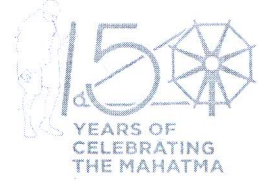




कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)
(क्षेत्रीय कार्यालय वाशी) / Regional Office, Vashi



टॉवर नं 6. पांचवी मंजील, वाशी रेल्वे स्टेशन कॉम्प्लेक्स, वाशी, नवी मुंबई- 400703

Tower No.6, 5th Floor, Vashi Rly-Station Complex, Vashi, New Mumbai -400 703

सं.महा/भ.नि/मा.सं.प्र/क्षे.का/वाशी 75

दिनांक: 02/07/2019

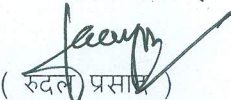
वाशी कार्यालय परिसर हेतु निविदा नोटिस

श्रम और रोजगार मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, वाशी के लिए लगभग 925-1,300 Sq. Mtr प्रत्यक्ष खरीदी / लंबा पट्टा/ भाड़ा पर एक अतिरिक्त तैयार कार्यालय परिसर की आवश्यकता है जहाँ आसानी से पहुँचा जा सके।

कार्यालय परिसर के लिए प्राथमिकता केंद्र अथवा राज्य सरकार की इमारतों, स्थानीय सांविधिक निकाय नियंत्रित कार्यालय, केंद्र अथवा राज्य सार्वजनिक क्षेत्र के उपक्रम, नगर निगम, राज्य सरकार की एजेंसियों जैसे विकास प्राधिकरण अथवा एजेंसियां, केंद्र अथवा राज्य सरकार के सांविधिक निकाय इत्यादि, जो की CPWD के उचित किराया/सरकार के तैयार रेकनर दर से/बाजार भाव जो की सबसे न्यूनतम या कम हो, को प्राथमिकता दी जाएगी।

इच्छुक पक्ष/दल अपना अलग/विशिष्ट प्रस्तावों को अलग लिफाफे में प्रत्यक्ष बिक्री ओर लम्बे पट्टे अथवा किराये के लिए पेशकश भेज सकते हैं।

इच्छुक मालिक दो निर्धारित सिस्टम में अर्थात (1) तकनीकी बोली और (2) वित्तीय बोली, निर्धारित प्रारूप में उपरोक्त पते पर दिनांक **22.07.2019** को **04:00** बजे या उससे पहले अपने प्रस्ताव भेज सकते हैं। नियम और शर्तें और कोटेशन जमा करने के लिए प्रारूप कार्यालयीन दिनों में 10.00 बजे से शाम 5.00 बजे के बीच इस कार्यालय से प्राप्त किया जा सकता है अथवा वेबसाइट www.epfindia.gov.in से भी डाउनलोड किया जा सकता है। तकनीकी बोलियों को दिनांक **24.07.2019** को **04:00** बजे खोला जाएगा। तकनीकी बोली में सफल घोषित बोलीदाताओं की वित्तीय बोलियां बाद में खोली जाएगी। प्रस्ताव दो बिड सिस्टम में जाम किया जाना है। चेकलिस्ट के अनुसार जरूरी दस्तावेजों के साथ पूरी तरह से भरे हुए फार्म - ए (परिसर के तकनीकी विवरण) और नियम एवं शर्तों को एक अलग मुहरबंद कवर में प्रस्तुत किया जाना चाहिए जिसे स्पष्ट रूप से तकनीकी बोली के रूप में चिह्नित किया गया हो। दोनों कवर को एक बड़े एकल कवर में रखकर स्पष्ट रूप से "कार्यालय परिसर के लिए निविदा" के साथ उपनिर्धारित किया जाना चाहिए। उपरोक्त उल्लिखित दिनांक और समय पर या उससे पहले निविदा अधोहस्ताक्षरी के पास जमा हो जाना चाहिए।


(रुद्र प्रसाद)

सहायक भविष्य निधि आयुक्त (मा.सं.प्र.)

क्षेत्रीय कार्यालय, वाशी



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
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टॉवर नं 6, पांचवी मंजील, वाशी रेल्वे स्टेशन कॉम्प्लेक्स, वाशी, नवी मुंबई- 400703

Tower No.6, 5th Floor, Vashi Rly-Station Complex, Vashi, New Mumbai -400 703

No. MH/PF/HRM/RO/VASHI/75

Date: 02/07/2019

TENDER NOTICE FOR OFFICE ACCOMMODATION AT VASHI

Employees' Provident Fund Organisation, a statutory body under the Ministry of Labour and Employment, Government of India requires Additional ready built office accommodation for its Regional Office, Vashi with Carpet area of around 925-1,300 Sq. Mtr. at easily approachable locations for outright purchase / long lease / rent at **Vashi**.

Preference shall be given to the office space in buildings that belong to Central or State Governments, Local Statutory Governing Bodies, Central or State PSUs, Municipal Corporations, State Government agencies like Development Authorities or Agencies, Central or State Government Statutory bodies, etc. and at CPWD fair rent/ Government ready reckoner rates/ market rates whichever is lower.

