



कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANIZATION**  
(भारत एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour and Employment, Govt. of India)  
क्षेत्रीय कार्यालय / Regional Office

बी.के. कॉम्प्लेक्स, पोर्ट रोड कन्नूर-1 / V.K. Complex, Port Road, Kannur-1  
दूरभाष/Phone No. 0497-2712388, फैक्स/Fax: 2712355  
ई.मेल/email: [kannur@epfindia.gov.in](mailto:kannur@epfindia.gov.in) वेबसाइट / Website: [www.epfindia.gov.in](http://www.epfindia.gov.in)



सं.के.आर/के.एन.आर/के.टे/किराए पर भवन/2018

दिनांक: 03/7/2018

कार्यालय आवास हेतु भवन चाहिए

भारत सरकार, श्रम मंत्रालय के अधीन की सांविधिक निकाय, कर्मचारी भविष्य निधि संगठन को कन्नूर में स्थित अपने क्षेत्रीय कार्यालय के लिए पटटे आधार पर कार्यालय आवास हेतु कन्नूर शहर के रेलवे स्टेशन/बस अड्डा के 2. कि.मी के आसपास में लगभग 9000 वर्ग फीट क्षेत्र कारपेट एरिया की भवन की आवश्यकता है। इच्छुक भू-स्वामी निर्धारित प्रपत्र में पृथक-पृथक दोनों तरीके से अतः 1. तकनीकी एवं 2. वित्तीय बिड आधार पर अपने आवेदन अधोहस्ताक्षरी के नाम पर उपर्युक्त पते में दिनांक 25/7/2018 अपराह्न 03.00 बजे के पूर्व प्रस्तुत करें। इस संबंधी शर्तें व नियम तथा क्वटेशन प्रस्तुत करने के लिए प्रपत्र आदि किसी कार्य दिवस में पूर्व: 10.00 से अप: 5.00 बजे के बीच में प्राप्त कर सकते हैं या तो [www.epfindia.com](http://www.epfindia.com) वेब साइट से नीलामी/निविदा लिंक के अंतर्गत डाऊनलोड किया जा सकता है। तकनीकी बिड दिनांक 26/7/2018 अप: 3.00 बजे को खोला जाएगा। तकनीकी अर्हता प्राप्त आवेदकों के वित्तीय बोलियाँ, जिसकी खोलने की तिथि बाद में सूचित किया जाना है, खोला जाएगा।

बिड दो लिफाफे पद्धति के आधार पर प्रस्तुत किया जाना चाहिए। लिफाफे 1 में परिसर संबंधी तकनीकी ब्यौरे जो कि प्रपत्र 'क' (ए) में भरा हो तथा चेकलिस्ट एवं नियम व शर्तों के अनुसार आवश्यक दस्तावेज संलग्न किया गया हो। लिफाफे -2 में मूल्य बोली प्रपत्र 'ख' (बी) में संलग्न किया जाना चाहिए। दोनों लिफाफों को एक बड़े लिफाफे में संलग्न कर उपर उल्लिखित निर्धारित समयावधि एवं तिथि के बीतर अधोहस्ताक्षरी को प्रस्तुत किया जाना चाहिए। सभी लिफाफों को उचित तरीके से मुहर बंद किया जाना चाहिए तथा इसके ऊपर " कार्यालय आवास हेतु भवन" अधोलिखित होना चाहिए।

  
(अनंद कुमार)  
सहायक भविष्य निधि आयुक्त  
क्षेत्रीय कार्यालय, कन्नूर।



कर्मचारी भविष्य निर्वाह संस्थान  
**EMPLOYEES' PROVIDENT FUND ORGANIZATION**  
(अथवा कर्मचारी भविष्य, भारत सरकार)

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No. KR/KNR/CT/Leased Acomodation/2018

Dated 03.07.2018

**OFFICE ACCOMODATION WANTED**

Employees Provident Fund Organisation, a Statutory Body under the Ministry of Labour and Employment, Govt. of India requires office accommodation for its Regional Office, Kannur with Carpet Area around 9000 Sq. Ft within 2KM radius of Bus Stand/Railway Station in Kannur City. The interested owners may send their offers in the prescribed format on or before 3 PM 25.07.2018 by name to the undersigned at the above address in two bid system viz.(1) Technical and (2) Financial bid. The terms and conditions and format for submitting Quotations can be had from this office on all working days between 10.00AM to 5.00PM and can also be downloaded from the WEBSITE [www.epfindia.com](http://www.epfindia.com) under the link Tenders/Auctions. The technical bid will be opened at 3.00 PM on 26.07.2018. The financial bids of only of the technically qualified offers shall be opened on a later date to be notified.

