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தொழிலாளர் வருங்கால வைப்பு நிதி நிறுவனம்  
कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**



தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம், இந்திய அரசு  
श्रम एवं रोजगार मंत्रालय, भारत सरकार / MINISTRY OF LABOUR AND EMPLOYMENT, GOVT.OF INDIA  
மண்டல அலுவலகம்-தாம்பரம் / क्षेत्रीय कार्यालय- ताम्बरम / **REGIONAL OFFICE-TAMBARAM**  
3, ராஜாஜி சாலை, மேற்கு தாம்பரம், சென்னை - 600045. 3, राजाजी रोड, पश्चिम ताम्बरम, चेन्नई - 600045.  
**No.3, RAJAJI SALAI, WEST TAMBARAM, CHENNAI - 600045.**  
Facebook : @EPFOTambaram Twitter: @epfotambaram Website:www.epfindia.gov.in

No. TB/TAM/RO/ADM-II/LAND&BUILDING/2022-23

03.02.2023

**CORRIGENDUM / EXTENSION OF LAST DATE FOR SUBMISSION OF TENDER**

In reference to Tender Notice of Regional Office, Tambaram, NOTICE INVITING TENDER TB/TAM/RO/ADM-II/LAND&BUILDING/2022-23 dated 01.12.2022, it is notified that the last date for submission of tender for **HIRING OF OFFICE ACCOMMODATION** is extended up to **24.02.2023, 2.00 P.M.** Tender opening is on **27.02.2023, 3.00 P.M.**

For detailed information please visit [https://www.epfindia.gov.in/site\\_en/Tender\\_Auction.php](https://www.epfindia.gov.in/site_en/Tender_Auction.php)

SD/  
(SUMIT KUMAR GROVER)  
REGIONAL P F COMMISSIONER-II(ADMIN-II)

Note: **The original tender document is appended below**

Please note that last date for submitting tender document is extended to 24<sup>TH</sup> February 2023.

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No. TB/TAM/RO/ADM-II/LAND&BUILDING/2022-23

26.12.2022

**CORRIGENDUM / EXTENSION OF LAST DATE FOR SUBMISSION OF TENDER**

In reference to Tender Notice of Regional Office, Tambaram, NOTICE INVITING TENDER TB/TAM/RO/ADM-II/LAND&BUILDING/2022-23 dated 01.12.2022, it is notified that the last date for submission of tender for **HIRING OF OFFICE ACCOMMODATION** is extended up to **06.01.2023, 2.00 P.M.** Tender opening is on **09.01.2023, 3.00 P.M.**

For detailed information please visit [https://www.epfindia.gov.in/site\\_en/Tender\\_Auction.php](https://www.epfindia.gov.in/site_en/Tender_Auction.php)

SD/  
(SUMIT KUMAR GROVER)  
REGIONAL P F COMMISSIONER-II(ADMIN-II)

Note: **The original tender document is appended below**

Please note that last date for submitting tender document is extended to 06<sup>th</sup> January 2023.

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No. TB/TAM/RO/ADM-II/LAND&BUILDING/2022-23

23.12.2022

**TENDER NOTICE FOR HIRING OF OFFICE ACCOMODATION**

EPFO Regional office, Tambaram requires office accommodation for rent with the total built-up area of **27500 (±10%) Sq.ft** in and around Tambaram jurisdiction and it should be easily approachable to public. The interested public/private persons/institutions/organizations/authorities may send their in two bid system (technical bid & financial bid) through offline mode only in the prescribed format on or before **02 PM 06.01.2023** to Shri Himanshu Kumar, RPFC-I at the address noted above.

For further details, please visit our website

[https://www.epfindia.gov.in/site\\_en/Tender\\_Auction.php](https://www.epfindia.gov.in/site_en/Tender_Auction.php)

Opening date of issuing EOI : 23.12.2022

Last date and time of receipt of EOI : 06.01.2023 (at 02.00 PM.)

Date and time of opening of EOI : 09.01.2023 (at 03.00 PM.)