Interested parties may send their separate/specific offers in separate envelopes for outright sale or long lease or rent as offered.


The offers in the prescribed format must reach **on or before 22.07.2019 by 04.00 PM**, by name to the undersigned at the above address in two bid system, viz., (1) Technical bid and (2) Financial bid. The terms & conditions and Format for submitting Quotation can be obtained from this office on all working days between 10.00 AM to 05.00 PM and can also be downloaded from the website www.epfindia.gov.in. The Technical bids will be opened at **04.00 PM on 24.07.2019** followed by the financial bids of the bidders who are declared successful in the technical bid (to be declared later.)

Duly filled FORM-A (containing the technical details of the premises) along with the required documents as per checklist and terms & conditions should be submitted in a cover marked clearly as "Technical Bid". FORM-B should be submitted in a cover clearly marked as "Financial Bid". Both the covers should be put in a big single cover super scribed with "**Tender for office Accommodation**". All the covers (Separately for sale / lease / rent) should be properly wax sealed submitted to the undersigned on or before the prescribed date and time.


(Rudra Prasad)
Assistant P. F. Commissioner (HRM)
Regional Office, Vashi

TERMS AND CONDITIONS

- 1) The offer should be valid for 6 (Six) months from the date of opening of quotations.
- 2) The Building should be ready to occupy immediately.
- 3) Priority will be given to premises location in Vashi Railway station or Premises should be located within 1 Km radius of Vashi Railway station.
- 4) Preference will be given the office space in buildings that have been constructed by Central or State Governments or from Local Statutory Governing Bodies, Central or State PSUs, Municipal Corporations, State Government agencies like Development Authorities or Agencies, Central or State Government Statutory bodies, etc.
- 5) Priority will be given to State Government administrative and / or revenue authorities or agencies Government agencies handling land allocation and development matters for allocation of suitable land for construction of office building. Purchase of surplus land with Central / State Government ministries / departments, Central and State PSUs, Central or State Government Statutory bodies, municipal and other local bodies can also be considered for purchase.
- 6) The land or ready built accommodation should preferably be acquired on free-hold basis and long terms lease-hold basis can also be considered.
- 7) Physical inspection of the premises offered for outright purchase/hire/long lease will be carried out to verify whether the offer complies with the technical specifications or otherwise.
- 8) The opening of financial bids shall be done at a later date. The financial bids of only those offers will be opened which are short listed after assessing the suitability of the accommodation, terms and conditions offered, compliance to technical specifications, and verification of their credentials. This will be done by the Hiring Committee constituted by the **Regional P. F. Commissioner-I, Regional Office Vashi** for the purpose. The short listed bidders will be notified about the date and timing of opening of financial bids, who may remain present for the same at the given address.
- 9) The premises should have been constructed as per the approved plan issued by the local body. An attested copy of the approved plan should be enclosed along with the offer.
- 10) The owner should have the Completion / Occupancy Certificate issued from the local body for the building and an attested copy of the same should be submitted along with the offer.
- 11) The Fire clearance from the competent authority should have been obtained, if applicable as per National Building Code-2005. A copy of the same should be enclosed along with the offer.


RUDAL PRASAD
Assistant P. F. Commissioner
Regional Office, Vashi

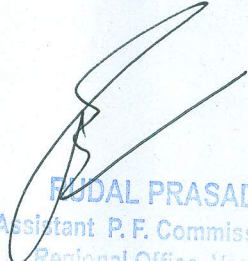
- 12) The building should be legally free from all encumbrances. The owner has to submit a certificate stating that no case is pending against the property for which offer is given.
- 13) A key plan of the building should be enclosed along with the offer.
- 14) The owner of the building has to clearly mention whether she/he is ready to accept the **fair rent** to be fixed by the Central Public Works Department / Maharashtra Public Works Department, Government ready reckoner rates/ market rates OR the **rent which she/he quotes, whichever is lower.** In case the owner is not ready to accept Fair Rent to be decided by CPWD / MHWD, the same should be clearly mentioned in the offer.
- 15) The owner has to provide sufficient separate Toilets for Ladies and Gents.
- 16) The premises should have at least one lift of reputed make having minimum capacity of 6 persons, if premises offered have multiple floors.
- 17) In cases where space offered is situated in more than one floor, the offer should be for continuous floors.
- 18) The owner has to provide sufficient **Electrical Load upto 100 KVA**, internal wiring for Lights, fans, Electrical power points for Air Conditioners as per the requirement of the Organization.
- 19) Sufficient water supply should be available. Sources of water supply need to be mentioned.
- 20) The owner has to mention whether she / he is ready to bear the cost of registration of the Lease Deed. If partly, percentage of cost to be borne should be mentioned.
- 21) The owner should be willing to execute the sale/Lease Deed based on EPFO's standard format of Lease Deed. (A copy can be had from this office for reference)
- 22) The Lease Agreement will be entered minimum for a period of 10 years and may be extended for another 10 years on mutual terms with an enhancement of rent by 15% after completion of 10 years.
- 23) The Regional P. F. Commissioner, Vashi reserves the right to accept / reject any or all the offers without assigning any reason thereof.
- 24) The owner has to sign all the papers of tender document in token of having understood the terms and conditions.
- 25) All the details and documents mentioned in the tender form must be submitted. Tender having incomplete details/documents are 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 owner, before submitting the tender, should satisfy himself about correctness and authenticity of


RUDAL PRASAD
 Assistant P. F. Commissioner
 Regional Office, Vashi

the details and documents submitted. Submission of wrong details/documents would render the tender form invalid.

