 / 7382601325.

The quotation should be neatly typed and submitted in a sealed envelope super scribing "offer of commercial space for setting up of office of Registrar of Companies, AP at Vijayawada/Amaravati" to the office of Regional Director (SER), Ministry of Corporate Affairs, 3rd Floor, Corporate Bhawan, Bandlaguda, Nagole, Hyderabad -500068, Telangana latest by 5.PM on 03.08.2017 in person or by speed post/courier.

The Tenders so received will be opened on 04.08.2017 at 11.00 AM in the office of the Regional Director, 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.


(S.CHANDRASEKARAN)

JOINT DIRECTOR
O/o REGIONAL DIRECTOR (SER)

Encls: Terms & Conditions, Annexure I & II.

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Annaram, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

Ref.No.1/ (183)/RD (SER)/ROC AP/Vij/Amaravati//2017

Dated: 07.07.2017

1. NOTICE INVITING TENDER FOR OFFICE SPACE ON RENTAL BASIS AT VIJAYAWADA/AMARAVATI FOR SETTING-UP OF OFFICE OF REGISTRAR OF COMPANIES, ANDHRA PRADESH AT VIJAYAWADA/AMARAVATI

1.1 Office of Regional Director(SER), Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 500 068 invites sealed tender from the owners of commercial properties who are having office space at Vijayawada/Amaravati. This office requires suitable office space on rental basis in Vijayawada/Amaravati in commercial building to set up office of Registrar of Companies, Ministry of Corporate Affairs, Government of India, Andhra Pradesh at Vijayawada/Amaravi measuring 5000 sq.ft to 10,000 sq.ft carpet area.

1.2 Offers are invited individually and /or jointly from legal owners of commercial properties for hiring build up space as above. The rental agreement would be executed initially for a period of three years by the owner of the building and officer representing Government of India, Ministry of Corporate Affairs. The property owner (s) are advised to obtain the tender document containing the details of terms & conditions of hiring along with prforma of Technical Bid (Annexure-I) and Financial Bid (Annexure-II) from the office or the details can be obtained from the Ministry's website www.mca.gov.in. For any pre-bid submission queries, the prospective bidders may contact Joint Director, O/o RD (SER), Hyderabad on phone/mobile No.040-29803127 / 7382601325.

1.3 The quotation should be neatly typed and submitted in a sealed envelope super scribing "offer of commercial space for setting up of office of Registrar of Companies, AP at Vijayawada/Amaravati" to the office of Regional Director (SER), Ministry of Corporate Affairs, 3rd Floor, Corporate Bhawan, Bandlaguda, Nagole, Hyderabad -500068, Telangana latest by 5.PM on 03.08.2017 in person or by speed post/courier.

1.4 The Tenders so received will be opened on 04.08.2017 at 11.00 AM in the office of the Regional Director, 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068.

2. TERMS & CONDITIONS:

2.1 The space offered shall be preferably be an open hall approved for Commercial / Institutional use on a single floor. In case, space offered is on multiple floors, it should be on continuous floors with the provision for dedicated entry for movement between the floors. Evidence of appropriate approvals for commercial / institutional use of the property must be submitted with Technical Bid.

2.2 If the accommodation offered is in a multi-storey building, appropriate provisions for lift should be available.

2.3 Adequate space for parking should be available to park two wheelers, cars etc.

2.4 The building offered should be complete and suitable for ready to use as office.

2.5 The office premises should legally free from all encumbrances well connected by public transport and should have wide approach road.