The bid shall be submitted in two cover system. The technical detail of the premises duly filled in the Performa -A along with the required documents as per checklist and terms and conditions shall be submitted in Cover 1. In cover No.2 the price bid has to be enclosed in performa - B. Both covers to be put in a bigger cover and the same to be submitted to the undersigned on or before the prescribed time and date mentioned above. All the covers should be properly wax sealed and superscribed "Quotation for Office Accommodation."



(UMESH KUMAR)  
ASSISTANT P.F.COMMISSIONER  
REGIONAL OFFICE, KANNUR

**TERMS AND CONDITIONS FOR HIRING OFFICE ACCOMMODATION FOR  
REGIONAL OFFICE, KANNUR**

- 1) The offer is valid for 4 (four) months from the date of opening of quotations.
- 2) The Building should be readily available for occupation.
- 3) The premises should be available within a radius of 2 KM from Bus stand / Railway station in Kannur preferably on main road.
- 4) The premises should be constructed as per the approved plan from the local body. An attested copy of the approved plan is to be enclosed along with the offer.
- 5) The owner has to possess the Completion / Occupancy Certificate issued from the local body for the building and an attested copy of the same is to be submitted along with the offer.
- 6) The Fire clearance from the competent authority should have been obtained, if applicable as per National Building Code-2005. A copy of the same is to be enclosed along with the offer.
- 7) The owner has to submit a certificate saying that no case is pending against the property for which offer is given.
- 8) A key plan of the building is to be enclosed along with the offer.
- 9) The owner of the building has to accept the fair rent to be fixed by the Central Public Works Department / Kerala Public works Department OR the rent which he quotes, whichever is less. In case the owner is not ready to accept Fair Rent Certificate from CPWD / state PWD, the same should be mentioned clearly in the offer.
- 10) The owner has to provide sufficient parking facility as per the prevailing norms of local body.
- 11) The owner has to provide sufficient Toilets for Ladies and Gents separately including toilets for physically challenged persons on Ground floor.
- 12) The owner has to provide sufficient chambers / partitions for Officers and Electronic Data Center.
- 13) The owner has to provide minimum Electrical Load of 70 KW including internal wiring for Lights, fans, Electrical power points for Air Conditioner as per the requirement of the office.
- 14) Sufficient water supply should be available.
- 15) The owner has to mention whether he / she ready for bearing the cost of registration of the Lease Deed.
- 16) The owner has to agree for executing the Lease Deed based on EPFO' standard format of Lease Deed. (A copy can be had from this office for reference)
- 17) The Lease Agreement should be entered minimum for a period of 5 years and may be extended for another five years on mutual terms with an enhancement of 15% after completion of five years.
- 18) The Regional P.F. Commissioner-II, RO, KANNUR reserves the right to accept / reject any or all the offers without assigning any reason thereof.
- 19) The owner has to sign all the papers of tender document in token of having understood the terms and conditions.

Signature of the owner with date



CHECK LIST FOR HIRING OF OFFICE ACCOMMODATION FOR  
REGIONAL OFFICE, KANNUR

Technical bid:

- 1) Format for submitting quotation.
- 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) No case is pending certificate form owner.
- 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.
- 11) Copy of the latest Electricity Bill.
- 12) Whether willing to accept Fair Rent to be fixed by CPWD.
- 13) Whether willing to sign EPFO' standard lease deed with the condition to renew the rent after every five years with 15% enhancement.
- 14) Certificate for validity of offer for 4-6 months.
- 15) Agreement to be registered with the expense of owner. Certificate in this regard, if agrees for the same.

PERFORMA - A

FORMAT FOR SUBMITTING QUOTATION FOR HIRING OF OFFICE  
ACCOMMODATION

**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 :

(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  
and toilets etc, if required. :

(c) Parking facilities

(i) Are parking facilities adequate :

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

(d) 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) :

(iii) Whether the owner ready to accept  
Execute lease deed based on EPFO's  
Standard format of Agreement

IV. STAMP DUTY AND REGISTRATION CHARGES

- (a) Approximate amount involved
- (b) Is the owner prepared to bear the charges?

Date  
Place

Signature of the owner.



PERFORMA-B

I RENT QUOTED

- (a) Per sqft (Carpet Area)
- (b) Service /Maintenance charges, if any

Total:

II RATES AND TAXES

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

Signature of the owner.