- 26) Certificate from the owner that there is no court case pending against the plot/land/Ready Built Building Complex to be purchased and clear title exists. No purchase on power of attorney.
- 27) Terms and conditions of payment, if any. The rates should be valid for minimum 4 to 6 months.
- 28) Offered should be clear if for outright sale/long lease/rent and submitted separately as offered.

Signature of the owner with date



RUDAL PRASAD
Assistant P. F. Commissioner
Regional Office, Vashi

CHECK LIST FOR OUTRIGHT PURCHASE/ LONG LEASE/ HIRING OF OFFICE
ACCOMMODATION FOR
REGIONAL OFFICE, VASHI

Technical bid:

- 1) FORM -A
- 2) Copy of Ownership certificate – Khatha / sale deed etc.
- 3) Copy of Latest tax paid receipt for the commercial use of the building.
- 4) Latest Encumbrance certificate.
- 5) Certificate from owner declaring that no case is pending against property offered.
- 6) Copy of the approved plan from local body.
- 7) Copy of Completion / occupancy certificate from local body.
- 8) Fire clearance from the Fire Department, if comes under fire audit.
- 9) Key plan of the premises.
- 10) Details of Availability of Electrical Load and water facility.
- 11) Copy of the latest Electricity Bill.
- 12) Whether willing to accept Fair Rent to be fixed by CPWD / MHWD.
- 13) Whether willing to sign EPFO's standard lease deed with the condition to renew the lease deed after 10 years with 15% enhancement of rent.
- 14) Certificate of validity of offer for 6 months.
- 15) Owner has to clearly state whether she/he is ready to bear cost towards registration of Lease Deed. If owner is willing to bear part of cost towards registration percentage of cost to be borne by owner should be clearly mentioned.


RUDAL PRASAD
Assistant P. F. Commissioner
Regional Office, Vashi

**FORMAT FOR SUBMITTING QUOTATION FOR OUTRIGHT PURCHASE/ LONG LEASE/ HIRING
OF OFFICE ACCOMMODATION**

FORM- A (TECHNICAL BID)

I PARTICULARS OF THE PREMISES

- (a) Address :
- (b) Distance from the Railway station :
- (c) Distance from nearest Bus stop :
- (d) Name & Address of the owner :

II AREA

- (a) Plinth Area :
- (b) Carpet Area :
- (c) No. of floors on which the area is available :
- (d) Are the premises ready for occupation :

III SUITABILITY OF THE PREMISES

(a) Electrical installation

- (i) To be provided by tenant / owner :

(a1) Available Electrical Load

(b) Toilet facilities

- (i) Whether adequate facilities are separately
Available for ladies and gents :

- (ii) Is the owner ready to provide additional :
Facilities like additional partitions/chambers
and toilets etc, if required.

(c) Parking facilities

(i) Are parking facilities adequate

(a) No. of 4 wheelers and 2 wheelers that can be parked :

(b) Whether covered or open :

(ii) Are the facilities adjacent to the Main premises :

(d) Make and Capacity of lift (No. of persons):(e) Water source

a) Availability of Municipal connection :

b) Availability of ground water :

(g) Whether Copies of registered documents of the property, plan approval and other NOCs, if any, are enclosed (Yes/No) :(g) Lease Deed

(i) Is the owner prepared to execute a deed of lease for 5/10 years :


(ii) Is he agreeable for renewal of lease beyond the initial period of lease (premium not More than 15% after 10 years) :

(iii) Whether the owner ready to accept and execute lease deed based on EPFO's standard format of Agreement :

Date:

Place:

Signature of the owner with date



RUDAL PRASAD
Assistant P. F. Commissioner
Regional Office, Vashi

FORM-B (FINANCIAL BID)

I RENT QUOTED

- (a) Per sq. ft (Rentable Carpet Area)
(b) Service /Maintenance charges, if any

Total:

- (c) Whether ready to accept the **fair rent to be fixed** by the Central Public Works Department / Maharashtra Public works Department

OR

the rent which she/he quotes
Whichever is lower

II RATES AND TAXES

- (a) Approximate amount per annum :
(b) To be paid by the owner / or the tenant :

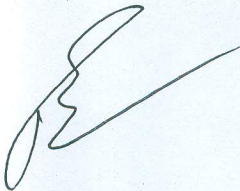
III. STAMP DUTY AND REGISTRATION CHARGES

- (a) Approximate amount involved :
(b) Is the owner prepared to bear the charges? :
If partly indicate the percentage.

Date:

Place:

Signature of the owner with date


RUDAL PRASAD
Assistant P. F. Commissioner
Regional Office, Vashi