- 2.6 Finalization of rent for the space offered based on location and other amenities provided, is subject to certification by CPWD / hiring Committee and final approval / sanction by the Government of India as per the rules framed in this regard.
- 2.7 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.
- 2.8 The Building services such as lifts, power supply, Air conditioning, Local Area Network, Plumbing, Sewerage System, and Telephone Connectivity should be fully operational.
- 2.9 Ministry of Corporate Affairs, Government of India, Hyderabad at any time during the rental Period may make temporary alterations like partitions, office fixtures and fittings to suit the requirement of the Department.
- 2.10 The offered property should have 24 hours electricity supply. A separate electric meter (commercial) should be installed exclusively for the use of the Ministry of Corporate Affairs. The property offered should also have adequate space for installation of Genset/UPS/Units of split AC etc.
- 2.11 The accommodation should have provision for 24 hours running water supply for both drinking and utility facilities.
- 2.12 There should be enough arrangement for public utilities (Toilets, etc) for men and women separately.
- 2.13 The responsibility for payment of all kind taxes such as property tax, Municipal tax etc in connection with the property offered shall be of the Owner / Bidder and updated copies of all tax receipts should be attached with bids.
- 2.14 The Property offered should be well connected by public transport at a reasonable distance and should be easily accessible.
- 2.15 The Property offered should have adequate security cover and fire safety measures installed as per the requirement of Andhra Pradesh Fire Service Department.**
- 2.16 Possession of the accommodation shall be handed over to Ministry of Corporate Affairs, Government of India, Hyderabad by the owner of the premises within 30 days from the award of the order and rent shall be payable from the date of possession.
- 2.17 All internal and external walls should be painted with good quality paint at the time of handing over the premises offered.
- 2.18 The Land & Building offered should be free from any liability and litigation with respect to its ownership and there should be no pending payments against the same.
- 2.19 Clearance / No Objection Certificates from all relevant Central / State Government and Municipal Authorities including Fire Department for use as office premises complying to the municipality Rules / Bye-laws along with the documents in support of ownership of Land and Building and construction thereon must be submitted with the Technical Bid. Also, copies of approved plan of the accommodation offered should be submitted along with the Technical Bid.
- 2.20 The tender will be acceptable only from original owner of the building / property. Ministry of Corporate Affairs, Government of India, Hyderabad will not pay any Brokerage for the offered property.
- 2.21 If the space offered has power Back-up, electrical fixtures (light, fans etc.) ACs, etc installed the bidder may quote the rates separately. However, if the rates quoted for these facilities are not found acceptable, the bidder should be prepared to remove the same at their own cost and for the purpose of assessment of lowest bid, rental rates for Land & Building only would be considered.

- 2.22 The Bidder should give rental rates, showing taxes, if any, separately.
- 2.23 Overwriting, alterations, if any, in the Bids shall be avoided and the bids should be in the typed form.
- 2.24 No tender will be accepted by Fax, e-mail, or any other such means. The tender shall be submitted by hand delivery or through Registered Post with AD or courier.
- 2.25 Tender not complying to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.
- 2.26 The offer shall be valid up to 180 days after closing date of tender.
- 2.27 All disputes lie within the jurisdiction of Andhra Pradesh only.
- 2.28 The property tax, water tax etc levied by Local Govt. and Central Govt. are to be borne by the owner.
- 2.29 Ministry of Corporate Affairs, Government of India reserves the right to amend any / all terms and conditions at any time, as it deems necessary.
- 2.30 Any form of canvassing / influencing the bid will attract rejection of bid submitted by the bidder.

3. PROCEDURE FOR SUBMISSION OF TENDER:

- 3.1 Both the bids (Technical and Financial) duly signed by Owner or his Authorized Signatory should be sealed in two separate envelopes as described below:-
- a) Envelope 1 – Containing Technical Bid in Annexure – I duly completed in all respects along with all relevant documents and Demand Draft of Rs.2000/- (Non Refundable) of Scheduled Bank drawn in favour of “Pay and Accounts Officer, Ministry of Corporate Affairs, Chennai” payable at Chennai towards tender cost.
- b) Envelope 2 – containing the Financial Bid, as prescribed in the Annexure II showing rates, financial terms and conditions etc.
- 3.2 Both the envelopes should be super scribed in bold letters with the statements “TECHNICAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF OFFICE OF REGISTRAR OF COMPANIES, ANDHRA PRADESH AT VIJAYAWADA/AMARAVATI” and “FINANCIAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF OFFICE OF REGISTRAR OF COMPANIES, ANDHRA PRADESH AT VIJAYAWADA/AMARAVATI” as the case may be.
- 3.3 Finally, the above mentioned two envelopes should be sealed in a single cover and addressed to the office of the Regional Director (SER), 3rd Floor, Corporate Bhawan, Bandlaguda, Hayath Nagar Mandal, Nagole, Hyderabad-500 068, super scribed as “**offer of commercial space for setting up of office of Registrar of Companies, AP at Vijayawada/Amaravati**” and must reach on or before the closing time and date on 03.08.2017 before 5 P.M indicated in this document.