Place of opening Tender : EPFO, Regional office, Tambaram

SD/  
(SUMIT KUMAR GROVER)  
REGIONAL P F COMMISSIONER-II(ADMIN-II)

*A. TERMS AND CONDITIONS TO BE SATISFIED:*

1. Successful party will be declared as 'the lessor' Which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives.
2. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract
3. In case a particular party owns more than one premises and he wishes to submit EOI in respect of those premises, he should submit separate EOI containing technical document and price quotation in respect of each premises
4. In case of co-owners/joint owners, the technical document & Price quotation should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the EOI documents, he should invariably submit an authorization to do so from the remaining owners.
5. The building in which office space is offered shall have all basic amenities like proper water connection/facilities, adequate fire protection system as per local authority requirements etc. The building should have separate electricity and water connections. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises. EPFO shall bear actual charges for consumption of electricity and water. Owner should undertake to provide separate electricity/water meters for this purpose.
6. In case of damage to the leased property due to any natural calamities, rioting etc, EPFO, Regional Office, Tambaram will not undertake to compensate the loss or damage incurred by the owner of the property.
7. The EOI will be acceptable from the original owner/lease holder/power of attorney holder of the building/property or their authorized agents. The lease deed would however be executed by the original owner/lease holder. The lease deed would be executed after the verification of documents and physical inspection of the premises offered for hire by EPFO, Regional Office, Tambaram. 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.
8. The premises should have adequate parking facility.
9. The owner shall mention whether he/she is ready to bear the cost of registration of the Lease deed.
10. The owner shall sign all the papers of tender documents in token of having understood the terms and conditions.
11. A non- encumbrance Certificate issued by Registrar Authority for the last 15 year must be provided

12. No advance/ deposit will be made by EPFO.
13. Rent shall be payable from the date of handing over vacant possession of the premises for REGIONAL OFFICE, TAMBARAM after completion of necessary, repairs, renovation, addition etc.
14. Rent will be payable for the month on or before the 10th of each month following the month for which the same shall become due.
15. A key plan of the building should be enclosed along with the offer.
16. The premises should have separate Toilets for Ladies and Gents or should undertake to make arrangements. Sufficient water supply should be available. Source of water supply needs to be mentioned.
17. Rent will be paid on carpet area. The carpet area means area of the premises less, wall/columns, staircases, verandah, lobby, balcony, toilets etc. even though the same is given for EPFO's use in built up area.
18. The owner of the building has to clearly mention whether she/he is ready to accept the fair rent to be fixed by the CPWD/PWD or the rent which he/she quotes or whichever is less.
19. EPFO, RO, Tambaram will not make any security deposit or any brokerage for the offered property under any circumstances.
20. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force along with all statutory laws as applicable from time to time
21. All existing and future/enhanced Municipal Corporation taxes, and other taxes, fees will be paid by owner/ renewal fees towards obtaining NOC from COMPETENT LOCAL AUTHORITY for commercial use of the premises will be borne by owner of the premises.
22. For the floor area measurement a certificate from the registered architect or any government authority should be submitted along with the technical document.
23. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
24. After opening of the technical document and before evaluation of the same, the Committee constituted by the lessee (EPFO, RO, Tambaram) shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the Committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such a owner will not be evaluated and the Price quotation of the owner will not be opened. The decision of the committee in this matter will be final.

25. EPFO Regional Office, Tambaram reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason

26. Overwriting alterations, if any, in the document should be signed by the authorized signatory

27. The building should be ready to occupy immediately.

28. EPFO, Regional office, Tambaram may, at any time during the period of the rent /extended rent Period make such structural alterations to the existing buildings such as partitions, office fixtures and fittings as may be easily removable.

### **29. Lease Period**

A period of 5 (five) years from the date of handing over vacant possession and thereafter option of further extended period on mutually agreed consent of both the parties with enhancement of rent at as per REGIONAL OFFICE OF EPFO policy. However, rent may be revised after the period of 5 year up to 15% on the existing rent or on fair rent certification from CPWD/PWD of the state Govt. on subsequently on mutual consent. Further, on 3 Month's Notice, the proposed premises may be vacated by the either party.

### ***30. The Following documents should be submitted along with EOI Document***

- i. Copy of ownership certificate.
- ii. Copy of latest Tax paid receipt for the commercial use of the building
- iii. Latest encumbrance certificate.
- iv. No legal case is pending certificate from owner.
- v. Copy of approved plan from local body.
- vi. Copy of completion/occupancy certificate from local body.
- vii. Fire clearance from the fire department.
- viii. Key plan of the premises.
- ix. Details of availability of Electrical load.
- x. Copy of the latest electrical bill.
- xi. Copy of the fair Rent to be issued by CPWD/PWD of the state Govt.
- xii. Whether owner is willing to sign EPFO Standards Lease Deed with the condition to renew the rent after every five year with 15% enhancement.
- xiii. Certificate for validity of offer for 6 months.
- xiv. Agreement to be registered with the expense of owner. Certificate in this regard if agrees for the same to be submitted

## 1) TECHNO-COMMERCIAL DID-

Interested parties should submit the complete Expression of Interest document, including **Annexure-1, Annexure-II and Annexure-III** duly filled in and ink signed at the bottoms of each page. In token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted "**EMPLOYEES TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION "EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, TAMBARAM"**".

