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कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार) / (MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

क्षेत्रीय कार्यालय, भविष्य निधि भवन पी.बी.नं.3875 Regional Office, Bhavishya Nidhi Bhavan, P.B. No. 3875

डॉ.बालसुंदरम रोड , कोयंबतूर , - 641 018 Dr.Balasundaram Road, **Coimbatore** - 641018



सं. No.TN/RO-CBE/ADM-II/G/Office Accommodation/2018

दिनांक Dated:01.11.2018

निविदा सूचना TENDER NOTICE

क.भ.नि.सं. की ओर से जिला कार्यालय के लिए पोलाची में स्थित मकान जिसमें पर्याप्त बिजली, जल वितरण एवं पार्किंग की जगह के साथ सभी सुविधाएं हो, उन मालिकों से प्रस्ताव आमंत्रित किये जाते हैं ।

Employees' Provident Fund Organisation invites offers for its District office from the owners of premises at Pollachi with all facilities including adequate power, water supply and parking space.

स्थान Location	अपेक्षित जगह Space required
पोलाची Pollachi	1000 to 1100 Sq.ft. of carpet area.

किराये/पट्टा पर मकान तुरंत लेने की स्थिति में तैयार रहना चाहिए और शहर के प्रधान स्थान में अवस्थित होना चाहिए । स्वामित्व का निर्बंध अधिकार रखनेवाले इच्छुक मकान मालिक, मकान के पूर्ण विवरण, किराया और स्वामित्व से संबंधित अन्य दस्तावेज सहित, अपना आवेदन पत्र क्षेत्रीय भविष्य निधि आयुक्त, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोयंबतूर को दिनांक 16.11.2018 तक प्रस्तुत कर सकते हैं । आवेदन पत्र एवं पूछताछ के लिए 0422-2242705 (कोयंबतूर) & 04259-229115 (पोलाची) द्वारा संपर्क करें । आवेदन पत्र www.epfindia.gov.in (Home> Miscellaneous >Tenders/Auctions) से भी डाउनलोड किया जा सकता है ।

The premises should be ready for immediate occupation on lease/rent and should be situated at prominent location of the City. Intending landlords having clear title of ownership may submit their application with complete detail of premises, rent along with ownership documents to Regional Provident Fund Commissioner, Employees' Provident Fund Organisation, Regional Office, Coimbatore on or before 16.11.2018. For application forms and queries contact: 0422-2242705 (Coimbatore) & 04259-229115 (Pollachi). Application Forms may also be downloaded from www.epfindia.gov.in (Home> Miscellaneous >Tenders/Auctions).

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क्षेत्रीय भविष्य निधि आयुक्त -I

कोयंबतूर Coimbatore

Regional Provident Fund Commissioner-I

**QUOTATION FOR OFFICE ACCOMMODATION
IN RESPECT OF EPFO - DISTRICT OFFICE, Pollachi**

1. PARTICULARS OF THE PREMISES

- (a) Address :
- (b) (i) Distance from main Railway Station :
(ii) Distance from main Bus stand :
- (c) Name and address of the owner :

2. AREA

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

3. RENT QUOTED

- (a) Per. Sq. ft. (Carpet area) : ₹.....
- (b) Service / maintenance charge etc.
if any per Sq.ft : ₹.....

Total: ₹..... per sq. ft.

4. RATES AND TAXES

- (a) Appx. Amount per annum :
- (b) To be paid by the owner / Tenant :

NAME & SIGNATURE OF THE OWNER

5. SUITABILITY OF THE PREMISES

(a) Electrical installation

- (i) To be provided by the owner / tenant :
- (ii) Availability of UPS/GENSET for
Un-interrupted power supply :

(b) Water supply facilities

- (i) Availability of water supply and source :

(c) Toilet facilities

- (i) Whether adequate toilet facilities are
Separately available for Ladies & Gents :
- (ii) Is the owner ready to provide addl. facilities,
if required :

(d) Parking facilities

- (i) Are parking facilities adequate :
- (ii) Are the facilities adjacent to main premises :

(e) 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 5 years) :

6. STAMP DUTY AND REGISTRATION CHARGES

- (i) Approximate amount involved :
- (ii) Is the owner prepared to bear the charges :

7. FAIR RENT CPWD/PWD

- (i) Is the owner ready to accept the fair rent
fixed by CPWD/PWD :

8. LIST OF ENCLOSURES: (List may be attached with signature)

PLACE:

NAME & SIGNATURE OF THE OWNER

DATE:

***All the columns must be filled & all pages to be signed**

TERMS AND CONDITIONS FOR DISTRICT OFFICE

1. The offer should be valid for 4 (four) months from the date of opening of quotations.
2. The premises should be ready for occupation
3. The premises should be located near Bus Stand / Railway Station in a prime locality.
4. Physical inspection of the premises offered for hire will be carried out to verify whether the offer complies with the technical specifications.
5. The bids offered will be assessed for the suitability of the accommodation, terms and conditions, compliance to technical specifications, and verification of their credentials. This will be done by the Hiring Committee constituted by the Regional P F Commissioner, Coimbatore for the purpose.
6. 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.
7. 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.
8. 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.
9. The premises should be legally free from all encumbrances.
10. A key plan of the building be enclosed along with a 2 photograph of building (one close up and another long shot).
11. The owner of the premises has to clearly mention whether she / he is ready to accept the fair rent to be fixed by the Central Public Works Department / Tamilnadu Public Works Department OR the rent which she / he quoted, whichever is less. In case the owner is not ready to accept Fair Rent to be decided by CPWD / TNPWD, the same should be clearly mentioned in the offer.
12. The owner has to provide sufficient parking facility space.
13. The premises should have adequate toilet facilities.
14. The premises should have at least one lift of reputed make, if premises offered have multiple floors.
15. The owner has to provide internal wiring for Lights, fans, Electrical power points and for Air Conditioners as per the requirement of the Organisation.
16. Sufficient water supply should be available. Sources of water supply need to be mentioned.
17. 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.
18. The owner should be willing to execute the Lease Deed based on EPFO's standard format of lease deed.
19. The Lease agreement will be for a period of 5 years and may be extended for another 5 years on mutual terms with an enhancement of rent by 15% (maximum) after completion of 5 years.
20. The Regional P F Commissioner, Regional Office, Coimbatore reserves the right to accept / reject any or all the offers without assigning any reasons thereof.

21. The owner has to sign all the papers of tender documents having understood the terms and conditions.
22. Statutory tax if any, in respect of the rental income of the office building will be deducted at source of payment.
23. All the details and documents mentioned in the tender form must be submitted. Tender having incomplete details / documents is liable to be rejected. However, the hiring committee may give an opportunity to the bidder to furnish the required details / documents with 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 the details / documents submitted. Submission of wrong details / documents would render the tender form invalid.

Signature of the owner with date