Note: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

- 3.4 Technical bid should contain the details required, as per proforma at Annexure I and Financial Bid should contain details, as per proforma at Annexure II.
- 3.5 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the owner of the premises / authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender.
- 3.6 For any pre-bid submission queries, the prospective bidders may contact Joint Director, O/o RD (SER), Hyderabad on phone/mobile No. **040-29803127 / 7382601325**.

- 3.7 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

4. PROCEDURE FOR OPENING OF TENDER:

- 4.1 While opening the tenders, the envelopes containing Technical Bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.
- 4.2 The Committee appointed by the Competent Authority by Ministry of Corporate Affairs, Government of India, Hyderabad may visit the space offered by bidders to ascertain the suitability of the space. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of Ministry after visiting the space. The date, time and place for opening of financial bids would be informed to the bidders, whose technical bids are found acceptable, by-email or telephone or letter
- 4.3 The bidders, if they so desire, can depute their representatives for opening of Bids. Technical Bids will be opened at a date, time and venue mentioned in the tender document.

5. BID EVALUATION:

- 5.1 **Bids would be evaluated based on the basis of criteria like location, availability of parking space, distance from railway station, bus stand, suitability of the building for office, rates quoted for rental of carpet area of the space offered etc.**

6. PAYMENTS:

- 6.1 Payments shall be made by the Ministry of Corporate Affairs, Government of India, Hyderabad against pre-receipted bills as per the rental agreement to be executed between the Ministry of Corporate Affairs and the owner or his/her legal representative.
- 6.2 Payments of rent will be made on monthly basis through bank account on submission of bank account details.

7. TERMS OF TERMINATION OF RENTAL AGREEMENT:

- 7.1 The period of rental agreement shall be three years with a provision for extension of agreement on mutually agreed terms, if required.
- 7.2 The rental agreement can be cancelled by either side by giving a notice of not less than 6 months.

8. ARBITRATION:

- 8.1 All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place at Andhra Pradesh only.

9. PENALTY CLAUSE:

- 9.1 Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator.

10. LIST OF ENCLOSURES:

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed and stamped by the authorized signatory.


(S.CHANDRASEKARAN)
JOINT DIRECTOR
O/o REGIONAL DIRECTOR (SER)

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Annexure-1

**TECHNICAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF OFFICE OF
ROC, AP AT VIJAYAWADA/AMARAVATI**

S.No.	Particulars	Document to be submitted
1	Full particulars of the legal owner of the premises: a) Name b) Address c) Telephone & Mobile No. d) Fax No: e) E-mail ID: f) PAN No. & TAN No.	Copies of PAN & TAN
2	Full particulars (with complete contact details e.g., postal address, phone number, mobile number and e-mail ID of person (s) offering the premises on rent and submitting the tender	Please provide details
3	Status of the applicant with regard to the accommodation offered for hiring (Individual / partnership firm / company / society/any other) specify.	Certificate of authorization
4	a) Complete address with brief description and location of the accommodation offered. b) Whether it is a commercial premises c) Radial Distance (approx.) from the Railway station and bus station	Copies of Permission letters for use of commercial purpose from the competent authority of space offered
5	Total area offered for rent (floor wise) in sq.ft i) Carpet area ii) Covered area iii) Super structure area iv) Dimensions of staircase	<u>Certified sketch & Site plan</u>
6	Particulars of completion certificate	Attested / self-certified copy of completion certificate issued by the competent authority
7	Facilities for vehicle parking	Please provide details of capacity of vehicle parking space in terms of number of cars and two wheelers separately.
8	Type of accommodation: a) Whether single floor or multi-storey b) With provision of rooms each floor or hall type c) Whether there are any conditions for carrying out partitioning as per requirement of the Ministry d) Whether rooms are constructed e) Whether modification in internal plan permitted in case of constructed rooms f) Details of space available for installation of gensets / UPS etc	Please provide answer to each of the sub points
9	Number of lifts and their carrying capacity	Provide details of make, year of installation & status of working etc
10	Availability of facilities / utilities	Number of Toilets (floor wise), with details of capacity of each toilet i.e. WCs, Urinals, Comods and Wash Basin (separately for men and women)
11	a) Whether running water, both drinking and otherwise, available round the clock b) Whether sanitary and water supply installations have been provided	Please provide point wise reply