### ii) PRICE BID

Price Quotation for monthly rent (both in figures and words), in lump sum strictly as per Annexure-II, may be put in second envelop duly sealed and superscripted:

**PRICE QUOTATION FOR MONTHLY RENT FOR ACCOMMODATION "EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, TAMBARAM "**

Both these envelopes may then be put in another bigger separate cover. This third cover may also be sealed and bear superscription:

**"EOI FOR OFFICE ACCOMMODATION FOR "EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, TAMBARAM.**

31. The EOI offer should be sent either by speed post or may be submitted in drop box as to reach Employees Provident Fund Organisation, Regional Office, Tambaram-600045 on or before \_\_\_\_\_ on \_\_\_\_\_ The EOI should be submitted by name to Shri Himanshu Kumar, RPFC-I.

32. Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure-1 shall be deemed to be a technical offer. In the event prices are indicated by the party in the technical document, the EOI request shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee

33. Rent charges shall be paid at the fixed rate at the end of each month or as per the Lease Agreement entered into with the party on the Terms & conditions mutually agreed.

34. In the event of Technical offer being 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 along with photograph(s) before the price bids are opened. Original Documents shall be returned after decision is taken to open price bids or otherwise.

35. Quoting parties may keep their offer valid for a period of 06 months. (Written statement should be enclosed).

36. The "**Price quotations for monthly rent for accommodation EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, TAMBARAM** " of the selected technical offers only will be opened.

37. The decision of **EPFO, Regional office, Tambaram** will be final and cannot be challenged.

38. If any special offers, additional facilities are there from the owner's side that may be mentioned as separate attachment.



### **Annexure-I (TECHNICAL BID)**

1. Name of person / Party holding Title to the Property:
2. Nationality of the Owner:
3. Full Postal Address of Property with PIN code:
4. Total Carpet Area in Sqr feet (Floor wise)
5. Contact Details Name:

Mobile no:

Fax:

E-mail:

6. Essential Documents Furnished (please tick mark the correct option)
  - i. Copy of ownership certificate. YES/NO
  - ii. Copy of latest Tax paid receipt for the commercial use of the buildings. YES/NO
  - iii. Latest encumbrance certificate. YES/NO
  - iv. No legal case is pending certificate from owner. YES/NO
  - v. Copy of approved plan from local body. YES/NO
  - vi. Copy of completion/ occupancy certificate from local body. YES/NO
  - vii. Fire clearance from the fire department. YES/NO
  - viii. Key plan of the premises. YES/NO
  - ix. Details of availability of Electrical load. YES/NO
  - x. Copy of the latest electrical bill. YES/NO
  - xi. Copy of the fair Rent to be issued by CPWD/PWD of the state Govt. YES/NO
  - xii. Whether owners is willing to sign EPFO Standards Lease Deed with the conditions to renew the rent after every five years with 15% enhancement. YES/NO
  - xiii. Certificate for validity of offer for 6 months. YES/NO
  - xiv. Agreement to be registered with the expense of owner. Certificate in this regard if agrees for the same to be submitted. YES/NO

## Annexure-II (PRICE BID)

Name:

b) Address ( office & residence ):

c) Address of property offered:

| Sl.No | Brief Description | Total Carpet area | Rent quoted per square foot | Total amount/Month in Rs. |
|-------|-------------------|-------------------|-----------------------------|---------------------------|
| 1     | Property offered  |                   |                             |                           |
| 2     | Taxes if any      |                   |                             |                           |
| 3     | Any other charge  |                   |                             |                           |
|       | Total             |                   |                             |                           |

Total Monthly rental (in figures of inclusive of every charge): Rs. Total Monthly rental (in words inclusive of every charge): Rs. Incremental/Decremental rates of rent for the extended Period in percentage:

Signature:

Name:

Designation:

**Note:**

- a. Quote should be covering all taxes and duties.
- b. Total Monthly rental shall be the amount payable by Employees Provident Fund Organisation, **REGIONAL OFFICE, TAMBARAM** monthly as rent.
- 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 prevails.

## **Annexures-III**

### **DECLARATION**

I.....s/o.....hereby offer the premises stated in the Annexure I for rent to Employees Provident Fund Organisation, Regional office, Tambaram.

Whatever is stated in the EOI documents true to the best of my knowledge and ability. I have not changed the contents of the EOI documents and have duly verified and signed the same.

Yours faithfully,

Name & signature with stamp (if any) of party or Authorized Signatory