12	<p>a) Whether electrical installations and fittings, power plugs, switches etc., are provided or not.</p> <p>b) Whether building has been provided with fans or not (if Yes, the number of fans floor wise)</p> <p>c) Whether provisions for Air Conditioner with power points available or not?</p>	
13	<p>i) Sanctioned electricity Load</p> <p>ii) Whether willing to get the electricity load increased in case Ministry needs</p>	
14	i) Details of power backup facilities	Please provide point wise details
15	Details of Fire Safety Mechanism along with particulars of Fire Service Department	Copy of certificate to be enclosed
16	The period and time when the said accommodation could be made available for occupation after the approval by Department	Undertaking from the owner
17	<p>i) Specify the period for which the property is being offered for rent (minimum three years) with provision of extension</p> <p>ii) For what duration after handing over the possession to Ministry of Corporate Affairs, the rates quoted should remain unchanged and rate of increment thereafter (within the period for which property is being rented)</p>	<p>A self-attested undertaking from the owner of the property indicating number of years for which the property is being offered for rent to the Ministry of Corporate Affairs</p> <p>An undertaking from the owner of the property indicating number of years for which the rent shall remain constant and rate of increase thereafter</p>
18	Distance from the nearest: <p>a) Railway Station</p> <p>b) Bus Stand</p>	Please provide point wise details
19	Whether the owner of the building is agreeable to monthly rent as determined and fixed by the competent authority like CPWD	An undertaking from the owner of the property
20	Various Latest Tax receipts (property, municipality tax etc)	Copies may be enclosed including recent one.
21	Space offered should be free from any liability and litigation with respect to its ownership and there should be no pending payments against the same	A self-attested undertaking indicating the same
22	Clearance / No Objection Certificate from all relevant Central / State Government and Municipal Authorities including Fire Department for use as office premises complying to the municipality Rules / Bye-laws	<p>Copies of all clearances / No objection Certificates from all relevant Central / State Government and Municipal Authorities</p> <p>Copies of approved plan of the office space being offered</p> <p>Copies of Documents in support of ownership of Building / Land and construction</p>
23	Any legal cases pending before any court in respect of building / premises offered on rent	If yes, furnish details
24	Any other salient aspect of the building, which the party may like to mention	



Declaration:

- i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.
- ii) It is hereby declared that the particulars of the buildings etc., as furnished against the individual items are true and correct as per my/our knowledge and belief and 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 Department may wish to take.

Signature with date: _____

Name : _____

Designation: _____

Contact No: _____



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Annexure-II

**FINANCIAL BID FOR RENTAL ACCOMMODATION FOR SETTING UP OF OFFICE OF ROC,
AP AT VIJAYAWADA/AMARAVATI**

Full particulars of the legal owner of the premises:

- a) Name
- b) Address (office & Residence):
- c) Telephone & Mobile No.:
- d) E-mail ID
- e) Address of Property offered:

Sl No.	Brief Description	Total Carpet Area	Total super structure Area	Rate quoted per Sq.Ft	Amount per month (Rs.)
1	Property for office space only				
2	Taxes if any	details may be furnished if amount quoted			
3	Other Charges if any	details may be furnished if amount quoted			
Total Amount per month (in Figures)					
Total Amount per month (in words)					

% Rent revision proposed (yearly) :

Note:

- a) Lowest bidder shall be decided based on the total amount filled in above and any rent revision proposed No other charges shall be considered in deciding lowest bidder.
- b) Quote should be covering all taxes and duties. This shall be the amount payable by the Ministry of Corporate Affairs monthly as rent after deducting TDS.
- c) Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in numbers and words, the amount mentioned in words shall prevail.

Signature with date: _____

Name : _____

Designation: _____

Contact No: _____

